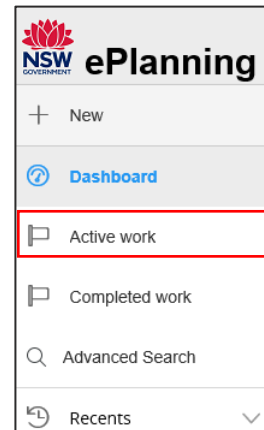


To initiate and complete a site inspection, you must first locate and access the application.

## How to locate an application

1. **Select** Active work and filter/search the dashboard to locate the related Subdivision Certificate application.



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

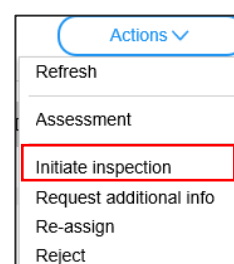


**Note:** It is recommended to click on Save & continue to ensure the case is saved prior to initiating a site inspection.

3. Press Save & Continue prior to creating/initiating the site inspection case.

## How to initiate a site inspection

1. **Select** Initiate inspection from the Actions drop-down menu in the top right-hand corner of the screen.



# Initiate and Complete a Site Inspection

Subdivision Certificate - Certifier



2. **Select** the inspection type and enter a description of the inspection.

**Inspection type \***

Finalisation of works (all works completed)

Other inspection

Enter description of the inspection

3. **Click** Submit.



**Note:** A new related case will be created against the application to record the details of the inspection. You must complete the inspection before you can continue the assessment in the system.

## How to complete a site inspection

4. To access the inspection case created, **select** the Related Cases tab and click on the case reference number (INSP-XX).

Certificate details	Documents	<b>Related Cases</b>
<b>ID</b>	<b>Status</b>	
INSP-186	New	

5. **Select** Perform inspection from the Actions drop-down menu in the top right-hand corner of the screen.

Actions ▾

Refresh

Perform inspection

6. **Enter** the date the inspection was completed.

**Date the inspection was completed \***

# Initiate and Complete a Site Inspection

Subdivision Certificate - Certifier



7. **Select** the result of the inspection.

Result of the inspection ★

Works are satisfactory

Work has minor defects but is satisfactory

Works are not satisfactory

8. **Enter** comments in the available field (if required).

Enter comments

9. **Click** Upload and:

- a. Select file (s) or drag and drop
- b. Select inspection images from the category dropdown
- c. Click attach.

Attach Documents

Drag and drop files here

or

[Select files](#)

[Cancel](#) [Attach](#)

10. **Click** Submit.

[Submit](#)

11. **Select** Complete inspection from the Actions drop-down menu in the top right corner of the screen.

Actions ▾

Refresh

Complete Inspection

12. Indicate if an inspection Result Sheet will be issued by **selecting** the Yes / No radio button.

Issue an Inspection Result Sheet? ★

Yes

No

# Initiate and Complete a Site Inspection

Subdivision Certificate - Certifier



13. Complete the declaration.

**Declarations\***

I confirm that I have inspected the site subject of this application.

14. **Click** Upload Inspection Result and;

- a. Select file (s) or drag and drop
- b. Select the appropriate document categories from the Category dropdown
- c. Click Attach.

15. Indicate if further inspection is required by **selecting** the Yes / No radio button.

**Is further inspection required ? \***

Yes

No

16. **Click** Submit.

**Submit**

**Note:** The Inspection case will be determined, and you may navigate back to the related Subdivision Certificate application to continue your assessment.

**If you need to go back to the inspection case, click the CFT Reference Number at the top left of the screen.**

## 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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