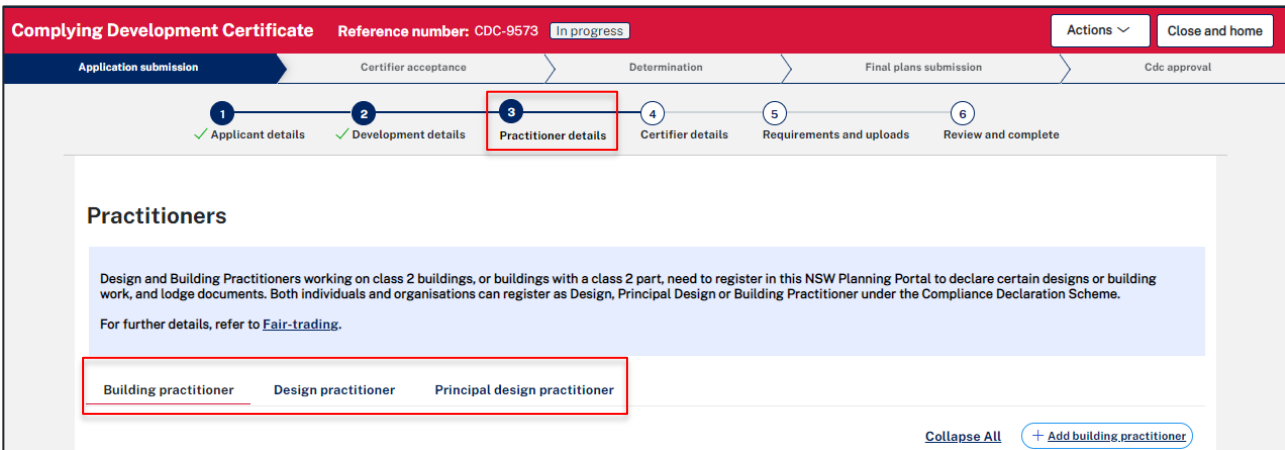# Nominate Practitioners for Class 2 buildings

Providing the details of the Nominated Practitioners for certain developments will become mandatory from 1 July 2021. This requirement will apply where all or part of the development falls within Class 2 of the Building Code of Australia. Until 1 July 2021, the provision of this information is optional.

When submitting a Complying Development Certificate (CDC) or Construction Certificate (CC) application and a Class 2 development is selected, the Practitioner details information will need to be completed.

This guide will display the necessary steps required to complete the Practitioner information when submitting a Complying Development Certificate (CDC) application. The steps to enter the Practitioner information for a CC is identical to the CDC application.

For developments that are exempt from the *Design and Building Practitioners Act 2020*, the requirement to enter the practitioner details information is optional. If the development is not exempt from the Act, then the practitioner details must be provided.

Important: The image below is an example where the Practitioner details tab will appear when a Class 2 development is selected on a CDC application.

Note: If a Class 2 development is selected, it is mandatory to enter the Practitioner details.
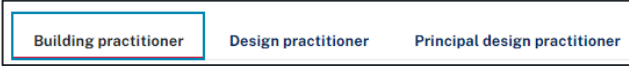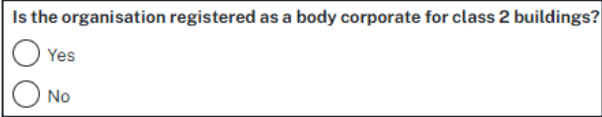
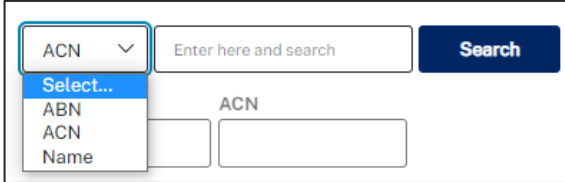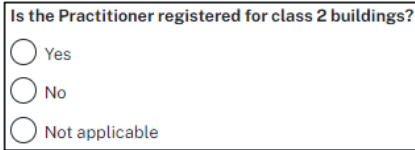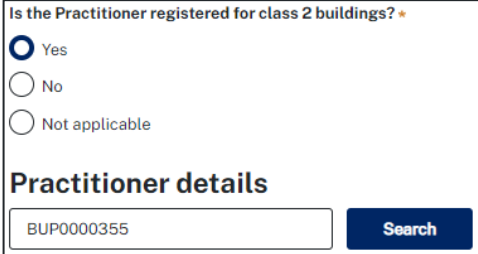There are three types of Practitioner profiles that can be nominated for a class 2 development:

- Building practitioner
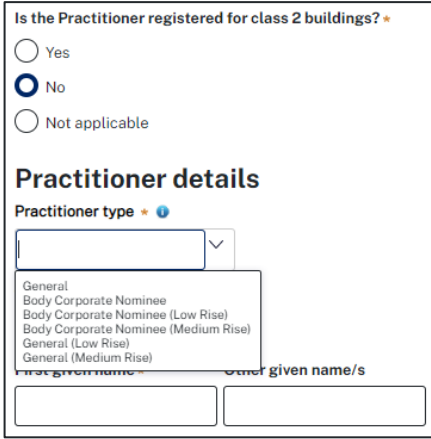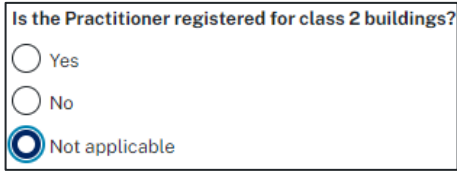- Design practitioner
- Principal design practitioner

Note: It is mandatory to enter at least a Building practitioner.

Nominate a Building Practitioner

Note: Only one Building Practitioner can be nominated.	
1. **Click** on the Building practitioner tab.	Building practitioner Design practitioner Principal design practitioner
2. **Click** Add building practitioner, which is located to the right of the screen.	✛ **Add building practitioner**

Note: When entering Practitioner design details, the screen will display two search options, the Organisation details and the individual Practitioner details (within the nominated organisation).

3. **Indicate** if your organisation is registered as a Practitioner for class 2 buildings.	Is the organisation registered as a body corporate for class 2 buildings? ◯ Yes ◯ No
If Yes is selected, you will be required to **enter** the registration number (e.g., BUPxxxxxxx) in the space provided, then click search. The system will validate the details and populate the organisation details.	**Organisation details** BUP0000358 **Search**
If No is selected, you may search for an organisation via their ABN, ACN or Name, then **click** search.	ACN ⌄ Enter here and search **Search** Select... ABN ACN ACN Name
4. When nominating individual practitioners within the organisation, there are three options:	Is the Practitioner registered for class 2 buildings? ◯ Yes ◯ No ◯ Not applicable
If Yes is selected, **enter** the practitioner registration ID (e.g., BUPxxxxx) into the space provided and **click** Search. The practitioner details will populate as displayed.	Is the Practitioner registered for class 2 buildings? * ⦿ Yes ◯ No ◯ Not applicable **Practitioner details** BUP0000355 **Search**

Note: When entering the registration ID for a Building Practitioner, it must follow the format BUPxxxxxx.

If No is selected, the practitioner details must be **entered** manually including the practitioner type (s).	Is the Practitioner registered for class 2 buildings? * ○ Yes ● No ○ Not applicable **Practitioner details** Practitioner type * ⓘ [dropdown] General Body Corporate Nominee Body Corporate Nominee (Low Rise) Body Corporate Nominee (Medium Rise) General (Low Rise) General (Medium Rise) First given name Other given name/s
Selecting Not applicable removes the option to enter an individual practitioner within the organisation nominated.	Is the Practitioner registered for class 2 buildings? ○ Yes ○ No ● Not applicable

Nominate Design Practitioners
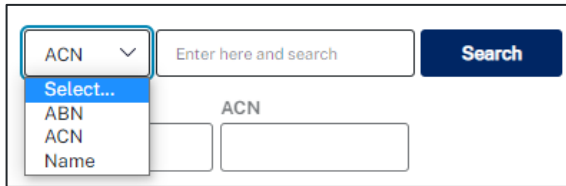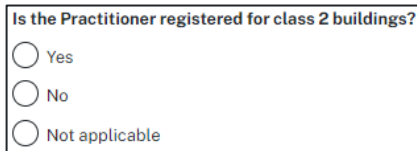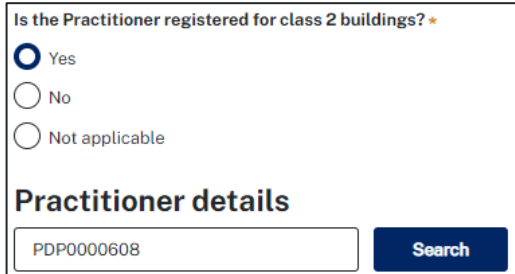
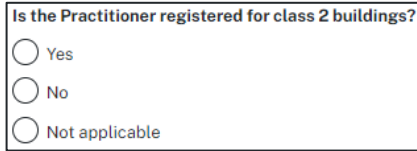|	
Note: Multiple Design Practitioners can be nominated.	
1. **Click** on the Design practitioner tab	Building practitioner | Design practitioner | Principal design practitioner
2. **Click** Add design practitioner, which is located to the right of the screen.	+ Add design practitioner
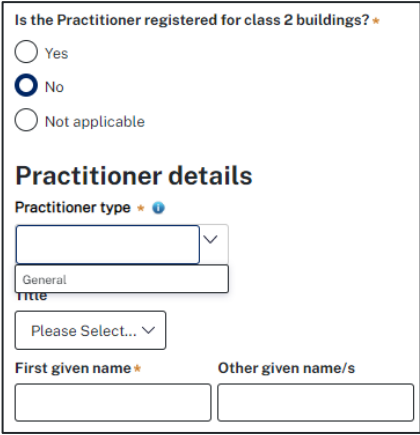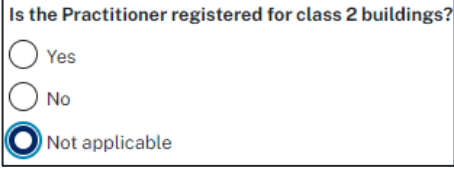
Note: When entering Practitioner design details, the screen will display two search options, the Organisation details and the individual Practitioner details (within the nominated organisation).

3. **Indicate** if your organisation is registered as a Practitioner for class 2 buildings.	Is the organisation registered as a body corporate for class 2 buildings? ○ Yes ○ No
If Yes is selected, you will be required to **enter** the registration number (e.g., DEPxxxxxxx) in the space provided, then **click** search. The system will validate the details and populate the organisation details.	**Organisation details** DEP0004641 Search

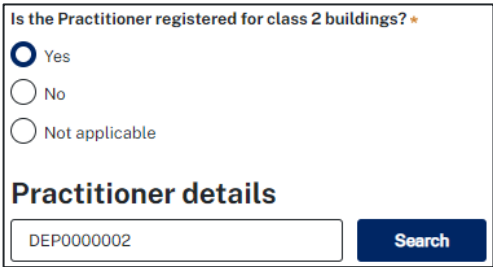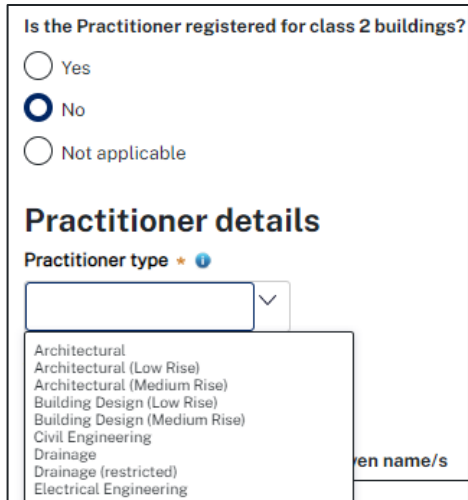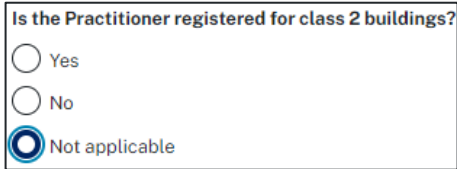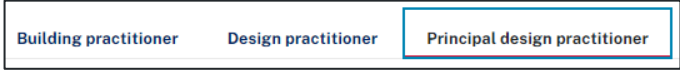|		
	If No is selected, you may search for an organisation by **entering** their ABN, ACN or Name, then **click** search.	
4.	When nominating individual practitioners within the organisation, there are three options:	
	If Yes is selected, **enter** the practitioner registration ID (e.g., DEPxxxxx) into the space provided and **click** Search. The practitioner details will automatically populate.	

Note: When entering the registration ID for a Design Practitioner, it must follow the format DEPxxxxxx.

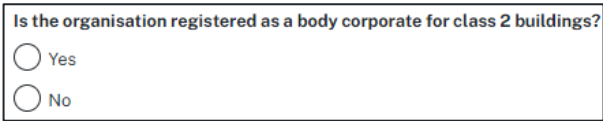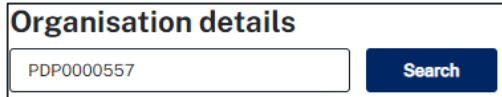|		
	If No is selected, the practitioner details must be **entered** manually including the practitioner type (s).	
	Selecting Not applicable removes the option to enter an individual practitioner within the organisation nominated.	

Nominate a Principal Design Practitioner

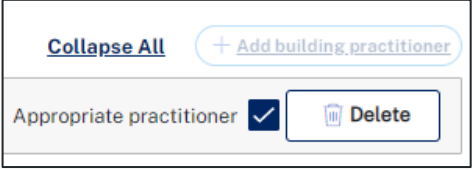|	
Note: Only one Principal design practitioner can be entered.	
1. **Click** the Principal design practitioner tab.	Building practitioner Design practitioner **Principal design practitioner**
2. **Click** Add Principal design practitioner, which is located to the right of the screen.	+ **Add Principal design practitioner**
Note: When entering Practitioner design details, the screen will display two search options, the Organisation details and the individual Practitioner details (within the nominated organisation).	
3. **Indicate** if your organisation is registered as a Practitioner for class 2 buildings.	Is the organisation registered as a body corporate for class 2 buildings? ◯ Yes ◯ No
If Yes is selected, you will be required to **enter** the registration number (e.g., PDPxxxxxxx) in the space provided, then **click** search. The system will validate the details and populate the organisation details.	**Organisation details** PDP0000557 Search
If No is selected, you may search for an organisation by **entering** their ABN, ACN or Name, then **click** search.	ACN ⌄ Enter here and search Search Select... ABN ACN ACN Name
4. When nominating individual practitioners within the organisation, there are three options:	Is the Practitioner registered for class 2 buildings? ◯ Yes ◯ No ◯ Not applicable
If Yes is selected, **enter** the practitioner registration ID (e.g., DEPxxxxx) into the space provided and **click** Search. The practitioner details will automatically populate.	Is the Practitioner registered for class 2 buildings? * ● Yes ◯ No ◯ Not applicable **Practitioner details** PDP0000608 Search
Note: When entering the registration ID for a Principal Design Practitioner, it must follow the format PDPxxxxxx.	

If No is selected, the practitioner details must be **entered** manually including the practitioner type.	
Selecting Not applicable removes the option to enter an individual practitioner within the organisation nominated.	

Select an Appropriate Practitioner

| The Appropriate practitioner will be responsible for uploading and lodging all of the the design documents and declarations. |
| --- |
| **Note**: Not all Building Work Commencement Date Capture & ITSOC applications will have the option to select the Appropriate Practitioner. For example, a non-exempt case where a building work commencement date is prior to 1 July 2021. |

1. To select an Appropriate Practitioner, **click** on the practitioner title (i.e., Building practitioner), then **check** the Appropriate practitioner check box.	

Note: If the Appropriate practitioner check box is not selected, the Building practitioner will be selected by default when **clicking** Save or continue.

2. **Click** Save to Save your work or Continue to progress to the next page.	

Edit Practitioner details

Note: After an application has been submitted, the practitioner information can be edited at any time from the Actions menu.

1. **Click** Actions, then **select** Edit Practitioner details.	
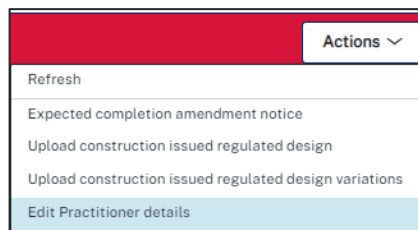
Note: The Edit Practitioner details window will appear.

Note: When a Practitioner information is edited, the new Practitioner details will be made available in the Practitioner details tab and the previous Practitioner details will be available in the Practitioner history tab.

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.