

## How to declare As-Builts (final set)

Under the *Design and Building Practitioners Regulations 2021*, the building practitioner is required to complete a building compliance declaration prior to the application of an occupation certificate on the NSW Planning Portal (the portal).

The Building Compliance Declaration can be found on the Intent to Seek Occupation Certification (ITSOC) case and is part of the declare as-builts process.

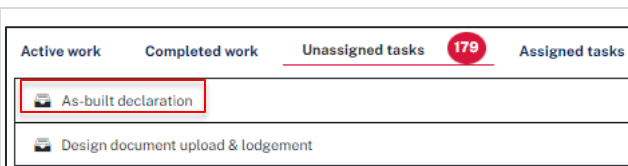
The building practitioner should only complete the declaration if there are no further planned changes expected to the set of regulated designs in the document repository. The declare As-Built process and the Building Compliance Declaration can only be completed by the nominated registered building practitioner.

The building practitioner will be able to review the documents stored on the building work case before completing the declaration.

For subsequent occupation certificates, the building compliance declaration must be completed for each instance of the ITSOC case. This is to ensure the building compliance declaration accurately reflects which of the regulated designs and design compliance declaration in the document repository relate to which occupation certificate.

### Complete a building compliance declaration

1. From the practitioner dashboard, **click** the unassigned tasks heading, then **click** the As-built declaration folder.

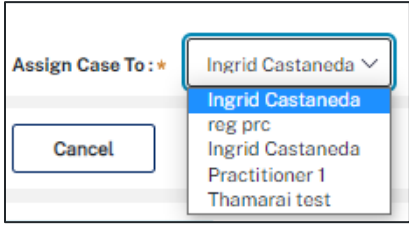



**Note:** The nominated building practitioner will only see the As-built declaration folder, if the issued for construction documents have been previously uploaded and lodged, and the Developer has submitted the Expected Completion Notice to NSW Fair Trading.

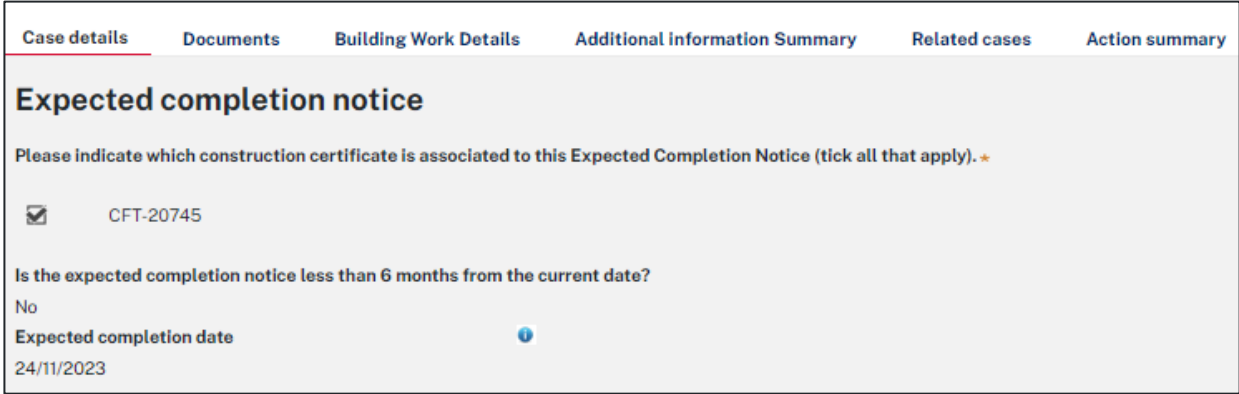
Previously accessed cases will be available on the active work tab.

2. **Click** on the ITSOC case reference number.

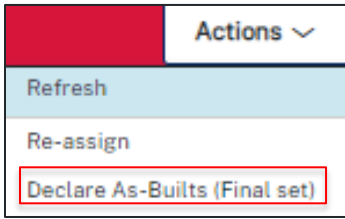
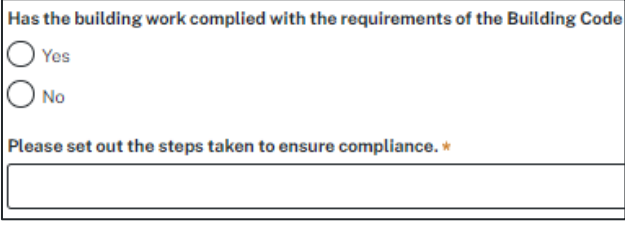
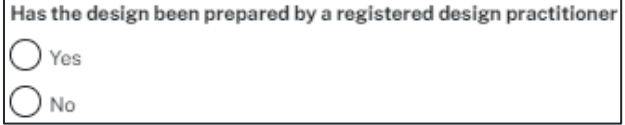
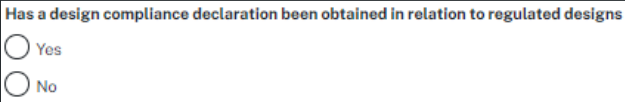



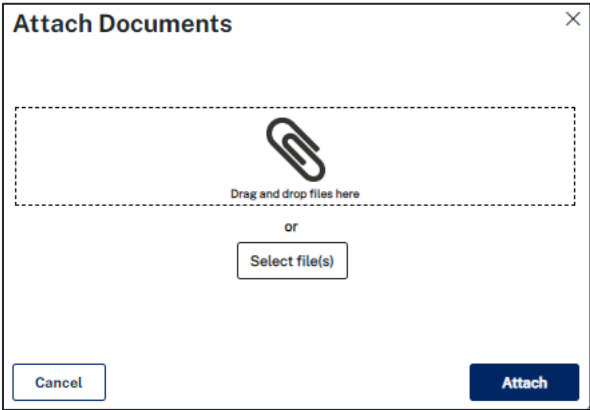
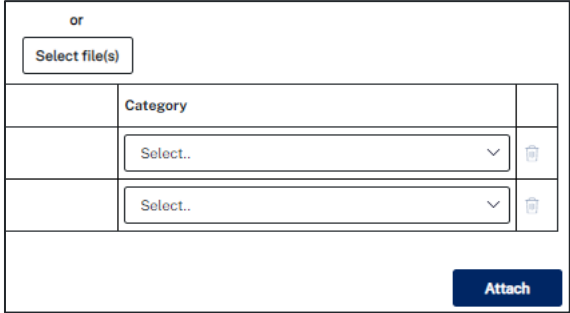

<p>3. Select the user from the list to assign the case to the building practitioner.</p>	
<p>4. Click submit.</p>	

**Note:** The screen will display the ITSOC details.



The screenshot shows a navigation bar with tabs: Case details, Documents, Building Work Details, Additional information Summary, Related cases, and Action summary. The 'Case details' tab is active. Below the navigation bar is the heading 'Expected completion notice'. A prompt asks to indicate which construction certificate is associated to this notice, with a checked checkbox for 'CFT-20745'. A question asks if the notice is less than 6 months from the current date, with 'No' selected. The 'Expected completion date' is listed as 24/11/2023.

<p>5. Click declare As-Builts (final set).</p>	
<p>6. Indicate if the building work has complied with the requirements of the Building Code of Australia and steps taken to ensure compliance.</p>	
<p>7. Indicate if the design was prepared by a registered design practitioner.</p>	
<p>8. Indicate if a design compliance declaration has been obtained in relation to the regulated designs used for the building work.</p>	

<p><b>9. Indicate</b> 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><b>a)</b> 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><b>10. Click</b> upload to upload the relevant documentation.</p>	
<p><b>11. Click</b> select file(s) or drag and drop file(s) in the space provided.</p>	
<p><b>12. Categorise</b> each document and then <b>click</b> attach.</p>	
<p><b>13. Complete</b> the checklist.</p>	<p><input type="checkbox"/> Select all</p> <p><input type="checkbox"/> Copy of each design compliance declaration given under section 9(3)(b) of the A</p> <p><input type="checkbox"/> Copy of each design compliance declaration obtained under section 20(3) of the</p> <p><input type="checkbox"/> Copy of the fire safety certificate obtained under section 85 of the Environment</p>
<p><b>14. Click</b> submit.</p>	

Once the As-Built declaration has been completed, the regulated designs will be tagged with As-built and the ITSOC case reference, to indicate which documents the declaration is made against.

The completed Building Compliance Declaration can be downloaded from the regulated designs tab as a PDF.



Folder name	Document type	File name
Architectural	Building enclosure	<a href="#">Building enclosure.docx</a> IFC As-built CFT-20745 ITSOC-2023-1850
Architectural	Building services	<a href="#">Building services.docx</a> IFC As-built CFT-20745 ITSOC-2023-1850
Civil	Civil works	<a href="#">Civil works.docx</a> IFC variations As-built CFT-20745 ITSOC-2023-1850
Architectural	Load bearing	<a href="#">Elevations.docx</a> IFC As-built CFT-20745 ITSOC-2023-1850
	Lodgement details	<a href="#">Lodgement details_1680257280.pdf</a>
	Lodgement details	<a href="#">Lodgement details_1680251942.pdf</a>
	Building compliance declaration	<a href="#">Building compliance declaration ITSOC-2023-1850.pdf</a>

## 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.