



Certifier Appointment Process

01

FEE PROPOSAL & ACCEPTANCE

Client completes fee acceptance form
MBC Group engaged as Accredited Certifier



02

DESIGN & COMPLIANCE REVIEW

Documentation assessed
Non-compliances resolved



03

PRINCIPAL CERTIFIER APPOINTMENT

Client completes via NSW Planning Portal



04

PC APPOINTMENT ACCEPTED BY MBC GROUP

MBC Group completes via NSW Planning Portal



05

CC OR CDC ISSUED

Approval to build
NOTE: Construction still cannot commence



06

INTENTION TO COMMENCE WORK

Client submits ITCW via NSW Planning Portal



07

CONSTRUCTION

Now able to lawfully commence works
PC inspections & compliance oversight begin



Even when our fee proposal is accepted for both Accredited Certifier and Principal Certifier roles, each of these steps must occur in this order to satisfy statutory requirements and enable construction to lawfully start.