

# Submit an application for a Construction Certificate (CC)

To apply for a Construction Certificate via the NSW Planning Portal (Portal), you will need a NSW Planning Portal account. To register a new account, refer to our *Register for the NSW Planning Portal* quick reference guide or video.



## Initiate application

You can apply for a construction certificate via the NSW Planning Portal using two different methods:

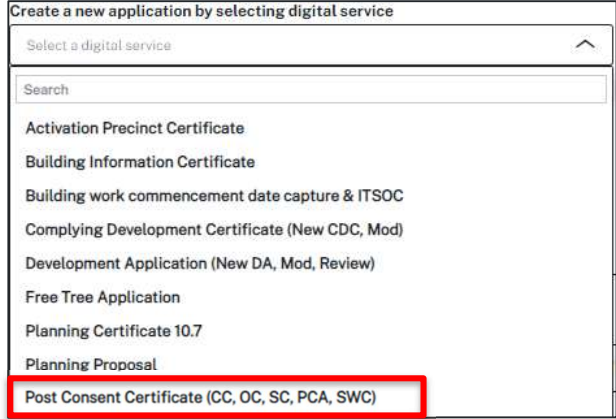

- As a related application (this will pre-populate content in the application form based on information within the related development application), or
- A new standalone application.

Follow the instructions below for your required method.

## Related application

<p>1. Log in to the NSW Planning Portal. Open the related Development Application by <b>clicking</b> on the reference number.</p>	
<p><b>Note:</b> If the development application has not been determined, the application will be on the Active Work dashboard. If the development application has been determined, it will be in the Completed Work dashboard. Alternatively, you can enter the Portal reference number in the search function at the top of the screen.</p>	
<p>2. <b>Click</b> Request Related Application, then <b>select</b> Request Certificate.</p>	
<p><b>Note:</b> When creating a related application, much of the information entered on the related development application will auto-populate to the Post-Consent Certificate application.</p>	
<p>Progress to step 5.</p>	

## Standalone application




<p>3. Log in to the NSW Planning Portal. <b>Select</b> Post Consent Certificate from the list of options within the create a new application drop-down arrow.</p>	
<p>4. Click Create new.</p>	

## Apply for certificate

<p>5. <b>Select</b> Construction certificate from the list of options.</p>	
<p>6. <b>Select</b> the Class of development.</p>	

**Note:** If a Class 2 development is selected, you will be required to meet further obligations in accordance to the *Design and Building Practitioners Act 2020* by nominating Practitioners, entering a Building Work Commencement date after the CC is determined and lodging relevant Construction-Issued Regulated design documents.

For more information on how to nominate Practitioners, please refer to our relevant quick reference guide titled *Nominate Practitioners*.

<p>7. <b>Select</b> whether the application is for the full development or part of the development.</p>	<p>Select the type of certificate you wish to apply for</p> <p><input type="radio"/> Certificate for the full development</p> <p><input type="radio"/> Certificate for part of the development</p>
<p>8. <b>Indicate</b> if the application is for modification of a current construction certificate.</p>	<p>Is the application for modification of a current construction certificate?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p><b>Note:</b> When a related application is generated, the site of development address and planning controls will be populated from the related DA and is not editable. For standalone applications, you will be required to search and enter the site of the development. To view the steps for entering a site of development, please refer to the Quick Reference Guide (QRG) <i>Submit a Development Application</i>.</p>	
<p>9. <b>Indicate</b> if this application is to be directed to a Principal Certifier or a State Agency for assessment.</p>	<p>Do you want to direct this application to a Principal Certifier or State Agency</p> <p><input checked="" type="radio"/> Principal Certifier (Council or Independent)</p> <p><input type="radio"/> Department of Planning and Environment</p> <p><input type="radio"/> Sydney Olympic Park Authority</p> <p><input type="radio"/> Transport for NSW</p> <p><input type="radio"/> Lord Howe Island Board</p>
<p><b>Note:</b> The related approval details section (steps 10 to 12) is pre-populated from the DA if the related application pathway is selected. This content is not editable.</p>	
<p>10. <b>Indicate</b> the related approval type and <b>input</b> the consent authority's application reference number.</p>	<p>Which approval type is this certificate in relation to? * </p> <p><input type="radio"/> Development Application number (DA)</p> <p><input type="radio"/> State determined (SSI / SSD)</p>
<p>11. <b>Indicate</b> whether the related application was applied for via the NSW Planning Portal.</p> <p>If yes, <b>input</b> the related PAN number.</p>	<p>Was the DA applied for via the NSW Planning Portal? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><b>Search related cases</b></p> <p>Please provide portal application number (PAN) </p> <input type="text"/>
<p>12. <b>Indicate</b> whether the related application has been determined.</p> <p>If yes, <b>select</b> the determination date.</p>	<p>Has the DA been determined? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Date of determination of the DA Case</p> <input type="text"/> 

**Note:** If the related application has not been determined, the application cannot be approved or refused by the certifier until the related development application has been determined.

<p><b>13. Indicate</b> if a relevant construction certificate was applied for via the NSW Planning Portal.</p>	<p>Was a relevant construction certificate applied for via the NSW Planning Portal?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not applicable</p>
<p><b>14. Enter</b> a construction certificate reference number.</p> <p>Note: If you select Not applicable to the question above this question will not appear.</p>	<p>Was a relevant construction certificate applied</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not applicable</p> <p>Please provide Construction certificate referen</p> <input type="text"/>
<p><b>15. Indicate</b> whether the construction certificate has been determined.</p>	<p>Has the CC been determined? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p><b>16. Enter</b> the date the construction certificate was issued if you answered yes to the question above.</p>	<p>Please enter the date the construction certificate was issued *</p> <input type="text"/>
<p><b>17. Click</b> Next.</p>	<p><a href="#">Next</a></p>

## Contact Details

When a construction certificate application is linked to a development application, the majority of the information is pre-populated from the related application. You will be required to review and update where necessary.

<p><b>18. Input or update</b> the applicant details.</p>	<p><b>Primary applicant details</b></p> <p>This person will receive all the system generated notification emails in relation to the application.</p> <p>Please enter the contact details of the applicant for this application.</p> <p>Please note that the nominated person/ company is the legal applicant for the application. The applica</p> <p>Title</p> <p><input type="text" value="Please Select..."/></p> <p>First given name * <input type="text" value="Jane"/> Other given name/s <input type="text"/></p>
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<p>19. <b>Indicate</b> if the applicant is a business or company.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Is the applicant a business or company?</b></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> </div>
<p>If you answer Yes;</p> <ul style="list-style-type: none"> <li>• <b>Search</b> for the company by choosing an operator, ACN, ABN, or Name.</li> <li>• <b>Enter</b> the search term in the search field.</li> <li>• <b>Click</b> the search button.</li> <li>• <b>Select</b> a result from the list.</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/></p> <p><input type="checkbox"/> Not found? Please select the checkbox to enter details manually.</p> </div>
<p><b>20. Identify</b> the owners of the development site.</p> <p>If there are multiple owners, <b>select</b> the appropriate button and <b>click</b> Add Owner.</p> <p>If you are not one of the owners, you will be required to populate the contact information for all owners. You can add as many additional owners as required by <b>clicking</b> Add Owner.</p> <p>If a company or business owns the development site, <b>enter</b> the company name and ABN.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Who owns the development site?*</b></p> <p><input type="radio"/> I am the sole owner of the development site</p> <p><input checked="" type="radio"/> There are multiple owners of the development site and I am one of them</p> <p><input type="radio"/> There are one or more owners of the development site and I am NOT one of them</p> <p><input type="radio"/> A company, business, government entity or other similar body owns the development site</p> <p>An application for a complying development certificate may be made –</p> <p>(a) by the owner of the land on which the development is proposed to be carried out, or</p> <p>(b) by any other person, with the consent of the owner of that land.</p> <p><b>Owners Details</b></p> <p><input type="button" value="Add Owner"/></p> </div>
<p><b>Note:</b> If you are the sole owner of the site, you will not need to provide additional information.</p>	
<p>If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by <b>clicking</b> the Add Owner button.</p>	
<p>You may be required to complete the declaration below to continue.</p>	
<div style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> I have obtained the consent of the owner(s) of the land to submit this application</p> </div>	
<p>21. <b>Select</b> who will be doing the building, for example, Licenced Builder.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Who will be doing the building work?</b></p> <p><input checked="" type="radio"/> Licensed Builder</p> <p><input type="radio"/> Owner Builder</p> <p><input type="radio"/> Not determined at this time (This</p> </div>
<p><b>22. Indicate</b> if the builder or principal contractor is an individual or a company, business, government entity or other similar body.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Select the option that is applicable*</b></p> <p><input type="radio"/> Individual</p> <p><input checked="" type="radio"/> A company, business, government entity or other similar body</p> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/></p> </div>

**Note:** Additional builder details can be added by clicking on the Add builder button.

<p>23. <b>Indicate</b> if a long service levy was paid.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Long service levy</b></p> <p>Have you paid the Long Service Levy?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> NA</p> </div>
<p>24. <b>Indicate</b> whether there are any security or site conditions which may impact the inspection, for example, locked gates or animals.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Are there any security or site conditions which may impact the person</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>25. <b>Indicate</b> who will be making the fee payment and <b>enter</b> the relevant details.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Payer details</b></p> <p>Provide the details of the person / entity that will make the fee payment</p> <p>Select the option that is applicable : *</p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p> </div>
<p>26. <b>Enter</b> the developer details if they are not a pre-populated.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Developer details</b></p> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>
<p>27. <b>Click</b> Save and continue.</p>	<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> <input type="button" value="Save and exit"/> <input type="button" value="Save and continue"/> </div>

## Proposed development details

When a construction certificate application is linked to a development application, much of the information is pre-populated from the related application. You will be required to review and update where necessary.

<p>28. <b>Select</b> the type/s of development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Type of development*</b></p> <p><input type="checkbox"/> Dwelling</p> <p><input type="checkbox"/> Secondary dwelling</p> <p><input type="checkbox"/> Attached dwelling</p> <p><input type="checkbox"/> Semi-attached dwelling</p> <p><input type="checkbox"/> Dual occupancy</p> </div>
<p><b>Note:</b> Multiple types of development may be selected.</p>	

<p>29. Select the class of development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Class of development *</b></p> <p>The development comprises the following</p> <p><input checked="" type="checkbox"/> Class 1a <a href="#">What is this?</a></p> <p><input type="checkbox"/> Class 1b <a href="#">What is this?</a></p> <p><input type="checkbox"/> Class 2 <a href="#">What is this?</a></p> <p><input type="checkbox"/> Class 3 <a href="#">What is this?</a></p> </div>
<p><b>Note:</b> When a class 2 development is selected, the following question will be displayed.</p>	
<p>30. <b>Indicate</b> if the development is exempt from <i>Design and Building Practitioners Act 2020</i>. If yes is selected, a reason must be selected from the drop-down list.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is the building work excluded from the Design and Building Practitioners Act 2020?</p> <p>Before answering, please check the legislation with regards to the building work you are</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Certain work is excluded from being building work, please provide a valid reason below.</p> <p>Note that if your building work started prior to 1st July 2021, this is not a reason for being</p> <p>--Select--</p> </div>
<p>31. Enter a detailed description for the development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Please provide a detailed description of the development *</b></p> <p><i>For example: Demolition of existing buildings, construction</i></p> <p>Please provide a detailed description including any secondary deve</p> </div>
<p>32. <b>Indicate</b> if the application is a direct result of an emergency and/or natural disaster as declared by the government.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is this application the direct result of a matter declared by the government by bushfire?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>33. Enter an estimated cost of the development, inclusive of GST.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>\$</p> </div>
<p>34. Enter the development information including:</p> <ul style="list-style-type: none"> <li>Total site area.</li> <li>Existing gross floor area.</li> <li>Proposed gross floor area.</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Development information</b></p> <p>Total site area (m2) *</p> <p>0</p> <p>Existing gross floor area (m2) *</p> <p>0</p> <p>Proposed gross floor area (m2) *</p> <p>0</p> </div>

<p>35. <b>Enter</b> the current and proposed uses of all parts of the building (s)/ land.</p>	<p>What are the current uses of all parts of the building(s)/land? *</p> <input type="text"/> <p>What is the proposed use of all parts of the building(s)/land? *</p> <input type="text"/>																																								
<p>36. <b>Indicate</b> if the proposed building is attached or detached.</p>	<p>Is the proposed building is attached, detached</p> <p><input type="checkbox"/> Attached</p> <p><input type="checkbox"/> Detached (Free-standing)</p> <p><input type="checkbox"/> Semi-detached</p>																																								
<p>37. <b>Enter</b> the data for the number of bedrooms, number of dwellings to be demolished and the number of dwellings to be erected.</p> <p>To add multiple entries, <b>click</b> Add Number of Bedrooms as required.</p> <p>Entries may be deleted by <b>clicking</b> on the bin icon.</p>	<p>Add Number of Bedrooms</p> <table border="1"> <thead> <tr> <th>Number of bedrooms</th> <th>Number of dwellings to be demolished</th> <th>Number of dwellings to be erected</th> <th></th> </tr> </thead> <tbody> <tr> <td>Select... ▼</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="button" value="🗑"/></td> </tr> <tr> <td>Select...</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Studio</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1 bedroom</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 bedrooms</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 bedrooms</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4 bedrooms</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5 bedrooms</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6+ bedrooms</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Development (m) *</p> <input type="text"/> <p>Number of pre-existing dwellings on site *</p> <input type="text"/>	Number of bedrooms	Number of dwellings to be demolished	Number of dwellings to be erected		Select... ▼	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="🗑"/>	Select...	0	0		Studio				1 bedroom				2 bedrooms				3 bedrooms				4 bedrooms				5 bedrooms				6+ bedrooms			
Number of bedrooms	Number of dwellings to be demolished	Number of dwellings to be erected																																							
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6+ bedrooms																																									
<p>38. <b>Enter</b> further details including:</p> <ul style="list-style-type: none"> <li>• The ultimate height of the development.</li> <li>• The number of pre-existing dwellings on site.</li> <li>• The number of storeys proposed.</li> <li>• The number of proposed lots.</li> </ul>	<p>Ultimate height of the development (m) *</p> <input type="text"/> <p>Number of pre-existing dwellings on site *</p> <input type="text"/> <p>Number of storeys proposed in the new building(s) *</p> <input type="text"/> <p>Number of proposed lots</p> <input type="text"/>																																								
<p>39. <b>Select</b> the relevant materials to be used in relation to the construction of the new building.</p>	<table border="1"> <thead> <tr> <th>Walls*</th> <th>Roof*</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Brick veneer (12)</td> <td><input type="checkbox"/> Aluminium (70)</td> </tr> <tr> <td><input type="checkbox"/> Cladding-aluminium (70)</td> <td><input type="checkbox"/> Concrete (20)</td> </tr> <tr> <td><input type="checkbox"/> Concrete (20)</td> <td><input type="checkbox"/> Concrete tile (10)</td> </tr> </tbody> </table>	Walls*	Roof*	<input type="checkbox"/> Brick veneer (12)	<input type="checkbox"/> Aluminium (70)	<input type="checkbox"/> Cladding-aluminium (70)	<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Concrete tile (10)																																
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40. **Indicate** if you are proposing to carry out alterations or modifications to existing relevant fire safety systems or installing new fire safety measures in the building.

**Fire safety measures**

Use the following sections to outline any changes to existing fire safety systems and to detail new fire safety measures.

Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'?

Yes  
 No

Are proposed fire safety measures to be installed in the building? \*

Yes  
 No

**Note:** If you select Yes, to either of the two options above, further fields will be displayed.

Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'?

Yes  
 No

	Fire Safety Measure	Is this measure installed in the building?	Please enter current standard of performance
1	Access Panels, doors and hoppers to fire resisting shaft	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
3	Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>

41. Click Save and continue.

**Note:** If a class 2 development is selected, practitioners must be nominated. For information on how to nominate practitioners, please refer to the Quick Reference Guide titled *Nominate Practitioners for Class 2 Developments*.

## Capture certifier details

You can search for the Principal Certifier by Company name, Trading name, ABN or ACN.

42. **Nominate** the principal certifier by:

- Selecting** Company Name, Trading Name, ABN or ACN.
- Enter** your search term in the space provided then **click** Search.
- Select** the certifier from the list of options.

**Principal Certifier**

ACN

Select...  
Company Name  
Trading Name  
ABN  
ACN

**Matching names**


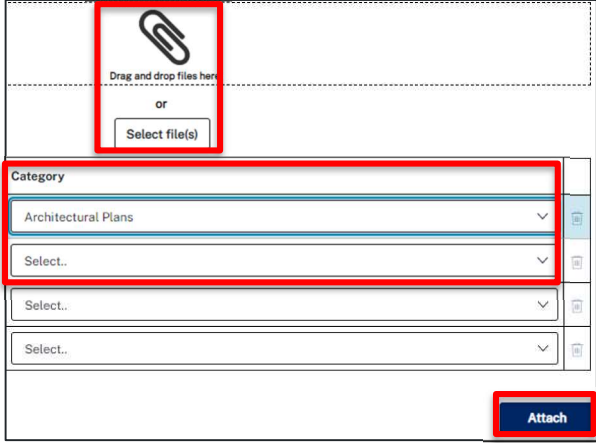

Legal name	ABN	ACN	Trading Name
UNITED CONSULTING ENGINEERS PTY LTD	40090572973	090572973	
UNITED CONSULTING PTY. LTD.	59165648788	165648788	

The Principal Certifiers details will appear on the screen.



43. Click Save and continue.

## Upload documentation

There are certain required documents that must be uploaded to your application. However, there are also additional documents you may need to upload to complete your application. Ensure you satisfy the application requirements of your Principal Certifier.

<p>44. Click Upload.</p>	
<p>a. Click Select files (s) or drag and drop your file(s) in the space provided.</p> <p>b. <b>Categorise</b> the file type(s)</p> <p>c. Click Attach.</p>	
<p><b>Note:</b> The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.</p>	
<p>45. Click Save and continue.</p>	

## Review and submit

<p>46. <b>Review</b> the information entered on your application. To edit information, <b>click</b> on the relevant progress step within the application form.</p>	
<p>47. <b>Complete</b> the declaration.</p>	
<p>48. Click Submit.</p>	

## End of steps

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### If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.