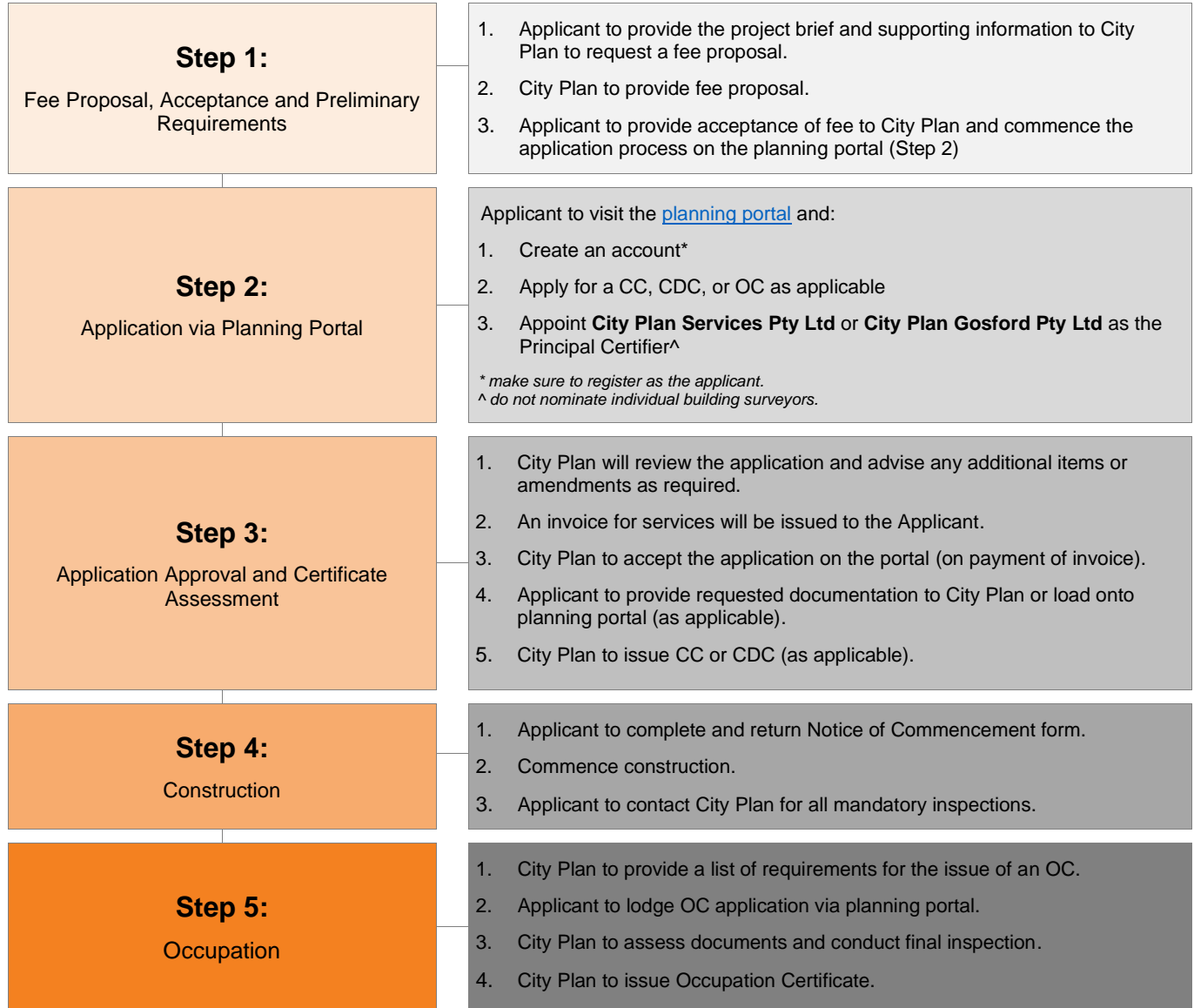


Planning Portal Application Process

(for Construction Certificates (CC), Complying Development Certificates (CDC) and Occupation Certificates)

The below guide outline's City Plan's process for accepting Certificate applications:



Information required to be uploaded to Planning Portal at the time of application:

Information Required	CC	CDC
Applicant details: ▪ Full name, address and email	✓	✓
Development Address	✓	✓
Building Classification (what is this?)	✓	-
Documents to upload: ▪ Architectural plans ▪ Site plan (location of works on an overall floor plan will suffice if works are for internal alterations only) ▪ Specifications ▪ Structural plans (if non-structural, provide a statement from the designer stating "works are non-structural") ▪ Other documents as requested by City Plan	✓	✓
Cost of building works	✓	✓

Additional information required by City Plan for the assessment of applications received via the Planning Portal:

Completed Fire Safety Measures Form (form can be found here)	✓	✓
Completed Additional Information Form (form can be found here)	✓	✓