

## Appoint a Principal Certifier

To apply for a principal certifier appointment application via the NSW Planning Portal, you will need an account. To register a new account, refer to the *Registering for the NSW Planning Portal* quick reference guide or video.

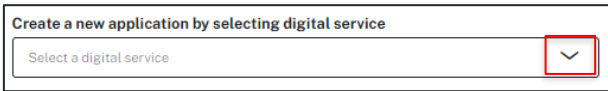
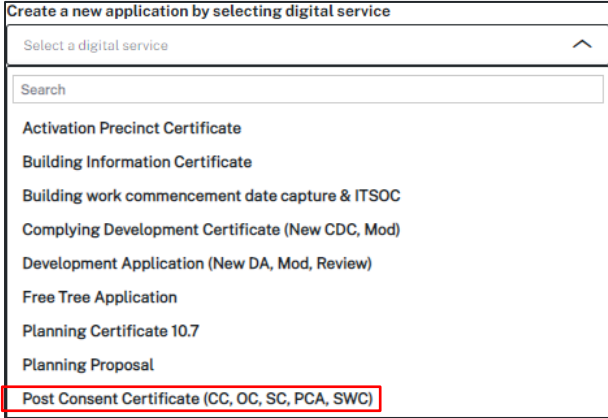

You can apply for a principal certifier appointment via the NSW Planning Portal using two different methods:

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

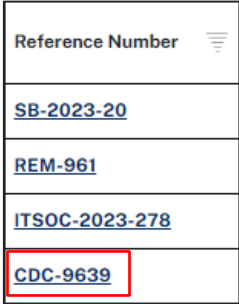
Follow the instructions below for your required method.

### Initiate application

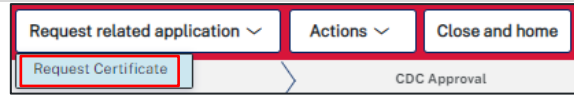
#### Stand-alone

<p>1. Log in to the NSW Planning Portal and select a digital service by <b>clicking</b> on the arrow.</p>	
<p>2. <b>Select</b> Post Consent Certificate from the list of options.</p>	
<p>3. <b>Click</b> Create new.</p>	

#### Related

<p>a) From your Active Work dashboard, click on a submitted DA or CDC application.</p>	
--	---

b) Click Request Related Application, then select Request Certificate.



**Note:** When submitting a related application, much of the information entered on the DA or CDC will auto-populate to this Post Consent Certificate application.

4. Select Occupation certificate from the list of options.



5. Select Class 2 as the Class of development.



**Note:** If a Class 2 development is selected, you will be required to meet further obligations in accordance to the *Design and Building Practitioners Act 2020* by nominating Practitioners, enter a Building Work Commencement date after the CDC is determined and Lodge relevant Construction-Issued Regulated design documents.

For more information on these processes, refer to our relevant online resources and specific quick reference guides.

**Note:** When creating a related application, much of the information will be pre-populated from the related DA or CDC application.

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.



**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.

# Post Consent Certificate Applicant



<p>a. Addresses may be entered manually by clicking on the Address did not display checkbox.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Address did not display? <input checked="" type="checkbox"/> <span style="font-size: small;">i</span></p> <p>Enter address* <span style="float: right;">Primary address? <input type="checkbox"/></span></p> <p><input type="text" value="e.g. 66 Harrington Street, Sydney NSW 2000"/></p> </div>										
<p>b. Manually entered addresses require the Local Government Area (LGA) name or State Agency.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Select Local Government area or State Agency</p> <p><input type="text" value="Local Government name or State Agency name"/></p> </div>										
<p>7. <b>Select</b> the Lot/Section/Plan and primary address of the development. These fields are mandatory. You can delete the address by <b>clicking</b> on the trash icon.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Street address</th> <th style="width: 15%;">LGA</th> <th style="width: 25%;">Lot/Section/Plan</th> <th style="width: 15%;">Primary address?</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>2 BELMONT AVENUE PENSURST 2222</td> <td>GEORGES RIVER</td> <td>27/ -- /DP11194 <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table>	Street address	LGA	Lot/Section/Plan	Primary address?		2 BELMONT AVENUE PENSURST 2222	GEORGES RIVER	27/ -- /DP11194 <input type="checkbox"/>	<input type="checkbox"/>	🗑️
Street address	LGA	Lot/Section/Plan	Primary address?								
2 BELMONT AVENUE PENSURST 2222	GEORGES RIVER	27/ -- /DP11194 <input type="checkbox"/>	<input type="checkbox"/>	🗑️							
<p>8. The Planning controls affecting the property can be viewed by <b>clicking</b> on the arrow below the heading for planning controls.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Planning controls affecting property</b></p> <p><span style="border: 1px solid red; padding: 2px;">&gt; 2 BELMONT AVENUE PENSURST 2222</span></p> </div>										
<p><b>Note:</b> When a related application is generated, the site of development address and planning controls will be populated from the DA or CDC and is not editable.</p>											
<p>9. <b>Indicate</b> if this application is to be directed to a Principal Certifier or a State Agency for assessment.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Do you want to direct this application to a Principal Certifier or State Agency</p> <p><input checked="" type="radio"/> Principal Certifier (Council or Independent)</p> <p><input type="radio"/> Department of Planning and Environment</p> <p><input type="radio"/> Sydney Olympic Park Authority</p> <p><input type="radio"/> Transport for NSW</p> <p><input type="radio"/> Lord Howe Island Board</p> </div>										
<p><b>Note:</b> The related approval details is pre-populated from the DA. You will be required to enter the details of the related Construction Certificate.</p>											
<p>10. <b>Select</b> the related approval type and <b>enter</b> the relevant information such as DA or CDC number.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Which approval type is this certificate in relation to?</b></p> <p><input type="radio"/> Development Application number (DA)</p> <p><input type="radio"/> Complying Development Certificate (CDC)</p> <p><input type="radio"/> State determined (SSI / SSD)</p> </div>										
<p>11. <b>Indicate</b> if this application is to track transfer of a Principal Certifier.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Is this application to track transfer of Principal certifier?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>										

12. Click Next.	<div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: #003366; color: white;">Next</div>
-----------------	--

## Contact details

When an application is linked to a DA or CDC applied for through the NSW Planning Portal, much of the information is pre-populated from the related application. You will be required to review, add and update where necessary.

<p>13. <b>Review</b> the applicant details and ensure the information is correct. You may update or edit this information where necessary.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Primary applicant details</b></p> <p><small>This person will receive all the system generated notification emails in relation to the application.</small></p> <p>Please enter the contact details of the applicant for this application.</p> <p><small>Please note that the nominated person/ company is the legal applicant for the application. The applicant</small></p> <p>Title  <input type="text" value="Please Select..."/></p> <p>First given name * <span style="float: right;">Other given name/s</span>  <input type="text" value="Jane"/> <input type="text"/></p> </div>
<p>14. <b>Indicate</b> if the applicant is a business or company.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Is the applicant a business or company?</b></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> </div>
<p>a) If you answer yes;</p> <ul style="list-style-type: none"> <li>• <b>Search</b> for the company by choosing an operator, ACN, ABN, or Name.</li> <li>• <b>Enter</b> the search term in the search field.</li> <li>• <b>Click</b> the search button.</li> <li>• <b>Select</b> a result from the list.</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/></p> <p><input type="checkbox"/> Not found? Please select the checkbox to enter details manually.</p> </div>
<p>15. <b>Identify</b> the owners of the development site. If there are multiple owners, <b>select</b> the appropriate button and <b>click</b> '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 <b>clicking</b> Add Owner. If a company or business owns the development site, <b>enter</b> the company name and ABN.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Who owns the development site? *</b></p> <p><input type="radio"/> I am the sole owner of the development site</p> <p><input checked="" type="radio"/> There are multiple owners of the development site and I am one of them</p> <p><input type="radio"/> There are one or more owners of the development site and I am NOT one of them</p> <p><input type="radio"/> A company, business, government entity or other similar body owns the development site</p> <p><small>An application for a complying development certificate may be made –</small></p> <p><small>(a) by the owner of the land on which the development is proposed to be carried out, or</small></p> <p><small>(b) by any other person, with the consent of the owner of that land.</small></p> <p><b>Owners Details</b></p> <p><input type="button" value="Add Owner"/></p> </div>
<p>16. <b>Select</b> who will be doing the building, for example, Licenced Builder.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Who will be doing the building work?</b></p> <p><input checked="" type="radio"/> Licensed Builder</p> <p><input type="radio"/> Owner Builder</p> <p><input type="radio"/> Not determined at this time (This</p> </div>

<p>17. <b>Indicate</b> if the builder or principal contractor is an individual or a company, business, government entity or other similar body.</p>	<p>Select the option that is applicable *</p> <p><input type="radio"/> Individual</p> <p><input checked="" type="radio"/> A company, business, government entity or other similar body</p> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/></p>
<p>18. <b>Indicate</b> if there are any security or site conditions which may impact the person undertaking an inspection.</p>	<p>Are there any security or site conditions which may impact the person</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>19. <b>Indicate</b> who will be making the fee payment and <b>enter</b> the relevant details.</p>	<p><b>Payer details</b></p> <p>Provide the details of the person / entity that will make the fee payment</p> <p>Select the option that is applicable : *</p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p>
<p>20. <b>Enter</b> the developer details if they are not a pre-populated.</p>	<p><b>Developer details</b></p> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/> <input type="button" value="Clear"/></p>
<p>21. <b>Click</b> Save and continue.</p>	<p><input type="button" value="Save and exit"/> <input type="button" value="Save and continue"/></p>

## Proposed development details

When an application is linked to a DA or CDC applied for through the NSW Planning Portal, much of the development details are pre-populated from the related application. You will be required to review, add and update where necessary.

<p>22. <b>Select</b> a common application type to define associated development categories.</p>	<p>Please select at least one (1) common application type. *</p> <p><input type="checkbox"/> Advertising and signage</p> <p><input type="checkbox"/> Alterations or additions to an existing building or structure</p> <p><input type="checkbox"/> Change of use of land or a building or the classification of a building under the Building Code of Australia</p> <p><input type="checkbox"/> Demolition</p> <p><input checked="" type="checkbox"/> Erection of a new structure</p> <p><input type="checkbox"/> Hours of operation and trading</p> <p><input type="checkbox"/> Subdivision</p>
---	--

**Note:** Development types are grouped under common application types. Following selection of the common application type(s), associated development type(s) will be displayed, grouped under development categories. There are some development types that may appear across multiple common application types.

<p><b>23. Select</b> the development category to expand the list of associated development types. <b>Select</b> all development types that apply to your development.</p> <p><b>Note:</b> There is a <b>What is this?</b> hyperlink corresponding to each development type that you can click on for a definition.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Development type</b> Select the development type(s) within the category.</p> <ul style="list-style-type: none"> <li>&gt; Agriculture</li> <li>&gt; Commercial Development</li> <li>&gt; Industrial Development</li> <li style="background-color: #003366; color: white; padding: 2px;">&gt; Residential Accommodation</li> </ul> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dwelling House</li> <li><input type="checkbox"/> Residential Flat Building</li> <li><input type="checkbox"/> Shop Top Housing</li> </ul> </div>
<p><b>Note:</b> A summary of selected development types will be displayed below and can be edited by clicking on the bin icon or making new selections as required.</p>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>&gt; Residential Accommodation</li> <li>&gt; Supporting Development</li> </ul> <p><b>Selected development types</b></p> <p>The selected development types appear here as a summary and can be edited by clicking on the bin icon or making new selections as required.</p> <ul style="list-style-type: none"> <li>● Dwelling House </li> </ul> <p><b>Please provide a detailed description of the development*</b></p> </div>
<p><b>24. Select</b> the class of development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Class of development*</b></p> <p>The development comprises the following</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Class 1a <a href="#">What is this?</a></li> <li><input type="checkbox"/> Class 1b <a href="#">What is this?</a></li> <li><input type="checkbox"/> Class 2 <a href="#">What is this?</a></li> <li><input type="checkbox"/> Class 3 <a href="#">What is this?</a></li> </ul> </div>
<p><b>25. Enter</b> a detailed description for the development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Please provide a detailed description of the development*</b> <i>For example: Demolition of existing buildings, construction</i></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><small>Please provide a detailed description including any secondary developments</small></p> </div>
<p><b>26. Enter</b> the estimated cost of the development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Please provide the estimated cost of the development?</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div>
<p><b>27. Enter</b> the number of storey(s) proposed.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Number of storeys proposed in the new building(s)</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div>
<p><b>28. Click</b> Save and continue.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px; text-decoration: underline;">Save and exit</div> <div style="background-color: #003366; color: white; padding: 2px 10px; border-radius: 3px;">Save and continue</div> </div> </div>

## Principal Certifier selection

<p>29. Enter the anticipated date the construction work is set to commence from the calendar.</p>	<p>When is it anticipated that the construction work on the site will commence?</p> <input type="text"/>
<p>30. Enter the anticipated date an occupation certificate will be sought from the calendar.</p>	<p>When is it anticipated that an occupation certificate will be sought for the site?</p> <input type="text" value="28/07/2023"/>


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

You can search for the Principal Certifier by Company name, Trading name, ABN or ACN.

<p>31. Nominate the principal certifier by:</p> <ol style="list-style-type: none"> <li>Selecting Company Name, Trading Name, ABN or ACN.</li> <li>Enter your search term in the space provided then <b>click</b> Search.</li> </ol>	<p><b>Principal Certifier</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="ACN"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Select...</p> <ul style="list-style-type: none"> <li>Company Name</li> <li>Trading Name</li> <li>ABN</li> <li>ACN</li> </ul> </div>												
<p>c) Select the certifier from the list of options.</p>	<p><b>Matching names</b> <span style="float: right;">×</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Legal name</th> <th>ABN</th> <th>ACN</th> <th>Trading Name</th> </tr> </thead> <tbody> <tr> <td>UNITED CONSULTING ENGINEERS PTY LTD</td> <td>40090572973</td> <td>090572973</td> <td></td> </tr> <tr> <td>UNITED CONSULTING PTY. LTD.</td> <td>59165648788</td> <td>165648788</td> <td></td> </tr> </tbody> </table>	Legal name	ABN	ACN	Trading Name	UNITED CONSULTING ENGINEERS PTY LTD	40090572973	090572973		UNITED CONSULTING PTY. LTD.	59165648788	165648788	
Legal name	ABN	ACN	Trading Name										
UNITED CONSULTING ENGINEERS PTY LTD	40090572973	090572973											
UNITED CONSULTING PTY. LTD.	59165648788	165648788											
<p>32. Click Save and continue.</p>	<div style="text-align: center;"> <input type="button" value="Save and exit"/> <input type="button" value="Save and continue"/> </div>												

## Upload 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.

<p>33. Click Upload.</p>	<div style="text-align: center; border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;"> <input type="button" value="Upload"/> </div>
<ol style="list-style-type: none"> <li>Click Select files (s) or drag and drop your file(s) in the space provided.</li> <li>Categorise the file type(s)</li> <li>Click Attach.</li> </ol>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: center; border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  <p>Drag and drop files here</p> <p>or</p> <input type="button" value="Select file(s)"/> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Category</b></p> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>Architectural Plans</span> <span style="float: right;">▼</span> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>Select..</span> <span style="float: right;">▼</span> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>Select..</span> <span style="float: right;">▼</span> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>Select..</span> <span style="float: right;">▼</span> </div> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Attach"/> </div> </div>

**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.

34. Click Save and continue.	<input type="button" value="Save and exit"/> <input type="button" value="Save and continue"/>
------------------------------	---

## Review and submit

35. Complete the declaration.	<div data-bbox="879 562 1394 963"><h3>Developer declaration</h3><ul style="list-style-type: none"><li><input type="checkbox"/> Select all</li><li><input type="checkbox"/> I declare that all the information in my application is true and correct.</li><li><input type="checkbox"/> I understand that the application and the associated information may be provided to other parties.</li><li><input type="checkbox"/> I understand that if incomplete, the consent application will be refused.</li><li><input type="checkbox"/> The information and materials provided may be used for other purposes.</li><li><input type="checkbox"/> I acknowledge that copies of this application will be made and stored in accordance with the Information Privacy Act 2009 (NSW) (GIPA Act).</li></ul></div>
36. Click Submit.	<input type="button" value="Save and exit"/> <input type="button" value="Submit"/>

End of steps

## What happens next?

When the PC Appointment is accepted by your nominated Certifier, you may provide your notice of commencement to notify Council of your intention to commence work through the Actions dropdown menu on the application.

**Note:** The Notice of Commencement function is only applicable to general applicant account profiles, not for professional account profiles (i.e., developer).

To submit your notice of commencement:

1. Log in to the NSW Planning Portal
2. Open the PC Appointment application in your Active Work
3. Select Intention to commence work from the Actions dropdown menu
4. Complete the short form by nominating the date the work is commencing and click Submit.

For more information, please refer to the 'Submit Intention to Commence Work' quick reference guide.



## 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 - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or Contact ServiceNSW on 1300 305 695.