Submitting an Application for an Occupation Certificate

Applicant

To apply for an occupation certificate application via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to our *Registering for the NSW Planning Portal* quick reference guide.

You can apply for an occupation certificate using two different methods:

- As a related application via an online development application (DA) or online complying development certificate (CDC) application

- Stand-alone (consent application is outside of the Portal)

Follow the instructions below for your required method.

Initiating an application

1. Log in to the NSW Planning Portal and

a) For a stand-alone application **select** Post Consent Certificate (CC, OC, SC, PCA, SWC) from the New menu on the top left of the screen, or

b) Connect to an existing DA/CDC application, by first locating the existing DA/CDC, opening that application and **selecting** Request related application.
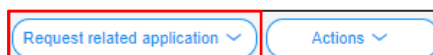
c) **Click** on Request Certificate.

Note: When submitting a related application, most fields entered on the DA or CDC will auto populate to this OC application.

2. **Select** Occupation certificate from the list of options.

Select the certificate action you would like to apply for
- ◯ Subdivision certificate
- ◯ Construction certificate
- ◯ Principal Certifier appointment
- ◯ Occupation certificate
- ◯ Subdivision works certificate

3. **Select** the Class of development.

Class of development *
The development comprises the following Building
- ☐ Class 1a   What is this?
- ☐ Class 1b   What is this?
- ☐ Class 2   What is this?
- ☐ Class 3   What is this?

4. **Select** whether the application is for the full development or interim / part development.

Select the type of certificate you wish to apply for *
- ◯ Certificate for the full development
- ◯ Interim / Part occupation certificate

Note: If your application is linked to a CDC or DA you may not have to complete some of the following steps but will be prompted instead to review the approval information.

5. **Select** the approval type this certificate application relates to from the options available.

Which approval type is this certificate in relation to? *
- ⦿ Development Application consent (DA)
- ◯ Complying Development Certificate (CDC)
- ◯ State determined (SSI / SSD)

6. **Enter** the consent application reference number.

Please enter DA number of the approval which is related to this certificate application

7. **Indicate** if the consent application was applied for via the NSW Planning Portal (for DA and CDC only).

    If yes, **enter** the Portal Application Number (PAN) reference.

Was the DA applied for via the NSW Planning Portal?
- ◯ Yes
- ◯ No

8. **Indicate** whether the consent application has been determined.

   If Yes, **enter** the date of determination.

9. **Enter** the relevant street address or lot/section number/plan for the OC application.

   Once the address has been located by the system, **click** on the Primary address box.

10. The information under the Related approval section will be automatically populated from the information submitted on the DA.

11. **Confirm** the correct address is selected.

Note: The planning controls affecting the property can be viewed by clicking on the arrow toward the bottom of the screen.

12. Click Next.

Next

Note: The following tabs need to be completed step-by-step, starting with Contact Details.

1. Contact Details	2. Proposed development	3. Principal certifying authority	4. Requirements and uploads	5. Review And Submit

Capturing Contact Details

When an application is linked to an online DA or CDC, the majority of the information is prepopulated from the consent application. You will be required to review and update where necessary.

13. Review the applicant details and ensure the information is correct. You may update or edit this information where necessary.

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

If you answered 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

15. Indicate who owns the development site.

Note: Depending on the selection made on the previous step, further information may be required to be entered.

16. **Select** who will be doing the building, for example, Licenced Builder.

Who is doing the building work?
- ◉ Licensed Builder
- ○ Owner Builder

17. **Enter** the Builder details for Principal Contractor details.

Builder details or Principal Contractor

Title ★

Please Select... ▼

First given name ★   Other given name/s   Family name ★

Contact number   Email ★

Mobile number preferred

Address ★

Licence number or Permit number (in the case of an owner builder) ★

18. **Indicate** whether there are any security or site conditions which may impact the inspection, for example, locked gates or animals.

Are there any security or site conditions which may impact on the person undertaking the inspection?
- ○ Yes
- ◉ No

19. **Enter** the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.

Payer details

Fee payment for the assessment, inspection and related costs in issuing this certificate will be made by: ⓘ

Title ★

Please Select... ▼

First given name ★   Other given name/s   Family name ★

Contact number   Email ★

Mobile number preferred

Billing address ★

20. **Enter** Developer details. This is not a mandatory field.

Developer details

| ACN ⌄ | Enter here and search | Search | Clear |

ABN

ACN

Name

21. **Click** Save and continue.

Save and continue

Note: The next tab is Proposed development and consists of information relating to the development.

✓ 1. Contact Details | **2. Proposed development** | 3. Principal certifying authority | 4. Requirements and uploads | 5. Review And Submit

Capturing Proposed development details

22. **Select** the type of development from the list provided.

Type of development★

☑ Dwelling   What is this?

☐ Secondary dwelling   What is this?

☐ Semi-attached dwelling   What is this?

☐ Dual occupancy   What is this?

23. **Enter** the Class(es) of building under the Building Code of Australia.

Class of development★

The development comprises the following Building Code

☐   Class 1a   What is this?

☐   Class 1b   What is this?

☐   Class 2   What is this?

24. **Enter** a detailed description for the development.

Please provide a detailed description of the development ★

Demolition of existing building and construction of new single story dwelling.

25. **Click** Save and continue.

Save and continue

Note: The next tab is Principal certifying authority details.

✓ 1. Contact Details	✓ 2. Proposed development	**3. Principal certifying authority**	4. Requirements and uploads	5. Review And Submit

Capturing Principal Certifier details

26. Enter the Principal Certifier details.

Note: You can search for the pricipal certifier by Company name, Trading name, ABN or ACN.

27. Enter the details in the space provided, then **click** Search.

28. Click on the certifier from the list of options.

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

29. Click Save and continue.

Note: The next tab is the Requirements and uploads section.

✓ 1. Contact Details	✓ 2. Proposed development	✓ 3. Principal certifying authority	**4. Requirements and uploads**	5. Review And Submit
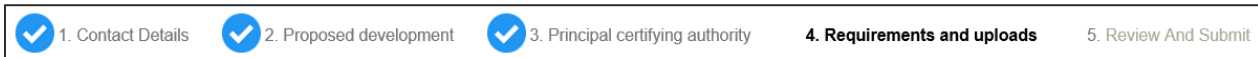
Uploading documentation

30. **Click** Upload.

Upload

31. **Click** select files to search for file and once selected, **click** on the Attach button.

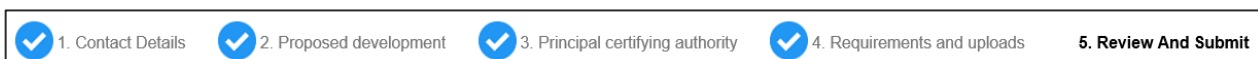**Note:** You can also use the drag and drop feature to attach files.

Attach Documents

Drag and drop files here

or

Select file(s)

Cancel   Attach
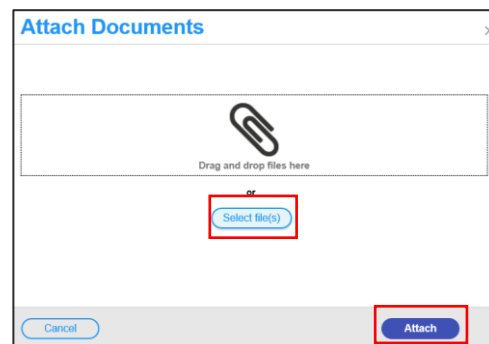
32. Ensure the attached files are placed in their appropriate categories.

Name ★	File	Category
Development Consent	Development Consent.docx	Development consent
Owners Consent	Owners Consent.docx	Owner's consent
Site Plans	Site Plans.docx	Select..

33. **Click** Save and continue.

Save and continue

Note: The final tab is Review And Submit.

✓ 1. Contact Details	✓ 2. Proposed development	✓ 3. Principal certifying authority	✓ 4. Requirements and uploads	**5. Review And Submit**

Reviewing and Submitting

34. After reviewing all the information provided on the application, **complete** the applicant and PCA declarations, and the Owner consent.

35. **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.
- Review the Frequently Asked Questions - https://www.planningportal.nsw.gov.au/support/frequently-asked-questions and / or contact ServiceNSW on 1300 305 695.