

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

## How to complete an assessment

1. Select Certificate WB to view all the 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 Number	Site Address
CFT-525	1 JOHN STREET ASHFIELD 2131

3. **Enter** the lapse date of the consent.

Enter the lapse date of the consent \*

24/07/2019

4. **Provide** a response to whether the relevant conditions of consent have been complied with.

☒ Yes

☐ No

5. **Indicate** which relevant payments have been made.

<input checked="" type="checkbox"/>	Local contributions plan payment
<input type="checkbox"/>	Local voluntary planning agreement
<input type="checkbox"/>	Special infrastructure contribution
<input type="checkbox"/>	State voluntary planning agreement
<input checked="" type="checkbox"/>	Bond(s)
<input checked="" type="checkbox"/>	Long service levy
<input type="checkbox"/>	Other payment
<input type="checkbox"/>	No payments applicable

6. Click Submit.

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.

▼ Reference Number	▼ Site Address
CFT-525	1 JOHN STREET ASHFIELD 2131

2. Indicate if the certificate has been Approved or Refused. If Refused **enter** a comment. If Approved continue to the next step.

The certificate has been: ★  
☐ Approved  
☐ Refused

3. **Selecting** the checkboxes adjacent to the declaration questions.

### 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

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

Certifier's full name★
<input type="text"/>
BPB accreditation number★
<input type="text"/>
Determination date★
<input type="text"/>

5. **Upload** the required documentation by selecting the Upload button.

Upload

6. Click Submit.

Submit

### 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.