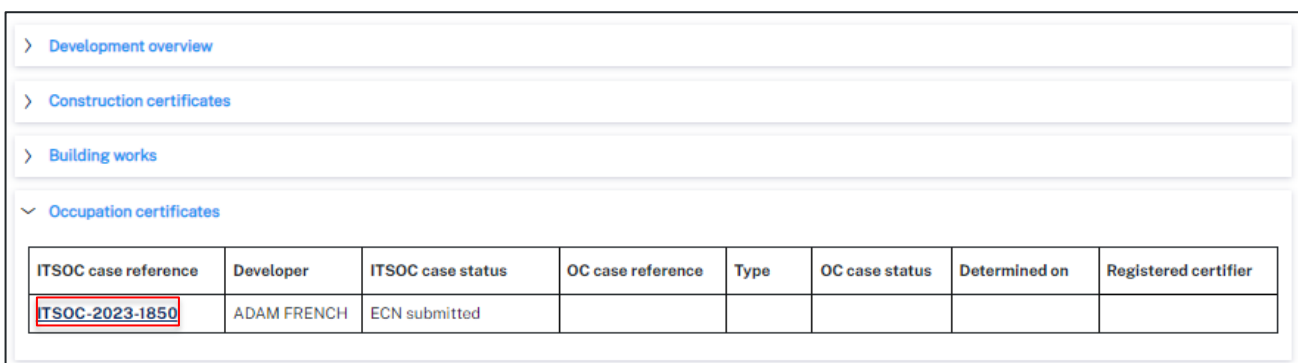# How to submit a Strata Building Bond application

When an Expected Completion Notice is submitted, the eligibility to pay a building bond will be assessed. If eligible, the developer will be able to start an application within the intent to seek occupation certificate case, but the application cannot be submitted until the development is nearing completion and the building practitioner is ready to make the building compliance declaration. This is to ensure that a building bond is associated to the latest version of the regulated designs in the document repository, and they reflect what has been built.

When the Strata Building Bond case has been submitted, NSW Fair Trading will assess the application and may request further information before agreeing the value of the bond. This process happens at the same time as the occupation certificate audit assessment. For more information refer to the Strata Schemes Management Regulation 2016.

For more information on submitting the ITSOC case and the eligibility questions in relation the requirement to make a strata building bond payment, please view the 'Developer – How to submit the Intent to Seek Occupation Certificate' quick reference guide.
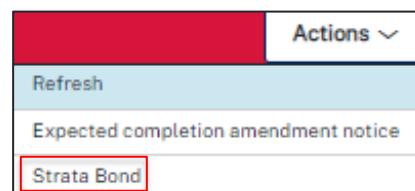
Initiate application

1. Under the occupation certificates heading, **click** on the relevant ITSOC case.

>	Development overview						
>	Construction certificates						
>	Building works						
∨	Occupation certificates						

ITSOC case reference	Developer	ITSOC case status	OC case reference	Type	OC case status	Determined on	Registered certifier
ITSOC-2023-1850	ADAM FRENCH	ECN submitted					

1. **Select** strata bond from the actions menu.

Actions ∨
Refresh
Expected completion amendment notice
Strata Bond

Note: When you created the Intent to Seek OC (ITSOC), you would have been asked a number of questions to determine your eligibility to pay a strata building bond. If you are eligible the strata bond option will appear on the actions menu. A new SB-XXXX-XXX case will be created and be available to view from the related cases tab on the ITSOC case.

Complete the application

The strata building bond application comprises of five pages of information the developer is required to complete in order to submit the application. Most of the information is automatically populated from the ITSOC case.

Contact details

2. The developer and contact details will be automatically populated from the ITSOC case. Ensure the contact details are correct and up to date before moving on.	**Title** Please Select... ⌄ **First given name** ★ Jamie **Contact number** 0999999999
3. **Enter** the owners corporation details by: a) **Selecting** ABN, ACN or name. b) **Enter** the details in the space provided. c) **Click** search. d) **Select** the owners corporation from the displayed list. e) **Enter** the address and email. f) **Enter** the main contact person for the owners corporation.	Name ⌄ [Enter here and search] **Search** ABN ACN Name TED **ABN** **ACN** 87639995029 639995029 **Trading name** — — **Address** **Email** ★
4. Enter the strata manager details.	**Title** Please Select... ⌄ **First given name** **Contact number** Mobile number preferred
5. **Click** continue.	**Continue**

Project information

Most of the information on this page is automatically populated. You will need to check and edit as required. Scroll down to the bond information and complete as demonstrated below.

6. **Enter** the bond information: a) Stata plan number. b) Strata plan registration date. c) Deposit plan reference. d) Contract price for the building work. e) Bond issuer. f) Bond amount is automatically calculated and is 2% of the contract price.	**Bond information** Strata plan number Strata plan registration date Deposit plan reference Contract price ★ What is this? $ Bond issuer Bond amount ★ What is this? $

Note: After submitting the strata bond case, NSW Fair Trading will make contact with the developer regarding the contract price entered and/or more information required as part of the assessment. This request will be made via the portal using the Request for Additional Information.

7. Indicate if the strata bond payment has been made offline.	Has the Strata bond payment been made offline? ○ Yes ● No

Note: No should always be selected as NSW Fair Trading no longer accepts strata building bond payments directly.

Note: The developer will be prompted to make the strata building bond payment after submitting this form.

8. **Click** continue.	Continue

Payer details

9. Enter the details of the individual or company who will be making the application lodgement payment.	Select the option that is applicable ● Individual ○ A company, business, government entity or other similar **Title** Please Select... ⌄ **First given name** ★ Jamie **Contact number** 0999999999

Requirements and uploads

10. Click upload.	**Upload**
11. Click select file(s) or drag and drop file(s) in the space provided.	**Attach Documents** ✕ Drag and drop files here or Select file(s) Cancel Attach
12. Categorise each document and then **click** attach.	or Select file(s) **Category** Select.. ⌄ 🗑 Select.. ⌄ 🗑 Attach
13. Click submit.	**Submit**

14. **Click** continue.	

Review and submit

15. Complete the declaration.	
16. Click proceed to pay.	

Note: The Service NSW payment gateway will display in readiness to submit the payment. The strata building bond application and payment should be made after the building practitioner has declared the As-Built designs (final set) to ensure the strata building bond is made against the final regulated designs as declared by the building practitioner.

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.