

To commence work you will require either a Complying Development Certificate (no Council consent required) or a Construction Certificate (Council consent required). If you're unsure you can request a written assessment by emailing us at enquiry@pcgroup.net.au

The application must be lodged on the NSW Planning Portal.

Submit your application

Application/s for a Construction Certificate or Complying Development must be lodged through the NSW Planning Portal or Service NSW.

Go to <https://www.planningportal.nsw.gov.au/>

You will need:

- Owner and property details
- Builder's details
- Cost of work
- Certifier details (select Professional Certification Group)
- Plans and specifications

Receive approval

You will be notified by email when the Complying Development Certificate or Construction Certificate is issued.

Complete pre-conditions and issue notice of commencement

Before commencing works you must ensure any pre-conditions contained in your Development Consent or Complying Development Certificate are completed.

Review, sign and return the pre-commencement letter sent to you with the approval documents.

Appoint Principal Certifier

Appoint Professional Certification Group on the Planning Portal and lodge the Commencement Notice date on the Planning Portal, **at least 2 days before you commence work.**

Commence Work

Remember to call us for any required inspections (these are noted in your approval documents).

Submit application for occupation certificate

Prior to occupation you must apply for and receive an Occupation Certificate.

Lodge an application for Occupation Certificate on the Planning Portal.

You will be notified via email when the Occupation Certificate is issued.

For information on the portal or assistance, please visit the [NSW Planning Portal](#) or view the [Frequently asked questions](#) or [Quick reference guides](#). A helpline is available on 1300 305 695 or email info@service.nsw.gov.au