

How to enter the building work commencement information

Under the *Design and Building Practitioners Regulation 2021*, it is a requirement for a developer to complete the following information:

- Enter the building work commencement date.
- Nominate the registered building practitioners who will lodge the regulated designs and declarations on the NSW Planning Portal (the portal).
- Enter details of the registered design practitioners and the principal certifier.

Practitioner details and lodgement of the regulated designs may not be required if the building work is excluded from the *Design and Building Practitioners Act 2020*. Please check before indicating the building work is excluded as you may not be able to obtain your occupation certificate if NSW Fair Trading deem otherwise.

This information is captured on the building work commencement form which consists of 4 pages:

1. Development details
2. Practitioner details
3. Certifier details
4. Review and submit

For information on creating the building work case, please refer to the quick reference guide 'Developer – How to create a building work case'.

Enter development details

This section will focus on page one of the building work commencement form, where the developer is required to:

- enter the estimated building work commencement date
- indicate if the building work is excluded from the regulations
- enter the development details
- indicate if encroaching ground anchors are involved on the development.

1. Click building work commencement from the actions menu on the building work case.



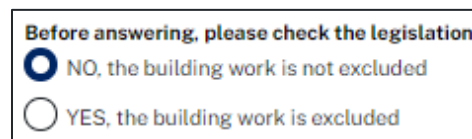
Note: The building work commencement form consists of four pages and most of the information is automatically populated from the DA (PAN case) or the CC/CDC case.

2. Enter the building work commencement date in the space provided.



Note: Only enter a building work start date when the first construction certificate or complying development certificate has been issued. Ensure that the registered building practitioner has lodged the regulated designs and declaration prior to the date entered. This date reflects when building work under the CC or CDC is scheduled to start.

3. Indicate if the building work is excluded from the regulations.



Note: In most cases, the building work is not excluded from the requirements of the *Design and Building Practitioners Act 2020*.

If no is selected, the developer must nominate registered practitioners on the following page.

Note: Under the *Design and Building Practitioners Regulation 2021*, Section 13 certain work is excluded from the definition of building work. This means that the development is not subject to obligations under the legislation to have registered practitioners and declared regulated designs.

If the developer indicates the building work is excluded from the Design and Building Practitioners Regulations, they will be required to select a reason for the building work being excluded.

If the building work started prior to 1st July 2021, this is not a reason to be excluded under the *Design and Building Practitioners Act 2020*.

<p>a) If the building work is excluded, select yes, then select a reason from the list of valid options.</p>	<p>Before answering, please check the legislation with regards to the building work y</p> <p><input type="radio"/> NO, the building work is not excluded</p> <p><input checked="" type="radio"/> YES, the building work is excluded</p> <p>Certain work is excluded from being building work, please provide a valid reason</p> <p>Note that if your building work started prior to 1st July 2021, this is not a reason</p> <p>Please select</p> <div style="border: 1px solid black; padding: 5px;"> <p>Please select</p> <ul style="list-style-type: none"> Labour and materials value less than AUD \$5000 Waterproofing building work within a single dwelling Under homebuilder grant Under a council order excluding cladding Under development control order excluding cladding Maintenance of a component of a building including fire system Mechanical, plumbing or electrical services maintenance Exempt under environmental planning other than waterproofing work Non-structural fit out only for class 5, 6, 9a or 9b parts only Exempt from BCA under clause 164B, 187 or 188 Installation of awnings, blinds and canopies Installation of roofed structure over balcony, deck, patio or terrace Building work is not related to a building element or performance solution Other </div>
<p>Note: If yes is selected above, entering the practitioner details information on the following page is optional.</p>	
<p>Note: Scroll down the page and edit the information as required.</p>	
<p>4. Enter a detailed description of the development in the space provided.</p>	<p>Please provide a detailed description of the development</p> <div style="border: 1px solid black; height: 40px;"></div>
<p>5. Enter the estimated cost of the development.</p>	<p>Please provide the estimated cost of the development?</p> <div style="border: 1px solid black; height: 40px;"></div>
<p>6. Enter the number of storeys in the new building(s).</p>	<p>Number of storeys proposed in the new building(s)</p> <div style="border: 1px solid black; height: 40px;"></div>
<p>7. Indicate if the building work involves encroaching ground anchors.</p>	<p>Does the building work involve encroaching ground anchor?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>a) If yes is selected, indicate the type of encroaching ground anchor involved.</p>	<p>Does the building work involve encroaching ground anchor?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Type of encroaching ground anchor involved in the building</p> <p><input type="checkbox"/> Temporary encroaching ground anchor What is th</p> <p><input type="checkbox"/> Removable encroaching ground anchor What is th</p>

Note: If encroaching ground anchors are involved in the building work, the developer will need to upload the relevant documentation.

8. Click continue.

Save

Continue

Enter practitioners

Nominate building practitioner

9. Click on the building practitioner heading, then click Add Organisation.

Building practitioner	Design practitioner	Principal design practitioner
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Please enter the organisation of the building practitioner who will be responsible for the building work.

If registered under the Design and Building Practitioners Act 2020, please enter the registration number e.g. BUP00001234. The organisation's details will be pre-populated from the NSW Fair Trading [register](#).

Note that a registered body corporate must have a nominated building practitioner (individual).

For building work started after 1st July 2021, there must be a registered building practitioner (individual). Please ensure that a registered practitioner has created an account on the planning portal. The organisation will receive the case and will need to reassign it to a registered building practitioner.

+ Add Organisation

Note: At a minimum, the developer must nominate a building practitioner. The nominated building practitioner can be changed, if required at a later date.

10. Indicate if the organisation is registered as a 'body corporate' under the *Design and Building Practitioners Act*.

Is the organisation registered as 'body corporate' under the [Design and Building Practitioners Act](#) ?

*

Yes

No

a) If yes, enter the registration number (BUPxxxx) and click search.

Is the organisation registered as 'body corporate' under the [De](#)

*

Yes

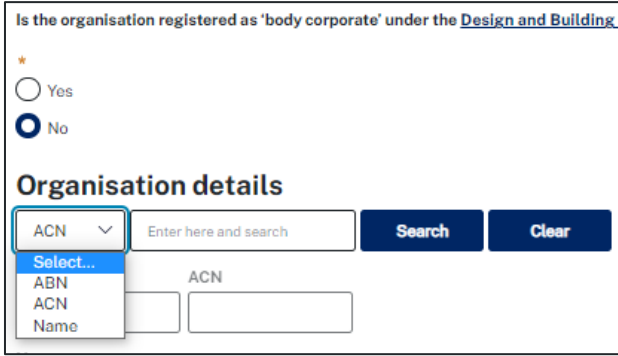
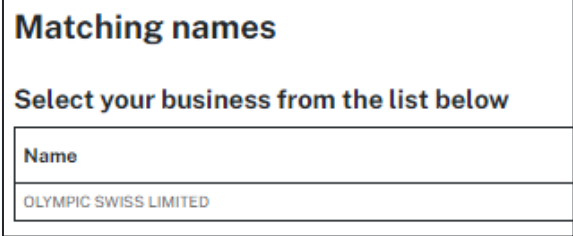
No

Organisation details

Enter Body corporate registration number

Search

Note: The organisation details will be validated against the NSW Fair Trading register and automatically populated on the screen.

<p>b) If no is selected, you can search for the organisation manually via the ABN, ACN or name.</p>	
<p>c) Click on the organisation name from the search results.</p>	

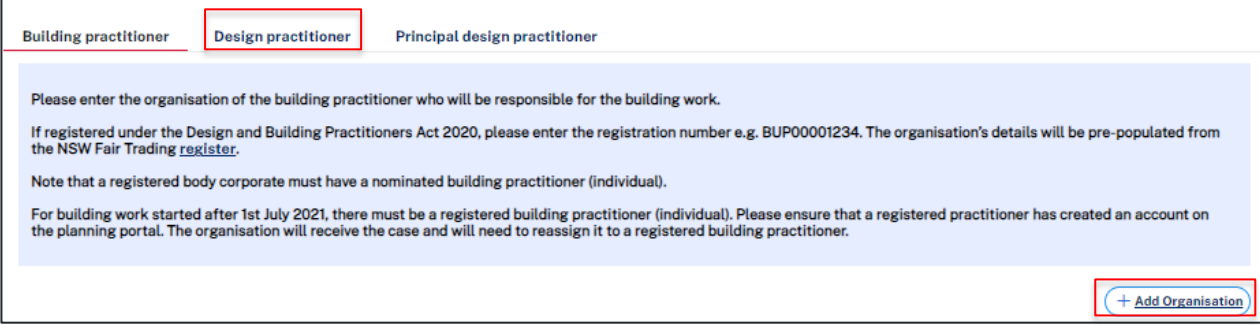
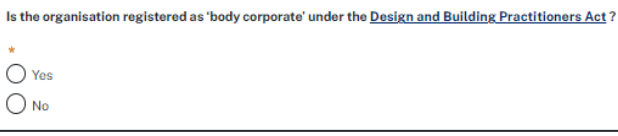
Nominate design practitioner(s)

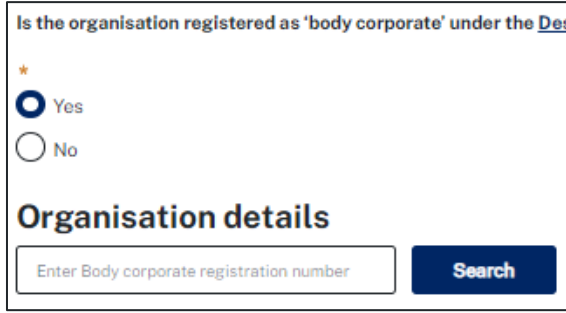
The developer can nominate the design practitioner(s); however, this task can also be completed by the nominated building practitioner. After the developer has nominated the building practitioner and submitted this form, the nominated building practitioner will have access to edit the practitioner details and nominate the design practitioner(s), if they are responsible for engaging the design practitioners.

The following steps are to be completed when the developer continues with the nomination of the design practitioner(s).

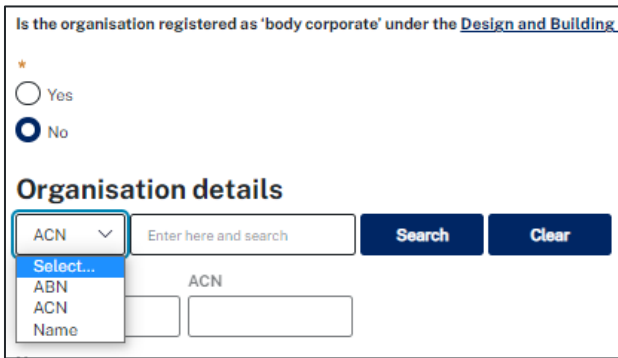
Note: All the design practitioners who have provided the regulated designs and declarations should be entered on the building work commencement form.

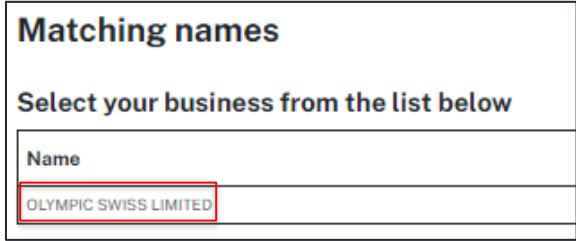
11. Click on the design practitioner heading, then **click** Add Organisation.

	
<p>12. Indicate if the organisation is registered as a 'body corporate' under <i>the Design and Building Practitioners Act 2020</i>.</p>	

<p>a) If yes, enter the registration number (DEPxxxx) and click search.</p>	 <p>The screenshot shows a form titled "Organisation details" with a question: "Is the organisation registered as 'body corporate' under the Design and Building Act 2015?". The "Yes" radio button is selected. Below the question is a text input field labeled "Enter Body corporate registration number" and a "Search" button.</p>
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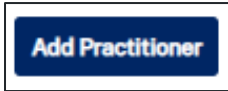
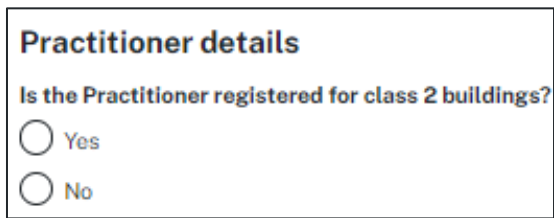
Note: The organisation details will be validated against the NSW Fair Trading register and automatically populate on the screen.

<p>b) If no is selected, you can search for the organisation manually via the ABN, ACN or Name.</p>	 <p>The screenshot shows the "Organisation details" form with "No" selected for the registration question. Below the question is a search section with a dropdown menu currently set to "ACN". The dropdown menu is open, showing options: "Select...", "ABN", "ACN", and "Name". To the right of the dropdown is a text input field "Enter here and search" and "Search" and "Clear" buttons.</p>
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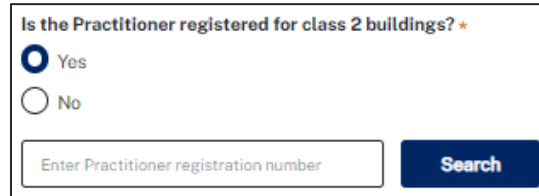
<p>c) Click on the organisation name from the search results.</p>	 <p>The screenshot shows a section titled "Matching names" with the instruction "Select your business from the list below". Below this is a table with one row containing the name "OLYMPIC SWISS LIMITED", which is highlighted with a red border.</p>
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Note: The organisation details will be validated against the NSW Fair Trading register and automatically populated on the screen.

After the design practitioner organisation has been selected, an individual registered design practitioner can be entered from the same organisation.

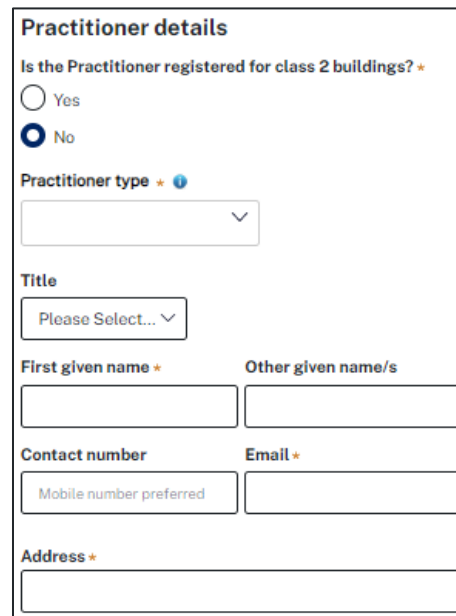
<p>13. Click Add Practitioner.</p>	 <p>A blue button with the text "Add Practitioner" in white.</p>
<p>14. Indicate if the practitioner is registered for class 2 buildings.</p>	 <p>The screenshot shows a form titled "Practitioner details" with the question: "Is the Practitioner registered for class 2 buildings?". There are two radio buttons, "Yes" and "No", both of which are currently unselected.</p>

- a) If yes, **enter** the practitioner registration number in the space provided and **click** search.



Note: The individual practitioner registration details will be validated against the NSW Fair Trading register and automatically populated on the screen.

- b) If no, the information can be entered manually, such as:
- i. Practitioner type.
 - ii. First given name.
 - iii. Family name.
 - iv. Email.
 - v. Address.



Note: Additional individual design practitioners within the same organisation can be added by clicking add practitioner.

Note: Practitioner names entered above must match the details on the Design Compliance Declarations. If the practitioners are not registered, they will not be permitted to complete the Design Compliance Declarations.

Nominate principal design practitioner

If a principal design practitioner has been engaged on the project and will be the delegated Appropriate Practitioner by the Developer or Building Practitioner, details should be entered into the Principal design practitioner tab.

Note: Only one principal design practitioner can be nominated on the building work commencement form.

15. **Click** on the principal design practitioner heading, then **click** Add Organisation.

[Building practitioner](#) [Design practitioner](#) **[Principal design practitioner](#)**

Please enter the organisation of the building practitioner who will be responsible for the building work.

If registered under the Design and Building Practitioners Act 2020, please enter the registration number e.g. BUP00001234. The organisation's details will be pre-populated from the NSW Fair Trading [register](#).

Note that a registered body corporate must have a nominated building practitioner (individual).

For building work started after 1st July 2021, there must be a registered building practitioner (individual). Please ensure that a registered practitioner has created an account on the planning portal. The organisation will receive the case and will need to reassign it to a registered building practitioner.

[+ Add Organisation](#)

16. Indicate if the organisation is registered as a 'body corporate' under the Design and Building Practitioners Act.

Is the organisation registered as 'body corporate' under the [Design and Building Practitioners Act](#) ?

*
 Yes
 No

a) If yes, **enter** the registration number (PDPxxxx) and **click** search.

Is the organisation registered as 'body corporate' under the [De](#)

*
 Yes
 No

Organisation details

Enter Body corporate registration number [Search](#)

Note: The organisation details will be validated against the NSW Fair Trading register and automatically populate on the screen.

b) If no is selected, you can search for the organisation manually via the ABN, ACN or Name.

Is the organisation registered as 'body corporate' under the [Design and Building](#)

*
 Yes
 No

Organisation details

[Search](#) [Clear](#)

c) **Click** on the organisation name from the search results.

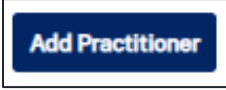
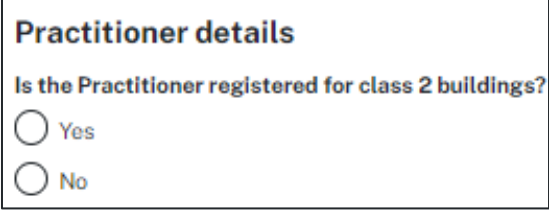
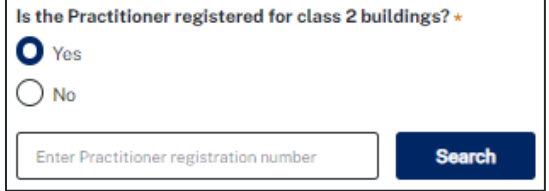
Matching names

Select your business from the list below

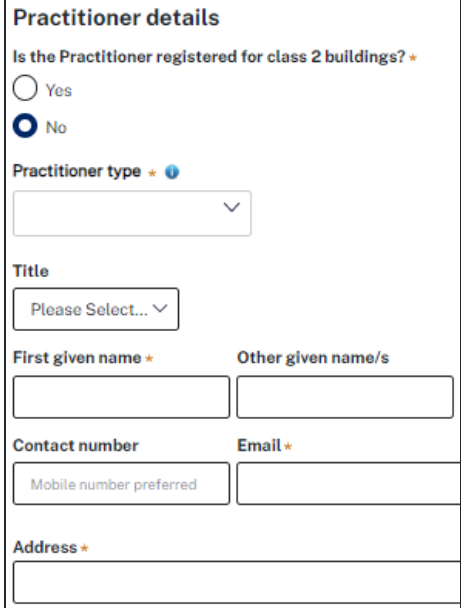
Name
OLYMPIC SWISS LIMITED

Note: The organisation details will be validated against the NSW Fair Trading register and automatically populate on the screen.

After the principal design practitioner organisation has been selected, an individual registered individual principal design practitioner can be nominated from the same organisation.

<p>17. Click Add Practitioner.</p>	
<p>18. Indicate if the practitioner is registered for class 2 buildings.</p>	
<p>a) If yes, enter the practitioner registration number in the space provided and click search.</p>	

Note: The individual practitioner registration details will be validated against the NSW Fair Trading register and automatically populate on the screen.

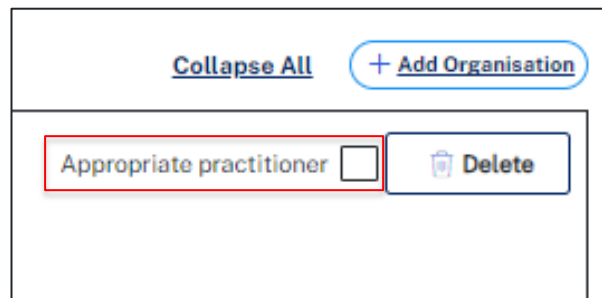
<p>b) If no, the information can be entered manually, such as:</p> <ul style="list-style-type: none"> i. Practitioner type. ii. First given name. iii. Family name. iv. Email. v. Address. 	
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Note: Additional individual design practitioners within the same organisation can be added by clicking add practitioner.

Select an appropriate practitioner

The Appropriate practitioner will be responsible for uploading and lodging all of the the design documents and declarations. The appropriate practitioner selection option will only be available when a design practitioner or principal design practitioner is nominated.

By default, the building practitioner will be the appropriate practitioner and will be responsible for the lodgement of regulated designs. The developer or building practitioner can give that responsibility to the nominated design or principal design practitioner by selecting them as the appropriate practitioner by checking the appropriate box as indicated below.



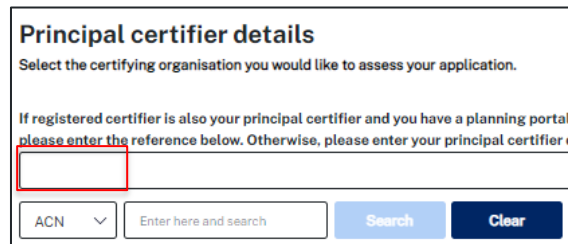
12. After nominating practitioners and selecting an appropriate practitioner, **click** continue to progress to the certifier details page.



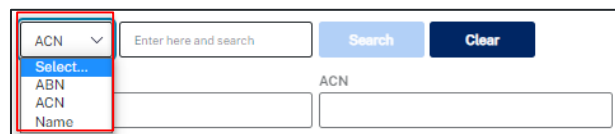
Enter principal certifier details

If the registered certifier is also the principal certifier and you have a planning portal Principal Certifier Appointment (PCA) application reference number (CFT-xxxx), you may enter the reference in the space provided. Otherwise, the principal certifier details can be entered by searching by company name, ABN or ACN.

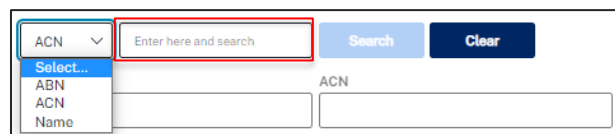
13. **Enter** the PCA application reference number (if applicable).




14. **Select** the search option (name, ABN, ACN).



a) **Enter** the search term in the space provided.




<p>b) Click search.</p>							
<p>c) Select organisation from the list of matching names.</p>	<p>Matching names</p> <p>Select your business from the list below</p> <table border="1" data-bbox="788 533 1374 629"><thead><tr><th>Name</th><th>ABN</th></tr></thead><tbody><tr><td>UNITED CONSULTING ENGINEERS PTY LTD</td><td>:40090572973</td></tr><tr><td>The trustee for UNITED CONSULTANTS</td><td>:35784108138</td></tr></tbody></table>	Name	ABN	UNITED CONSULTING ENGINEERS PTY LTD	:40090572973	The trustee for UNITED CONSULTANTS	:35784108138
Name	ABN						
UNITED CONSULTING ENGINEERS PTY LTD	:40090572973						
The trustee for UNITED CONSULTANTS	:35784108138						

Note: The certifier details will automatically populate on the screen.

<p>15. Click continue.</p>	
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Review and submit

<p>16. Review the information and when ready, complete the declaration.</p>	<p>Declarations *</p> <p><input type="checkbox"/> I declare that all the information in my application and accompanying documents</p>
<p>17. Click submit.</p>	

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.