

# 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.

<ol> <li>From the dashboard, click the Unassigned Tasks heading, then click on the Design document uploads folder.</li> </ol>	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.
<b>3.</b> 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

<b>5. Click</b> Actions to reveal document upload options.	Actions ~         Refresh         Assign to Building practitioner         Upload construction issued regulated design         Delegate document upload
<ol> <li>Click Upload construction issued regulated design.</li> </ol>	Actions ~ Refresh Assign to Building practitioner Upload construction issued regulated design Delegate document upload
<b>Note</b> : 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
<b>Note</b> : This will display the document list relevant to	o the folder selected.
<b>9.</b> To upload a document(s) <b>Click</b> Upload.	Document folder : Architectural Building Design V Upload
<b>10. Click</b> select files to search for files saved to your computer. Alternatively, you can <b>drag</b> files directly in the space provided.	Attach Documents ×

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Attach

Select file(s)

Cancel



<b>11.</b> 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)
<b>12.</b> Click Attach.			Attach	
<b>Note</b> : Any document that is uploaded will be deamed	l as declared by	the Appropria	ate Practitioner.	

Click Submit. Save and exit Submit
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#### 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
<b>18.</b> Repeat steps 7-14 as required	

### Lodge variations

<b>19.</b> From the Actions button, <b>click</b> 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
<b>20. Complete</b> 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.

<b>22.</b> From the Actions button, <b>click</b> 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.