Subdivision Certificate - Certifier



To complete an assessment, you must first locate and access the application.

How to complete an assessment

Select Certificate WB to view all the 1. unassigned cases.

✓ Unassigned Tasks	
DA Council WB	3
Complying Development Certificate (CDC)	1
Certificate WB	12

Note: When an application is submitted to a Private Certifier for review, it can be actioned under the Unassigned Tasks list, until it is assigned to a member of staff.

2. Display the application by clicking on the application Reference Number.

▼ Reference Num	ber 🔻 Site Address
CFT-525	1 JOHN STREET ASHFIELD 2131

Enter the lapse date of the consent *

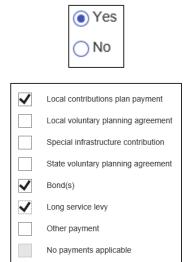
24/07/2019

3. Enter the lapse date of the consent.

4.

complied with.

- Provide a response to whether the relevant conditions of consent have been
- Indicate which relevant payments have 5. been made.



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6. Click Submit.

Issue Subdivision Certificate / Determination

- 1. From the dashboard, use the search/filter option to locate the case, then **click** on the CFT Reference Number to access the application.
- 2. Indicate if the certificate has been Approved or Refused. If Refused enter a comment. If Approved continue to the next step.
- **3. Selecting** the checkboxes adjacent to the declaration questions.

4. Enter the certifier's full name, BPB accreditation number and Determination date.

- 5. Upload the required documentation by selecting the Upload button.
- 6. Click Submit.

NSW Departmen	t of Planning,	Industry and	Environment	August 2019	v1.0 2
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Declarations _*					
✓	I confirm that I do not have a conflict of interest in determining this application				
✓	I confirm that all relevant fees and charges have been paid				
I confirm that the proposed development has been granted consent					
I confirm that I have the appropriate accreditation to issue this certificate					
	Certifier's full name *				
	BPB accreditation number *				
	Determination date *				



The certificate has been: 🖈
Approved
Refused

TReference Number T Site Address



S<u>u</u>bmit

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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.

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