

To apply for a subdivision certificate application via the NSW Planning Portal, you will need a NSW Planning Portal account.

Apply for a Subdivision Certificate

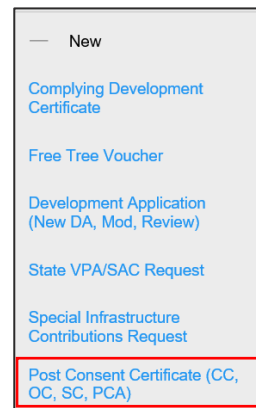
You may apply for a subdivision certificate via the NSW Planning Portal using two different methods;

- Via an online development (DA) or online complying development certificate (CDC) application
- Stand-alone (consent application is outside of the Portal)

Follow the instructions below for your required method.

Initiate an application

1. Log in to the NSW Planning Portal and;
 - For a stand-alone application **select** Post Consent Certificate (CC, OC, SC, PCA) from the New menu top left of the screen, or

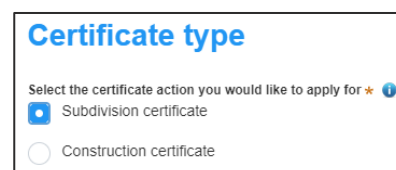


- **Locate** and **open** the DA or CDC application and **select** Request certificate.



Note: You may request a certificate when the DA is submitted to or determined by the certifying authority. Pending lodgement DAs will not have a Request certificate option

2. **Select** the certificate type Subdivision certificate.



Subdivision Certificate Applications



Applicant

3. **Select** if the application is for the full development or part of the development.

Select the type of certificate you wish to apply for *

Certificate for the full development

Certificate for part of the development

Note: Complete the below steps for stand-alone applications or continue to step 9 where you can view the related approval information if this application is linked to a DA or CDC submitted on the portal.

4. **Select** the approval type this certificate application relates to from the options available.

Which approval type is this certificate in relation to? *

Development Application consent (DA)

Complying Development Certificate (CDC)

State determined (SSI / SSD)

5. **Enter** the consent application reference number.

Please enter DA number of the approval which is related to this certificate application

6. **Indicate** if the consent application was applied for via the NSW Planning Portal (for DA and CDC only).
If yes, **enter** the Portal Application Number (PAN) reference.

Was the DA applied for via the NSW Planning Portal?

Yes

No

7. **Indicate** whether the consent application has been determined.
If Yes, **enter** the date of determination.

Has the DA been determined? *

Yes

No

Date of determination of the DA Case

Subdivision Certificate Applications



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8. Enter the relevant street address or lot/section number/plan for the SC application.

Once the address has been located by the system, **click** on the Primary address box.

Enter address
2 BELMONT STREET SUTHERLAND 2232

Enter Lot/Section Number/Plan
e.g. 4/-/DP1044304

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input checked="" type="checkbox"/>

9. The information under the Related approval section will be automatically populated from the information submitted on the DA.

Related approval

Which approval type is this certificate in relation to? ?
Development Application consent (DA)

Which approval type is this certificate in relation to? ?
Development Application consent (DA)

Please enter DA number of the approval which is related to this certificate application (please include the DA prefix) ?
DA7777

Was the DA applied for via the NSW Planning Portal?
Yes

Please provide portal application number (PAN) ?
PAN-881

Has the DA been determined?
Yes

Note: The planning controls affecting the property can be viewed by clicking on the arrow toward the bottom of the screen.

Planning controls affecting property

2 BELMONT STREET SUTHERLAND 2232

Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio (n:1)	0.55:1
Minimum Lot Size	550 m ²
Heritage	NA
Local Provisions	Minimum Landscape Area

10. Click Next.

Next

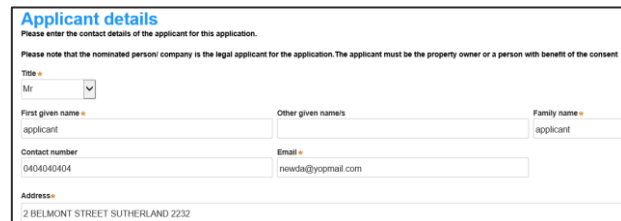
Note: The following tabs need to be completed step-by-step, starting with Contact Details.

1. Contact details	2. Proposed development	3. Principal certifier	4. Requirements and uploads	5. Create referrals	6. Referral summary	7. Review and submit
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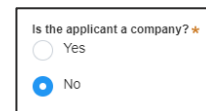
Capture Contact Details

Note: A majority of the information may be prepopulated from the consent application if associated. You will be required to review and update where necessary.

11. **Review** the applicant details and ensure the information is correct. You may update or edit this information where necessary.



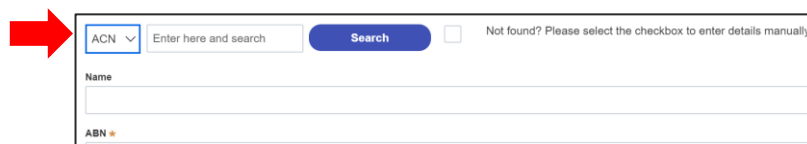
12. Indicate if the applicant is a company by **selecting** the Yes or No radio button.



If you answered Yes;

- **Search** for the company by **choosing** an operator, ACN, ABN, or Name
- **Enter** the search term in the search field
- **Click** the search icon
- **Select** a result from the list provided

Note: If you cannot locate an appropriate result you may select the checkbox to enter the details manually.



13. **Identify** the owners of the development site.



Note: If you are the sole owner of the site, you will not need to provide additional information.

Subdivision Certificate Applications



Applicant

If there are multiple owners, **select** the appropriate radio button and **click** 'Add Owner'.

Who owns the development site? *

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them

There are one or more owners of the development site and I am NOT one of them

A company, business, government entity or other similar body owns the development site

Note: If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by clicking the Add Owner button:

If you are **not one of the owners**, you will be required to populate the contact information for all other owners. You can add as many additional owners as required by **clicking** Add Owner.

Who owns the development site? *

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them

There are one or more owners of the development site and I am NOT one of them

A company, business, government entity or other similar body owns the development site

If an **organisation** owns the development site, you will be required to provide the company name and ABN.

Who owns the development site? *

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them

There are one or more owners of the development site and I am NOT one of them

A company, business, government entity or other similar body owns the development site

14. Indicate if there are any security or site conditions that may impact the person undertaking the inspection. If yes, you will be prompted to enter a comment.

Are there any security or site conditions

Yes

No

15. Enter the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.

Payer details

Fee payment for the assessment, inspection and related costs in issuing this certificate will be made by: ●

Title *

Please Select. ▾

First given name * Other given name/s Family name *

Contact number Email *

16. Click Save and continue.

Save and continue

Note: The next tab is Proposed development and consists of information relating to the development.

1. Contact details 2. **Proposed development** 3. Principal certifier 4. Requirements and uploads 5. Create referrals 6. Referral summary 7. Review and submit

Proposed development details

17. Identify the development requirements.

Does the development require*

Build earthworks

Lot fill

Construction of any new roads (including kerb and gutter)

18. Indicate the type of subdivision proposed by **clicking** on one or more options from the list provided.

Please indicate the type of subdivision proposed*

Strata Title [What is this?](#)

Community Title [What is this?](#)

Terraced Title [What is this?](#)

19. Indicate whether the subdivision is subject of an order of the Land and Environment Court under section 40 of the Land and Environment Court Act 1979.

Is the subdivision the subject of an order of the Land and Environment Court?

Yes

No

20. Enter the number of proposed lots.

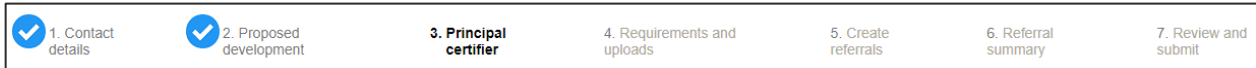
Number of proposed lots

2

21. Click Save and continue.

Save and continue

Note: The next tab is Principal certifier, where you may select the principal certifier for this certificate.



Principal Certifier selection

22. Enter the certifier organisation name and select an applicable result from the dropdown list.

Principal Certifier

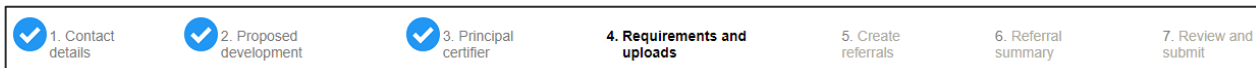
Enter the name of the nominated Principal Certifier/ Accredited Certifier of your choice *

Note: Principal certifiers who are using the Post Consent Certificate service can be located for selection. If you cannot locate the organisation you are looking for, discuss this with the principal certifier.

23. Click Save and continue.

Save and continue

Note: The next tab is the Requirements and uploads section.



Upload documentation

Note: Certain required documents will be defined based on the information entered on your application however this may not include all of the documentation you must provide as part of your application submission. Your Principal Certifier will be able to provide further guidance on the documents you must provide to support your application.

24. To upload file(s), **click** Upload and **Select** file(s) or **drag and drop** your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

25. Click Save and continue.

Save and continue

Note: The next tab is the create referrals section.



Create Referrals

Approvals or other documents issued by various Agencies may be required for your application. This process may be done offline using paper forms, however moving forward some Agencies are using the portal to facilitate this process.

You may create a referral for your application by following the below steps.

26. Click Add Agency.

Add Agency

Note: A table will be presented below where you are required to add the Agency and referral details.

27. Enter the agency name and select an applicable result from the dropdown list.



To which agency is the activity being referred?

[Empty text input field]

Note: Where an Agency cannot be located, you may choose other from the dropdown list and enter the name of the Agency manually. Referrals for Other Agencies will not be sent through the Portal and are required to be completed manually offline.

28. Click the + icon and **select** a document type from the dropdown list.

Select required documents

No items

+

29. Enter a reason for the referral.

Reason for referral

Please clearly explain why this referral is being made.

Note: You must explain clearly why the referral is being sent to the nominated Agency.

30. To upload further file(s), **click** Upload and **Select** file(s) or **drag and drop** your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

31. Click Save and continue.

Save and continue

Note: The status of your application will change to Pending-Referral. The selected Agencies will be notified of the new subdivision certificate referral. An Agency may request additional information in order to complete their assessment. You will be notified via email of any actions you need to undertake to complete your application and once the referral is complete.

Note: The next tab is the referral summary screen where you may track the progress of your online referrals.

1. Contact details 2. Proposed development 3. Principal certifier 4. Requirements and uploads 5. Create referrals 6. Referral summary 7. Review and submit

Referral Summary

All referrals that have been created may be monitored on this page. Take note of the status of each referral and the reference ID that has been generated.

You will not be able to submit your application to the nominated certifier until all outstanding referrals have been resolved.

If you'd like to update the case's details: please open the 'Actions' menu and select the 'Update' option.

Description	ID	Status	Created on	Days elapsed
Referral for Ausgrid	Ref-1026	In progress	21/09/2020 3:59 PM	1

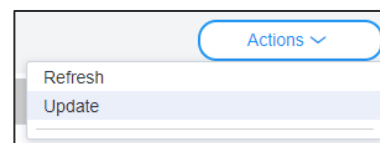
Update Application

Your application may be updated at any point until the application has been submitted to your nominated Principal Certifier. You may update your application for the following reasons:

- Change information entered on the application
- Upload new documents
- Create another referral

Updating your application whilst a referral is still in progress or complete will result in the system re-referring the application to the Agencies.

32. Select Update from the Actions dropdown menu.



Note: The application will open for editing on the Referral Summary screen.

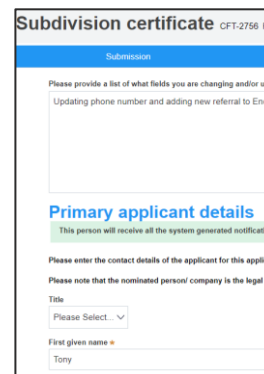
33. Enter a summary of the changes you are making to your application.

✓ 1. Contact details	✓ 2. Proposed development	✓ 3. Principal certifier	✓ 4. Requirements and uploads	✓ 5. Create referrals	6. Referral summary	7. Review and submit
Please provide a list of what fields you are changing and/or updating in the form *						

Note: Agencies that have already been sent a referral need to be notified that the subdivision application has changed in some way. This could be a trivial update such as a phone number, or significant like a new subdivision plan document.

The Agency may need to take the changes into consideration when making or reviewing their decision.

34. Scroll down the page and make your changes to your application fields (if applicable).



The screenshot shows a web form titled 'Subdivision certificate' with a 'Submission' header. Below the header, there is a text area for updates. The 'Primary applicant details' section includes a notification that the person will receive all system-generated notifications. It asks for contact details and notes that the nominated person's company is the legal applicant. Fields for 'Title' (a dropdown menu) and 'First given name' (with 'Tony' entered) are visible.

35. To add another referral Agency, **click** Add Agency and follow steps 26 - 29.

Agencies to consult with

[Add Agency](#)

When selecting an agency name below, start by typing its name and the system will automatically try to find a match and generate a dropdown

Note: You must explain clearly why the referral is being sent to the nominated Agency.

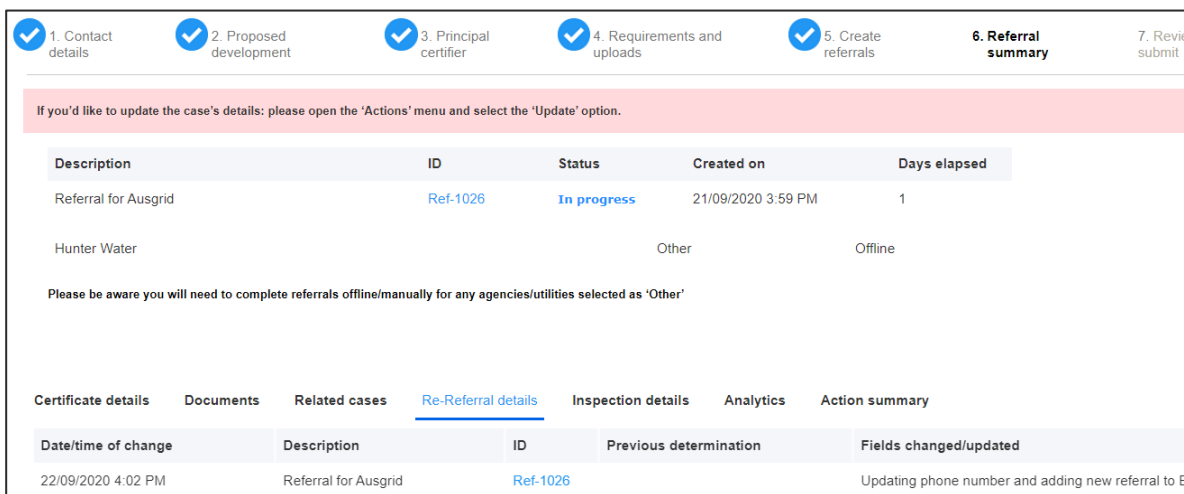
36. To upload further file(s), **click** Upload and **Select** file(s) or **drag and drop** your file(s). Categorise the file type(s) before **clicking** Attach.



37. Click Save and continue.

Save and continue

Note: The application will be updated and if applicable, re-referrals will be issued to inform Agencies with previous referrals that the subdivision application has changed. If a re-referral was issued a Re-Referral details tab will appear on the application.



The screenshot shows a progress bar with seven steps: 1. Contact details, 2. Proposed development, 3. Principal certifier, 4. Requirements and uploads, 5. Create referrals, 6. Referral summary, and 7. Review submit. Step 6 is currently active. Below the progress bar is a message: "If you'd like to update the case's details: please open the 'Actions' menu and select the 'Update' option." This is followed by a table of referrals:

Description	ID	Status	Created on	Days elapsed
Referral for Ausgrid	Ref-1026	In progress	21/09/2020 3:59 PM	1
Hunter Water		Other		Offline

Below the table is a note: "Please be aware you will need to complete referrals offline/manually for any agencies/utilities selected as 'Other'". At the bottom, there is a navigation menu with tabs: Certificate details, Documents, Related cases, Re-Referral details (selected), Inspection details, Analytics, and Action summary. Below the navigation menu is another table showing the details of the selected Re-Referral:

Date/time of change	Description	ID	Previous determination	Fields changed/updated
22/09/2020 4:02 PM	Referral for Ausgrid	Ref-1026		Updating phone number and adding new referral to E

Additional Information Requests

Agencies may require further information to assess your application and fulfill your request. If additional information is requested the applicant will be sent an email notification advising of the request.

To view the additional information request and respond, log in to the portal and open your subdivision certificate application located in your Active Work.

38. Select the referral ID that's in an Additional information requested status.

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Applicant

Subdivision certificate

CFT-2756 Pending-Referral DA23414

Submission Assessment

1. Contact details 2. Proposed development 3. Principal certifier 4. Requirements and uploads 5. Create referrals 6. Referral summary

If you'd like to update the case's details: please open the 'Actions' menu and select the 'Update' option.

Description	ID	Status	Created on	Days elapsed
Referral for Ausgrid	Ref-1026	Additional information requested	21/09/2020 3:59 PM	1

Note: The referral will open where you will find the additional information request details.

39. **Select** the Additional Information Summary tab and review the comments entered by the Agency.

Subdivision certificate (CFT-2756)

Referral for Ausgrid Ref-1026 Additional information requested

Actions Close and home

Assessment Decision

Certificate details Referral case details Documents **Additional information Summary** Action summary

Case ID	Requested on	Responded on	Request comments	Response comments	Current status	
AI-4110	22/09/2020		Please advise if the subdivision plans are current?		In-Progress	Respond

Note: Documents that may be supporting the additional information request will be available on the Documents tab.

40. **Click** Respond to send a response to the Agency and complete the additional information request.



41. **Enter** your response comments to the Agency.

Provide Additional Information

Information requested:
Please advise if the subdivision plans are current?

Please provide your response comments *

42. To upload file(s), **click** Upload and **Select** file(s) or **drag and drop** your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

43. **Click** Submit.

Submit

Note: The Agency will be notified of your response to the additional information request.

Review Agency Referral Determination

When an agency has provided a determination for a referral, the applicant will receive an email notification and may log in to the portal to view the decision and associated documentation.

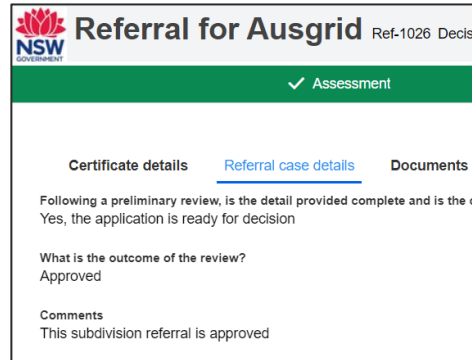
44. **Open** the subdivision certificate application from your Active Work.

Active work							
Performance	Days Elapsed	Submitted Date	Reference Number	Site Address	Status	Application Type	
		21/09/20	CFT-2756	60 BLACKTOWN ROAD BLACKTOWN 2148	Referral Complete	Subdivision certificate	

45. **Open** the referral that is in a Decision provided status to view the response.

If you'd like to update the case's details: please open the 'Actions' menu and select the 'Update' option.				
Description	ID	Status	Created on	Days elapsed
Referral for Ausgrid	Ref-1026	Decision provided	21/09/2020 3:59 PM	Not applicable

46. **Select** the Referral case details tab to view the Agencies response.



Note: Documents uploaded by the Agency will be available on the Documents tab.

47. **Select** Active Work and **open** the subdivision certificate application to return to the Referral summary.

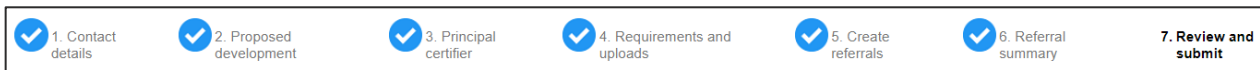
Note: Once all referrals are complete you may submit the application to the nominated Principal Certifier.

Submit Application

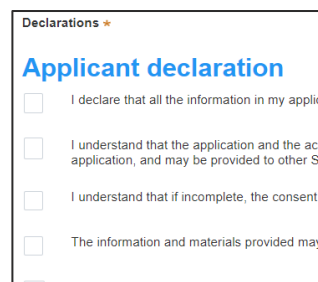
48. **Click** Save and continue.



Note: The application may only progress if all referrals are complete. The next screen is where you may review your application before submitting to the nominated Principal Certifier.



49. After reviewing all information provided on the application, **complete** the declaration at the bottom of the screen.



50. Click Submit.

Submit

End of steps

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions>; and / or
- Contact ServiceNSW on 1300 305 695.