

# Submitting an Application to Appoint a Principal Certifier



## Applicant

To apply for a principal certifier appointment 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.

## Getting Started

You can apply for a principal certifier appointment via the NSW Planning Portal using two different methods

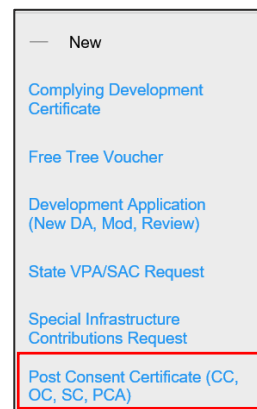
- Via an online development (DA) or online complying development certificate (CDC) application
- Stand-alone (consent application is outside of the Portal)

Follow the instructions below for your required method.

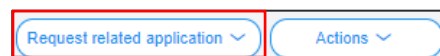
## Initiating an application

1. Log in to the NSW Planning Portal and

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



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



**Note:** When connecting an existing consent application in the portal, such as a DA or CDC, information contained on the consent application will prefill the certificate application, saving you time and effort in completing the required information.

# Submitting an Application to Appoint a Principal Certifier



## Applicant

2. **Select** the certificate type Principal Certifier appointment.

### Certificate type

Select the certificate action you would like to apply for \*

- Subdivision certificate
- Construction certificate
- Principal Certifier appointment
- Occupation certificate

3. **Select** the class(es) of development.

### Class of development \*

The development comprises the following Building Code of Australia classes:

- Class 1a [What is this?](#)
- Class 1b [What is this?](#)
- Class 2 [What is this?](#)
- Class 3 [What is this?](#)

**Note:** You might not be required to complete all the following steps if you are applying via an online development (DA) or online complying development certificate (CDC) application.

4. **Select** an approval type and **complete** related approval questions.

### Which approval type is this certificate in relation to? \*

- Development Application number (DA)
- Complying Development Certificate (CDC)
- State determined (SSI / SSD)

Please enter the DA number which is related to this certificate

**Note:** if the DA number has not yet been given by the council

Was the DA applied for via the NSW Planning Portal? \*

- Yes
- No

Has the DA been determined? \*

- Yes
- No

Was the CC applied for via the NSW Planning Portal? \*

- Yes
- No

Has the CC been determined? \*

- Yes

### Which approval type is this certificate in relation to? \*

- Development Application number (DA)
- Complying Development Certificate (CDC)
- State determined (SSI / SSD)

Please enter CDC number of the approval which is related to this

Was the CDC applied for via the NSW Planning Portal? \*

- Yes
- No

Has the CDC been determined? \*

- Yes
- No

### Which approval type is this certificate in relation to? \*

- Development Application number (DA)
- Complying Development Certificate (CDC)
- State determined (SSI / SSD)

Enter State determined number of the approval which is related to

Has the SSI / SSD case been determined? \*

- Yes
- No

**Note:** The type of approval selected will define the remaining related approval fields that must be completed.

# Submitting an Application to Appoint a Principal Certifier

## Applicant

- 5. Enter** the relevant street address or lot/section number/plan for the application. Once the address has been located by the system, **click** on the Primary address box.

Enter address  
2 BELMONT STREET SUTHERLAND 2232

Enter Lot/Section Number/Plan  
e.g. 4/-/DP1044304

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input checked="" type="checkbox"/>

- 6. 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 Certifier	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.

- 7. Review** the applicant details and ensure the information is correct or update as required;

- Title (optional)
- First given name
- Other given name/s (optional)
- Family name
- Contact number (optional)
- Email
- Address (residence or business)

**Applicant details**  
Please enter the contact details of the applicant for this application.  
Please note that the nominated person/ company is the legal applicant for the application. The applicant must be the property owner or a person with benefit of the consent.

Title ▾  
Mr

First given name ▾ applicant      Other given names      Family name ▾ applicant

Contact number 0404040404      Email newda@yopmail.com

Address 2 BELMONT STREET SUTHERLAND 2232

- 8. Indicate** if you are applying on behalf of a company.

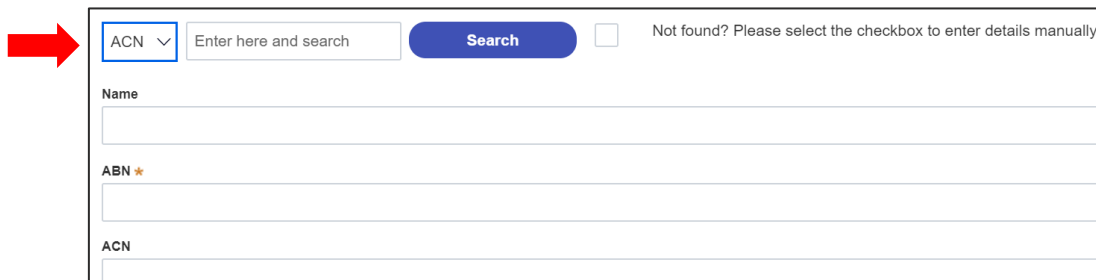
If you answered Yes,

# Submitting an Application to Appoint a Principal Certifier

## Applicant

- **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

**Note:** If you cannot locate an appropriate result you may select the checkbox to enter the details manually.



The screenshot shows a search interface. On the left, a red arrow points to a dropdown menu currently set to 'ACN'. To its right is a text input field with the placeholder 'Enter here and search'. Further right is a blue 'Search' button. To the right of the button is a checkbox and the text 'Not found? Please select the checkbox to enter details manually.' Below these elements are three input fields labeled 'Name', 'ABN \*', and 'ACN'.

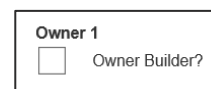
**Note:** The next section is completing the Land owner details. If the land owner details are the same as the applicant details there is an option to copy the applicant details.

9. **Select** who owns the development site and complete the owner details if defined below.



The screenshot shows a question: 'Who owns the development site? \*'. There are four radio button options: 'I am the sole owner of the development site' (which is selected), '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', and 'A company, business, government entity or other similar body owns the development site'.

**Click** on Owner Builder if the development is being conducted by the applicant as an owner builder.



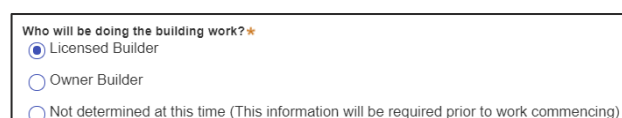
The screenshot shows a checkbox labeled 'Owner 1' with the text 'Owner Builder?' next to it.

**Click** Add Owner and complete owner details if there are multiple owners.



The screenshot shows a blue button with the text 'Add Owner'.

10. **Indicate** who will be carrying out the building works, or if not determined at this time.



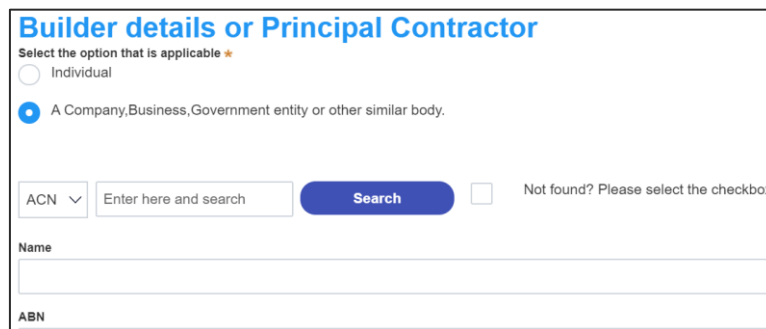
The screenshot shows a question: 'Who will be doing the building work? \*'. There are three radio button options: 'Licensed Builder' (which is selected), 'Owner Builder', and 'Not determined at this time (This information will be required prior to work commencing)'.

# Submitting an Application to Appoint a Principal Certifier

## Applicant

**Note:** If the builder or principal contractor is yet to be determined, skip the next step.

- 11. Indicate** whether the Builder or Principal Contractor details are for an individual or company, business, government entity, other etc.  
Depending on your selection, the appropriate fields will be defined. Complete as required.



**Builder details or Principal Contractor**  
Select the option that is applicable \*

Individual

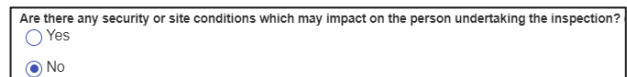
A Company,Business,Government entity or other similar body.

ACN    Not found? Please select the checkbox

Name

ABN

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



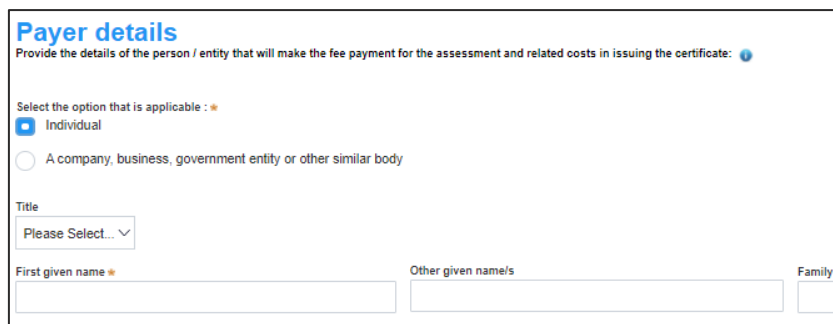
Are there any security or site conditions which may impact on the person undertaking the inspection?

Yes

No

If yes you will be prompted to provide further details.

- 13. Identify** if the payer is an individual or company/business/government entity etc and **enter** the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.



**Payer details**  
Provide the details of the person / entity that will make the fee payment for the assessment and related costs in issuing the certificate: \*

Select the option that is applicable : \*

Individual

A company, business, government entity or other similar body

Title

First given name \*  Other given name/s  Family n

**Note:** Developer details need only be captured for class 2 developments.

# Submitting an Application to Appoint a Principal Certifier



Applicant

14. 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 Certifier    4. Requirements and uploads    5. Review And Submit

## Capturing Proposed development details

15. Select the type of development or if complete, continue to the next step.

Type of development\*

<input checked="" type="checkbox"/> Dwelling	<a href="#">What is this?</a>
<input type="checkbox"/> Secondary dwelling	<a href="#">What is this?</a>
<input type="checkbox"/> Semi-attached dwelling	<a href="#">What is this?</a>
<input type="checkbox"/> Dual occupancy	<a href="#">What is this?</a>

**Note:** The class of development will already be selected. Continue to the next question.

16. Enter a detailed description for the development or if complete, continue to the next step.

Please provide a detailed description of the development\*

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

17. Enter an estimated cost of the development, inclusive of GST. If complete, continue to the next step.

Please provide the estimated cost of the development?

18. Enter the number of storeys in the new building.

Number of storeys proposed in the new building(s) \*

2

19. Click Save and continue.

Save and continue

# Submitting an Application to Appoint a Principal Certifier



Applicant

**Note:** The next tab is Principal certifying authority details.

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

## Capturing Principal Certifier selection

20. **Enter** the certifier name and select the result from the dropdown list.

**Nominated Principal certifier details**

Enter the name of the nominated Principal Certifier / Accredited Certifier of your choice. \*

21. You can select the anticipated date the construction work is set to commence from the calendar.

When is it anticipated that the construction work on the site will commence?

22. You can select the anticipated date an occupation certificate will be sought from the calendar.

When is it anticipated that an occupation certificate will be sought for the site?

**Note:** The anticipated date that an occupation certificate will be sought will automatically populate a date that is 6 months from the day the application was created.

23. **Click** Save and continue.

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

There are certain required documents that must be uploaded to your application however there are also additional documents you may need to upload to complete your application. Ensure you satisfy the application requirements of your Principal Certifier.

# Submitting an Application to Appoint a Principal Certifier

## Applicant

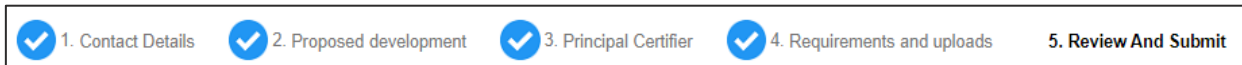
24. Click Upload and select or drag and drop your file(s). Categorise the file type(s) before clicking Attach.

Upload

25. Click Save and continue.

Save and continue

**Note:** The final tab is Review And Submit.



## Reviewing and submitting an application

26. After reviewing all the information provided on the application, **complete** the declarations to submit the application.

Declarations \*

Applicant declaration

Select all

I declare that all the information in my application and accompanying documents is, to the best of my knowledge, true and correct.

I understand that the application and the accompanying information will be provided to the appropriate consent authority for the purpose of application, and may be provided to other State agencies.

I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

The information and materials provided may be used for notification and advertising purposes, and may be made available to the public.

27. Click Submit.

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/help/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.