

## Guide to Lodging a Building Application Via the NSW Planning Portal

The NSW State Government has implemented legislation requiring all building applications to be processed via the NSW Planning Portal. This means that from the **1<sup>st</sup> July 2021**, Central Coast Certifiers will only be able to accept applications for CDC's, CC's & OC's via the portal. Applications will no longer be accepted via email or in hard copy.

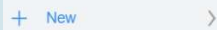
The Guide below has been prepared to assist with making application via the portal.

### Step 1 - Get a Quote

Contact Central Coast Certifiers for a quote and checklist. You can email us direct at [office@cccertifiers.com.au](mailto:office@cccertifiers.com.au) or use our [online quote form](#).

### Step 2 - Lodge Application

Login to the [NSW Planning Portal](#) (be sure to [create an account](#) beforehand).

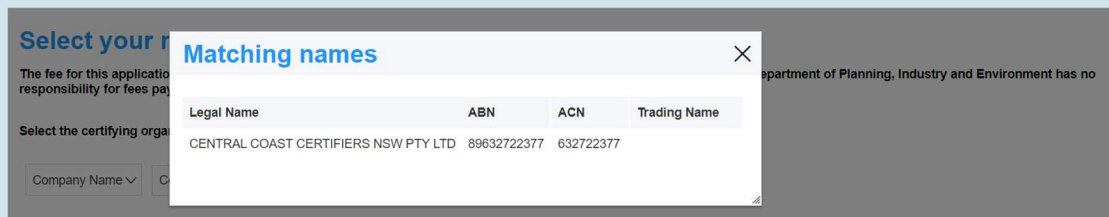


Select New Application at the top left corner and select the appropriate application (**Note:** Construction Certificate and Occupation Certificate applications are listed under 'Post Consent Certificate')

Complete the questions on the online interface and upload the necessary documents where required. Refer to the quick reference guides below for detailed information or call us on (02) 4326 1836 for assistance.

### Step 3 - Nominate your PC

When prompted, nominate **Central Coast Certifiers NSW Pty Ltd** as your Principal Certifier (PC).



Legal Name	ABN	ACN	Trading Name
CENTRAL COAST CERTIFIERS NSW PTY LTD	89632722377	632722377	

Please ensure that you select 'Company Name' on the dropdown tab before clicking the search button

### Step 4 - Approval

After completing the application via the Planning Portal, our office will be notified immediately and will begin formal assessment. If we require any further information we will contact you directly. Central Coast Certifiers will issue your Certificate on completion of the assessment.

### Quick Reference Guides

[Complying Development  
Certificate](#)

[Construction Certificate](#)

[Appointing a Principal Certifier  
\(PC\)](#)