

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.

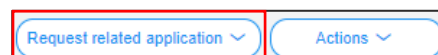
Initiating an application

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.



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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
- 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 part of the development.

Select the type of certificate you wish to apply for *

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

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).

Was the DA applied for via the NSW Planning Portal?

- Yes
- No

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

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8. **Indicate** whether the consent application has been determined.
If Yes, **enter** the date of determination.

Has the DA been determined? *

Yes

No

Date of determination of the DA Case

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.

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"/>

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

Related approval

Which approval type is this certificate in relation to? [?](#)
Development Application consent (DA)

Which approval type is this certificate in relation to? [?](#)
Development Application consent (DA)

Please enter DA number of the approval which is related to this certificate application (please include the DA prefix) [?](#)
DA7777

Was the DA applied for via the NSW Planning Portal?
Yes

Please provide portal application number (PAN) [?](#)
PAN-881

Has the DA been determined?
Yes

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

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

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

Planning controls affecting property

▼ 2 BELMONT STREET SUTHERLAND 2232

Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio (n:1)	0.55:1
Minimum Lot Size	550 m ²
Heritage	NA
Local Provisions	Minimum Landscape Area

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12. Click 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
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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.

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

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

Is the applicant a company?
 Yes
 No

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

ACN ▾ Enter here and search Search Not found? Please select the checkbox to enter details manually.

Name

ABN

ACN

Trading Name

15. **Indicate** who owns the development site.

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

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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
Mobile number preferred

Email *

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
Mobile number preferred

Email *

Billing address *

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

The form is titled "Developer details" and contains a search bar with a dropdown menu for "ACN", a text input field "Enter here and search", a "Search" button, and a "Clear" button. Below the search bar are two input fields for "ABN" and "ACN", and a "Name" field.

21. **Click** Save and continue.



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

A progress bar with five steps: 1. Contact Details (checked), 2. Proposed development (bolded), 3. Principal certifying authority, 4. Requirements and uploads, and 5. Review And Submit.

Capturing Proposed development details

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

The form is titled "Type of development*" and lists four options with checkboxes: Dwelling (checked), Secondary dwelling, Semi-attached dwelling, and Dual occupancy. Each option has a "What is this?" link.

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

The form is titled "Class of development*" and states "The development comprises the following Building Code". It lists three classes with checkboxes: Class 1a, Class 1b, and Class 2. Each class has a "What is this?" link.

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

The form is titled "Please provide a detailed description of the development*" and contains a text area with the text "Demolition of existing building and construction of new single story dwelling."

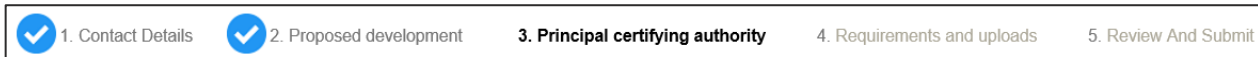
25. **Click** Save and continue.



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Note: The next tab is Principal certifying authority details.



Capturing Principal Certifier details

26. **Enter** the certifier name. If the certifier is a council certifier, enter the council name.

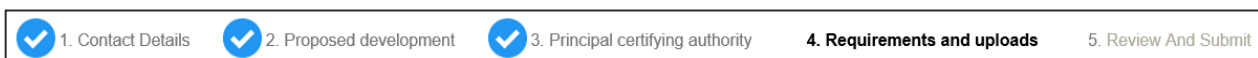
Principal Certifier

Enter the name of the nominated Principal Certifier of your choice. *

27. **Click** Save and continue.



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



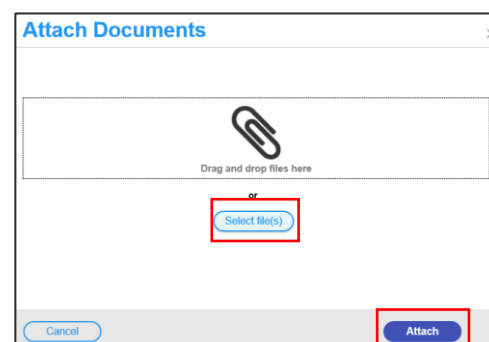
Uploading documentation

28. **Click** Upload.



29. **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.



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30. 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...

31. Click 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

32. 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 provided to other State agencies.

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

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

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