

How to create a building work case

Building works section

The building works section is where the developer creates a building work case to indicate when development work has commenced and who the practitioners are. The building work case also acts as a document repository to house all regulated designs and declarations related to the development.

For developments where the building practitioner is the same for the entire development, the developer only needs to create one building work case.

For developments where multiple building practitioners are involved, the developer will need to create a separate building work case for each building practitioner. This also applies when there are different sets of construction issued designs created for each building under one development approval.

This guide will demonstrate the steps required to create a building work case within the building work section on the 'My development' page.

The building works section is automatically created when the nominated registered certifier accepts the construction certificate (CC) or complying development certificate (CDC) applications. This will allow the developer to upload regulated designs and design declarations against a building work case. This also allows the registered certifier to view any regulated designs and declarations during the assessment and determination process for the application of a certificate.

Ensure that the construction certification or complying development certificate application has referenced the correct development approval. This will be a PAN or CDC portal reference.

Create a building work case

Under the building works section, the developer is able to create a building work case, allowing them to initiate the following tasks:

- Upload regulated designs and declarations (including variations).
- Nominate building and design practitioners for the development.
- Enter the building work commencement information.

For information on nominating practitioners and entering building work commencement details, please refer to the quick reference guide titled 'submit Intention to commence work form'.

1. On 'My development' sites page, **click** on the building works section heading to expand the section.

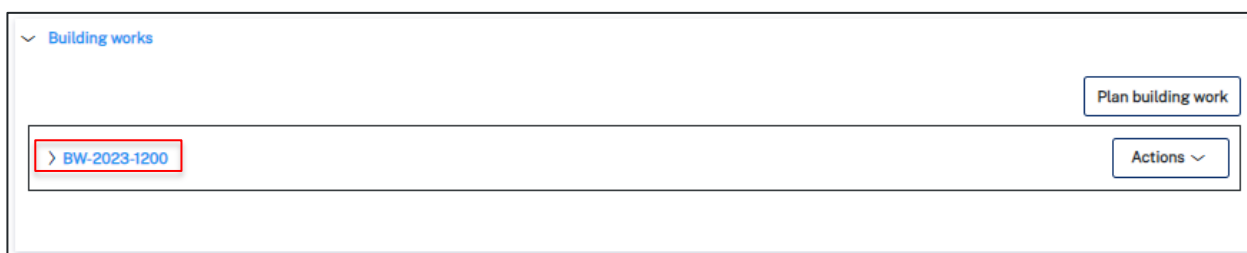


Note: The building works section will be available only after the nominated registered certifier accepts the linked CC or CDC application.

2. Click on the Plan building work button.



3. The building work case will be created (BW-xxxx-xxx)

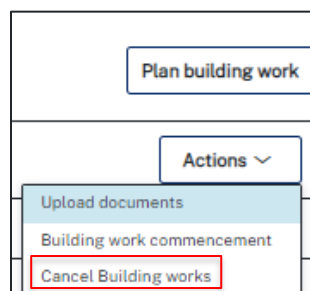


Note: Each time the developer clicks on plan building work button, a new building work case will be created. If the building practitioner is the same for the entire development, the developer should only create one building work case.

If a building work case was created in error, there is an option to cancel it from the actions menu.


Cancel building work case

4. Click on Actions, then click Cancel Building works from the displayed options.



5. Click yes to cancel.

Cancel draft application

 Once this draft application has been cancelled, you will be unable to amend

Are you sure you want to cancel the application Building Work (BW-2023-646)?

Note: The cancel building work case option can only be performed on building works cases that have been created in error and do not have any regulated designs or building commencement information entered against it.

End of steps

Next Steps

1. The developer should upload regulated designs and declarations (including variations) against the building work case. This can be done at the same time as the construction certificate or complying development certificate application is being assessed or determined registered certifier.

Any documents uploaded on the building work case can be viewed on the certificate application case automatically. For further information on uploading regulated designs, please refer to the quick reference guide 'Developer – How to upload regulated designs and declarations'.

2. The developer should complete the building work commencement information including nominating the building and design practitioners for the development. This will notify the nominated building practitioner to upload and/or lodge the regulated designs and declarations into the building work case.

Remember to ensure that your building practitioner has lodged the regulated designs and declarations before the date you entered into the building work commencement date.

For further information on completing the building work commencement, please refer to the quick reference guide 'Developer – How to enter the building work commencement information'.

For further information on nominating practitioners, please refer to the quick reference guide 'Developer – Nominate Practitioners'.

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.