

# Electronic Lodgment Information for all Private Certifier Certificates



## Introduction

The purpose of this document is to advise Private Certifiers how to register Complying Development Certificates, Construction Certificates, Occupation Certificates and any additional information (Modifications) using Council's Online Application Tracking web page.

## Why Electronic Files?

Council is moving towards the ePlanning online environment, where a suite of applications may be registered, applied for and viewed without having to contact Council in the first instance. You are now able to register Private Certifier Certificates online rather than having to hand hard copies over the counter.

## Electronic Lodgement Method

Electronic lodgement for Private Certifiers Certificates for registration must be made using Council's Online Application Tracking web page: [www.tamworth.nsw.gov.au](http://www.tamworth.nsw.gov.au)

## Media Format

Documents/plans must be supplied in PDF and it is recommended the format used is – PDF/A. Please do not upload PDFs with secured passwords.

Each document must not exceed 5MB.

Photographs/photomontages must be provided as 'jpeg' files.

## Naming Conventions

For the purposes of standardising Council's electronic records and in order to speed up the registration process, all electronic documents submitted are to be clearly labelled as per the naming convention examples (see over). If you wish to contain all related documents into one file, please also bookmark the PDF document in the same naming convention format.

## Long Service Levy

If Long Service Levy payments are required, the preferred method is to advise your client that they make the payment direct to the Long Service Levy Corporation at:

[www.longservice.nsw.gov.au](http://www.longservice.nsw.gov.au)

(The levy cannot be paid online if the value of works is over \$6 million).

## Partial Electronic Lodgement

Electronic files lodged with Council that do not meet Council's requirements according to the *Electronic Lodgement Policy – Planning, Building and Subdivision Applications* may be returned to you for resubmission.

## Scanning Fees

Where an electronic version of your application is not submitted and hard copies are produced, scanning fees will be priced as per Council's adopted Fees and Charges Schedule.

## Naming Conventions Examples

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### Construction Certificates & Complying Development Certificates & Modifications

Your CC or CDC Reference Number – Registration Documents - 123 Smith Road

*Or if submitting documents separately.*

Your CC or CDC Reference Number – Cover Letter to Council - 123 Smith Road

Your CC or CDC Reference Number – Application Form - 123 Smith Road

Your CC or CDC Reference Number – Complying Development Certificate - 123 Smith Road

Your CC or CDC Reference Number – Approved Plans - 123 Smith Road

Your CC or CDC Reference Number – Building Specifications - 123 Smith Road

Your CC or CDC Reference Number – Survey - 123 Smith Road

Your CC or CDC Reference Number – Appointment of PCA Notice - 123 Smith Road

Your CC or CDC Reference Number - Home Owners Warranty - 123 Smith Road

Your CC or CDC Reference Number – Notice to Neighbours/ Consent Authority - 123 Smith Road

Your CC or CDC Reference Number – Long Service Levy Receipt - 123 Smith Road

### Occupation Certificates

Council PRIV Reference Number – Registration Documents - 123 Smith Road

*Or if submitting documents separately.*

Council PRIV Reference Number – Cover Letter to Council - 123 Smith Road

Council PRIV Reference Number – Application Form - 123 Smith Road

Council PRIV Reference Number –Occupation Certificate - 123 Smith Road

Council PRIV Reference Number –Inspection Sheets - 123 Smith Road

Council PRIV Reference Number – Completion Certificate - 123 Smith Road

Council PRIV Reference Number – BASIX Certificate - 123 Smith Road

Council PRIV Reference Number – Compliance Certificate - 123 Smith Road

### Need help?

Contact Council's Development and Approvals Customer Services Officer by phone on (02) 6767 5555, email [development@tamworth.nsw.gov.au](mailto:development@tamworth.nsw.gov.au) or call into Ray Walsh House in Peel Street, Tamworth for assistance between 8.30am and 5.00pm.