
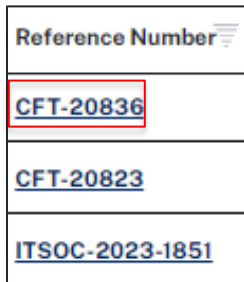
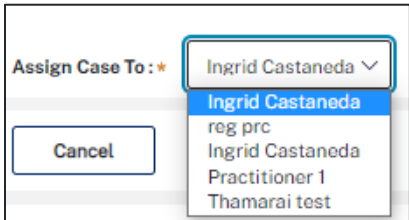



How to complete the post Occupation Certificate declaration

Under the *Design and Building Practitioners Act 2020*, the building practitioner must confirm within **90 days** of the final occupation certificate being issued, that all the relevant regulated designs and declarations have been provided.

In most cases, all relevant documents have already been provided as part of the building compliance declaration prior to the occupation certificate application. However, if there were variations to the As-Built documents, the building practitioner must upload and lodge any variations and complete another building compliance declaration. This is carried out on the occupation certificate CFT-### case.

This quick reference guide will take you through the steps to confirm whether variations were made or not, and the completion of the second building compliance declaration. Once this has been completed, the case will move to the completed work folder.

<p>1. From the practitioner dashboard, click the unassigned tasks heading, then click the As-built declaration folder.</p>	
<p>Note: Previously accessed cases will be available on the active work tab.</p>	
<p>2. Click on the occupation certificate case reference number.</p>	
<p>3. Select the user from the list to assign the case to the building practitioner.</p>	
<p>4. Click submit.</p>	
<p>Note: The screen will display the occupation certificate case details.</p>	

Regulated designs	Certificate details	Practitioner details	Documents	Related cases	Analytics	Action summary
Select tags	Select Folder	Filter	Clear Filter			
Folder name	Document type	File name	Uploaded by	Uploaded date	Lodged by	Lodged date
Architectural	Building enclosure	Building enclosure.docx IFC As-built CFT-20745 ITSOC-2023-1850	Jamie James	30/03/23	Thamarai test	03/30/23
Architectural	Building services	Building services.docx IFC As-built CFT-20745 ITSOC-2023-1850	Jamie James	30/03/23	Thamarai test	03/30/23
Civil	Civil works	Civil works.docx IFC variations As-built CFT-20745 ITSOC-2023-1850	Thamarai test	30/03/23	Thamarai test	03/30/23
Architectural	Load bearing	Elevations.docx IFC As-built CFT-20745 ITSOC-2023-1850	Thamarai test	30/03/23	Thamarai test	03/30/23
	Lodgement details	Lodgement details_1680257280.pdf	Thamarai test	30/03/23		
	Lodgement details	Lodgement details_1680251942.pdf	Thamarai test	30/03/23		
	Building compliance declaration	Building compliance declaration ITSOC-2023-1850.pdf	Thamarai test	31/03/23		
	Contractor Document	Test 2.docx As-built ITSOC-2023-1850	Thamarai test	31/03/23	Thamarai test	03/31/23

5. From the actions menu, **click** declare As-Built variations.

Actions

Refresh

Declare As-Built Variations

Re-assign

6. **Indicate** if you are ready to confirm that the construction issued regulated designs lodged are the final set.

Please confirm if there are variations to the As-Built regulated designs. *

☐ Yes, the additional regulated designs and declarations are required.
 ☐ No, there are no further variations to the As-Built regulated designs and declarations.

Note: If **yes**, no further regulated designs and variations are required.

If **no**, this means that you have more documents to declare. Please upload the new documents or variations to existing documents on the portal.


Note: Once all relevant documentation has been uploaded, complete the below building compliance declaration.

7. **Indicate** if the building work has complied with the requirements of the Building Code of Australia and steps taken to ensure compliance.

Has the building work complied with the requirements of the Building Code

☐ Yes
 ☐ No

Please set out the steps taken to ensure compliance. *

<p>8. Indicate if the design was prepared by a registered design practitioner.</p>	<p>Has the design been prepared by a registered design practitioner</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>									
<p>9. Indicate if a design compliance declaration has been obtained in relation to the regulated designs used for the building work.</p>	<p>Has a design compliance declaration been obtained in relation to regulated designs</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>									
<p>10. Indicate if a registered principal design practitioner was appointed in relation to the building work.</p>	<p>Was a registered principal design practitioner appointed in relation to the building work? Declaration. *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>									
<p>a) If yes, indicate if a principal compliance declaration has been obtained in relation to the regulated designs and design compliance declarations relating to the building work.</p>	<p>Has a principal compliance declaration been obtained in relation to the regulated designs</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>									
<p>11. Click to upload the relevant documentation, if changed.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Upload</p> </div>									
<p>12. Click select file(s) or drag and drop file(s) in the space provided.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>Attach Documents ✕</p> <div style="border: 1px dashed gray; height: 100px; margin: 10px 0; display: flex; align-items: center; justify-content: center;">  <p>Drag and drop files here</p> </div> <p style="text-align: center;">or</p> <div style="text-align: center; margin: 10px 0;"> <p>Select file(s)</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <p>Cancel</p> <p>Attach</p> </div> </div>									
<p>13. Categorise each document and then click attach.</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">or</p> <div style="margin-bottom: 10px;"> <p>Select file(s)</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 75%;">Category</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td></td> <td><div style="border: 1px solid gray; padding: 2px;">Select..</div></td> <td><div style="border: 1px solid gray; width: 15px; height: 15px; text-align: center;">✕</div></td> </tr> <tr> <td></td> <td><div style="border: 1px solid gray; padding: 2px;">Select..</div></td> <td><div style="border: 1px solid gray; width: 15px; height: 15px; text-align: center;">✕</div></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <p>Attach</p> </div> </div>		Category			<div style="border: 1px solid gray; padding: 2px;">Select..</div>	<div style="border: 1px solid gray; width: 15px; height: 15px; text-align: center;">✕</div>		<div style="border: 1px solid gray; padding: 2px;">Select..</div>	<div style="border: 1px solid gray; width: 15px; height: 15px; text-align: center;">✕</div>
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14. Complete the checklist.	<div><input type="checkbox"/> Select all</div> <div><input type="checkbox"/> Copy of each design compliance declaration given under section 9(3)(b) of the Act for</div> <div><input type="checkbox"/> Copy of the varied regulated design.</div> <div><input type="checkbox"/> Copy of each design compliance declaration obtained under section 20(3) of the Act for</div> <div><input type="checkbox"/> Copy of the regulated design for the new building element or performance solution.</div>
15. Click submit.	<div><div>Submit</div></div>

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.