

# How to appoint a Principal Certifier

A Principal Certifier must be appointed before building or subdivision works commence, when that work requires a construction certificate or a complying development certificate. The Principal Certifier will oversee the development’s construction phase and completes mandatory inspections to make sure that building standards are met. Once the building or subdivision work is complete, the Principal Certifier will complete the final inspections and may issue the final occupation certificate if all requirements have been satisfied.

Prior to appointing a registered certifier, we recommend that you review the NSW Fair Trading’s webpage – [Finding and appointing a certifier](#).

To appoint a Principal Certifier you will need a NSW Planning Portal account. To register a new account, refer to the *How to register for a NSW Planning Portal* quick reference guide or video.

You can appoint, or track transfer, a Principal Certifier on the NSW Planning Portal using two different methods:

- From a development application (DA) or complying development certificate (CDC) application lodged on the Portal; or
- Via a stand-alone application when your related consent application was lodged outside the Portal.

This Quick Reference Guide provides instructions for both scenarios.

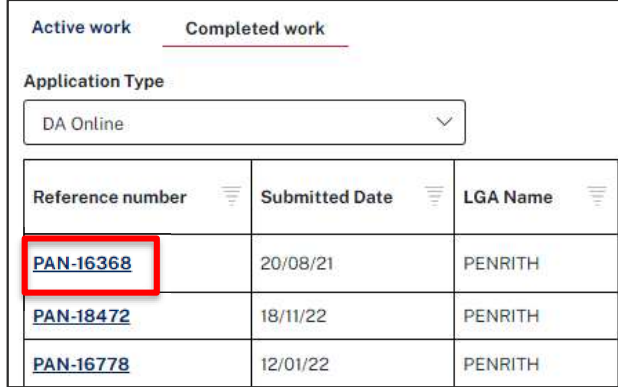

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**Tip:** Mandatory fields are marked with an \*asterisk. You must complete all mandatory fields on the application and any desired fields as required.

## Step 1: Initiate an application

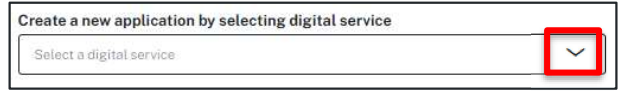
### Commence application from a related NSW Planning Portal application

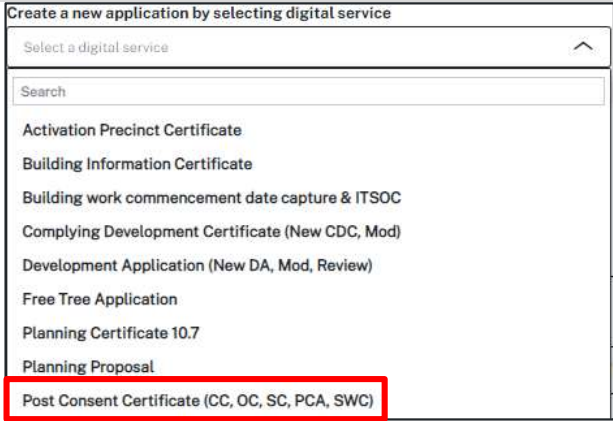

This option is to be used when the related development application or complying development certificate application was lodged via the NSW Planning Portal. Information from the related application will pre-populate this application form where possible.

<p>1. Log in to the NSW Planning Portal and <b>select</b> the related application from your dashboard by <b>clicking</b> the reference number.</p>	 <table border="1"> <thead> <tr> <th>Reference number</th> <th>Submitted Date</th> <th>LGA Name</th> </tr> </thead> <tbody> <tr> <td>PAN-16368</td> <td>20/08/21</td> <td>PENRITH</td> </tr> <tr> <td>PAN-18472</td> <td>18/11/22</td> <td>PENRITH</td> </tr> <tr> <td>PAN-16778</td> <td>12/01/22</td> <td>PENRITH</td> </tr> </tbody> </table>	Reference number	Submitted Date	LGA Name	PAN-16368	20/08/21	PENRITH	PAN-18472	18/11/22	PENRITH	PAN-16778	12/01/22	PENRITH
Reference number	Submitted Date	LGA Name											
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PAN-18472	18/11/22	PENRITH											
PAN-16778	12/01/22	PENRITH											
<p>2. <b>Select</b> “Request Certificate” from the “Request related application” menu.</p>													
<p>The steps continue in section: Select application type.</p>													




### Create a stand-alone application

This option is to be used when the related development application or complying development application was lodged **outside** the NSW Planning Portal. Note: This would be for applications lodged prior to the mandated use of the Portal from 1 July 2021.

<p>1. Log in to the NSW Planning Portal and select a digital service by <b>clicking</b> on the drop-down arrow.</p>	
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<p>2. <b>Select</b> “Post Consent Certificate” from the list of options.</p>	
<p>3. <b>Click</b> “Create new”.</p>	
<p>The steps continue in section: Select application type.</p>	

## Step 2: Select application type

<p>1. <b>Select</b> “Principal Certifier appointment” from the list of options.</p>	
<p>2. <b>Select</b> the class of development.</p>	
<p><b>Note:</b> If a Class 2 development is selected, you will be required to meet further obligations in accordance to the <i>Design and Building Practitioners Act 2020</i> by nominating Practitioners, entering a Building Work Commencement date after the CDC is determined and lodging relevant Construction-Issued Regulated design documents. For more information on these processes, please refer to the relevant quick reference guide/s.</p>	
<p>3. Unless pre-populated, <b>enter</b> the site of your development using the Address or Lot /Section number/Plan search functionality.</p>	

<p>Repeat as required until all development sites are located.</p>											
<p><b>Note:</b> 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>											
<p>If the address was not found, click the checkbox beside “Address did not display?” to provide the information manually.</p>											
<p>4. <b>Select</b> the Lot/Section/Plan and primary address of the development. These fields are mandatory.</p> <p>You can delete the address by <b>clicking</b> on the trash icon.</p>	<table border="1"> <thead> <tr> <th>Street address</th> <th>LGA</th> <th>Lot/Section/Plan</th> <th>Primary address?</th> <th></th> </tr> </thead> <tbody> <tr> <td>2 BELMONT AVENUE PENSHURST 2222</td> <td>GEORGES RIVER</td> <td>27/ -- /DP1119 <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Street address	LGA	Lot/Section/Plan	Primary address?		2 BELMONT AVENUE PENSHURST 2222	GEORGES RIVER	27/ -- /DP1119 <input type="checkbox"/>	<input type="checkbox"/>	
Street address	LGA	Lot/Section/Plan	Primary address?								
2 BELMONT AVENUE PENSHURST 2222	GEORGES RIVER	27/ -- /DP1119 <input type="checkbox"/>	<input type="checkbox"/>								
<p>5. <b>Indicate</b> if this application is to be directed to a Principal Certifier or a State Agency for assessment.</p>	<p>Do you want to direct this application to a Principal Certifier or State Agency for assessment? *</p> <p><input checked="" type="radio"/> Principal Certifier (Council or Independent)</p> <p><input type="radio"/> Department of Planning and Environment</p> <p><input type="radio"/> Sydney Olympic Park Authority</p> <p><input type="radio"/> Transport for NSW</p> <p><input type="radio"/> Lord Howe Island Board</p>										
<p><b>For applications commenced from a related application, progress to step 7.</b></p>											
<p>6. <b>Select</b> the related approval type and <b>enter</b> the relevant information such as DA or CDC number.</p>	<p>Which approval type is this certificate in relation to?</p> <p><input type="radio"/> Development Application number (DA)</p> <p><input type="radio"/> Complying Development Certificate (CDC)</p> <p><input type="radio"/> State determined (SSI / SSD)</p>										
<p>7. <b>Indicate</b> if this application is to track transfer of a Principal Certifier.</p>	<p>Is this application to track transfer of Principal certifier?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>										
<p>8. <b>Click</b> Next.</p>	<p style="text-align: center;"><input type="button" value="Next"/></p>										

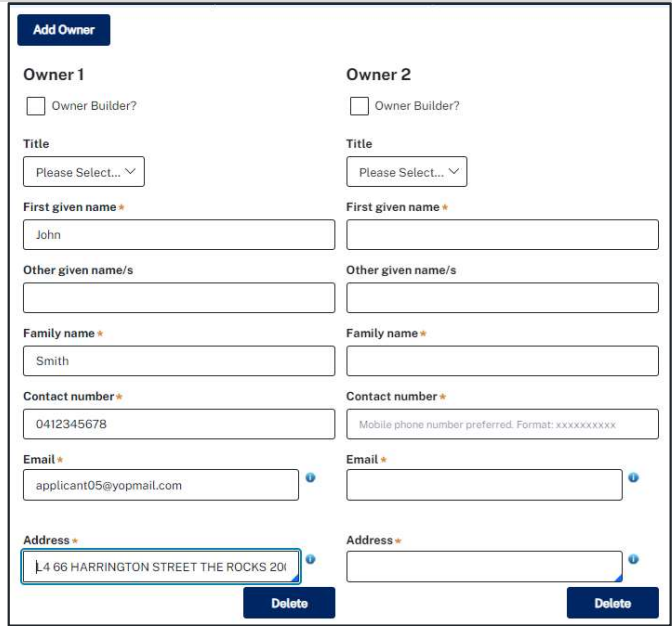
## Step 3: Provide primary applicant details

When an application is linked to a DA or CDC applied for through the NSW Planning Portal, information will be pre-populated from the related application where possible. You will be required to review, add and update where necessary.

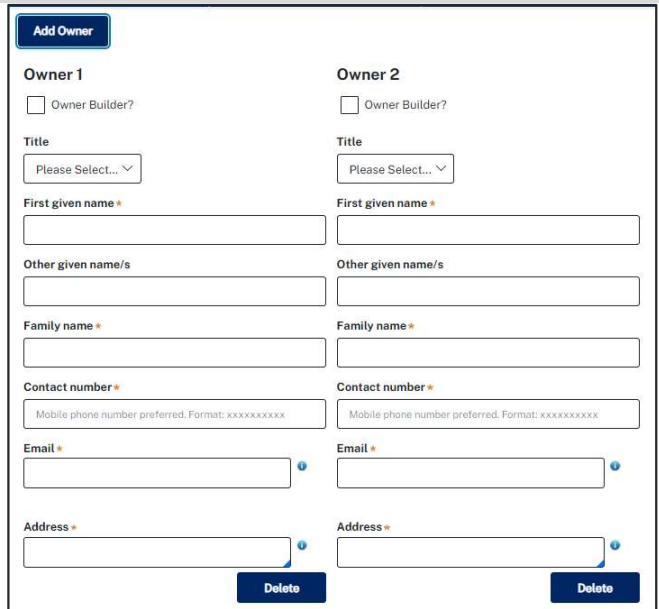
<p><b>9. Review or input</b> the applicant details and ensure the information is correct. You may update or edit this information where necessary.</p>	<div data-bbox="767 562 1481 875"> <p><b>Primary applicant details</b></p> <p>This person will receive all the system generated notification emails in relation to the application.</p> <p>Please enter the contact details of the applicant for this application.</p> <p>Please note that the nominated person/ company is the legal applicant for the application. The applicant</p> <p>Title</p> <p><input type="text" value="Please Select..."/></p> <p>First given name <span style="color: red;">*</span> <input type="text" value="Jane"/> Other given name/s <input type="text"/></p> </div>
<p><b>10. Indicate</b> if the applicant is a business or company.</p>	<div data-bbox="919 909 1326 1048"> <p><b>Is the applicant a business or company?</b></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> </div>
<p>If you answer yes:</p> <ul style="list-style-type: none"> <li>• <b>Search</b> for the company by choosing an operator, ACN, ABN, or Name.</li> <li>• <b>Enter</b> the search term in the search field.</li> <li>• <b>Click</b> the search button and <b>select</b> a result from the list.</li> </ul>	<div data-bbox="836 1084 1409 1200"> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/></p> <p><input type="checkbox"/> Not found? Please select the checkbox to enter details manually.</p> </div>
<p><b>11. Identify</b> the owners of the development site.</p> <p><u>Note:</u> If you are the sole owner you do not need to provide any further information.</p>	<div data-bbox="767 1359 1481 1603"> <p><b>Who owns the development site?</b></p> <p><input checked="" type="radio"/> I am the sole owner of the development site</p> <p><input type="radio"/> There are multiple owners of the development site and I am one of them</p> <p><input type="radio"/> There are one or more owners of the development site and I am NOT one of them</p> <p><input type="radio"/> A company, business, government entity or other similar body owns the development site</p> <p><small>Under NSW planning law, providing evidence of owner's consent is no longer a mandatory application requirement to submit a development application through the planning portal. However, if development consent is ultimately granted, you will not be able to act on that consent until you have obtained the required consent from the owner.</small></p> </div>

If there are multiple owners and you are one of them, **select** the appropriate button and **click** ‘Add Owner’ to enter the details for each owner.

**Note:** Your information will be automatically populated as Owner 1.



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”. Select “Delete” to remove an owner entered in error.



If a company or business owns the development site, **enter** the company name and ABN.





<p>12. <b>Select</b> who will be doing the building.</p>	<p>Who will be doing the building work? *</p> <p><input type="radio"/> Licensed Builder</p> <p><input type="radio"/> Owner Builder</p> <p><input type="radio"/> Not determined at this time (This information will be required prior to work commencing)</p>
<p>13. <b>Indicate</b> if the builder or principal contractor is an individual or a company, business, government entity or other similar body.</p> <p><b>Input</b> the relevant contact details.</p>	<p>Select the option that is applicable *</p> <p><input type="radio"/> Individual</p> <p><input checked="" type="radio"/> A company, business, government entity or other similar body</p> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/></p>
<p>If “Owner builder” is selected, <b>enter</b> the licence or permit number.</p>	<p>Licence number or Permit number (in the case of an owner builder)</p> <input type="text"/>
<p>If there are multiple builders, <b>select</b> “Add builder” to provide the additional information.</p>	<input type="button" value="Add builder"/>
<p>14. <b>Indicate</b> if there are any security or site conditions which may impact the person undertaking an inspection.</p> <p>If yes, <b>provide</b> details of the relevant site access conditions.</p>	<p>Are there any security or site conditions which may impact the person undertaking the inspection? For example, locked gates, animals etc.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>15. <b>Indicate</b> who will be making the fee payment and <b>enter</b> the relevant details.</p>	<p>Provide the details of the person / entity that will make the fee payment for the assessment and related costs in issuing the certificate:</p> <p>Select the option that is applicable: *</p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p>
<p>16. <b>Enter</b> the developer details. <u>Note</u>: This is mandatory for class 2 developments.</p>	<p>Developer details</p> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/> <input type="button" value="Clear"/></p>
<p>17. <b>Click</b> Save and continue.</p>	<input type="button" value="Save and exit"/> <input type="button" value="Save and continue"/>

## Step 4: Enter proposed development details

When an application is linked to a DA or CDC applied for through the NSW Planning Portal, information will be pre-populated from the related application where possible. You will be required to review, add and update where necessary.

**18. Select** a common application type to define associated development categories.

Note: If this information has been pre-populated you will be unable to amend it.

Please select at least one (1) common application type. \*

- Advertising and signage
- Alterations or additions to an existing building or structure
- Change of use of land or a building or the classification of a building under the Building Code of Australia
- Demolition
- Erection of a new structure
- Hours of operation and trading
- Subdivision

**TIP:** Development types are grouped under common application types. Following selection of the common application type(s), associated development type(s) will be displayed, grouped under development categories. There are some development types that may appear across multiple common application types.

**19. Select** the development category to expand the list of associated development types. **Select all** development types that apply to your development.

Note: If this information has been pre-populated you will be unable to amend it.

**Development type**  
Select the development type(s) within the category.

- > Agriculture
- > Commercial Development
- > Industrial Development
- > **Residential Accommodation**
  - Dwelling House
  - Residential Flat Building
  - Shop Top Housing

**20. Select** the class of development.

**Class of development \***

The development comprises the following Building Code of Australia classes:

- Class 1a [What is this?](#)
- Class 1b [What is this?](#)
- Class 2 [What is this?](#)
- Class 3 [What is this?](#)
- Class 4 [What is this?](#)

**21. Enter** a detailed description for the development.

**Please provide a detailed description of the development \***  
*For example: Demolition of existing buildings, construction*

Please provide a detailed description including any secondary deve

**22. Enter** the estimated cost of the development.

Please provide the estimated cost of the development? Note: Please state the full contract price inclusive of GST \*



23. Click "Save and continue".

Save and exit

Save and continue

## Step 5: Enter the details of your nominated Principal Certifier

24. Enter the anticipated date the construction work is set to commence from the calendar.

When is it anticipated that the construction work on the site will commence?

25. Enter the anticipated date an occupation certificate will be sought from the calendar.

Note: The anticipated date will automatically populate a date that is six months from the day the application was created. This can be amended by selecting the calendar icon at the end of the field.

When is it anticipated that an occupation certificate will be sought for the site?

19/08/2024

26. Nominate the Principal Certifier by:

a) **Selecting** Company Name, Trading Name, traABN or ACN from the drop-down menu.

Principal Certifier

ACN

Select...  
Company Name  
Trading Name  
ABN  
ACN

b) **Entering** your search term in the space provided then **click** Search.

c) **Selecting** the Principal Certifier from the list of options displayed based on your inputs.

Matching names

Legal name	ABN	ACN	Trading Name
UNITED CONSULTING ENGINEERS PTY LTD	40090572973	090572973	
UNITED CONSULTING PTY. LTD.	59165648788	165648788	

27. Click "Save and continue".

Save and exit

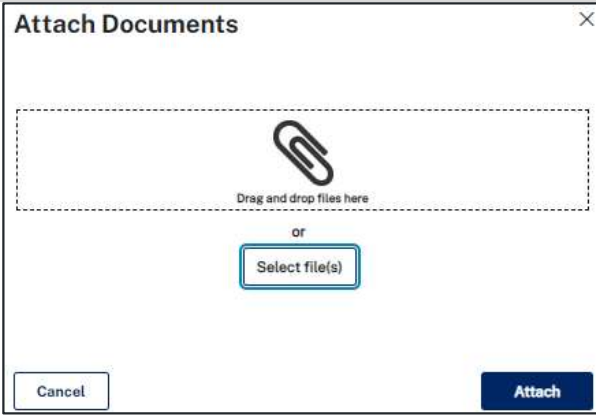

Save and continue

## Step 6: Upload documentation


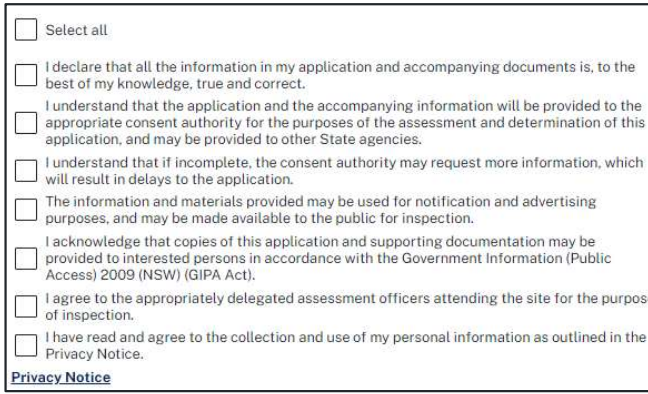

There are certain required documents that must be uploaded to your application. However, there are also additional documents you may need to upload to complete your application. Ensure you satisfy the application requirements of your Principal Certifier.

28. Click "Upload".

Upload

<p>a. <b>Click</b> Select files (s) or drag and drop your file(s) in the space provided.</p> <p>b. <b>Categorise</b> the file type(s)</p> <p>c. <b>Click</b> “Attach”.</p>	
<p>29. <b>Click</b> “Save and continue”.</p>	

## Step 7: Review information and submit application

<p>30. <b>Review</b> the information entered on your application by scrolling down the page.</p> <p><u>Note:</u> To edit information, click on the relevant progress step within the application form.</p>	
<p>31. <b>Complete</b> the declaration.</p>	
<p>32. <b>Click</b> Submit.</p>	

## What happens next?

- You will receive a system generated notification to confirm the submission of your Principal Certifier Appointment application.
- The nominated principal certifier receives a system-generated notification to advise that you would like to appoint them as the principal certifier for their development work. They will review this request and advise whether they accept the nomination as the principal certifier.
- If the request is accepted, and council is not the nominated principal certifier, the council will receive a system generated notification confirming their appointment as the principal certifier for the related

development. This meets the requirements of Section 57 of the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.

- When the PC Appointment is accepted by your nominated Certifier, you can notify Council of your intention to commence work through the Actions dropdown menu on the application. **Note:** The Notice of Commencement function is only applicable to general applicant account profiles, not for professional account profiles (i.e., developer).

To submit your notice of commencement:

1. Log in to the NSW Planning Portal
2. Open the PC Appointment application in your Active Work
3. Select Intention to commence work from the Actions dropdown menu
4. Complete the short form by nominating the date the work is commencing and click Submit.

For more information, please refer to the *How to submit Intention to Commence Work* quick reference guide.

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## More information

We have developed a range of support materials, including Quick Reference Guides for other services and Frequently Asked Questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the [Help and Resources section](#) of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the NSW Planning Portal Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the [Information and Training sessions page](#) of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or [submit an enquiry online](#). If you are calling from outside Australia, please call +61 2 8894 1555.