

## How to navigate the My development sites page

The 'My Development' page is created for the person managing the project in the NSW Planning Portal (the portal). This will be the person holding the developer account for projects related to building work for Classes 2, 3 and 9c. There is a 'my development sites' tile on the dashboard for people holding a developer account.

The 'my development' page is created when a development application (DA) is approved, or a complying development certificate (CDC) is issued.

Subsequent construction certificates (new or modified) will be linked and shown within 'my development' page. This provides the developer with a consolidated view of the project from the approval to any construction certificates, to the building work, intent to seek occupation certificate(s) and occupation certificate(s).

The 'my development' page will be created if the development approval has a NSW Planning Portal reference number (PAN-xxx or CDC-xxx).

Existing approved DA or CDC applications entered before the 1<sup>st</sup> of May 2023 will automatically be converted into the new format within the 'my development' page.

The 'my development' sites list is created per development approval, not per site address.

### Access the 'my development' page

The My Development page is accessed via the blue tile located on the developer dashboard.

1. After logging on, scroll down and **select** the 'my development sites' tile.



**Note:** The list of development sites per approved DA or issued CDC will be displayed for your organisation.

My development sites				Close
Primary site address	Local government area	Development consent	Non-portal reference	
<a href="#">186 BLACKTOWN ROAD BLACKTOWN 2148</a>	BLACKTOWN	CDC-9372	ADF	
<a href="#">186 BLACKTOWN ROAD BLACKTOWN 2148</a>	BLACKTOWN	CDC-9384	324	
<a href="#">186 BLACKTOWN ROAD BLACKTOWN 2148</a>	BLACKTOWN	CDC-9416	324	
<a href="#">U 7 66-70 UNION ROAD PENRITH 2750</a>	PENRITH	PAN-24086	DA/2023/004	
<a href="#">64 UNION ROAD PENRITH 2750</a>	PENRITH	PAN-24085	DA/2023/003	
<a href="#">64 UNION ROAD PENRITH 2750</a>	PENRITH	PAN-24065	DA/2023/001	

2. Click on an address from the list of development sites to view the details associated for that development.

Primary site address

[186 BLACKTOWN ROAD BLACKTOWN 2148](#)

[186 BLACKTOWN ROAD BLACKTOWN 2148](#)

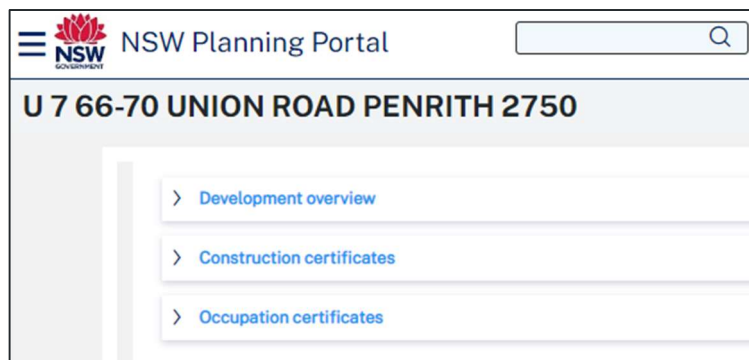
[186 BLACKTOWN ROAD BLACKTOWN 2148](#)

[U 7 66-70 UNION ROAD PENRITH 2750](#)

## Navigate My development sites page

The My Development sites page consists of a series of sections. When expanded, each section will display additional details relevant to that section, as follows:

- Development overview. Created from information obtained from the development approval.
- Construction certificates. Only displayed if the approval was a development approval and will list all linked construction certificates. If there are some missing, you can ask for them to be added, if the construction certificate was created on the planning portal.
- Building Works. Only displayed when the first construction certificate is accepted by the certifier or when the complying development certificate is determined.
- Occupation certificates. Created when the first Intent to Seek Occupation Certificate (ITSOC) is initiated.



## Development overview

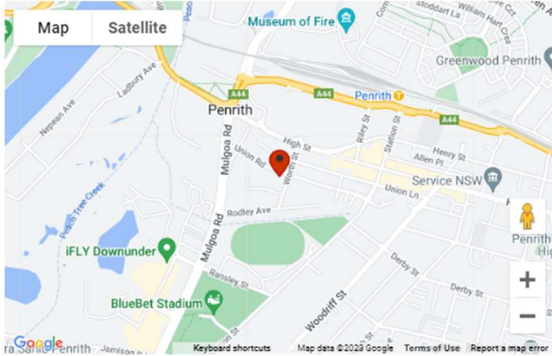
The development overview includes information of the approved DA or issued CDC, such as applicant name, site address and development consent details.

Development overview

Applicant: Jamie James

Site address:

Street address	LGA	Lot/Section/Plan	Primary address?
64 UNION ROAD PENRITH 2750	PENRITH	P / — — / DP152527 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Development consent

Case reference	Developer	Type of development	Application type	Status	Determined on	Determined by	Related to
<a href="#">PAN-24171</a>	ADAM FRENCH	Residential flat building, Manor houses <a href="#">Read more</a>	DA	Determined	27/03/23	PENRITH CITY COUNCIL	

Link related application

**Note:** There is an option to link a related application via the Link related application button. Only applications that exist on the portal can be linked using the link related application button. Applications completed offline cannot be linked.

## Construction certificates

If a construction certificate application is submitted as a related case from a Portal DA (applications with a PAN-xxxx reference) the construction certificate will appear on the 'my development' page automatically.

Related construction certificates that do not appear on My Development page can be linked manually. Refer to the relevant quick reference guide for further guidance.

The developer can submit multiple construction certificate applications for the same development.

The construction certificates section will display the relevant information relating to each construction certificate such as the:

- case reference
- status
- determination date (if determined) and
- related PAN reference.

> Development overview							
Construction certificates							
Case reference	Developer	Class	Status	Determined on	Registered certifier	PAN reference	Modification of
<a href="#">CFT-20240</a>	ADAM FRENCH	2	Determined	21/03/23	UNITED CONSULTING ENGINEERS PTY LTD	<a href="#">PAN-24085</a>	
<a href="#">CFT-20245</a>	ADAM FRENCH	2	Determined	21/03/23	UNITED CONSULTING ENGINEERS PTY LTD	<a href="#">PAN-24085</a>	

**Note:** When my development page is created from an issued CDC, the construction certificate section is not relevant and will not be displayed.

## Building works

When the registered certifier accepts the first linked construction certificate application or the complying development certificate is issued, the building works section is created automatically. It is via the building works section the developer creates the building work case.

The building work case is where the building work commencement date is captured, practitioners are nominated and the document repository is created, to house the regulated designs and declarations.

> Development overview	
> Construction certificates	
Building works	
Plan building work	
> BW-2023-1200	
Actions	
> Occupation certificates	

**Note:** The developer can upload the initial set of regulated designs to the building work case (BW-xxxx-xxx). Once uploaded, the certifier will be able to view the regulated designs on the linked construction certificate application before the case is assessed or determined.

## Occupation certificates

The occupation certificates section is where the developer manages the Intent to Seek Occupation Certificates (ITSOC) cases.

Intent to seek an occupation certificate is a process that starts with the submission of the Expected Completion Notice (ECN). This is a requirement under the *Residential Apartment Buildings (Compliance and Enforcement Powers) Act 2020*.

In the NSW Planning Portal, the developer must create an intent to seek occupation certificate case for each occupation certificate that will be sought.

> Development overview							
> Construction certificates							
> Building works							
v Occupation certificates							
ITSOC case reference	Developer	ITSOC case status	OC case reference	Type	OC case status	Determined on	Registered certifier
<a href="#">ITSOC-2023-1752</a>	ADAM FRENCH	Resolved-OCIssued	<a href="#">CFT-20241</a>	Occupation certificate for whole building	Post OC completed	21/03/23	
<a href="#">ITSOC-2023-1756</a>	ADAM FRENCH	Resolved-OCIssued	<a href="#">CFT-20246</a>	Occupation certificate for whole building	Pending Post OC	21/03/23	
<a href="#">ITSOC-2023-1753</a>	ADAM FRENCH	Pending OC Issuance					

**Note:** Each occupation certificate application must have one intent to seek occupation certificate case associated.

### 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.