

# 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.

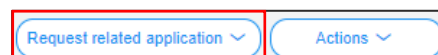
## Initiating an application

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.



**Click** on Request Certificate.



**Note:** When submitting a related Portal application it links the DA or CDC and relevant information entered on the DA or CDC will auto-populate to this application so you may not have to complete some of the following steps but rather, you can review the information.

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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

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?](#)

**Note:** If a Class 2 development is selected, you will need to complete the following tasks:

- Notify the Secretary referred to in the Residential Apartment Buildings (Compliance and Enforcement Powers) Act, 2020 within 6-12 months before the application for the occupation certificate is made on the estimated completion date of construction.
- Occupation Certificate audit is completed and no serious defects exist.
- Lodge a Building Bond under Strata Schemes Management Act 2015 where the number of storeys is four or more.
- Ensure a Principal Certifier Appointment is in place.

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

Select the type of certificate you wish to apply for \*

- Occupation Certificate for part of the development
- Occupation Certificate for the full development

5. **Enter** the related approval information. E.g. If this application is in relation to a DA, then enter the relevant DA information.

**Related approval**

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

- Development Application number (DA)
- 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

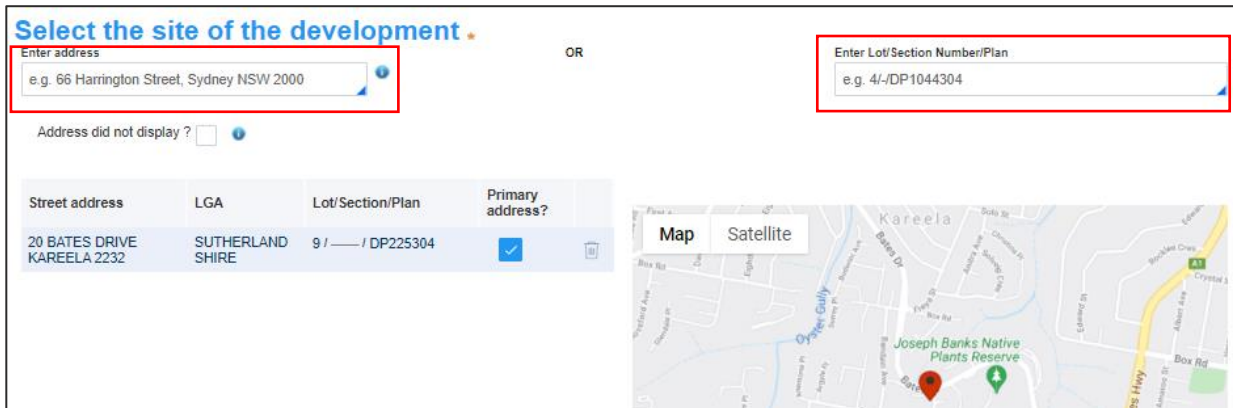
**Note:** If this application was created as a related application, then the related application information will be displayed.

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

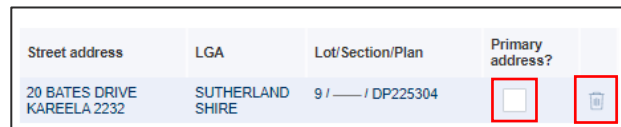
Repeat as required until all development sites are located.




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.

7. 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"/>	

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



Summary of planning controls	
Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

9. Click Next.

Next

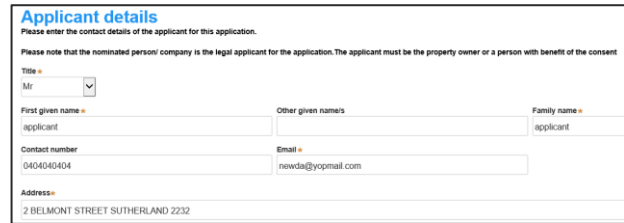
## Capturing Contact Details

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.

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10. **Review** the applicant details and ensure the information is correct or **enter** as required.



**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

First given name  Other given names  Family name

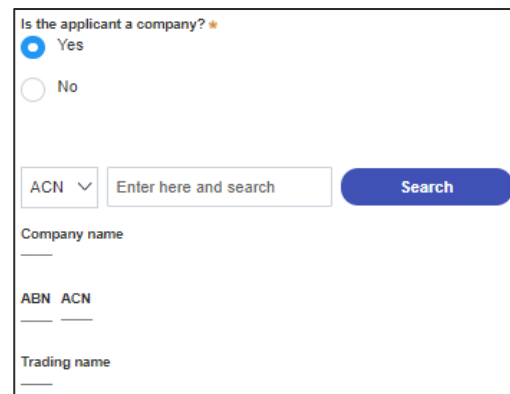
Contact number  Email

Address

11. **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



Is the applicant a company? \*

Yes  
 No

ACN

Company name

ABN  ACN

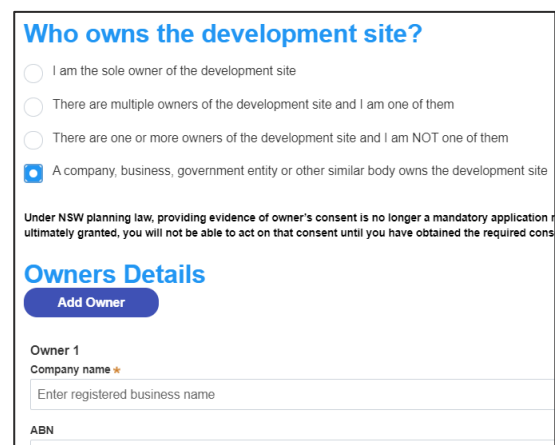
Trading name

12. **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

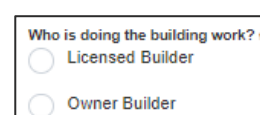
Under NSW planning law, providing evidence of owner's consent is no longer a mandatory application ultimately granted, you will not be able to act on that consent until you have obtained the required cons

**Owners Details**

Owner 1  
Company name \*   
ABN

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

13. **Indicate** if the building works is being carried out by a Licensed Builder or Owner Builder.



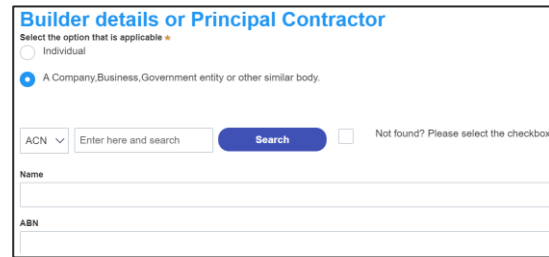
**Who is doing the building work? \***

Licensed Builder  
 Owner Builder

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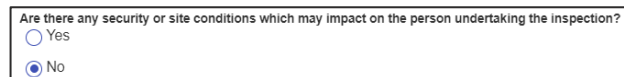
## Applicant

14. **Indicate** if the Builder or Principal Contractor details are for an individual or company, business, government entity and **enter** the relevant information.



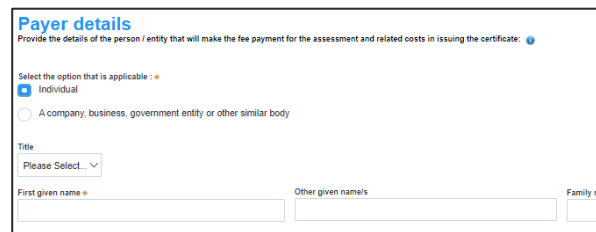
**Builder details or Principal Contractor**  
Select the option that is applicable -  
 Individual  
 A Company, Business, Government entity or other similar body.  
ACN    Not found? Please select the checkbox  
Name   
ABN

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



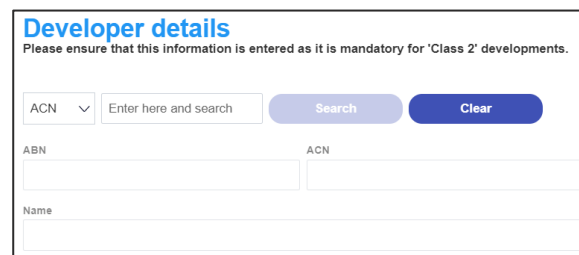
Are there any security or site conditions which may impact on the person undertaking the inspection?  
 Yes  
 No

16. **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  
Please Select...  
First given name  Other given name/s  Family name

17. **Search** to **enter** the developer details.



**Developer details**  
Please ensure that this information is entered as it is mandatory for 'Class 2' developments.  
ACN     
ABN  ACN   
Name

**Note:** The developer details are mandatory for all Class 2 developments.

18. **Click** Save and continue.

## Capturing Proposed development details

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

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 selected when the application was initiated will be presented. Continue to the next step.

20. **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.

21. **Click** Save and continue.

Save and continue

## Capturing Principal Certifier details

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

22. **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.

ACN	<input type="text"/>	Search
Select...		
Company Name		
Trading Name		
ABN		
ACN		

Company Name	Sutherland council	Search
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Company Name	<input type="text"/>	Search
<b>Nominated Principal Certifier details</b>		
Company name	SUTHERLAND SHIRE COUNCIL	
Trading name	SUTHERLAND SHIRE COUNCIL	

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

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22. Click Save and continue.

Save and continue

## 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.

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

Declarations ✖

Applicant declaration

Select all

I declare that all the information in my application and accompanying documents is

I understand that the application and the accompanying information will be provide application, and may be provided to other State agencies.

I understand that if incomplete, the consent authority may request more information

26. 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.
- 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.