

# How to upload regulated designs and declarations

Under the *Design and Building Practitioners Regulation 2021*, it is a requirement to upload and lodge regulated designs on the NSW Planning Portal (the portal).

A *Developer* can upload the regulated designs and declarations onto the building work case, where a document repository is created to store, tag and track the documents. This means the declared set of regulated designs for the development, including variations, will be visible to the developer, building practitioner and certifiers, creating a holistic view of the building development.

This guide will demonstrate the steps required for a developer to upload the regulated designs to the building works case on 'My development' page.

For more information about understanding my development page, please refer to the quick reference guide 'Developer – How to navigate the My development page'.

## Upload regulated designs

The developer must upload the initial set of regulated designs against the building work case. This will enable the nominated certifier to view the regulated designs when assessing the linked construction certificate (CC) or complying development certificate (CDC) application.

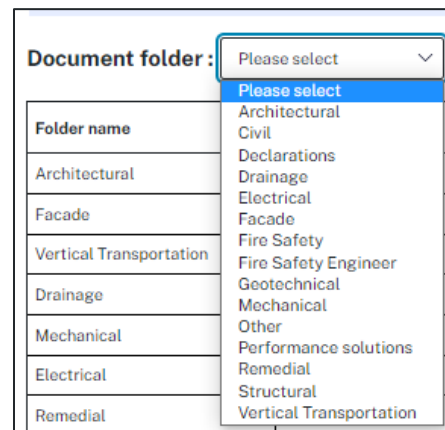
To upload the regulated designs, the developer must first create the building work case. For details on creating a building work case, please refer to the quick reference guide 'Developer – How to create a building work case'.

1. Click upload documents from the actions menu on the building work case.



**Note:** The main document upload screen will display with the option to select a document folder. The Developer must select the document folder to enable the document upload function to appear.

2. **Select** a document folder to display the document types relevant to the selected folder.

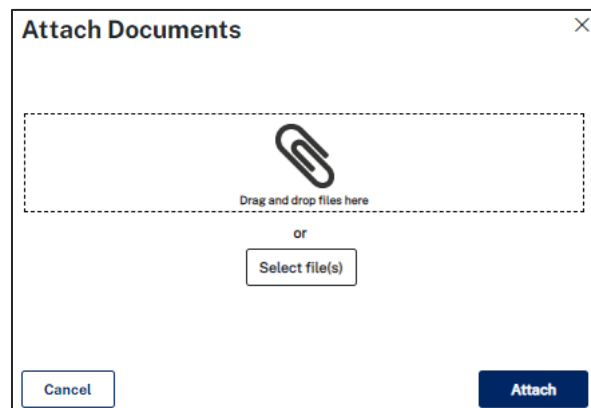


**Note:** The Document folder will match the Design Compliance Declarations you have received from your registered design practitioners. NSW Fair Trading has published a regulated design guidance material which will provide information on which document folder should be used for which document.

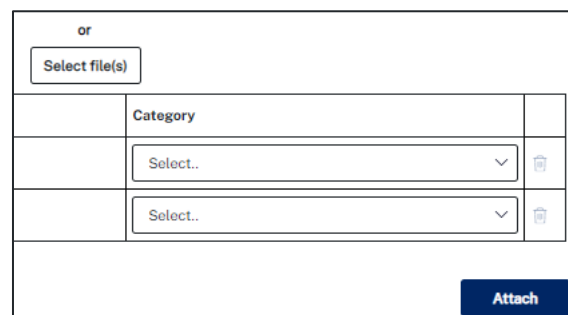
3. **Click** upload.



4. **Click** select file(s) or drag and drop file(s) in the space provided.



5. Categorise each document and then **click** attach.



6. **Click** submit.



**Note:** Once uploaded, the documents will be viewable by the developer on the building work case and to the nominated certifier on the CC or CDC case under the regulated designs tab. The developer can continue to upload the regulated designs and declarations as required.

### End of steps

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## Next steps

The regulated designs will be made available for the certifier on the Construction Certificate case via the regulated designs tab.

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## 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.