

Complying development is a fast-track approval process for straightforward residential, commercial and industrial development. Please consult with your registered certifier or the local council for advice on whether your development falls under Complying Development.

To apply for a Complying Development Certificate (CDC) via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the *Registering for the NSW Planning Portal* quick reference guide.

Creating a new application

1. **Click** New and **select** Complying Development Certificate from the dropdown list.



Note: A new application will start with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.

To submit a CDC application, there are up to six steps that must be completed:

1. Applicant details
2. Development details
3. Registered practitioner details (class 2 developments only)
4. Certifier details
5. Requirements and uploads
6. Review and complete.

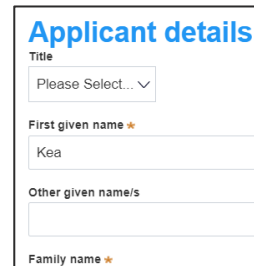
Capturing Applicant details

Note: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required by council.

Submitting a Complying Development Certificate Application

Applicant

2. Enter the primary applicant's details.



Applicant details

Title
Please Select... ▾

First given name ★
Kea

Other given name/s

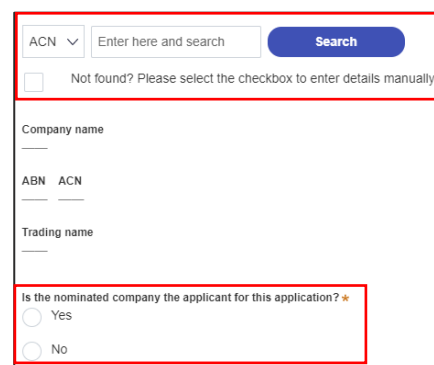
Family name ★

Note: Your user profile name and contact email address will automatically populate in the applicant's details. As you enter the applicant's address, it will be validated against the registered address database. Select an option from the list to proceed.

3. Indicate if you are applying on behalf of a company.

If Yes, **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

Indicate if the company is the nominated applicant for this application.



ACN ▾ Enter here and search Search

Not found? Please select the checkbox to enter details manually.

Company name

ABN ACN

Trading name

Is the nominated company the applicant for this application? ★

Yes

No

Note: If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.

4. Identify the owners of the development site.

If there are multiple owners, **select** the appropriate button and **click** 'Add Owner'.

If you are not one of the owners, you will be required to populate the contact information for all owners. You can add as many additional owners as required by **clicking** Add Owner.

If a company or business owns the development site, **enter** the company name and ABN.



Who owns the development site?

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them

There are one or more owners of the development site and I am NOT one of them

A company, business, government entity or other similar body owns the development site

Under NSW planning law, providing evidence of owner's consent is no longer a mandatory application requirement. If consent is ultimately granted, you will not be able to act on that consent until you have obtained the required consent from all owners.

Owners Details

Add Owner

Owner 1

Company name ★
Enter registered business name

ABN

Submitting a Complying Development Certificate Application



Applicant

Note: If you are the sole owner of the site, you will not need to provide additional information.

If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by clicking the Add Owner button.

You may be required to complete the declaration below to continue.

I have obtained the consent of the owner(s) of the land to submit this application

5. **Indicate** if there are any security or site conditions which may impact the inspection.

If Yes, you will be prompted to provide further details.

Are there any security or site conditions which may impact on the person undertaking the inspection? eg:

Yes

No

Provide details *

6. **Indicate** if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.

Payer details

Provide the details of the person / entity that will make the fee payment for the

Select the option that is applicable : *

Individual

A company, business, government entity or other similar body

7. To enter the developer details, you can **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

Developer details

ACN Enter here and search

ABN ACN

8. **Click** Save and continue.

[Save and continue](#)

Note: If you no longer wish to continue with the application, choose Cancel. To save your application to complete later choose Save and exit and you will be redirected to your Active Work. Save and exit will only work if all mandatory fields have been completed on the current page.

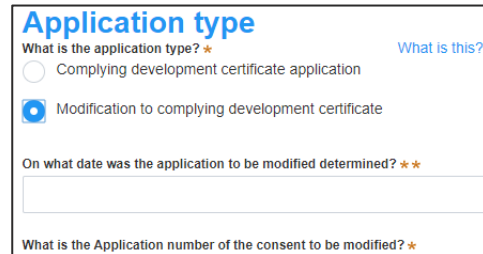
Submitting a Complying Development Certificate Application

Applicant

Capturing Development details

9. **Select** the application type.

If modification is selected, you will be prompted to enter details of the previous consent and proposed modification.



Application type
What is the application type? * [What is this?](#)

Complying development certificate application

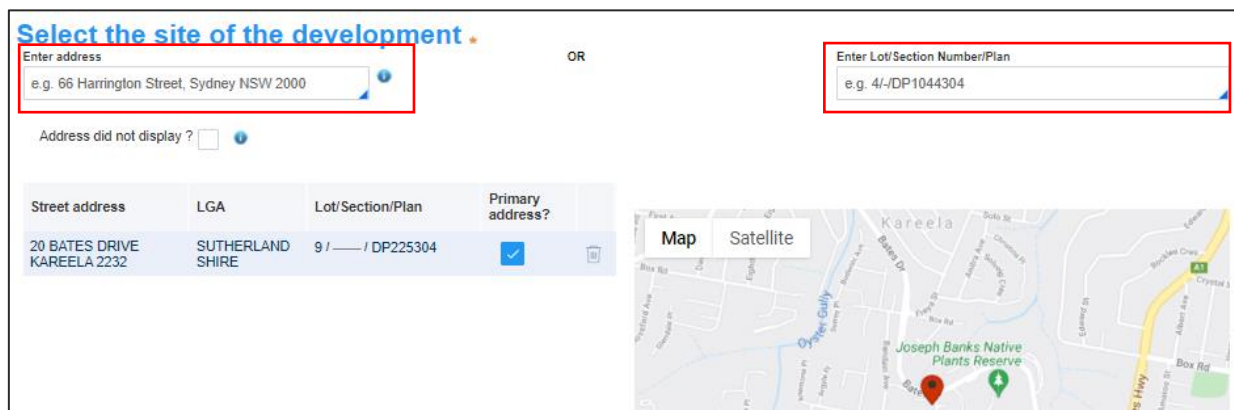
Modification to complying development certificate

On what date was the application to be modified determined? **

What is the Application number of the consent to be modified? *

10. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality.

Repeat as required until all development sites are located.




Select the site of the development

Enter address OR Enter Lot/Section Number/Plan

Address did not display?

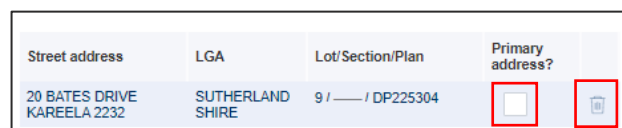
Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input checked="" type="checkbox"/>



Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

11. **Indicate** the primary address of the development. This field is mandatory.

You can delete the address by **clicking** on the trash icon.



Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input type="checkbox"/>

12. The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address.



Planning controls affecting property

4 DAMEELI AVENUE KIRRAWEE 2232

Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

Submitting a Complying Development Certificate Application



Applicant

13. Select the proposed development type(s) from the list.

Dwelling house
 Secondary dwelling
 Attached development

Note: If a Class 2 development type is selected, you will be required to meet further obligations in accordance to the *Design and Building Practitioners Act 2020* by nominating Practitioners, enter a Building Work Commencement date after the CDC is determined and Lodge relevant Construction-Issued Regulated design documents.

For more information on how to nominate Practitioners, please refer to our relevant quick reference guides.

Note: There is a [What is this?](#) hyperlink corresponding to each category. You can click on this tool tip link for a more detailed explanation of the category definition.

14. Enter a detailed description of the development that you are proposing.

Please provide a detailed description of the development★
For example: Demolition of existing buildings, construction of a single
Please provide a detailed description of the proposed mod

15. Indicate if the application is a direct result of an emergency and/or natural disaster as declared by the government.

Is this application the direct result of a matter declared by the government to be an emergency
 Yes
 No

16. Enter the estimated area of bonded asbestos removal in square metres.

Estimate of the area (if any) in square meters of bonded asbestos material
0

17. Enter the estimated cost of work / development including GST as a plain numerical value (no dollar sign).

What is the estimated cost of work / development, including GST? ★

18. Select the lot type.

What is the lot type? ★
 Corner lot
 Parallel road lot
 Battle-axe lot
 Standard lot

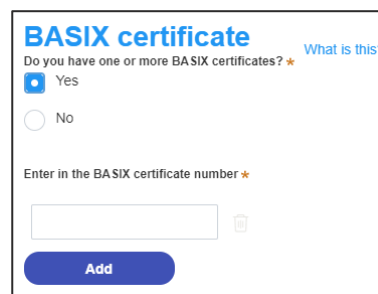
Submitting a Complying Development Certificate Application

Applicant

19. Indicate if you have a BASIX certificate.

If Yes, **enter** the BASIX certificate number in the space provided.

Click Add to enter additional BASIX certificate numbers.

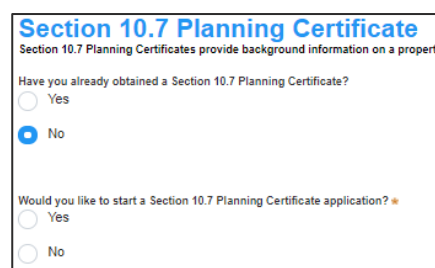


The screenshot shows a form titled "BASIX certificate" with a link "What is this?". It asks "Do you have one or more BASIX certificates?" with radio buttons for "Yes" (selected) and "No". Below is a text input field for "Enter in the BASIX certificate number" with a trash icon and an "Add" button.

Note: A BASIX certificate is only required for certain residential developments. If this question appears on your application, **click** the [What is this?](#) tool tip to find out more.

20. Indicate if you have already obtained a 10.7 Planning Certificate.

If No, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.

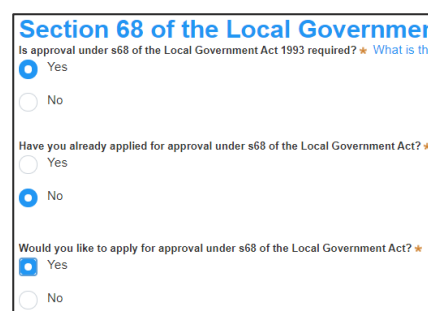


The screenshot shows a form titled "Section 10.7 Planning Certificate" with a link "What is this?". It asks "Have you already obtained a Section 10.7 Planning Certificate?" with radio buttons for "Yes" and "No" (selected). Below is another question: "Would you like to start a Section 10.7 Planning Certificate application?" with radio buttons for "Yes" and "No" (selected).

Note: If you are initiating the 10.7 Planning Certificate application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

21. Indicate if approval under s68 of the *Local Government Act 1993* is required.

If Yes, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.



The screenshot shows a form titled "Section 68 of the Local Government Act 1993" with a link "What is this?". It asks "Is approval under s68 of the Local Government Act 1993 required?" with radio buttons for "Yes" (selected) and "No". Below is another question: "Have you already applied for approval under s68 of the Local Government Act?" with radio buttons for "Yes" and "No" (selected). At the bottom is a third question: "Would you like to apply for approval under s68 of the Local Government Act?" with radio buttons for "Yes" (selected) and "No".

Note: If you are applying for the s68 approval and have initiated the application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

Submitting a Complying Development Certificate Application



Applicant

22. Click Save and continue.

Save and continue

Capturing Certifier details

You can search for the principal certifier by Company name, Trading name, ABN or ACN.

23. Enter the Principal Certifier details by;

- a) **Selecting** an operator to search by from the list
- b) **Enter** your search term in the space provided then **click** Search
- c) **Click** on the certifier from the list of options.

A screenshot of a search interface. On the left, a dropdown menu is open, showing options: 'ACN', 'Select...', 'Company Name', 'Trading Name', 'ABN', and 'ACN'. To the right of the dropdown is a text input field and a 'Search' button.

A screenshot of a search interface. It shows a dropdown menu with 'Company Name' selected, a text input field containing 'Sutherland council', and a 'Search' button.

A screenshot of search results. It shows a dropdown menu with 'Company Name' selected, a text input field, and a 'Search' button. Below these is a section titled 'Nominated Principal Certifier details' with the following information:
Company name
SUTHERLAND SHIRE COUNCIL
Trading name
SUTHERLAND SHIRE COUNCIL

Note: The details of the selected certifier will appear below the search field.

24. Click Save and continue.

Save and continue

Capturing Requirements and uploads

25. Click Upload and select or drag and drop your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

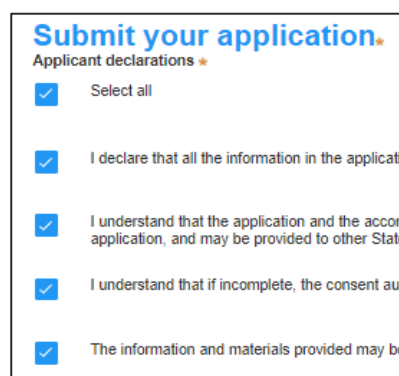
Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

26. Click Save and continue.

Save and continue

Reviewing and submitting

27. Complete the declarations and **click** Submit CDC Application.



Submit your application.
Applicant declarations *

- Select all
- I declare that all the information in the application is true and correct.
- I understand that the application and the accompanying materials may be provided to other State or Territory governments, agencies or the public.
- I understand that if incomplete, the consent authority may refuse to consider the application.
- The information and materials provided may be used for other purposes.

Note: You can 'Save and exit' your application or move to previous pages and make any adjustments. Once you submit your application, it will be sent to the nominated certifier for review and they will discuss payment and any additional requirements with you directly.

End of steps

What Happens Next?

If you have initiated a related application such as a 10.7 Planning Certificate or Section 68 approval, you must finish completing the 'In Progress' applications available in your Active Work.

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.

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