

Upload and lodge documents for Remediation Works

As part of the *Design and Building Practitioners Act 2020*, developers and practitioners are required to upload, declare, and lodge construction-issued regulated design documentation, including variations, before building works commence.

The Building Work Commencement Date capture (BWCD) application will flow through to the nominated Practitioner to log in to the NSW Planning Portal to upload, declare and lodge Construction-issued Regulated Design (CIRD) documents.

Locate application

Note: The practitioner can initially access the case from the Unassigned Tasks section under Design document uploads folder.

 From the dashboard, click the Unassigned Tasks heading, then click on the Design document uploads folder. 	Active work Completed work Unassigned tasks 383 Assigned tasks Image: Design document uploads Image: Design document uploads Image: Design document uploads Image: Design document uploads
2. Click on the case reference number.	REM-960 BP REM-960 AP
nominated practitioner will be presented with two o If the BP and the AP are from different organisations their profile.	opriate Practitioner (AP) are within the same organisation, the options of the same case separated by Task Name (AP and BP).
The AP is responsible for uploading and lodging the	design documents.
3. Ensure the case is assigned to the AP.	Assign to Appropriate practitioner
4. Click Submit.	Save and exit Submit

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Upload documents

5. Click Actions to reveal document upload options.	Actions ~ Refresh Assign to Building practitioner Upload construction issued regulated design Delegate document upload
 Click Upload construction issued regulated design. 	Actions ~ Refresh Assign to Building practitioner Upload construction issued regulated design Delegate document upload
Note : The screen will initially display a comprehen	sive list of document types that can be uploaded.
7. Documents can be uploaded to their respective folders by clicking on the arrow to reveal document folders options.	Document folder : Please select Document type Acoustics modelling, stu reports Automatic smoke-and-he Civil works masterplans Controls systems for EM Design fire ratings What is this? Design fire ratings Uticial Design fire ratings Design fire rating Design
8. Click on a document folder. E.g., Architectura Building Design.	Document folder : Architectural Building Design V Upload
Note : This will display the document list relevant to	o the folder selected.
9. To upload a document(s) Click Upload.	Document folder : Architectural Building Design V Upload
10. Click select files to search for files saved to your computer. Alternatively, you can drag files directly in the space provided.	Attach Documents ×

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Attach

Select file(s)

Cancel



11. After selecting the relevant files to upload,		ſ	Celest file/s)	
the files will appear in a list as indicated. You will need to categorise each document by selecting a category from the drop-down menu corresponding to each file.	Name * Architectural finishes Drawings Elevations Cancel	File Architectural finishes.docx Drawings.docx Elevations.docx	Select file(s) Category Architectural finishes Uetail drawings Elevations	(I) (I) (I)
12. Click Attach.			Attach	
Note : Any document that is uploaded will be deamed	l as declared by	the Appropria	ate Practitioner.	

Click Submit. Save and exit Submit

Lodge documents

Actions ~
Refresh
Assign to Building practitioner
Upload construction issued regulated design
Lodge construction issued regulated design
Delegate document upload
Please confirm the following
Copies of the construction issued regulated designs for the building work.
oppres or the design compliance declarations, fillade by a suitably authorised registered design practitioner

Note: If the AP is the Principal Design Practitioner, you will be required to complete a set of mandatory declarations in addition to the checklist when uploading documents.

16. Click Submit. Save and exit Submit
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Note: Each time Construction Issued Regulation Design documents are lodged, a system generated document will be made available in the documents tab titled 'Lodgement details' which can be accessed for reference.

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Upload variations

Once documents have been uploaded and lodged, an option to upload any variation documents will appear in the actions menu.

17. To upload variations, click on the Upload construction issued regulated design variations.	DC Actions ~
	Refresh
	Assign to Building practitioner
	Upload construction issued regulated design
	Upload construction issued regulated design variations
	Delegate document upload
18. Repeat steps 7-14 as required	

Lodge variations

19. From the Actions button, click Lodge CIRD variation documents.	OC Actions ~ Refresh Assign to Building practitioner Upload construction issued regulated design Upload construction issued regulated design Lodge construction issued regulated design variations Delegate document upload
20. Complete the checklist (not mandatory).	Please confirm the following Copy of each design compliance declaration given under section 9(3)(b) of the Act for a varied regulated design. Copy of the varied regulated design. Copy of each design compliance declaration obtained under section 20(3) of the Act for a new building element or performance solution. Copy of the regulated design for the new building element or performance solution.
21. Click Submit	Save and exit Submit

Note: Each time design variation documents are lodged, a document will be made available in the documents tab titled 'Lodgement details' which can be accessed for reference.



Delegate document upload

A Practitioner can delegate the uploading of the design documents to an administrator within their organisation. The administrator must be set up with an administrator profile when creating their account on the NSW Planning Portal.

22. From the Actions button, click Delegate document upload.	OC Actions ~ Refresh Assign to Building practitioner Upload construction issued regulated design Upload construction issued regulated design Upload construction issued regulated design Upload construction issued regulated design Delegate document upload Delegate document upload
23. Enter the name of the administrator in the space provided, then select the administrator from the list of suggestions.	Delegate document upload to a pracreg_testing@yopmail.com Pracreg testing shaqgill130@yopmail.com Shaq Gill130 pcjamesadmin1@yopmail.com pcjames admin1 pcjamesadmin@yopmail.com pcjames admin1 dbpuser200business@yopmail.c dbp user200
24. Click Submit.	Save and exit Submit

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 <u>https://www.planningportal.nsw.gov.au/support/frequently-asked-questions</u> and / or
- contact ServiceNSW on 1300 305 695.