Declaring and Lodging 'construction-issued regulated design' documents

NSW GOVERNMENT

Practitioner/Developer

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.

This guide will demonstrate the required steps for the practitioner and/or developer to upload the construction-issued regulated design documents to 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 or relevant guide, available in the NSW Planning Portal web page Support section.

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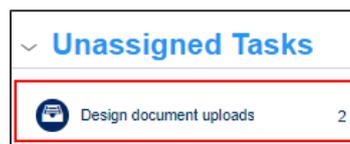
2. Locate the application that requires document uploads and **Click** on the case reference number.

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.

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

5. **Click** Upload construction issued regulated design documents.
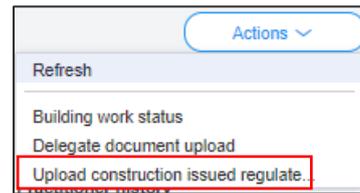
Note: The document upload screen will display a list of all document types.

6. Documents can be uploaded to their respective folders by clicking on the arrow to reveal document folders.
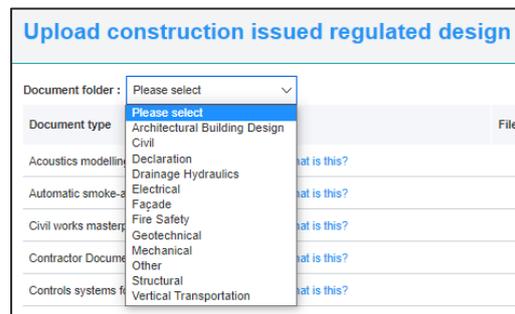
7. **Click** on a document folder. E.g. Architectural Building Design.

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.
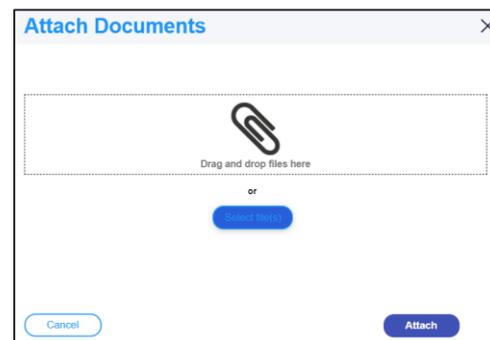
10. After selecting the relevant files to upload, the files will appear in a list as indicated. You will need to categorise each document by selecting a category from the drop-down menu corresponding to each file.
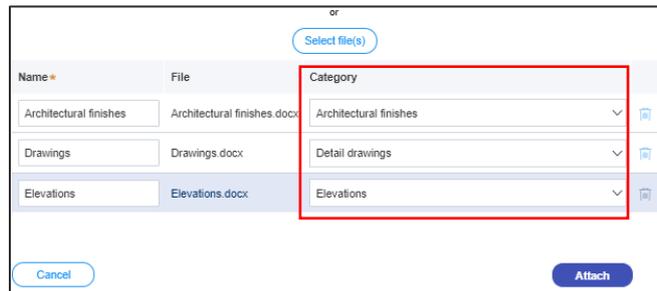
11. **Click** Attach.

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

Note: More information on when and why you need to declare a design is available at NSW Fair Trading.

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.
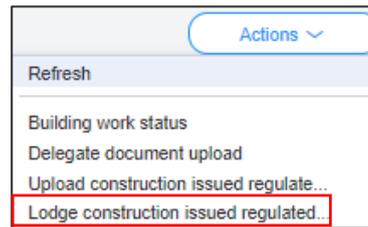
15. Complete the check list.

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.

Uploading 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.
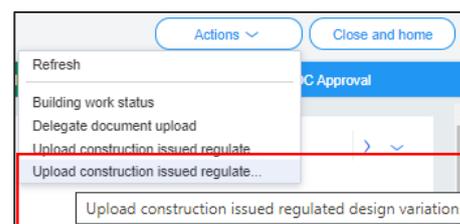
18. Upload further documents, following the above steps, as required.

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 Practioner can delegate the uploading of documentation to an adminstrator 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.

19. From the Actions button, **click** Delegate document upload.
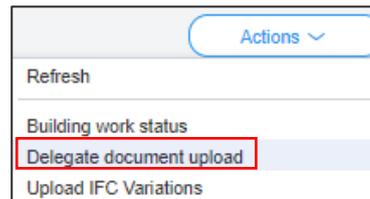
20. Begin entering the name of the administrator in the space provided, then select the administrator from the list of suggestions.
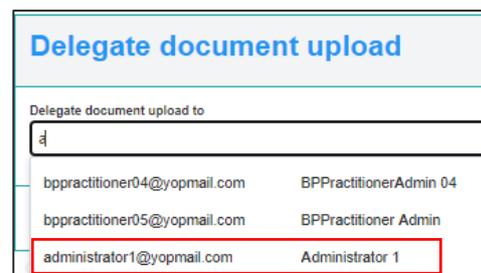
21. **Click** Submit.

<div align="center">End of Steps</div>

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.