

Nominating Practitioners for Class 2 Developments

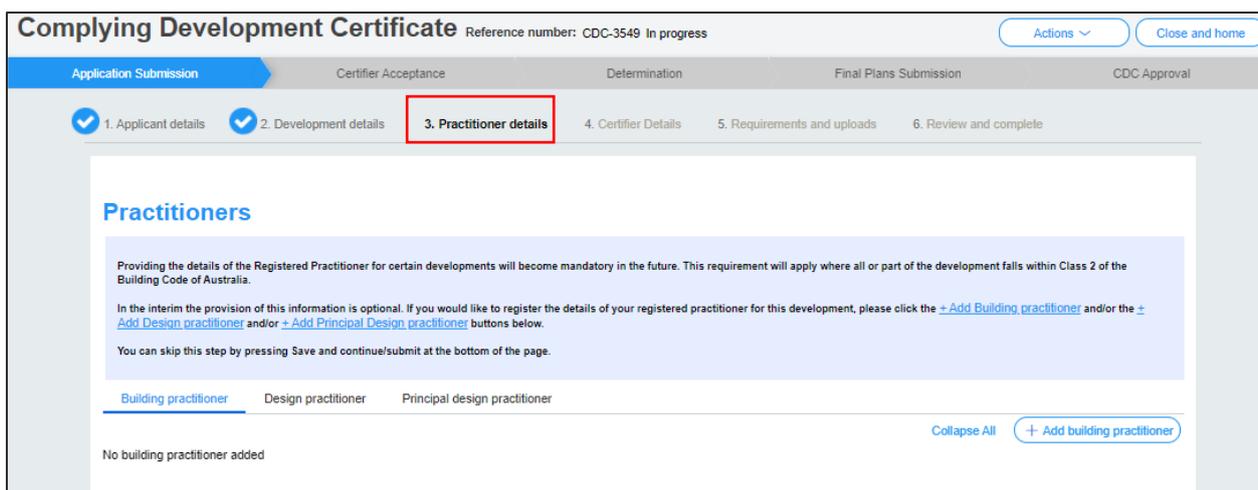
Developer

Providing the details of the Nominated Practitioners for certain developments will become mandatory from 1 July 2021. This requirement will apply where all or part of the development falls within Class 2 of the Building Code of Australia. Until 1 July 2021, the provision of this information is optional.

When submitting a Complying Development Certificate (CDC) or Construction Certificate (CC) application and a Class 2 development is selected, the Practitioner details information will need to be completed.

This guide will display the necessary steps required to complete the Practitioner information when submitting a Complying Development Certificate (CDC) application. The steps to enter the Practitioner information for a CC is identical to the CDC application.

The image below is an example where the Practitioner details tab will appear when a Class 2 development is selected on a CDC application.



The screenshot shows the 'Complying Development Certificate' application interface. The reference number is CDC-3549 and the status is 'In progress'. The interface has a progress bar with six steps: 1. Applicant details, 2. Development details, 3. Practitioner details (highlighted with a red box), 4. Certifier Details, 5. Requirements and uploads, and 6. Review and complete. The 'Practitioner details' step is active, showing a section titled 'Practitioners' with instructions: 'Providing the details of the Registered Practitioner for certain developments will become mandatory in the future. This requirement will apply where all or part of the development falls within Class 2 of the Building Code of Australia. In the interim the provision of this information is optional. If you would like to register the details of your registered practitioner for this development, please click the + Add Building practitioner and/or the + Add Design practitioner and/or + Add Principal Design practitioner buttons below. You can skip this step by pressing Save and continue/submit at the bottom of the page.' Below the instructions are three tabs: 'Building practitioner', 'Design practitioner', and 'Principal design practitioner'. The 'Building practitioner' tab is selected, and there is a '+ Add building practitioner' button. The text 'No building practitioner added' is displayed below the tabs. There are 'Actions' and 'Close and home' buttons in the top right corner.

Note: If a Class 2 development is selected, it is mandatory to enter the Practitioner details.

There are three types of Practitioner details that can be entered:

- Building practitioner
- Design practitioner
- Principal design practitioner

Note: It is mandatory to enter at least a Building practitioner.

Nominating Practitioners for Class 2 Developments



Developer

Building practitioner details

Note: Only one Building practitioner can be entered.

1. **Click** on the Building practitioner tab.

2. **Click** Add building practitioner, which is located to the right of the screen.

Note: When entering Practitioner details, the screen will display Organisation details and the individual Practitioner details.

3. **Indicate** if your organisation is registered as a Practitioner for class 2 buildings.

Organisation details

4. **Enter** the body corporate registration number.

Note: The body corporate registration details are mandatory if Yes is selected at step 3.

5. An organisation may be searched for by ABN, ACN or Name.

6. If name is selected as the search option, **Enter** the name in the space provided, then **click** Search.

Nominating Practitioners for Class 2 Developments



Developer

Note: When searching by name, a list of suggestions will appear, however if a search is conducted using ABN or ACN, only one option will appear on the screen.

7. Click on the organisation name.

Name	ABN	ACN
ADMINISTRATION CO. PTY LTD	76169205494	169205494
ADMINISTRATION PTY LTD	42134620702	134820702
Admincorp Pty Ltd	53140478799	140478799
MR ADMIN PTY LTD	03154853424	154853424
4209 ADMINISTRATION PTY LTD	78850395734	850395734

8. The organisation information will pre-populate, such as ABN, ACN, company address and email.

Organisation details
Body corporate registration number *
BUP-111

Name Enter here and search

ABN ACN

Name
ADMINISTRATION CO. PTY LTD

Trading Name

Company address *
320 Pitt St Sydney 2000 NSW

Company email *
Administrator1@yopmail.com

Practitioner details

The individual practitioner details may be entered; however, these fields are not mandatory.

Practitioner details

Practitioner registration number
BUPxxxxx

Title
Please Select...

First given name Other given name/s Family name

Contact Number Email

Mobile number preferred

Address

Nominating Practitioners for Class 2 Developments

Developer

Design practitioner

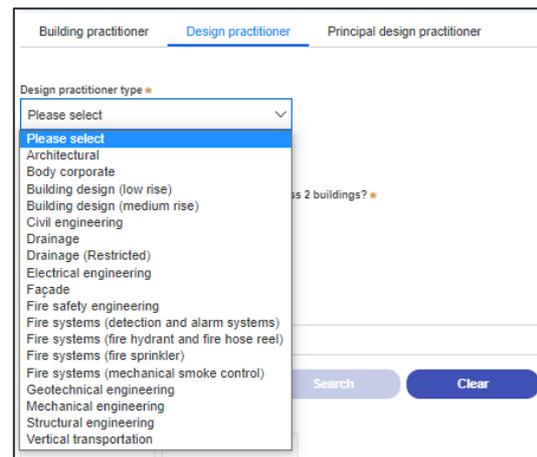
Note: Multiple Design practitioners can be entered.

9. **Click** on the Design practitioner tab.



Note: Repeat steps 2-8 to enter the Design practitioner details, however an additional selection must be made as indicated below.

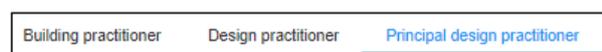
10. **Select** the Design practitioner type from the list of options.



Principal design practitioner

Note: Only one Principal design practitioner can be entered.

11. **Click** the Principal design practitioner tab.



Note: Repeat steps 2-8 to enter the Principal design practitioner details.

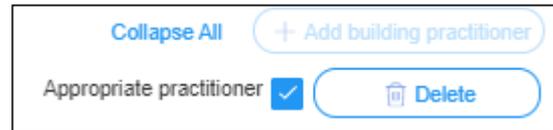
Nominating Practitioners for Class 2 Developments

Developer

Appropriate practitioner

When all of the Practitioner information has been entered, at least one must be selected as the **Appropriate practitioner**. The Appropriate practitioner will be responsible for the verification of all declared design documentation.

- To appoint a Practitioner, click on the practitioner name (i.e. Building practitioner), then click on the Appropriate practitioner check box.



Note: If the Appropriate practitioner check box is not selected, the Building practitioner will be selected by default when clicking Save and continue.

- Click Save and continue.

Save and continue

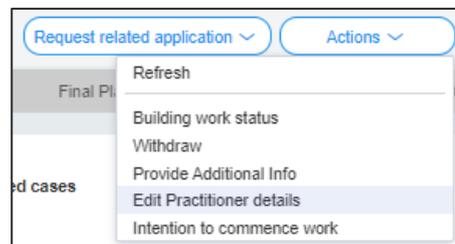
What Happens Next?

Complete the remaining pages of the CDC application as per the relevant quick reference guides in the NSW Planning Portal support section.

Editing practitioner details

Once Practitioner details have been entered, the information can be edited at any time. The edit function is available from the Actions menu.

- Click Actions, then select Edit Practitioner details.



15. The Edit Practitioner details window will appear.

Note: Previously entered information cannot be removed, only new details can be entered during the edit.

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 - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions>; and / or
- Contact ServiceNSW on 1300 305 695.