

# Submit Project Remediate Application

Project Remediate is a voluntary three-year program to help remove combustible cladding on high-risk apartment (class 2) buildings known to the NSW Cladding Taskforce.

Design and building practitioners working on Project Remediate are required to lodge declared designs and building compliance declarations. The NSW Planning Portal will also capture the Remediation Assurance Certificate issued at the conclusion of remediation work and record the resolution of any fire safety orders applicable to the site.

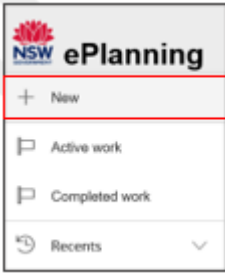

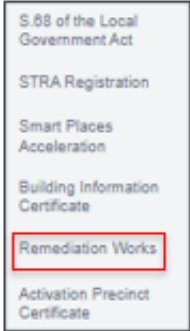
This guide outlines the steps required to initiate a 'case' within the Planning Portal and lodge the required documents and declarations.

These steps should only be undertaken as and when instructed by the Project Remediate managing contractor. The managing contractor will provide the necessary Remediate ID number to be entered when initiating the case.

This process does not apply for any cladding remediation being conducted outside Project Remediate.

To initiate a Remediation case via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the QRG *How to Register for an Account*.

## Initiate case

|  |   |
|--|---|
| <p>1. After you have logged in to the NSW Planning Portal, <b>click</b> New at the top left of the screen.</p> |   |
| <p>2. <b>Click</b> Submit.</p>   |  |
| <p>3. <b>Click</b> on Remediation Works.</p>   |  |
| <p><b>Note:</b> This will commence a new application.</p>  |   |

## Applicant details

4. Enter Personal details in the space provided.

### Personal details

Title

First given name \*

Other given name/s

Family name \*

Contact Number

Email \*

Address \*

**Note:** The personal details fields will pre-populate based on the details stored against the user log in information. This information can be edited.

5. The Organisation details will pre-populate based on the user log in information.

### Organisation details

ACN

ABN  ACN

Name

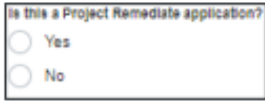

Trading Name

Address

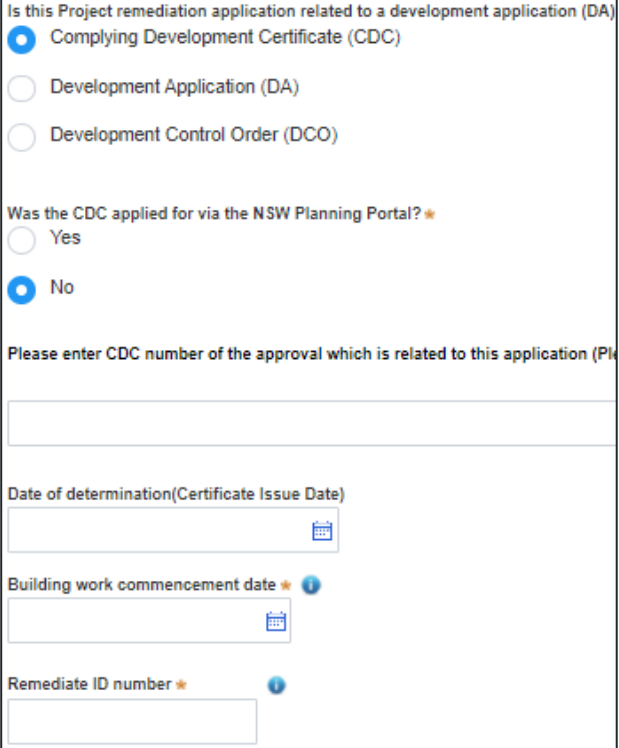
Email

6. Click Continue.

## Application details

|   |   |
|---|---|
| <p><b>7. Click</b> Yes when asked if this is a Project Remediate application.</p>   |  |
| <p><b>8. Indicate</b> if this project remediate application is related to a Complying Development Certificate (CDC), a Development Application (DA) or a Development Control Order (DCO).</p> |   |

**Note:** Below are examples of the information required for each of the related applications. Only one of the below options may be selected.

|  |   |
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| <p><b>9.</b> If the related application is a CDC, then the following information will be required:</p> <ol style="list-style-type: none"> <li>Indicate if the CDC was applied for via the NSW Planning Portal.</li> <li>Enter the relevant reference number for the CDC.</li> <li>Date of determination / certificate issue date.</li> <li>Building work commencement date.</li> <li>Remediate ID number.</li> </ol> |  |
|--|---|

**Note:** Where there is a related application for a DA or CDC on the portal, the relevant data such as application, practitioner and certifier details will be propagated to the project remediate case when a valid portal reference number is entered.

- 10.** If the related application is a DA, then the following information will be required:
- Indicate if the DA was applied for via the NSW Planning Portal.
  - Enter the relevant reference number for the DA.
  - Date of determination.
  - Indicate whether the CC was applied for via the NSW Planning Portal.
  - Enter the relevant CC reference number.
  - Enter the date of determination / certificate issue date.
  - Building work commencement date.
  - Remediate ID number.

Is this Project remediation application related to a development application (DA),

Complying Development Certificate (CDC)

Development Application (DA)

Development Control Order (DCO)

Was the DA applied for via the NSW Planning Portal? \*

Yes

No

Please enter DA number of the approval which is related to this application (Please)

Date of determination \*

Was the CC applied for via the NSW Planning Portal? \*

Yes

No

Please provide Construction certificate reference number ⓘ

Date of determination(Certificate Issue Date) \*

Building work commencement date \* ⓘ

Remediate ID number \* ⓘ

- 11.** If the related application is the result of a DCO, the following information will need to be entered:
- The DCO reference number.
  - The DCO date of issue.
  - Building work commencement date.
  - Remediate ID number.

**Related application**

Is this Project remediation application related to a development application (DA), complying

Complying Development Certificate (CDC)

Development Application (DA)

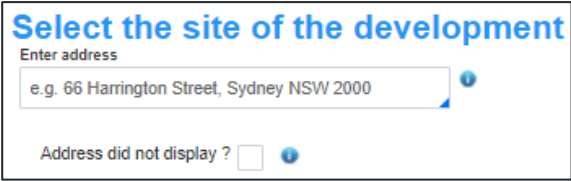

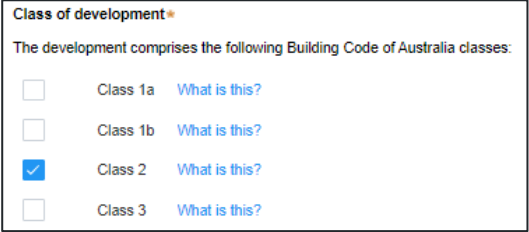

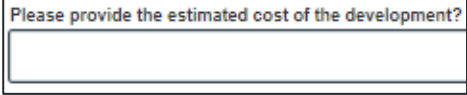
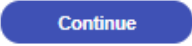
Development Control Order (DCO)

Please provide Development Control Order (DCO) reference number \*

DCO Date of issue \*

Building work commencement date \* ⓘ

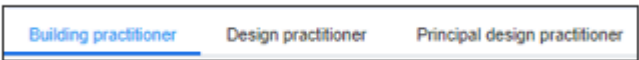

Remediate ID number \* ⓘ

|   |   |
|---|---|
| <p><b>12. Enter</b> the site of the development.</p>  |     |
| <p><b>Note:</b> The address entered will be validated against a list of identified buildings that are registered as requiring remediation works. There is an option to enter the address manually by selecting 'Address did not display'.</p> |   |
| <p><b>13. Ensure</b> the primary address is selected.</p>   |     |
| <p><b>Note:</b> The consent authority details will automatically pre-populate.</p>  |   |
| <p><b>14. Select</b> the class of development.</p>  |     |
| <p><b>Note:</b> All project remediate developments will be classified as class 2, however the option is there to select additional classes if required.</p>   |   |
| <p><b>15. Enter</b> detailed description of the development.</p>  |   |
| <p><b>16. Enter</b> the estimated cost of development (inclusive of GST).</p>   |   |
| <p><b>17. Click</b> Continue.</p>   |  |



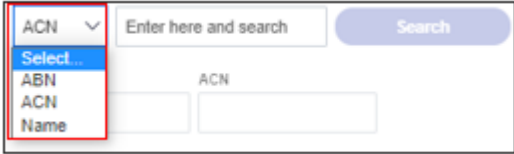


## Practitioner details

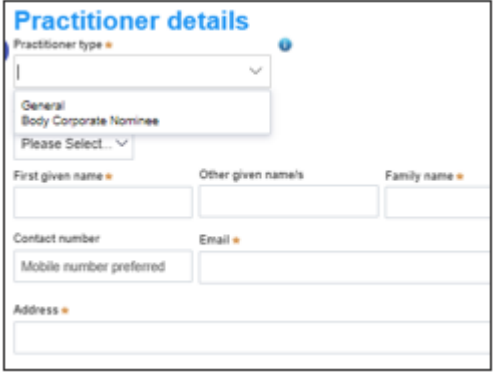

### Nominate a Building Practitioner

Only one Building Practitioner can be nominated.

|   |  |
|---|--|
| <p><b>18. Click</b> on the Building practitioner tab.</p>                                       |  |
| <p><b>19. Click</b> Add building practitioner, which is located to the right of the screen.</p> |  |

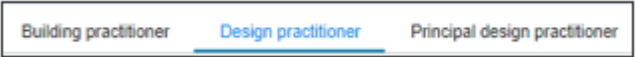
**Note:** When entering Practitioner details, the screen will display Organisation details and the individual Practitioner details.

|   |  |
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| <p><b>20.Indicate</b> if your organisation is registered as a Practitioner for class 2 buildings.</p>   |    |
| <p><b>a.</b> 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.</p> |    |
| <p><b>b.</b> If No is selected, you may search for an organisation by using their ABN, ACN or Name, then clicking search.</p>   |   |
| <p><b>Note:</b> 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>  |  |
| <p><b>21.</b> When nominating individual practitioners within the organisation, there are three options:</p>  |  |
| <p><b>a.</b> 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 BUPxxxxxx.</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>                       |  |

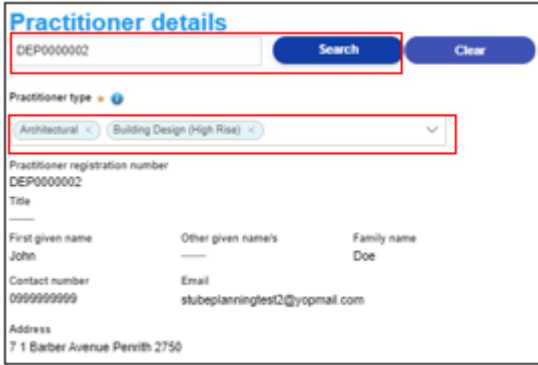
## Nominate Design Practitioners

Multiple Design Practitioners can be nominated.



|  |  |
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| <p><b>22.</b> Click on the Design practitioner tab</p> |  |
|--|--|

**Note:** To enter the organisation details for the Design Practitioner, repeat step 20.

|  |  |
|--|--|
| <p><b>23.</b> When nominating the Design Practitioners, there are three options:</p> |  |
|--|--|

|   |  |
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| <p>a. If Yes is selected, <b>enter</b> the practitioner registration ID (e.g. DEPxxxxxxx) into the space provided and <b>click</b> Search. The practitioner details will populate as displayed.</p> |  |
|---|--|

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

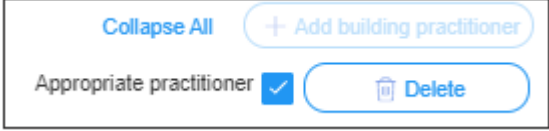

|   |  |
|---|--|
| <p>b. If No is selected, the practitioner details can be entered manually, and multiple practitioner types can be selected.</p> |  |
| <p>c. Selecting Not applicable removes the option to enter an individual design practitioner details.</p>                       |  |

## Nominate a Principal Design Practitioner

Nominating a Principal Design Practitioner is optional and follows the steps as above for nomination of the organisation and individual.

## Selecting an Appropriate Practitioner

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

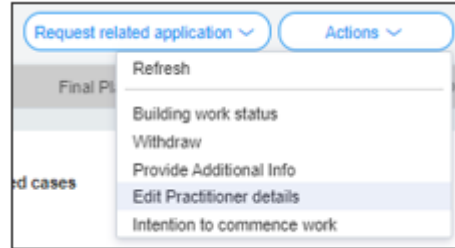
|   |  |
|---|--|
| <p>24. To select an Appropriate Practitioner, click on the practitioner title (i.e., Building practitioner), then check the Appropriate practitioner check box.</p>   |  |
| <p><b>Note:</b> If the Appropriate practitioner check box is not selected, the Building practitioner will be selected by default when clicking Save and continue.</p> |  |
| <p>25. Click Save and continue.</p>   |  |



## Edit Practitioner Details

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

**26.** Click Actions, then **select** Edit Practitioner details.



**Note:** The Edit Practitioner details window will appear.

**Note:** 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.

## Assurer details

**27.** Enter the assurer details by initially using the search function to locate the assurer details in the system, then when the assurer details are populated, the following additional information is to be entered:

- a. Assurer name.
- b. Accreditation number (not mandatory).
- c. Assurer email.
- d. Assurer contact number.



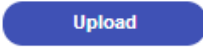
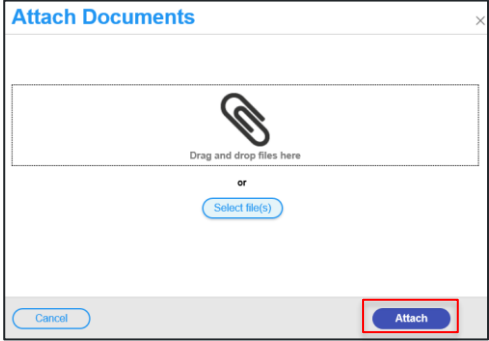
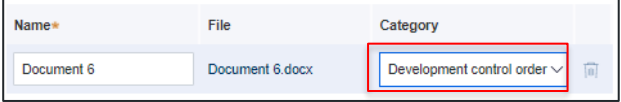

**Note:** Where the related application is a DA or CDC, the certifier details must be entered, whereas if the related application is a DCO, then the assurer details will need to be entered above.

**28.** Click Continue.

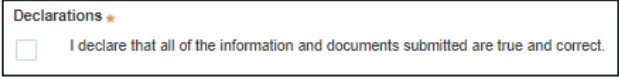



## Requirements and uploads

**Note:** Documentation of the applicable DA, CDC or DCO must be uploaded to the case.

|   |   |
|---|---|
| <p>29. Click Upload.</p>  |    |
| <p>30. Click select files to search for file and once selected, click on the Attach button.</p> <p><b>Note:</b> You can also use the drag and drop feature to attach files.</p> |     |
| <p>31. Ensure the attached files are placed in their appropriate categories.</p>  |     |
| <p><b>Note:</b> The documents uploaded here will vary depending on what the related application type is (I.e. DA, CDC or DCO).</p>  |   |
| <p>32. Click Continue.</p>  |  |

## Review and submit

|  |   |
|--|---|
| <p>33. When ready to submit the application, click on the declaration to indicate the information is true and correct.</p> |   |
|  |   |
| <p>34. Click Finish.</p>   |  |

End of steps

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## What's next

The application will progress from the Initiate stage to the Designs stage, which will enable the Construction Issued Regulated Design documents to be uploaded and managed on the application.

At this stage, the developer has the option to complete the following tasks:

- Edit the intention to commence works,
- Edit the practitioner details, and
- Submit Construction issued regulated design variations.

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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 ePlanning Support at [eplanning.support@planning.nsw.gov.au](mailto:eplanning.support@planning.nsw.gov.au)