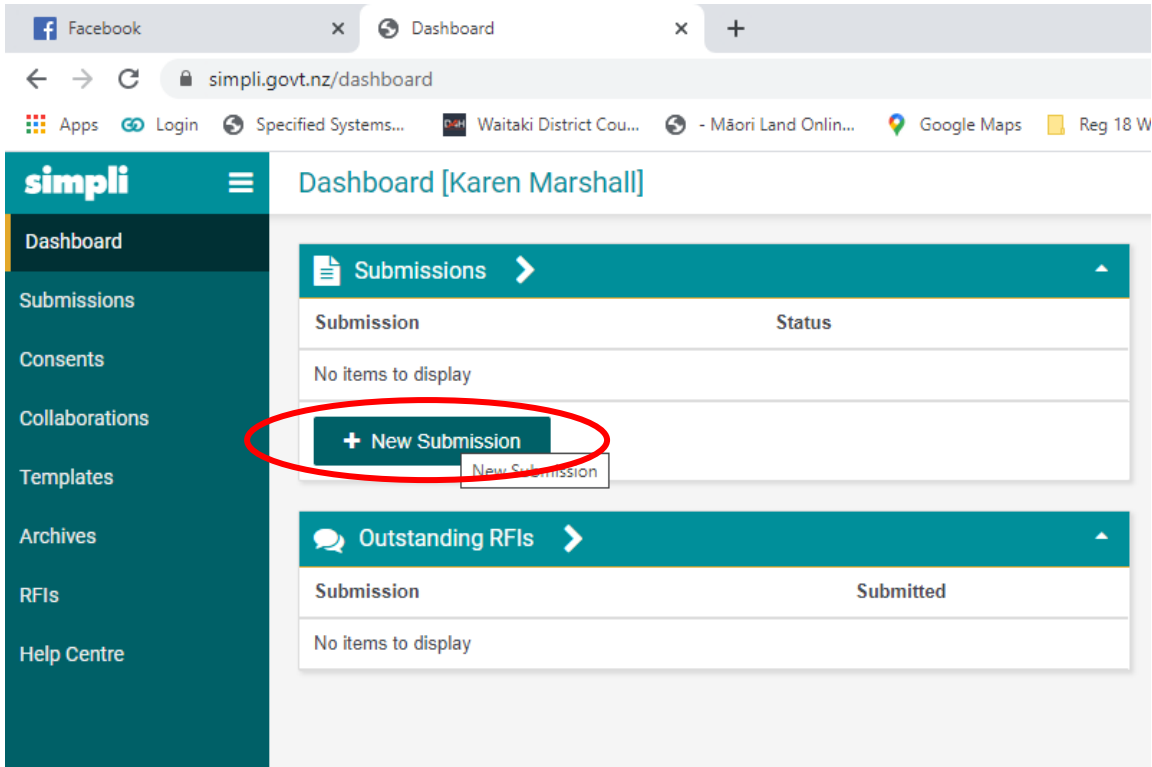
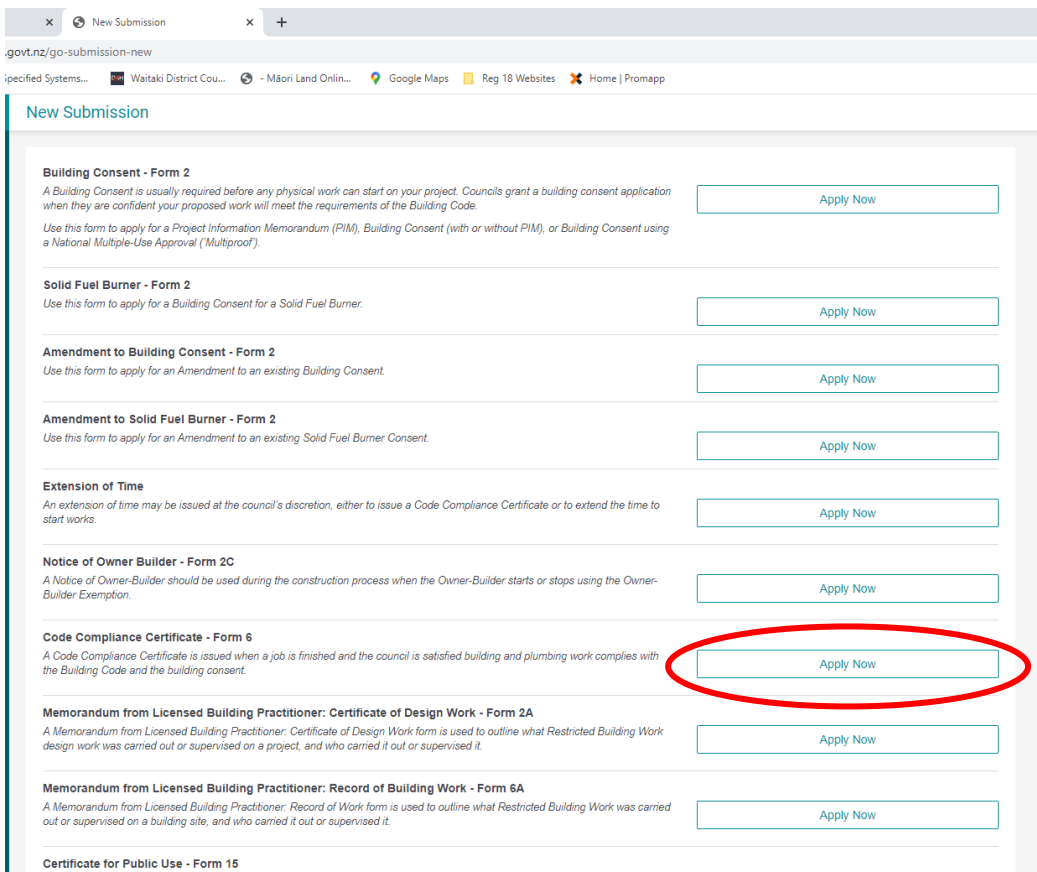


# Applying for Code Compliance Certificate (CCC)

When you log into Simpli, your dashboard opens and under “Submissions” you need to click on “+ New Submission”



Choose the “Code Compliance Certificate – Form 6” by clicking on “Apply Now”



The next page asks if you would like to start from an existing consent – if your original consent application was put through the Simpli website (anything after March 2019) then you can tick yes, and include your consent number eg 1900XXXX or 2000XXXX,.

If your consent was issued prior to March 2019, then you will need to click no and enter your address, select it from the drop down. Click on “Begin”

### Property

Would you like to select from an existing consent? \*

Yes  No

Existing Consent \*

Begin

### Property

Would you like to select from an existing consent? \*

Yes  No

Enter the property address of the work

Can't find your address? [Click here to manually enter the property address of the work.](#)

Begin

The next part is the application form, most of the information will self populate if you are working from a consent which originated in Simpli. Each part has a heading, which will turn green when all the information has been checked and completed.

You can save and close at any time, so you can return to it later, if required.

Once all headings are complete you will then be able to click on the “Review and Submit” button.

This will take you to a screen to tick that you agree to everything being true and correct and you request Council to issue a CCC. Then click on “Submit”