

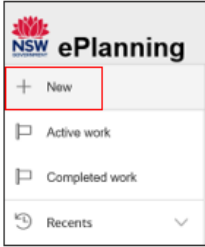
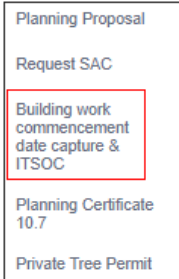
# Submit Building Work Commencement Date

As part of the Design and Building Practitioners Act 2020, a developer is required to inform the Secretary of a Building Works Commencement date and submit an Intention to Seek Occupation Certificate (ITSOC), before applying for an Occupation Certificate (OC) for a Class 2 developments.


It is also a requirement even if the development is exempt from Design and Building Practitioners Act 2020.

This guide will demonstrate the steps required when submitting the Building Work Commencement Date & ITSOC application on the NSW Planning Portal.

## Initiate application

<p>1. After logging on, <b>click</b> New at the top left of the screen.</p>	
<p>2. <b>Click</b> on Building work commencement date capture &amp; ITSOC from the list of options.</p>	
<p><b>Note:</b> This will open a new application.</p>	

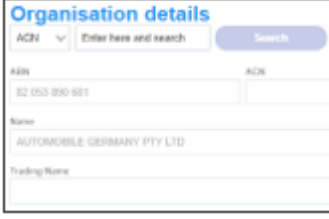
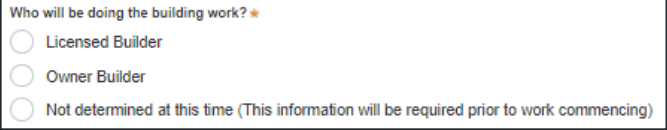

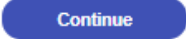
## Developer & Builder details

<p>3. <b>Enter</b> the personal details information in the spaces provided.</p>	
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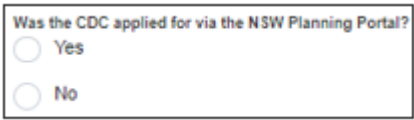
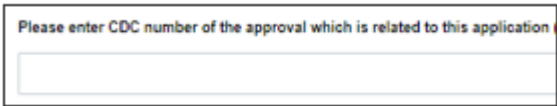
# Building Work Commencement Date

## Developer



4. <b>Enter</b> the Organisation details by using the search functionality.	
5. <b>Indicate</b> who will be carrying out the building works, or if not determined at this time.	
<b>Note:</b> If the builder or principal contractor is yet to be determined, select 'not determined at this time'.	
6. <b>Indicate</b> if the Builder or Principal Contractor details are for an individual or company, business, government entity and <b>enter</b> the relevant information.	
7. <b>Click</b> Continue.	

## Application details

8. <b>Indicate</b> whether this application is in relation to a CDC or DA.	
<b>Note:</b> Depending on the selection made above, further questions will be displayed relevant to the related application. For this example, a Complying Development Certificate (CDC) is selected.	
9. <b>Indicate</b> the related application was applied for via the NSW Planning Portal.	
a. If Yes is selected above, you will be required to enter the portal reference number.	
<b>Note:</b> When a valid related case reference number is entered, the system will retrieve the information and automatically populate all the information of the related case, including practitioner details and whether the related case is exempt from the DBP Act 2020.	

# Building Work Commencement Date

## Developer



<p>b. If No is selected, <b>enter</b> the date of determination.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Date of determination(Certificate Issue Date) ★</p> <input type="text"/> </div>
<p>10. <b>Indicate</b> if the development is exempt from the DBP Act 2020.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is the development exempt from Design and Building Practitioners Act 2020 ?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>11. <b>Enter</b> the Building work commencement date.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Building work commencement date : ★</p> <input type="text"/> </div>
<p>12. <b>Enter</b> the ePlanning principal certifier appointment application reference number (not mandatory).</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Please provide Planning portal Principal Certifier Appointment(PCA) application reference number :</p> <input type="text"/> </div>
<p>13. <b>Enter</b> the site of your development using the Address or Lot /Section number/Plan search functionality.</p>	

### Select the site of the development ★

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

Address did not display ?  ⓘ

OR

Enter Lot/Section Number/Plan

e.g. 4/-/DP1044304

Street address	LGA	Lot/Section/Plan	Primary address?
21 GREEN STREET CRONULLA 2230	SUTHERLAND SHIRE	1/—/DP455360 <input type="checkbox"/>	<input type="checkbox"/>
		2/—/DP455360 <input type="checkbox"/>	<input type="checkbox"/>

Map Satellite

**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.

<p>14. <b>Indicate</b> the relevant Lot/DP and primary address of the development. This field is mandatory.</p> <p>You can delete the address by <b>clicking</b> on the trash icon.</p>	<div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%;"> <thead> <tr> <th>Street address</th> <th>LGA</th> <th>Lot/Section/Plan</th> <th>Primary address?</th> </tr> </thead> <tbody> <tr> <td>21 GREEN STREET CRONULLA 2230</td> <td>SUTHERLAND SHIRE</td> <td>1/—/DP455360 <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>2/—/DP455360 <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div>	Street address	LGA	Lot/Section/Plan	Primary address?	21 GREEN STREET CRONULLA 2230	SUTHERLAND SHIRE	1/—/DP455360 <input type="checkbox"/>	<input type="checkbox"/>			2/—/DP455360 <input type="checkbox"/>	<input type="checkbox"/>
Street address	LGA	Lot/Section/Plan	Primary address?										
21 GREEN STREET CRONULLA 2230	SUTHERLAND SHIRE	1/—/DP455360 <input type="checkbox"/>	<input type="checkbox"/>										
		2/—/DP455360 <input type="checkbox"/>	<input type="checkbox"/>										
<p>15. <b>Select</b> the proposed development type(s) from the list.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Type of developments</p> <p><input type="checkbox"/> Dwelling</p> <p><input type="checkbox"/> Secondary dwelling</p> <p><input type="checkbox"/> Attached dwelling</p> <p><input type="checkbox"/> Semi-attached dwelling</p> <p><input type="checkbox"/> Dual occupancy</p> </div>												

# Building Work Commencement Date

Developer



<p>16. Select the class of development.</p>	<div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/> Class 1a <input type="checkbox"/> Class 1b <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4</div>
<p>17. Enter a detailed description of the development that you are proposing.</p>	<div style="border: 1px solid black; padding: 5px;"><p>Please provide a detailed description of the development★ <i>For example: Demolition of existing buildings, construction of a single</i></p><p>Please provide a detailed description of the proposed mod</p></div>
<p>18. Enter the estimated cost of the development.</p>	<div style="border: 1px solid black; padding: 5px;"><p>Please provide the estimated cost of the development?</p><input type="text"/></div>
<p>19. Enter the number of storeys of the new building(s).</p>	<div style="border: 1px solid black; padding: 5px;"><p>Number of storeys proposed in the new building(s)</p><input type="text"/></div>
<p>20. Indicate if the building work involves encroaching ground anchors.</p>	<div style="border: 1px solid black; padding: 5px;"><p>Does the building work involve encroaching ground anchor?</p><p><input type="radio"/> Yes</p><p><input type="radio"/> No</p></div>
<p><b>Note:</b> The question above in relation to encroaching ground anchors will not be displayed if the development is exempt from the Design and Building Practitioners Act 2020.</p>	
<p>21. If the building work involves encroaching ground anchors, the type of ground anchor will need to be selected.</p>	<div style="border: 1px solid black; padding: 5px;"><p>Type of encroaching ground anchor involved in the building work★</p><p><input type="checkbox"/> Temporary encroaching ground anchor <a href="#">What is this?</a></p><p><input type="checkbox"/> Removable encroaching ground anchor <a href="#">What is this?</a></p></div>
<p><b>Note:</b> If the building works involve encroaching ground anchors, relevant documentation will need to be uploaded on the requirements and uploads page.</p>	
<p>22. Click Continue.</p>	<div style="text-align: center;"><p><a href="#" style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 10px; text-decoration: none;">Continue</a></p></div>

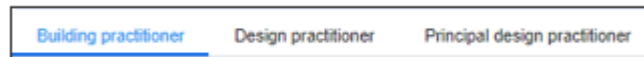
## Practitioner details

For developments that are exempt from the DBP Act 2020, the requirement to enter the practitioner details information is optional. If the development is not exempt from the DBP Act 2020, then the practitioner details must be provided.


### Nominate a Building Practitioner

Only one Building Practitioner can be nominated.

23. Click on the Building practitioner tab.



24. Click Add building practitioner, which is located to the right of the screen.

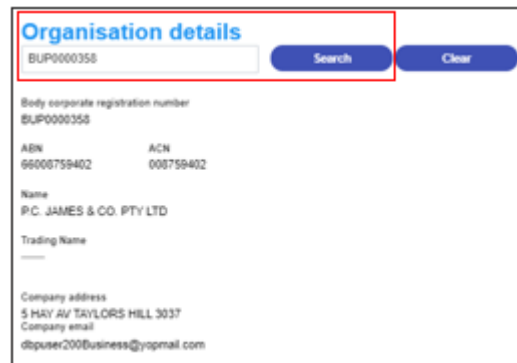


**Note:** When entering Practitioner details, the screen will display Organisation details and the individual Practitioner details.

25. Indicate if your organisation is registered as a Practitioner for class 2 buildings.



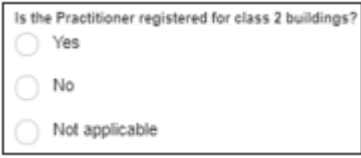

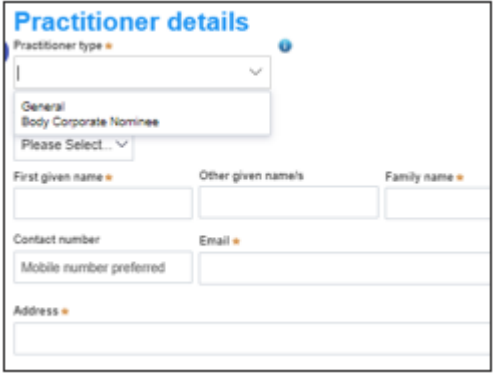

a. If Yes is selected, you will be required to enter the registration number (e.g., BUPxxxxxx) in the space provided, then click search. The system will validate the details and populate the organisation details as indicated.




b. If No is selected, you may search for an organisation by using their ABN, ACN or Name, then clicking search.



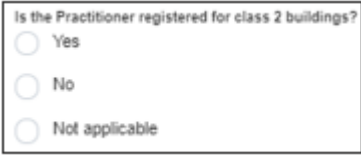
**Note:** When searching by name, a list of suggestions will appear, however if a search is conducted using ABN or ACN, only one option will appear on the screen.

<p>26. When nominating individual practitioners within the organisation, there are three options:</p>	
<p>a. If Yes is selected, <b>enter</b> the practitioner registration ID (e.g., BUPxxxxx) into the space provided and <b>click</b> Search. The practitioner details will populate as displayed.</p>	
<p><b>Note:</b> When entering the registration ID for a Building Practitioner, it must follow the format BUPxxxxx.</p>	
<p>b. If No is selected, the practitioner details can be entered manually, and multiple practitioner types may be selected.</p>	
<p>c. Selecting Not applicable removes the option to enter an individual design practitioner details.</p>	

## Nominate Design Practitioners

<p>Multiple Design Practitioners can be nominated.</p>	
<p>27. <b>Click</b> on the Design practitioner tab</p>	

**Note:** To enter the organisation details for the Design Practitioner, repeat steps 2 and 3.

<p>28. When nominating the Design Practitioners, there are three options:</p>	
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- a. If Yes is selected, **enter** the practitioner registration ID (e.g. DEPxxxxxx) into the space provided and **click** Search. The practitioner details will populate as displayed.



**Note:** The practitioner above is registered for multiple practitioner types which populates automatically when the registration ID is searched.

- b. If No is selected, the practitioner details can be entered manually, and multiple practitioner types can be selected.



- c. Selecting Not applicable removes the option to enter an individual design practitioner details.



## Nominate a Principal Design Practitioner

Only one Principal design practitioner can be entered.

- 29. Click the Principal design practitioner tab.

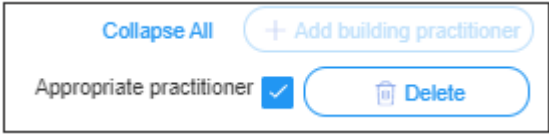
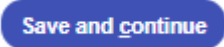


**Note:** Repeat steps 2 and 6 to enter the Principal design organisation and practitioner details.

## Selecting an Appropriate Practitioner

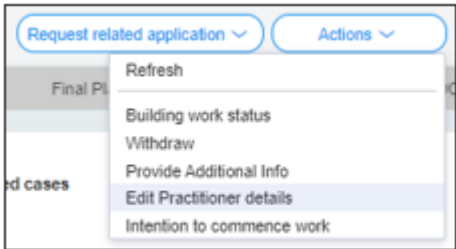
The Appropriate practitioner will be responsible for uploading and lodging all of the the design documents and declarations.

**Note:** Not all Building Work Commencement Date Capture & ITSOC applications will have the option to select the Appropriate Practitioner. For example, a non-exempt case where a building work commencement date is prior to 1 July 2021.

<p><b>30.</b> To select an Appropriate Practitioner, click on the practitioner title (i.e., Building practitioner), then check the Appropriate practitioner check box.</p>	 <p>The screenshot shows a button labeled 'Collapse All' and a button labeled '+ Add building practitioner'. Below these is a row with 'Appropriate practitioner' and a checked checkbox, followed by a 'Delete' button with a trash icon.</p>
<p><b>Note:</b> If the Appropriate practitioner check box is not selected, the Building practitioner will be selected by default when clicking Save and continue.</p>	
<p><b>31. Click</b> Save and continue.</p>	 <p>A blue rounded rectangular button with the text 'Save and continue' in white.</p>

## Edit Practitioner Details

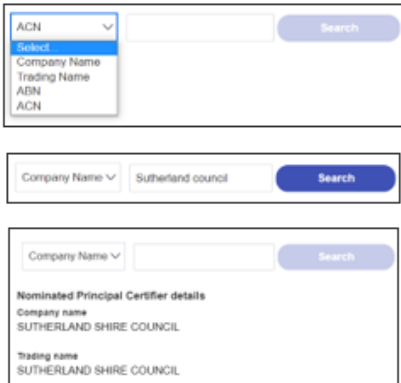
Once an application has been submitted, the information can be edited at any time from the Actions menu.

<p><b>32. Click</b> Actions, then <b>select</b> Edit Practitioner details.</p>	 <p>The screenshot shows a dropdown menu with the following options: Refresh, Building work status, Withdraw, Provide Additional Info, Edit Practitioner details (highlighted), and Intention to commence work.</p>
<p><b>Note:</b> The Edit Practitioner details window will appear.</p>	
<p><b>Note:</b> When a Practitioner information is edited, the new Practitioner details will be made available in the Practitioner details tab and the previous Practitioner details will be available in the Practitioner history tab.</p>	

## Certifier details

Registered Certifier details are pre-populated from the related CC/CDC case.

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

<p><b>33. Enter</b> the Principal Certifier details by:</p> <ul style="list-style-type: none"><li>a) <b>Selecting</b> an operator to search by from the list</li><li>b) <b>Enter</b> your search term in the space provided then <b>click</b> Search</li><li>c) <b>Select</b> the certifier from the list of options.</li></ul>	 <p>The screenshots show the search process: 1. A dropdown menu with 'ACN' selected and a search field. 2. A search field with 'Sutherland council' entered and a search button. 3. A results window titled 'Nominated Principal Certifier details' showing 'Company name: SUTHERLAND SHIRE COUNCIL' and 'Trading name: SUTHERLAND SHIRE COUNCIL'.</p>
<p><b>Note:</b> The details of the selected certifier will appear below the search field.</p>	




<p><b>34. Indicate</b> if the Registered Certifier is the same as the Principal Certifier details entered above.</p>	<div data-bbox="858 264 1326 387"><p>Is the Registered Certifier same as the Principal Certifier?</p><p><input type="radio"/> Yes</p><p><input type="radio"/> No</p></div>
<p><b>Note:</b> If No is selected above, you will be required to provide details of the Principal Certifier details by repeating step 31 for the Principal Certifier.</p>	
<p><b>35. Click Continue.</b></p>	<div data-bbox="1007 551 1193 595"><p>Continue</p></div>

## Requirements and uploads

<p><b>36. Click Upload</b> to upload the required documents.</p>	<div data-bbox="772 750 1428 1149"><div data-bbox="783 768 986 813"><p>Upload</p></div><p>All uploaded files are scanned as a preventative measure, however we r</p><table border="1"><thead><tr><th data-bbox="783 920 1289 981">Document type</th><th></th></tr></thead><tbody><tr><td data-bbox="783 987 1289 1032">Encroaching ground anchor installation right document*</td><td data-bbox="1289 987 1428 1032"><a href="#">What is this?</a></td></tr><tr><td data-bbox="783 1039 1289 1084">Temporary encroaching ground anchor document*</td><td data-bbox="1289 1039 1428 1084"><a href="#">What is this?</a></td></tr><tr><td data-bbox="783 1090 1289 1135">Removable encroaching ground anchor document*</td><td data-bbox="1289 1090 1428 1135"><a href="#">What is this?</a></td></tr></tbody></table></div>	Document type		Encroaching ground anchor installation right document*	<a href="#">What is this?</a>	Temporary encroaching ground anchor document*	<a href="#">What is this?</a>	Removable encroaching ground anchor document*	<a href="#">What is this?</a>
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Temporary encroaching ground anchor document*	<a href="#">What is this?</a>								
Removable encroaching ground anchor document*	<a href="#">What is this?</a>								

## Review and submit

<p><b>38. Review</b> the information and when ready, complete the declaration.</p>	<div data-bbox="788 1402 1406 1478"><p>Declarations </p><p><input type="checkbox"/> I declare that all of the information and documents submitted are true and correct.</p></div>
<p><b>39. Click Finish.</b></p>	<div data-bbox="1007 1529 1193 1574"><p>Finish</p></div>

End of steps

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## 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/support/frequently-asked-questions> and / or
- contact the NSW Planning Portal support team at [epanning.support@planning.nsw.gov.au](mailto:epanning.support@planning.nsw.gov.au)