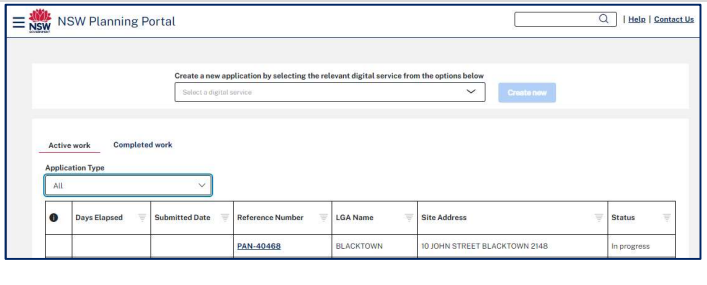# How to submit a Complying Development Certificate application
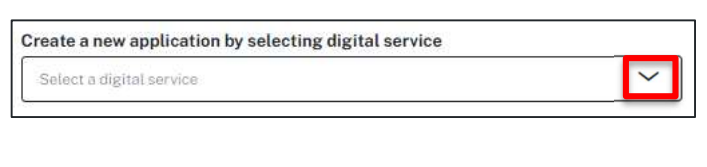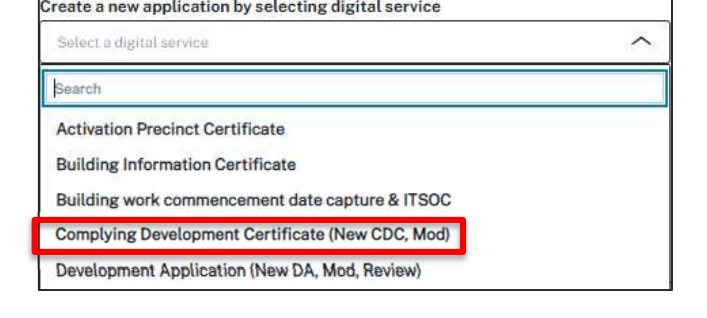
Complying development is a fast-track approval process for straightforward residential, commercial, and industrial development. Please consult with your registered certifier or the local council for advice on whether your development falls under complying development and discuss supporting document requirements before applying for a Complying Development Certificate (CDC). You may also access my Home Planner (https://www.planningportal.nsw.gov.au/myhome-planner) which is an online tool developed to assist people with determining which development pathways is suitable.

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

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

Step 1: Initiate an application

1. **Log in** to the NSW Planning Portal to display your dashboard.	
2. **Select** a digital service by clicking on the arrow.	
3. **Select** Complying Development Certificate from the list of options.	
4. **Click "**Create new"	

A new application will be created with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.

Tip: The system assigns a unique reference number to the application with the prefix CDC. This number displays at the top of each screen and is included in all system-generated correspondence.
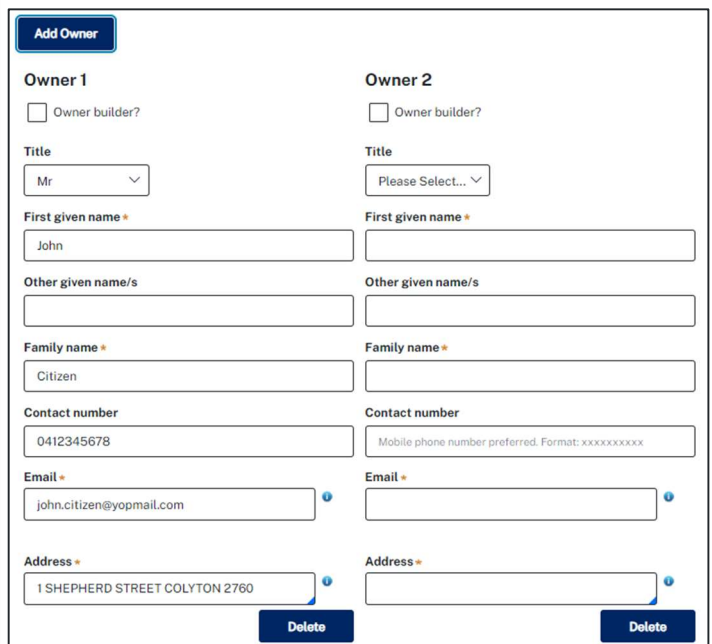
Step 2: Enter applicant details

5. **Verify** (and edit, if needed) the applicant details. Note: Your user profile name and contact email address will automatically populate in the applicant detail fields these fields may be edited as required. The email address provided should be the same email address the applicant uses to log into the Portal. This email address will receive all correspondence sent via the Portal.	**Applicant details** Title [Mr ∨] First given name * [John] Other given name/s [ ] Family name * [Citizen] Contact number [0412345678] Email * [john.citizen@yopmail.com]
6. **Indicate** if you are applying on behalf of a company.	Are you applying on behalf of a business or company? * ◉ Yes ○ No
If you answer yes, • **Search** for the company by choosing an operator, ACN, ABN, or Name. • **Enter** the search term in the search field. • **Click** the search icon. • **Select** a result from the list provided.	[ACN ∨] [Enter here and search] [**Search**] Name — — ABN ACN — — — — Trading name — —
Indicate if the company is the nominated applicant for this application	Is the nominated business or company the applicant for this application? * ○ Yes ○ No
7. **Identify** the owner/s of the development site. Note: If you are the sole owner you do not need to provide any further information.	**Owner/s details** 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 An application for a complying development certificate may be made — (a) by the owner of the land on which the development is proposed to be carried out, or (b) by any other person, with the consent of the owner of that land.

If there are multiple owners and you are one of them, **select** the appropriate button and **click** 'Add Owner' to enter the details for each owner.
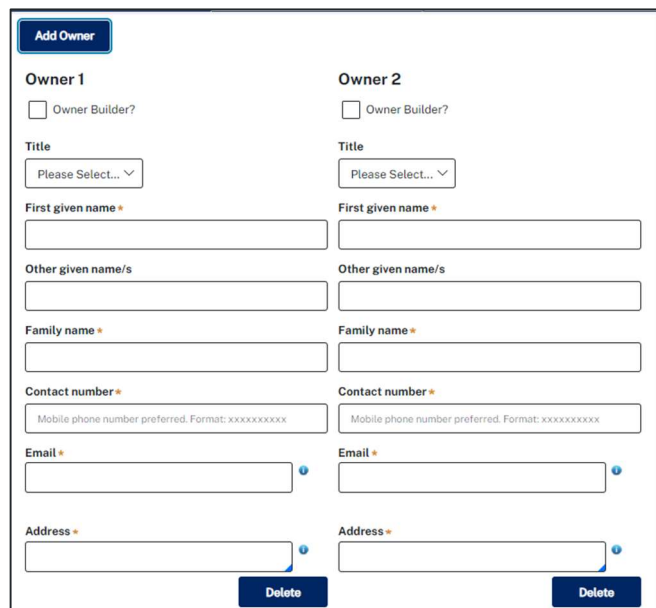
<u>Note</u>: Your information will be automatically populated as Owner 1.
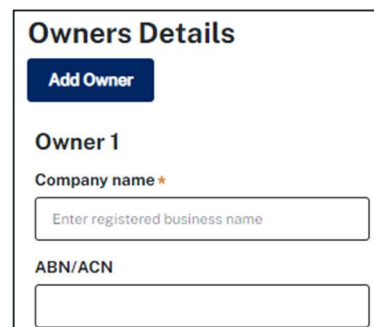

If you are not one of the owners, you will be required to populate the contact information for all owners. You can add as many additional owners as required by **clicking** "Add Owner".

Select "Delete" to remove an owner entered in error.

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

Select the checkbox to confirm that you have the owners consent to submit the application.	☐ I have obtained the consent of the owner(s) of the land to submit this application Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application.
8. **Select** who will be doing the building work.	**Who will be doing the building work?** ★ ○ Licensed Builder ○ Owner Builder ○ Not determined at this time (This information will be required prior to work commencing)
Indicate if the builder or principal contractor is an individual or a company, business, government entity or other similar body. **Input** the relevant contact details.	**Select the option that is applicable** ★ ○ Individual ● A company, business, government entity or other similar body ACN ∨ [Enter here and search] [Search]
If "Owner builder" is selected, **enter** the licence or permit number.	**Licence number or Permit number (in the case of an owner builder)** [ ]
If there are multiple builders, **select** "Add builder" to provide the additional information.	[Add builder]
Note: If builder details are currently unknown, you have the option to notify your certifier at a later date. Please ensure all builder information is provided before commencing work.

Note: If builder details are currently unknown, you have the option to notify your certifier at a later date. Please ensure all builder information is provided before commencing work.

9. **Indicate** whether there are any security or site conditions which may impact the person undertaking the inspection. If you select Yes, you will be prompted to provide further details.	**Site access** Are there any security or site conditions which may impact the person undertaking the inspection? For example, locked gates, animals etc. ★ ○ Yes ○ No
10. **Indicate** whether it is an individual or entity responsible for making the fee payment and **provide** the relevant details.	**Select the option that is applicable :** ★ ○ Individual ○ A company, business, government entity or other similar body
11. **Enter** the developer details, if known/relevant. 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] [Search] [Clear]

12. **Click "**Save and continue" to progress to the next step.	
Note: You can also click "Cancel" to exit, or "Save and exit" to save all information entered to date, and return to your dashboard. "Save and exit" will work only if you have completed all mandatory fields.	

Step 3: Enter development details
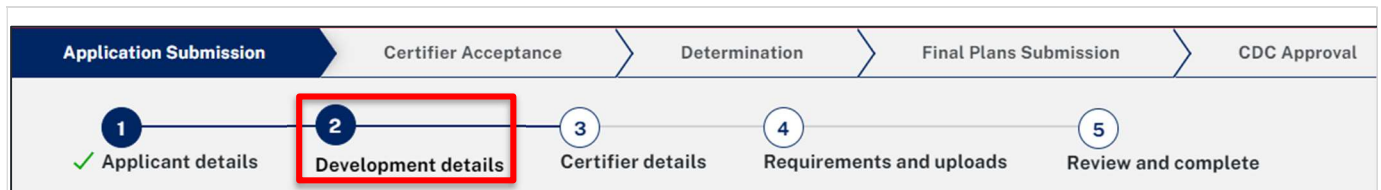
13. **Select** the application type.	
Note: When Modification is selected, further information will be required, such as the previous consent details, the proposed modification details and if the CDC was applied for via the Portal.	

14. **Enter** the site address of your development or Lot/Section number/Plan.

As you type, the system will auto-suggest addresses or the lot/section/plan number based on the information entered. **Select** the correct address or lot/section/plan number from the list.

Repeat as required until all development sites have been added.

Note: If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left and planning controls affecting the property below the address.

If the address does not display, select the 'Address did not display? 'tick-box and **enter** the address and local government area/state agency manually in the added text fields. **Tip:** To add an address **click** on the + below the address.	
15. **Click** the tick boxes to indicate the primary address for this application, the lot/section/plan number, and relevant lot(s) of the development. These fields are mandatory. Tip: To delete an address, **click** on the bin icon 🗑.	
16. The planning controls affecting the property can be viewed by **clicking** on the arrow below the heading for planning controls.	

17. **Select** a common application type to define associated development categories.

> **Common Application Types**
>
> Please select at least one (1) common application type. ★ **What is this?**
>
> ☐ Advertising and signage
>
> ☐ Alterations or additions to an existing building or structure
>
> ☐ Change of use of land or a building or the classification of a building under the Building Code of Australia
>
> ☐ Demolition
>
> ☑ Erection of a new structure
>
> ☐ Hours of operation and trading
>
> ☐ Subdivision
>
> ☐ Temporary building, structure or use

Note: Development types are grouped under common application types. Following selection of the common application type(s), associated development type(s) will be displayed, grouped under development categories. There are some development types that may appear across multiple common application types.

If you select subdivision, you will be requested to enter details of the proposed subdivision.

18. **Select** the development category to expand the list of associated development types.

    Select all development types that apply to your development.

    Note: There is a *What is this?* hyperlink corresponding to each development type that you can click on for a definition.

> **Development type**
>
> Select the development type(s) within the category.
>
> › Agriculture
> › Commercial Development
> › Industrial Development
> › Infrastructure
> ⌄ **Residential Accommodation**
>
> ☐ Residential Accommodation   **What is this?**
> ☐ Dwelling House   **What is this?**
> ☐ Medium Density Housing   **What is this?**
> ☐ Attached dwelling   **What is this?**
> ☐ Manor house   **What is this?**
> ☐ Multi-dwelling housing   **What is this?**

A summary of selected development types will display below and can be edited by clicking on the bin icon or making new selections as required.

> › Residential Accommodation
> › Supporting Development
>
> **Selected development types**
>
> The selected development types appear here as a summary and
>
> ● Dwelling House 🗑
>
> Please provide a detailed description of the development ★

19. **Enter** a detailed description of the proposed development.	**Please provide a detailed description of the development** ∗ *For example: Demolition of existing buildings, construction of a single storey dwelling, swimming pool and related landscaping.* Please provide a detailed description including any secondary development types (maximum 512 characters) Remaining: 512 characters
20. **Indicate** whether 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 and/or a natural disaster (for example, an application for re-building a home destroyed by bushfire) ◯ Yes ◯ No
21. **Enter** the estimated area of bonded asbestos removal in square metres.	Estimate of the area (if any) in square meters of bonded asbestos material or friable asbestos material that will be disturbed, repaired or removed in the carrying out of the development (m2) ∗
22. **Enter** the estimated development cost, including GST as a plain numerical value (no dollar sign).	What is the estimated development cost, including GST? ∗ $
23. **Select** the lot type.	What is the lot type? ◯ Corner lot ◯ Parallel road lot ◯ Battle-axe lot ◯ Standard lot
24. **Indicate** if you have a Pre-DA Assist Tool report. If you select Yes, **enter** the Pre-DA Assist report number, and then **click** Check.	**Pre-DA Assist Tool** Do you have a Pre-DA Assist report? _What is this?_ ⦿ Yes ◯ No Enter your Pre-DA Assist report number _What is this?_ [ ] **Check**

Note: The Pre-DA Assist Tool is currently only applicable to the Parramatta and Georges River council areas, where a Dwelling House is selected as the development type.

The Pre-DA Assist tool will provide applicants with a quick 'first pass' to check if their development designs are compliant with the development standards set out in Part 3 Division 3 of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.*

When the architectural plans are uploaded, the tool will overlay the relevant complying development standards, highlighting whether it meets the standards. A report will be generated to highlight where the design passes or fails the compliance clauses. The Pre-DA Assist report can then be included as part of the CDC application on the Portal, which will be available to the consent authority or registered certifier as a tool for final assessment. This report will be available on the Documents tab of the application.

25. **Indicate** whether you have one or more BASIX certificates. If you select Yes, **enter** the BASIX certificate number. Note: Additional BASIX certificate numbers may be entered by **clicking** the Add button.	Do you have one or more BASIX certificates? ⦿ Yes ◯ No Enter in the BASIX certificate number * [ ] **Add**

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.

26. **Indicate** whether you have already obtained a Section 10.7 Planning Certificate.	**Section 10.7 Planning Certificate** Section 10.7 Planning Certificates provide background information on a property. Have you already obtained a Section 10.7 Planning Certificate? ◯ Yes ◯ No

Note**:** If you have not already applied for a Section 10.7 Planning Certificate, you may be able to apply via the NSW Planning Portal if the relevant council is participating. Otherwise, you will need to contact the council directly.

27. **Indicate** whether approval under section 68 of the *Local Government Act 1993* is required. You may be able to apply for a Section 68 application through the NSW Planning Portal, provided the applicable council has activated this service. Follow the	**Section 68 of the Local Government Act** Is approval under s68 of the Local Government Act 1993 required? * What is this? ◯ Yes ◯ No

application prompts and complete the corresponding fields accordingly.	
Note: If you are initiating the Section 68 approval application at this step, a related case will be created for developments within local government areas that have activated this service. You will need to enter the draft application via the "Related Cases" tab and continue completing the outstanding information to submit the application.	
28. Click " Save and continue".	Save and exit Save and continue
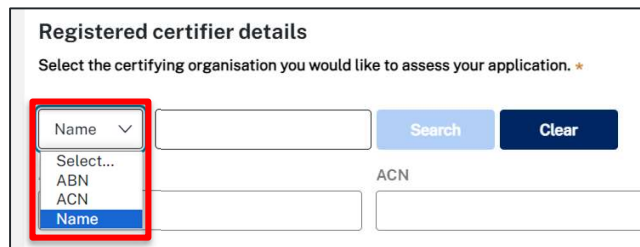
Step 4: Enter nominated certifier details

29. Nominate the registered certifier you would like to assess your application: a. **Select** either ABN, ACN or Name from the drop-down options. b. **Enter** your search term in the space provided. c. **Click** "Search".	**Registered certifier details** Select the certifying organisation you would like to assess your application. ★ Name ∨ Search Clear Select... ABN ACN ACN Name
d. **Select** the registered certifier from the list of options.	**Matching names** ✕ Legal name / ABN / ACN / Trading Name SUTHERLAND SHIRE COUNCIL / 52018204808 / / SUTHERLAND SHIRE COUNCIL Transport for NSW (Maritime) / 18804239602 / / Transport for NSW (Maritime)
The registered certifier's details will appear on the screen.	
30. **Indicate** whether the principal certifier is the same as the registered certifier. If you select Yes, go to step 32. If you select No, continue to step 31.	**Principal certifier details** Is the principal certifier the same as the registered certifier? ★ ◯ Yes ◯ No
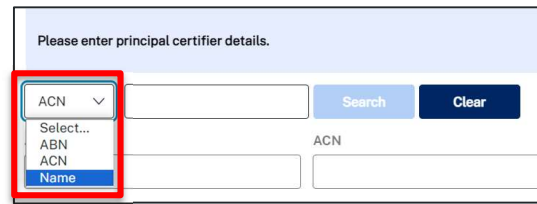
31. To enter the principal certifier's details:
   a. **Select** either ABN, ACN or Name from the drop-down options.
   b. **Enter** your search term in the space provided.
   c. **Click** "Search".	

d. **Select** the principal certifier from the list of options.	
32. **Click "** Save and continue".	

Step 5: Upload documents

Note: There are certain documents that must be uploaded to your application. These are located in the "Required document" table. However, your certifier may require additional documents to complete their assessment of your application. To avoid potential delays, we recommend contacting your nominated certifier for clarification on the necessary inclusions.

33. **Click "** Upload".	

a. **Click** "Select files (s)" or drag and drop your file(s) in the space provided. b. **Click** the Category drop-down menu and **select** the appropriate category to correspond to each file. c. **Click** "Attach".	**Attach Documents** ✕ Drag and drop files here or Select file(s) Cancel **Attach**
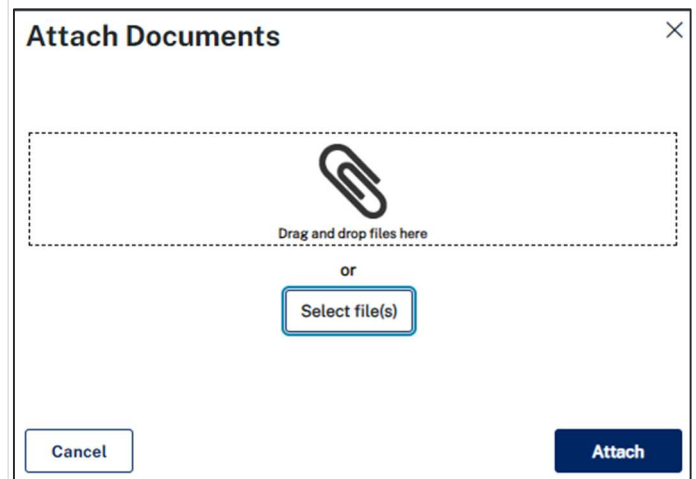
Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

34. Click "Save and continue".	Save and exit **Save and continue**

Note: Based on the details provided in your application, if a housing and productivity contribution is identified for the development, a message will display alerting you that a contributions case has been created.
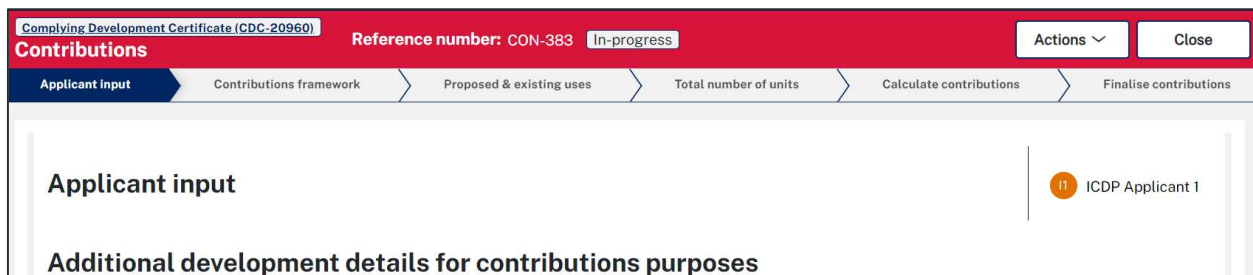
> ℹ A contributions case has been automatically created and requires your input to determine the contribution payable. You will be prompted to enter in additional details towards the end of this workflow. Alternatively you can access the Contributions Case via the 'related cases' tab at the bottom of the page. For further information, please contact your council for local infrastructure contributions or the Department for state infrastructure contributions via **our online form**

The system will automatically generate a subcase with a CON prefix. You will then be prompted to enter further details within the CON case, upon clicking 'Save and continue' on this screen.

CDC applications that do **not** require a housing and productivity contribution to be paid will proceed to Step 6, 'Review and submit'.

Entering housing and productivity contribution details

Certain residential, commercial, and industrial developments may be subject to a housing and productivity contribution (HPC) on approval of the Complying Development Certificate (CDC) application. The need for a contribution will be determined based on the location of the development site and the types of development types specified in your CDC application. This section of the guide outlines the steps to complete the applicant inputs for the contributions case.

Note: While we encourage applicants to provide information on proposed development for contributions, if this information is not understood, or available, you may submit your application without completing any further details. The certifier responsible for assessing your CDC application will finalise the necessary inputs for the housing and productivity contributions. It is the certifier's responsibility to ensure that the appropriate contribution amount is calculated and will be imposed as a condition of the consent, if approved.

1. **Identify** if a previous payment for contributions or a planning agreement applies.	
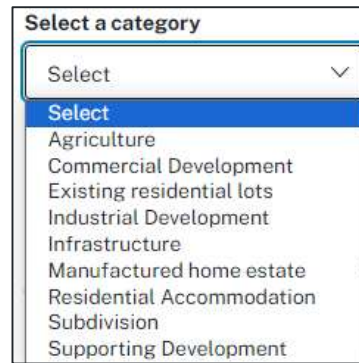
Note**:** Previous arrangements may impact contributions for a new development. Evidence will be necessary and can be uploaded. Each selected item will require supporting documents to be uploaded.

The development types and common application types entered in the Complying Development Certificate application will display. If the listed development(s) which require a contribution do not appear in the table, capture further contribution uses by following the steps below.

These development types and common application types have already been entered for the CDC. A contribution may be required for these and will be transferred to the table below.

- Residential Accommodation
- Balcony, deck, patio, terrace or verandah
- Driveways and hard stand spaces
- Dwelling House
- Erection of a new structure
- Subdivision

2. **Select** a category from the available list.

Select a category

Select ▾

Select
Agriculture
Commercial Development
Existing residential lots
Industrial Development
Infrastructure
Manufactured home estate
Residential Accommodation
Subdivision
Supporting Development

a. **Click** the down-arrow to select a development from the available list.
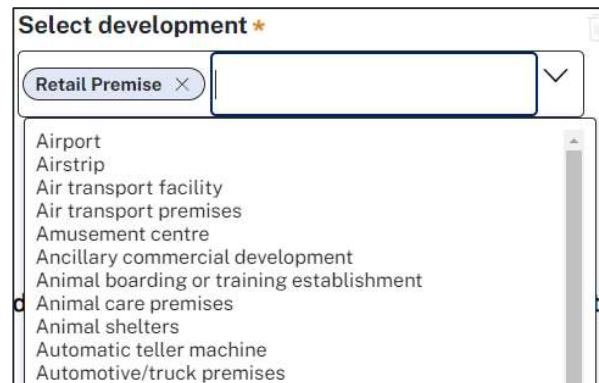
Select as many developments from the available list as relevant. This list will be filtered based on the category selected in the previous step.

Select development *

Retail Premise ✕

Airport
Airstrip
Air transport facility
Air transport premises
Amusement centre
Ancillary commercial development
Animal boarding or training establishment
Animal care premises
Animal shelters
Automatic teller machine
Automotive/truck premises

Note: To add further contribution uses to the table, **click** 'Add Contributions uses' and repeat the previous steps.

3. **Click "**Complete Selection" to refresh and update the Proposed number of units for calculating contributions.

Complete Selection

The development requiring contributions will be listed in the table, allowing you to enter the number of units per the unit of charge.

Note: The unit of charge corresponds to the type of development proposed. For residential development, the total is calculated by entering the number of units of charge (i.e., the number of new dwelling lots). For commercial and industrial development, the total is calculated by multiplying the units of charge by the square meterage of new gross floor area (GFA) applicable to the development.

Proposed number of units for calculating contributions What is this?

Development	Sub types What is this?	Total		Unit of charge
Office Premise				SQM of GFA
Retail Premise				SQM of GFA

4. **Enter** the total number of Units for each development.

Total		Unit of charge
		SQM of GFA
		SQM of GFA

5. **Indicate** whether you want to add an existing development, such as an existing residential lot, that applies to your development.

Do you want to add existing development?
- ● Yes
- ○ No

If you select Yes,

a. **Select** a category from the available list.

Select a category
Existing residential lots ⌄

b. **Click** the down-arrow to select a development from the available list.

Select development *
⌄

c. **Select** "Add type/use" to add an additional existing development, if required.

Add type/use

6. **Click** "Complete selection" to refresh and update the table for existing number of units for calculating contributions.

Complete Selection

Existing number of units for calculating contributions

Development	Sub types What is this?	Total number of units	Unit of charge
Existing lot for torrens subdivision			Lots

| 7.	**Enter** the total number of units per unit of charge.	<table><tr><td>Total</td><td>Unit of charge</td></tr><tr><td></td><td>Lots</td></tr></table>
8.	Once you have finished entering the contribution details, **click** "Submit".	**Submit**

Note: After clicking submit, the contribution details entered will be saved with your application. You can review the details entered via the file generated and located in the documents tab of the Complying Development Certificate application.

Step 6: Review and submit application
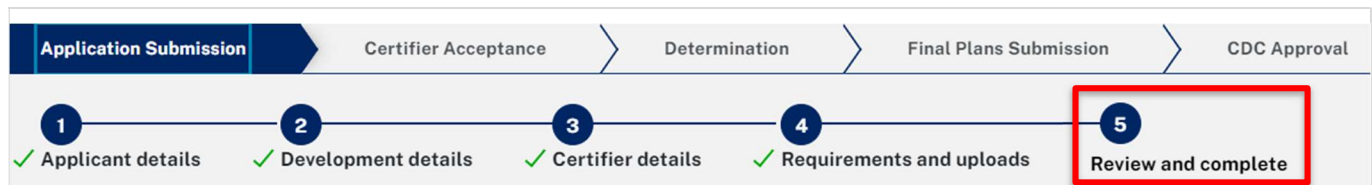
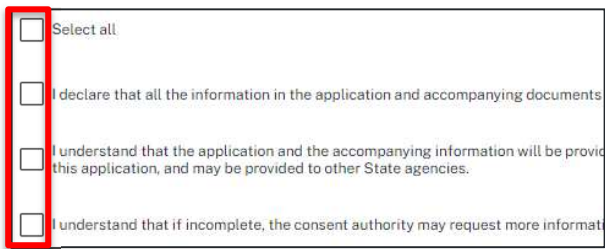| 35.	**Review** the information entered on your application. This information is read-only. If changes are needed, **click** the Previous button (bottom left of screen) to navigate to the previous screens.	**Review and complete your application** **Verify your information** **Applicant details** Title — — First given name
36.	If you are submitting the application to a certifier working for a council, **indicate** whether you are an employee, councillor or relative of an employee at that council.	Are you an employee / Councillor or relative of an employee / Councillor within the same local government area as the proposed development? * ◯ Yes ◯ No
	If yes, indicate the nature of your relationship.	Nature of relationship * ◯ I am an employee ◯ I am a councillor ◯ I am a relative of, or relationship with, employee or Councillor

37. Once you have reviewed the information entered, complete the Declarations at the bottom of the page by **selecting** each tick-box or **clicking** "Select all".	
38. Click " Submit CDC application".	

What happens next?

- The nominated certifier will receive a system-generated notification to advise them that they have received an application for their review.

- The nominated certifier will review your application and may request additional documentation to be provided. You will receive a system-generated email advising you of the request.

- The certifier will discuss the required fees with you and any Terms and Conditions. This will occur outside of the NSW Planning Portal.

- If you have initiated a related application such as a Section 10.7 Planning Certificate or Section 68 approval (applicable only in cases where the appropriate council is currently receiving these types of applications via the Portal), you must complete the relevant 'In Progress' applications available in your Active Work or from the Related Cases tab within the Complying Development Certificate application. Where possible, content is pre-populated from this application.

- If a housing and productivity contribution applied to your application, the certifier will notify you of any contribution amounts payable.

- The nominated certifier will provide you with an outcome of their review via a system-generated notification. If they decline the application for assessment, you can use the "Copy to new" function to re-submit the application to an alternative certifier.

- If you need to withdraw the application, you can do so by using the "Withdraw application" functionality accessed via the "Actions" button within the application.
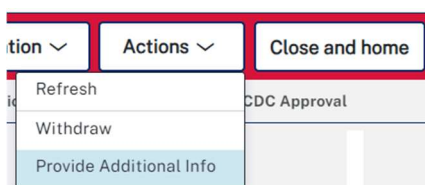
More information

We have developed a range of support materials, including Quick Reference Guides for other services and Frequently Asked Questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the Help and Resources section of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the Information and Training sessions page of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or submit an enquiry online. If you are calling from outside Australia, please call +61 2 8894 1555.