







## Approval Stage

Stage	Participant	Responsibilities
<b>1. Pre-Lodgement</b> 	YOU	<ul style="list-style-type: none"> <li>Get your team together</li> <li>Chat to neighbours in advance</li> <li>Seek external advice</li> </ul>
	YOUR TEAM	<ul style="list-style-type: none"> <li>Prepare plans/reports</li> <li>Compile application</li> </ul>
	NEIGHBOURS	<ul style="list-style-type: none"> <li>Raise issues, concerns and level of support</li> </ul>
	BSC ADMIN	<ul style="list-style-type: none"> <li>Provide accurate advice &amp; identify reports required</li> </ul>
<b>2. Lodgement</b> 	YOU	<ul style="list-style-type: none"> <li>All information &amp; fees paid</li> <li>Jump online to NSW Planning Portal</li> </ul>
	YOUR TEAM	<ul style="list-style-type: none"> <li>Lodge assessment</li> </ul>
	BSC ADMIN	<ul style="list-style-type: none"> <li>Council check documents</li> <li>Register (or receipt of documents)</li> <li>Referrals - to internal expert and State agencies (if necessary) (not applicable for CDCs)</li> <li>We let your neighbours and community know about your application (if necessary) (not applicable for CDCs)</li> </ul>
<b>3. Assessment</b> 	BSC ASSESSING OFFICERS	<ul style="list-style-type: none"> <li>Assess</li> <li>Review submissions/referrals (not for CDCs)</li> <li>Request further additional information (if necessary)</li> </ul>
	YOUR TEAM	<ul style="list-style-type: none"> <li>Provide any additional information if required</li> </ul>
	YOU	<ul style="list-style-type: none"> <li>Assessing officer has 40 business days to complete your application. This process can sometimes take longer, so please remain patient, we will get back to you.</li> </ul>
<b>4. Determination</b> 	BSC ASSESSING OFFICERS	<ul style="list-style-type: none"> <li>Advise you of a decision</li> <li>Provide reasonable conditions</li> </ul>
	YOU	<ul style="list-style-type: none"> <li>Read conditions</li> <li>Seek Construction Certificate (CC) (not for CDCs)</li> </ul>

## Construction Stage

Stage	Participant	Responsibilities
<b>5. Certification</b> 	YOU	<ul style="list-style-type: none"> <li>Get Owner Builder Permit if required</li> <li>Get Home Owners Warranty</li> <li>Appoint Principal Certifying Authority (PCA) (Private or Council)</li> <li>Apply for CC or Subdivision Works Certificate (not for CDCs)</li> <li>Remain informed by reading all documentation you receive</li> </ul>
	Certifiers (BSC or Private)	<ul style="list-style-type: none"> <li>Issue CC or Subdivision Works Certificate (not for CDCs)</li> <li>Make Inspections</li> </ul>
	Builder and Sub-contractor	<ul style="list-style-type: none"> <li>Build as per approved plans</li> <li>Arrange inspections (owners can do aswell)</li> </ul>

## Occupation Stage

Stage	Participant	Responsibilities
<b>6. Completion</b> 	YOU	<ul style="list-style-type: none"> <li>Once development has been completed. Apply for an Occupation Certificate (OC)</li> <li>Call council office to arrange a Final Inspection</li> </ul>
	BSC	<ul style="list-style-type: none"> <li>Take action if problems arise</li> </ul>