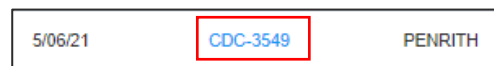


As part of the *Design and Building Practitioner Act 2020*, developers are required to submit an Intention to Commence work prior to the building works commencing. The option to submit the Intention to Commence work will only be available after a Complying Development Certificate (CDC) or a Construction Certificate (CC) has been issued.

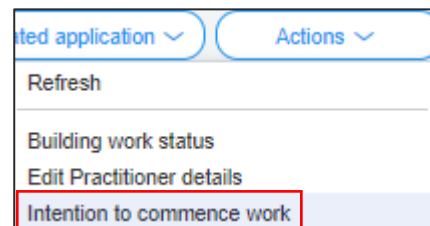
This guide demonstrates the steps for a developer to submit the Intention to Commence Works.

1. **Click** on the case reference number to access the application.

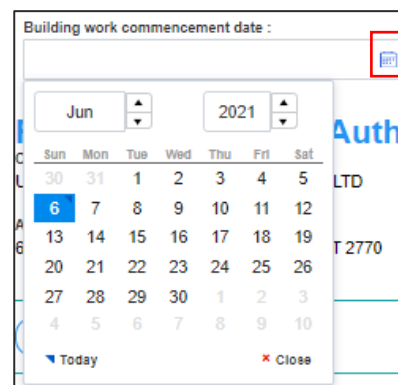


Note: The steps to complete the Intention to Commence Work are the same for a CDC and a CC. The example above is in relation to a CDC application (CDC-XXXX).

2. From the Actions button, **click** Intention to commence work.



3. **Click** on the date icon to display the calendar and enter the commencement date of the building work.



4. **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.