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 *Register for a Planning Portal Account* quick reference guide.

Creating a new application

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

To submit a CDC application, there are up to 6 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

| 1. Applicant details | 2. Development details | 3. Certifier Details | 4. Requirements and uploads | 5. Review and complete |

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.

2. **Enter** the primary applicant's details.

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.

Applicant details

Title
Please Select...

First given name *
Kea

Other given name/s

Family name *
Allerby

Contact number

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.

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.

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 to complete the declaration below to continue.

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. 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   [Search]   [Clear]
   > ABN   ACN

7. **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.

Capturing Development details

> ✔ 1. Applicant details   **2. Development details**   3. Certifier Details   4. Requirements and uploads   5. Review and complete

1. **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? ★
   >
   > Provide a description of the proposed modification ★
   > Please provide a detailed description including any secondary develo

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

Select the site of your development

Enter address
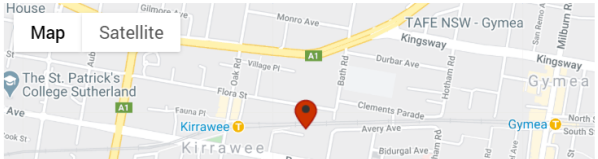
4 DAMEELI AVENUE KIRRAWEE 2232

OR

Enter Lot/Section Number/Plan

Street address
4 DAMEELI AVENUE KIRRAWEE 2232

Local government area
SUTHERLAND SHIRE

Lot/Section Number/Plan
2 / —— / DP30696

Note: As you enter the address, it will be validated against the registered address database. When selecting a registered address, 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.

9. 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

10. **Select** the proposed development type(s) from the list.

- ☑ Dwelling house
- ☐ Secondary dwelling
- ☐ Attached development

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.

11. **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

12. **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 and/or a natural disaster (for example, an application for re-building

○ Yes
● No

13. **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? ★
>
> [   ]

14. **Select** the lot type.

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

15. **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.

> **BASIX certificate**   What is this?
> Do you have one or more BASIX certificates? ★
> ● Yes
> ○ No
>
> Enter in the BASIX certificate number ★
> [   ] 🗑
>
> **Add**

16. **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.

> **10.7 Certificate**
> Have you already obtained a 10.7 certificate? ★
> ○ Yes
> ● No
>
> Would you like to start a Planning Certificate 10.7 application? ★
> ● Yes
> ○ No

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.

17. **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.

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.

18. **Click** Save and continue.

Capturing Registered practitioner details

Registered practitioner details can be captured where all or part of the development falls within Class 2 of the Building Code of Australia. Selecting one of the following development types will trigger the registered practitioner details screen;

- Dual Occupany
- Alterations and additional to residential developments
- Manor houses

19. To add registered practitioner details to the application, click the corresponding + Add button and enter the details.

20. Click Save and continue.

Save and continue

Capturing Certifier details

✓ 1. Applicant details	✓ 2. Development details	✓ 3. Registered practitioner details	**4. Certifier Details**	5. Requirements and uploads	6. Review and complete
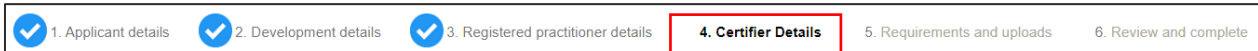
21. Enter the name of the certifying organisation that will assess your application and **select** the appropriate result from the list.

Certifying organisation ★

Note: Certifiers who are accepting applications through the Portal may be located. If you cannot locate the certifer, contact the organisation to find out how to submit your application.

22. Click Save and continue.

Save and continue

Capturing Requirements and uploads

✓ 1. Applicant details	✓ 2. Development details	✓ 3. Certifier Details	**4. Requirements and uploads**	5. Review and complete

23. 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.
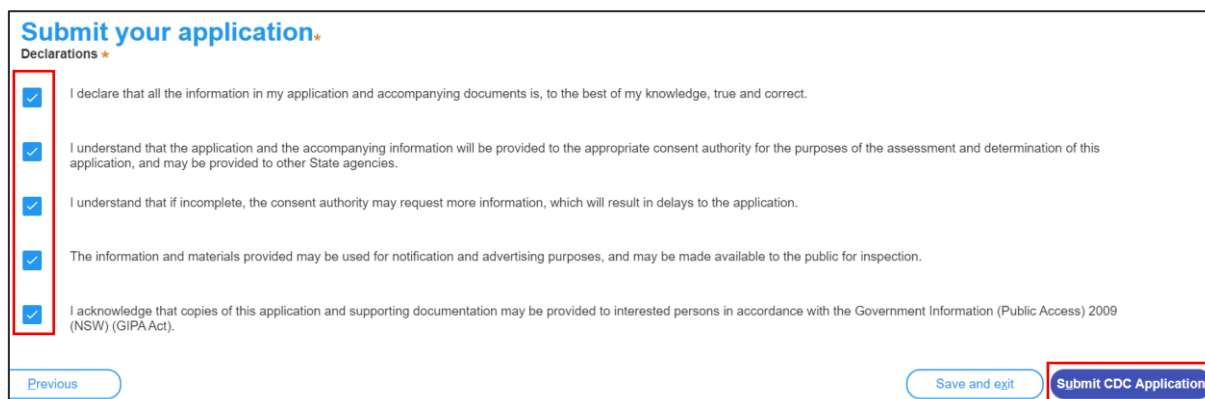
24. Click Save and continue.

Save and continue

Reviewing and submitting

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

Note: You may 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.
- Review the Frequently Asked Questions - https://www.planningportal.nsw.gov.au/help/frequently-asked-questions and / or contact ServiceNSW on 1300 305 695.