As part of Project Remediate, it is required to upload, declare, and lodge construction-issued regulated design documentation, including variations, before building works commence.

This guide will demonstrate the required steps to upload the construction-issued regulated design documents on the NSW Planning Portal.

To complete the steps, the Practitioner will need to have an account on the NSW Planning Portal. For assistance on creating an account, please refer to the guide *"Register for a NSW Planning Portal Account"* from the NSW Planning Portal web page.

Note: The Practitioner will receive an email notification to prompt them to log in to the NSW Planning Portal and upload construction-issued regulated designs.

1. From the dashboard, **click** Design documents uploads WB under Unassigned Tasks.


2. Locate the application that requires document uploads and **Click** on the case reference number.

Note: The portal will display two views of the same application number, distinguishable by the Task name, as either AP (referring to the Appropriate Practitioner) and BP (referring to the Building Practitioner).
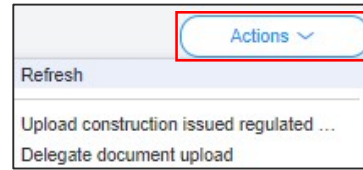
3. To be able to upload the documents, ensure the case is assigned to the AP, then **click** Submit.
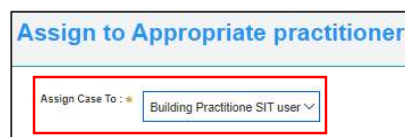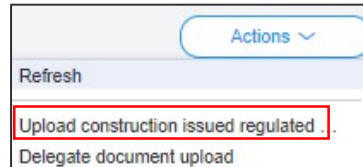
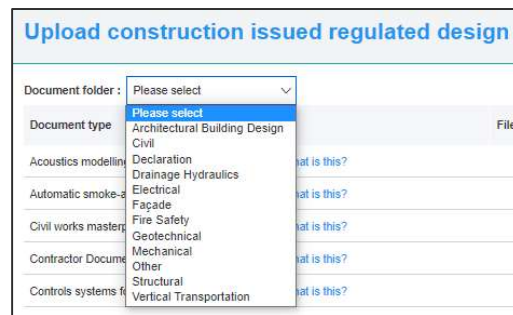**4.** **Click** Actions to reveal document upload options.

5. **Click** Upload construction issued regulated design documents.

Note: The document upload screen will display a list of all document types.

6. Documents can be uploaded to their respective folders by clicking on the arrow to reveal document folders.
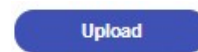

7. **Click** on a document folder. E.g. Architectural Building Design.

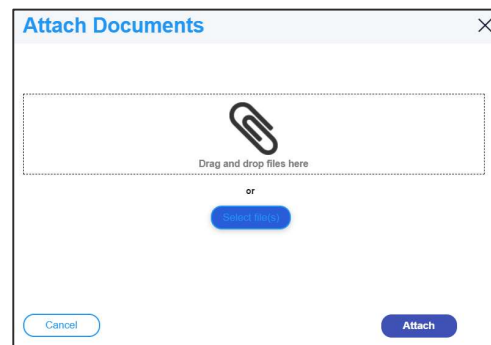**Note**: This will display the document list relevant to the folder selected.

**8.** To upload a document(s) **Click** Upload.

9. **Click** select files to search for files saved to your computer. Alternatively, you can **drag** files directly in the space provided.

10. After selecting the relevant files to upload, 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.
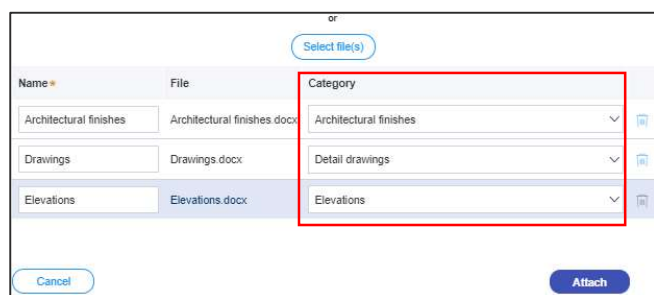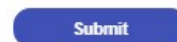

11. **Click** Attach.

12. To declare design documents, **check** the box 'Declare Design'.

Note: The AP will have the option to declare the documents, however this is generally the responsibility of the BP.

13. **Click** Submit.

Note: Additional construction-issued regulated design documentation can be uploaded by selecting other folders.

Lodge documents

After construction-issued regulated design documents have been uploaded, only the nominated Practitioner will have the option to Lodge documents. To Lodge the documents, the Practitioner will be required to complete a declaration. Only the nominated Practitioner will be able to complete the declaration and Lodge the documents.

14. From the Actions menu, **click** on Lodge construction issued regulated design documents.

15. Complete the check list.

Note: If you are the Principal Design Practitioner, you will be required to complete a set of mandatory declarations in addition to the checklist when uploading documents.
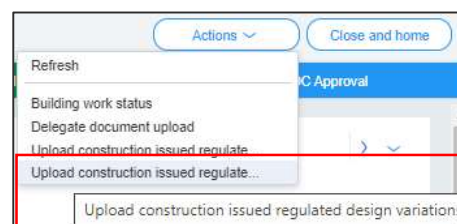
16. **Click** Submit.

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.

18. Repeat steps 6-13 as required.
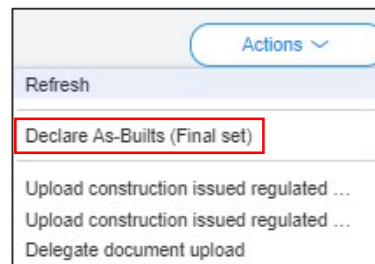
Note: If you are the Principal Design Practitioner, you will be required to complete a set of mandatory declarations in addition to the checklist when uploading variation documents.

Declare As-Builts

Once the documents have been lodged, an option will appear in the Actions menu for the Building Practitioner to Declare As-Builts.

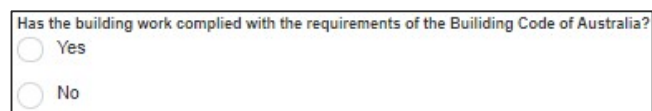19. From the Actions button, **click** Declare As-Builts.

20. **Indicate** if you are ready to declare the As-Builts as the final set.

Note: Selecting Yes above will reveal further questions. If No is selected to any of the questions below, further information will be requested.

21. **Indicate** if the building complied with the requirements of the Building Code of Australia.

22. **Enter** the steps taken to ensure compliance.

23. **Indicate** whether the design has been prepared by a registered design practitioner and the building work built in accordance with the design.

> Has the design been prepared by a registered design practitioner and the building work
> ○ Yes
> ○ No

24. **Indicate** if a design compliance declaration has been obtained in relation to regulated designs used for the building work.

> Has a design compliance declaration been obtained in relation to regulated designs used for the building work?
> ○ Yes
> ○ No

25. **Indicate** if a principal design practitioner was appointed in relation to the building work.

> Was a registered principal deisgn practitioner appointed in relation to the building work?
> ○ Yes
> ○ No

Note: If Yes is selected to the above question, then you will be required to lodge a Principal Design Practitioner- Principal Compliance Declaration.

26. **Indicate** if a principal compliance declaration has been obtained in relation to the regulated designs and design compliance declarations relating to the building work.

> Has a principal compliance declaration been obtained in relation to the regulated designs and design compliance
> ○ Yes
> ○ No

27. **Click** Submit.

> Submit

End of Steps

What's next

The case will progress to the next stage for review by the Office of Project Remediate (OPR).

Further 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 -; and / or
- Contact ePlanning Support at eplanning.support@planning.nsw.gov.au