

Building Works Commencement Date Document Management



Practitioner

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.

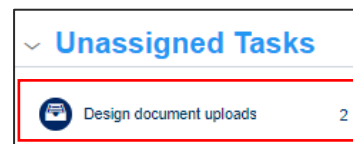
A Building Works Commencement Date Capture (BWC) is an application that a developer is required to submit where the approval to commence construction is approved prior to 1 July 2021 and the construction is to commence post 1 July 2021.

The BWC application will flow through to the nominated Practitioner(s) to log in to the NSW Planning Portal to upload, declare and lodge Construction-issued Regulated Design documents.

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 our registration guide found in the Support section of the NSW Planning Portal webpage.

Note: The Practitioner will receive an email notification to prompt them to log in to the NSW Planning Portal and upload Construction-issued Regulated Design documents.

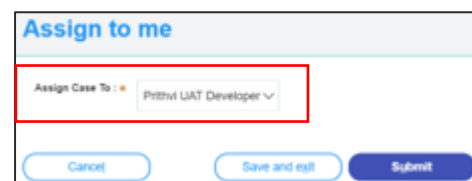
1. From the dashboard, **click** Design documents uploads WB under Unassigned Tasks.



2. **Click** on the reference number to open the case.



3. Ensure your name is displayed in the 'Assign Case To' field and **click** Submit.

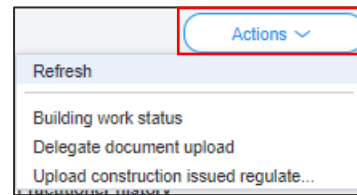


Note: Only the nominated Practitioner can assign the case to themselves.

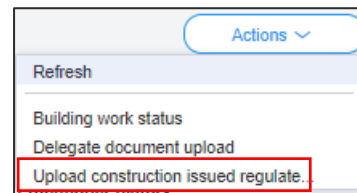
Building Works Commencement Date Document Management

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4. **Click** Actions to reveal document upload options.

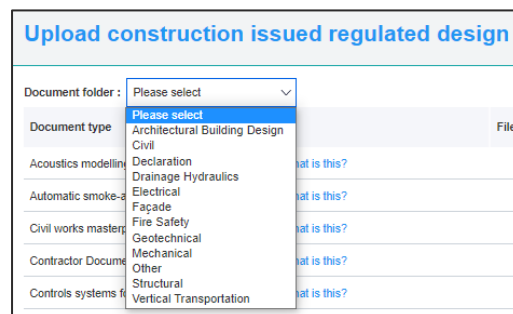


5. **Click** Upload construction issued regulated design documents.



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.

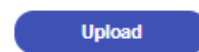


7. **Click** on a document folder. E.g. Architectural Building Design.



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

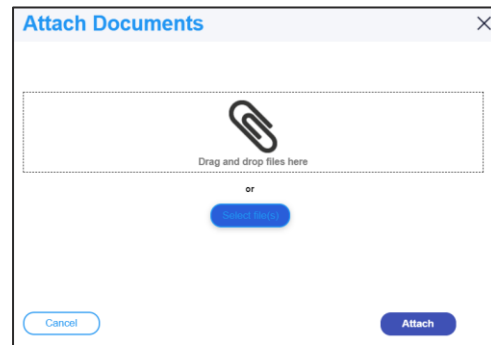
8. To upload a document(s) **Click** Upload.



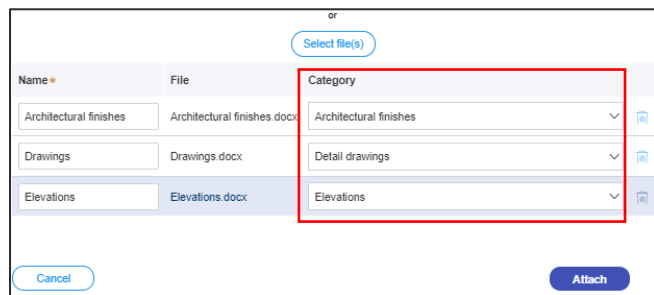
Building Works Commencement Date Document Management

Practitioner

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: Checking the Declare Design box will declare all documents uploaded.

13. **Click** Submit.

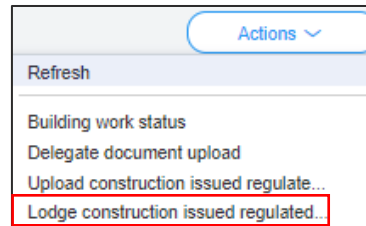


Note: Additional construction-issued regulated design documentation can be uploaded by selecting other folders.

Lodging 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.

Please confirm the following

- Copies of the construction issued regulated designs for the building work.
- Copies of the design compliance declarations, made by a suitably authorised

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.



Practitioners within same organisation

In instances where the Practitioners are within the same organisation, the following steps are applicable.

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

Reference Number	Task Name	LGA name	Site Address	Status	Application Type
ITSOC-2021-439	AP	PENRITH	6 HORTSMANN CIRCUIT JORDAN SPRINGS 2747	Awaiting Designs	Building Work Commencement Date Capture & ITSOC
ITSOC-2021-439	BP	PENRITH	6 HORTSMANN CIRCUIT JORDAN SPRINGS 2747	Awaiting Designs	Building Work Commencement Date Capture & ITSOC

Building Works Commencement Date Document Management

Practitioner

Note: The dashboard will display two cases with the same reference number, however the two cases will be distinguishable by a different Task Name (E.g. AP or BP)

18. **Click** on the Reference number with the BP Task name.

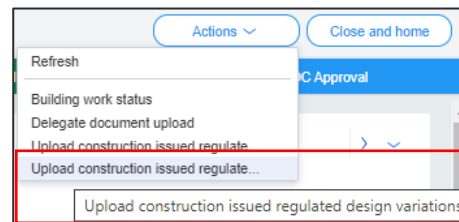
Reference Number	Task Name	LGA name	Site Address	Status	Application Type
ITSOC-2021-439	AP	PENRITH	6 HORTSMANN CIRCUIT JORDAN SPRINGS 2747	Awaiting Designs	Building Work Commencement Date Capture & ITSOC
ITSOC-2021-439	BP	PENRITH	6 HORTSMANN CIRCUIT JORDAN SPRINGS 2747	Awaiting Designs	Building Work Commencement Date Capture & ITSOC

Note: If the Building Practitioner is also the Appropriate Practitioner, they will only need to action one of the cases. If the Appropriate Practitioner is different to the Building Practitioner, then the Appropriate Practitioner will be required to select the case with AP referenced in the Task name in order to perform their responsibilities in relation to management of the Construction-Issued Regulated Design documents.

Uploading variations

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

19. To upload variations, **click** on the Upload construction issued regulated design variations.



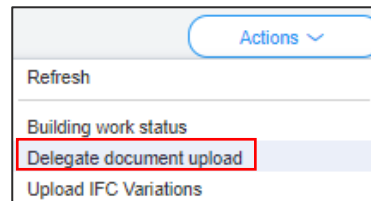
20. Repeat steps 6-13 as required.

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.

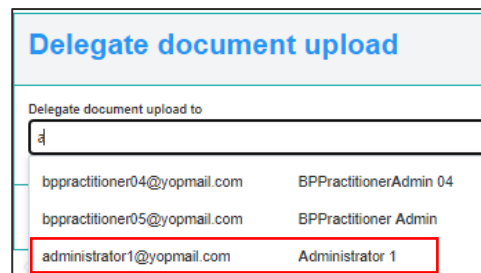
Delegating document upload

A Practitioner can delegate the uploading of documentation to an administrator within their organisation. If the person who the uploading documents is not set up as an administrator, then the Practitioner will not be able to delegate the upload function.

21. From the Actions button, **click** Delegate document upload.



22. Begin entering the name of the administrator in the space provided, then select the administrator from the list of suggestions.



23. **Click** 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.
- View more quick reference guides, FAQs and support resources on our support page at <https://www.planningportal.nsw.gov.au/support/how-guides> and/or contact ServiceNSW on 1300 305 695.

State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (July 2021) However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser. Industry and Environment or the user's independent adviser.