

Complying development is a fast-track approval process for straightforward residential, commercial and industrial development. Please consult with your registered certifier or the local council for advice on whether your development falls under Complying Development.

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 *Registering for the NSW Planning Portal* quick reference guide.

Creating a new application

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



Note: A new application will start with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.

To submit a CDC application, there are up to six pages that must be completed:

1. Applicant details
2. Development details
3. Practitioner details (class 2 developments only)
4. Certifier details
5. Requirements and uploads
6. Review and complete.

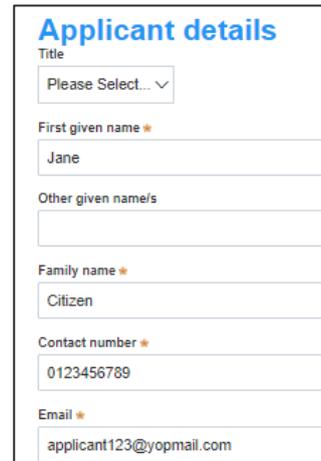
Capturing Applicant details

Note: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application. The certifier may request additional information in relation to your application at any time during the application process.

Submitting a Complying Development Certificate Application

Applicant

2. Enter the primary applicant's details.



The screenshot shows a form titled "Applicant details" with the following fields:

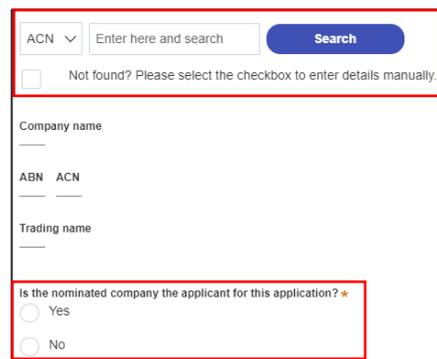
- Title: Please Select... (dropdown menu)
- First given name *: Jane
- Other given name/s: (empty field)
- Family name *: Citizen
- Contact number *: 0123456789
- Email *: applicant123@yopmail.com

Note: Your user profile name and contact email address will automatically populate in the applicant detail fields these fields may be edited as required.

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.



The screenshot shows a search form with the following elements:

- ACN (dropdown menu) and "Enter here and search" (text input)
- Search (button)
- Not found? Please select the checkbox to enter details manually (checkbox)
- Company name (text input)
- ABN (text input) and ACN (text input)
- Trading name (text input)
- Is the nominated company the applicant for this application? * (radio buttons for Yes and No)

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.

Submitting a Complying Development Certificate Application



Applicant

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.

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 if ultimately granted, you will not be able to act on that consent until you have obtained the required consent.

Owners Details

Add Owner

Owner 1

Company name *

Enter registered business name

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 complete the declaration below to continue.

I have obtained the consent of the owner(s) of the land to submit this application

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. Indicate if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.

Payer details

Provide the details of the person / entity that will make the fee payment for the

Select the option that is applicable : *

Individual

A company, business, government entity or other similar body

7. 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

ABN ACN

Submitting a Complying Development Certificate Application

Applicant

Note: If you have logged in with a developer profile, your developer details will be pre-populated.

8. 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 on the current page.

Capturing Development details

9. 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? *

Complying development certificate application [What is this?](#)

Modification to complying development certificate

On what date was the application to be modified? **

What is the Application number of the consent to be modified? *

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

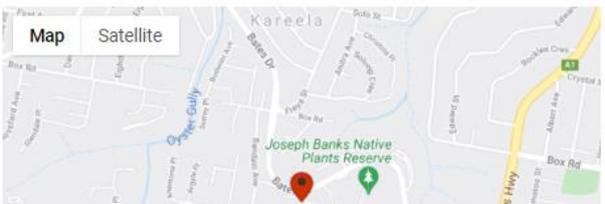
Repeat as required until all development sites are located.

Select the site of the development *

Enter address OR

Address did not display?

Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input checked="" type="checkbox"/>



Submitting a Complying Development Certificate Application

Applicant

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.

11. 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"/>	<input type="checkbox"/>

12. The Planning controls affecting the property can be viewed by **clicking** on the arrow below the heading for planning controls.

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

13. Select the proposed development type(s) from the list.

Dwelling house

Secondary dwelling

Attached development

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

For more information on how to nominate Practitioners, please refer to our relevant quick reference guides.

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.

14. 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

15. 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?

Yes

No

Submitting a Complying Development Certificate Application



Applicant

16. Enter the estimated area of bonded asbestos removal in square metres.

Estimate of the area (if any) in square meters of bonded asbestos material

17. 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? *

18. Select the lot type.

What is the lot type? *

Corner lot

Parallel road lot

Battle-axe lot

Standard lot

19. 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 *

Note: A BASIX certificate is only required for certain residential developments. If this question appears on your application, **click** the [What is this?](#) tool tip to find out more.

20. 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.

Section 10.7 Planning Certificate

Section 10.7 Planning Certificates provide background information on a property.

Have you already obtained a Section 10.7 Planning Certificate?

Yes

No

Would you like to start a Section 10.7 Planning Certificate 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.

Submitting a Complying Development Certificate Application



Applicant

21. 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.

22. Click Save and continue.

Save and continue

Capturing Certifier details

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

23. 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.

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

24. Click Save and continue.

Save and continue

Capturing Requirements and uploads

25. 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.

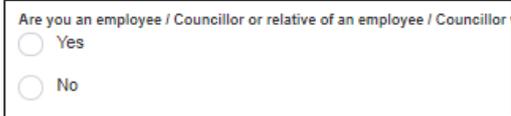
26. Click Save and continue.



Save and continue

Reviewing and submitting

27. If you are submitting the application to a certifier working with a council, you will need to indicate if you are an employee, councillor or relative of an employee at that council.

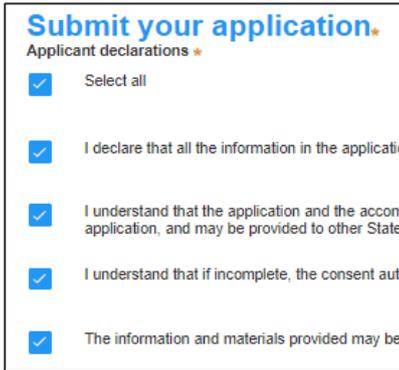


Are you an employee / Councillor or relative of an employee / Councillor

Yes

No

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



Submit your application.

Applicant declarations *

Select all

I declare that all the information in the application is true and correct.

I understand that the application and the accompanying documents may be provided to other State or Territory governments, agencies or the public.

I understand that if incomplete, the consent authority may refuse to consider the application.

The information and materials provided may be used for other purposes.

Note: You can '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.

Submitting a Complying Development Certificate Application



Applicant

29. Click Submit CDC Application.

Save and exit

Submit CDC Application

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.
- 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.

© State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (August 2021). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser. Industry and Environment or the user's independent adviser.