

# Submit an application for an Occupation Certificate (OC)

To apply for an Occupation 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 an Occupation Certificate via the NSW Planning Portal using two different methods:

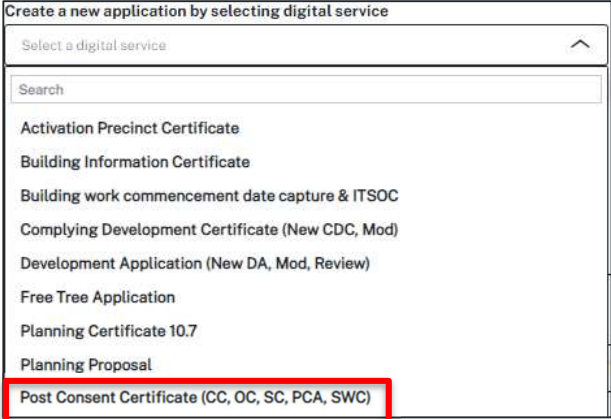

- As a related application (this will pre-populate content in the application form based on information within the related development application or complying development certificate application), or
- A new standalone application.

Follow the instructions below for your required method.



## Related application

<p>1. Log in to the NSW Planning Portal. Open the related Development Application or Complying Development Certificate application by <b>clicking</b> on the reference number.</p>	
<p><b>Note:</b> The Development Application or Complying Development Certificate application 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> Occupation 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 need to complete the following tasks:

- Notify the Secretary referred to in the Residential Apartment Buildings (*Compliance and Enforcement Powers*) Act, 2020 within 6-12 months before the application for the occupation certificate is made on the estimated completion date of construction.
- Occupation Certificate audit is completed and no serious defects exist.
- Lodge a Building Bond under the *Strata Schemes Management Act 2015* (where there is 4 or more storeys).
- Ensure a Principal Certifier Appointment is in place.

**Note:** When creating a related application, most of the information will be pre-populated from the related DA or CDC application. The site of development address and planning controls will be populated from the DA or CDC and is not editable.

- 7. Enter** the site of your development using the Address or Lot /Section number/Plan search functionality.  
Repeat as required until all development sites are located.



**Note:** When you enter the address, it will be validated against the registered address database and any applicable planning rules.


If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left.

**Note:** For unregistered addresses, there is no auto-populate feature. You need to **tick** the **Address did not display** box and enter the address manually.

This will disable the predictive text feature and map functionality. You will also need to enter the Lot/Section/Plan number and select the relevant local government area name or State Agency.



- 8. Once** the property is located you must **identify** the Lot/Section/Plan and primary address of the development.  
You can delete the address by **clicking** on the trash icon.

Street address	LGA	Lot/Section/Plan	Primary address?	
2 BELMONT AVENUE PENSURST 2222	GEORGES RIVER	27/ -- /DP1119	<input type="checkbox"/>	<input type="checkbox"/> 

The Planning controls affecting the property can be viewed by **clicking** on the arrow below the heading for planning controls.



- 9. Indicate** if this application is to be directed to a Principal Certifier or a State Agency for assessment.



**Note:** The related approval details section (steps 10 to 12) is pre-populated from the DA or CDC if the related application pathway is selected. This content is not editable.

<p>10. <b>Indicate</b> the related approval type and <b>input</b> the consent authority's application reference number.</p>	<p><b>Which approval type is this certificate in relation to?</b></p> <p><input type="radio"/> Development Application number (DA)</p> <p><input type="radio"/> Complying Development Certificate (CDC)</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 or CDC number.</p>	<p><b>Was the DA applied for via the NSW Planning Portal? *</b></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><b>Has the DA been determined? *</b></p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><b>Date of determination of the DA Case</b></p> <input type="text"/>
<p>13. If the related application was a DA, <b>indicate</b> if a relevant construction certificate was applied for via the NSW Planning Portal.</p>	<p><b>Was a related construction certificate applied via NSW Planning Portal?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>14. <b>Enter</b> the Construction certificate reference number.</p>	<p><b>Please provide Construction certificate reference number *</b></p> <input type="text"/>
<p>15. <b>Identify</b> the type of certificate you wish to apply for.</p>	<p><b>Select the type of certificate you wish to apply for *</b> ⓘ</p> <p><input type="radio"/> Occupation certificate for a partially completed building</p> <p><input type="radio"/> Occupation certificate for part of the building</p> <p><input type="radio"/> Occupation certificate for whole building</p>
<p>16. <b>Click Next.</b></p>	<p><b>Next</b></p>

## Contact details

When an occupation certificate application is linked to a DA or CDC, the majority of the information is pre-populated from the related application. You will be required to review and update where necessary.

<p>17. <b>Input</b> or <b>update</b> the applicant details.</p>	<div style="border: 1px solid black; padding: 5px;"> <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* <span style="float: right;">Other given name/s</span></p> <p><input type="text" value="Jane"/> <input type="text"/></p> </div>
<p>18. <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>19. <b>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 to complete the declaration below to continue.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><input type="checkbox"/> I have obtained the consent of the owner(s) of the land to submit this application</p> </div>	

<p>20. <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>21. <b>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>
<p>22. <b>Indicate</b> if there are any security or site conditions which may impact the person undertaking an inspection.</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>23. <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><b>Select the option that is applicable : *</b></p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p> </div>
<p>24. <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>25. <b>Click</b> Save and continue.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><input type="button" value="Save and exit"/> <input checked="" type="button" value="Save and continue"/></p> </div>

## Proposed development details

**Note:** The selection of certain development types may trigger additional questions relating to that specific development type. Development types that trigger additional questions include; Dwelling, Attached dwelling, Dual occupancies, Manor houses, Multi-dwelling housing (terraces), Residential flat buildings and Semi-attached dwellings.



<p>26. Select 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></p>	
<p>a) If Dwelling, attached dwelling, or semi-attached dwelling is selected, you will be required to <b>indicate</b> if the development includes affordable housing.</p> <p>If yes, <b>indicate</b> if the application is for infill affordable housing and <b>enter</b> the name of the registered community housing provider.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Does the development include affordable housing?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>b) If residential flat building and/or shop top housing, and/or multi-dwelling housing is selected, you will be required to <b>indicate</b> if the proposed development is build-to-rent housing.</p> <p>If yes, <b>indicate</b> if the application is for infill affordable housing and <b>enter</b> the name of the registered community housing provider.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Is the development proposed to be build-to-rent housing?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>27. 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>28. 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><b>Note:</b> You can enter further information such as car parking, motorcycle and bicycle spaces.</p>	

<p><b>29. Enter</b> the number of parking spaces. Select Add Category of development and <b>select</b> an option from the Category of development dropdown list.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; border: 1px solid black; margin-bottom: 5px;">Add Category of development</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Category of development</th> <th style="width: 20%;">Car parking spaces</th> <th style="width: 20%;">Motorcycles</th> </tr> </thead> <tbody> <tr> <td style="color: red;">Please complete</td> <td></td> <td></td> </tr> <tr> <td>Select..</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Select..</td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>Residential accommodation</td> <td></td> <td></td> </tr> <tr> <td>Commercial including business premises and retail premises</td> <td></td> <td></td> </tr> <tr> <td>Industry</td> <td></td> <td></td> </tr> <tr> <td>Other for example rural/extractive industry</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Category of development	Car parking spaces	Motorcycles	Please complete			Select..	0		Select..		0	Residential accommodation			Commercial including business premises and retail premises			Industry			Other for example rural/extractive industry		
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<p><b>30. Indicate</b> if this application is the direct result of a matter declared by the government to be an emergency or natural disaster.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is this application the direct result of a matter declared by the government to be an emergency by bushfire)</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>																								
<p><b>31. Click</b> Save and continue.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Save and exit</span> <span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px; background-color: #0056b3; color: white;">Save and continue</span> </div>																								

## Capture certifier details

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

<p><b>32. Nominate</b> the principal certifier by:</p> <ol style="list-style-type: none"> <li><b>Selecting</b> Company Name, Trading Name, ABN or ACN.</li> <li><b>Enter</b> your search term in the space provided then <b>click</b> Search.</li> </ol>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin-bottom: 5px;"><b>Principal Certifier</b></p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">ACN</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> <input style="width: 100%;" type="text"/> </div> <div style="margin-right: 5px;">Search</div> <div style="margin-left: 5px;">Clear</div> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>Select..</p> <p>Company Name</p> <p>Trading Name</p> <p>ABN</p> <p>ACN</p> </div> </div>												
<p><b>32. Select</b> the certifier from the list of options.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin-bottom: 5px;"><b>Matching names</b> <span style="float: right;">×</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Legal name</th> <th style="width: 15%;">ABN</th> <th style="width: 15%;">ACN</th> <th style="width: 30%;">Trading Name</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">UNITED CONSULTING ENGINEERS PTY LTD</td> <td style="border: 2px solid red;">40090572973</td> <td>090572973</td> <td></td> </tr> <tr> <td>UNITED CONSULTING PTY. LTD.</td> <td>59165648788</td> <td>165648788</td> <td></td> </tr> </tbody> </table> </div>	Legal name	ABN	ACN	Trading Name	UNITED CONSULTING ENGINEERS PTY LTD	40090572973	090572973		UNITED CONSULTING PTY. LTD.	59165648788	165648788	
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<p>The Principal Certifiers details will appear on the screen.</p>													
<p><b>33. Click</b> Save and continue.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Save and exit</span> <span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px; background-color: #0056b3; color: white;">Save and continue</span> </div>												

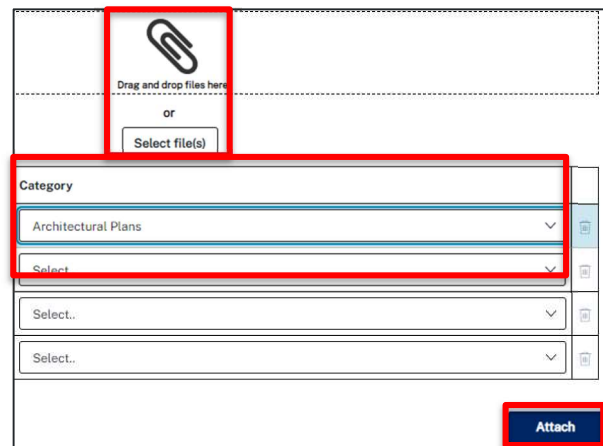
## Upload documentation

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><b>34. Click</b> Upload.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <span style="border: 1px solid black; padding: 5px 15px; background-color: #0056b3; color: white; display: inline-block;">Upload</span> </div>
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- Click Select files (s) or drag and drop your file(s) in the space provided.
- Categorise** the file type(s).
- Click Attach.



**Note:** 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.

35. Click Save and continue.

Save and exit

Save and continue

## Review and submit

36. Complete the declaration.

### Applicant declaration

- Select all
- I declare that all the information in my application and accom
- I understand that the application and the accompanying infor this application, and may be provided to other State agencies
- I understand that if incomplete, the consent authority may re
- The information and materials provided may be used for notif

37. Click Submit.

Save and exit

Submit

End of steps

## 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.

