

ePlanning Portal Application Process

(for Construction Certificates (CC), Complying Development Certificates (CDC) and Occupation Certificates (OC))

The below guide outlines the ResiComm Certifiers process for accepting applications:

Step 1: Fee Proposal, Acceptance and Preliminary Requirements	<ol style="list-style-type: none"> To request a fee proposal applicant shall provide project brief, site address and supporting information to ResiComm Certifiers. ResiComm Certifiers to provide fee proposal. Applicant to provide acceptance of fee to ResiComm Certifiers and commence the application process on the planning portal (Step 2)
Step 2: Application via ePlanning Portal	<p>Applicant to visit the planning portal and:</p> <ol style="list-style-type: none"> Create an account* - to create an account follow this link - https://apps.planningportal.nsw.gov.au/prweb/ePlanning/ Apply for a CC, CDC, or OC as applicable Appoint ResiComm Certifiers as the Principal Certifier <p>* ensure to register as an applicant.</p>
Step 3: Application Approval and Certificate Assessment	<ol style="list-style-type: none"> ResiComm Certifiers will review the application and advise any additional items or amendments as required. An invoice for services will be issued to the Applicant. ResiComm Certifiers to accept the application on the portal (on payment of invoice). Applicant to provide requested documentation to ResiComm Certifiers or load onto planning portal (as applicable). ResiComm Certifiers to issue CC or CDC (as applicable).
Step 4: Construction	<ol style="list-style-type: none"> Applicant to complete and return Notice of Commencement form. Commence construction. Ensure that ResiComm Certifiers are contacted for all inspections required.
Step 5: Occupation	<ol style="list-style-type: none"> Contact ResiComm Certifiers well before issue of Occupation Certificate for a full list of OC requirements. Applicant to lodge OC application via planning portal. ResiComm Certifiers to assess documents and conduct final inspection. ResiComm Certifiers to issue Occupation Certificate.

Information required to be uploaded to the Planning Portal at the time of application:

Information Required	CC	CDC
Applicant details: <ul style="list-style-type: none"> Full name, address and email 	✓	✓
Development Address	✓	✓
Building Classification- refer to the ABCB pdf download on this page	✓	N/A
Documents to upload: <ul style="list-style-type: none"> Architectural plans Site plan (location of works on an overall floor plan will suffice if works are for internal alterations only) Specifications Structural plans (if non-structural, provide a statement from the designer stating "works are non-structural") Other documents as required by ResiComm Certifiers 	✓	✓
Cost of building works	✓	✓
Fire safety measures	✓	✓
Additional items as required by ResiComm Certifiers	✓	✓

We are here to help – please call us or email us with any questions you might have to understand this new application process.