

Review, Accept and Return an Application

Subdivision Certificate - Certifier



To view Subdivision Certificate applications submitted via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the QRG *How to Register for an Account*.

How to review a Subdivision Certificate Application

1. From your dashboard, click **Certificate WB** under Unassigned Tasks.

Unassigned Tasks	
DA Council WB	0
Complying Development Certificate (CDC)	9
Certificate WB	18
Assigned Tasks	
PC Private Certifier	5
PC Private Certifier	20
SA Steve Alexa	1
VP Varun Paramala	3

Note: An application it can be actioned under the Unassigned Tasks list or can be assigned to a member of staff.

2. From the Certificate WB dashboard, **click** the application Reference Number (CFT-XXX).

Dashboard				
Certificate WB				
Performance	Days Lapsed	Submitted Date	Reference Number	Site Address
		10/07/19	CFT-526	1 BINYA PLACE COMO 2228
		9/07/19	CFT-492	69 PENRITH AVENUE WHEELER HEIGHTS 2097

3. **Scroll** down the page to review the Certificate details.
4. **Click** the Documents tab to view the associated documentation provided.

Certificate details	Documents	Related Cases	Action summary
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Certificate type

Select the certificate action you would like to apply for
Occupation certificate

Select the type of certificate you wish to apply for
Certificate for the full development

Note: If you require additional information from the Applicant to assess the application, you can request additional information using the 'Actions' button at the top right of the screen.

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Note: We encourage you to discuss payment and associated terms and conditions with the Applicant, and to receive payment prior to lodgement.

How to accept an application

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

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

2. **Click** the Accept application radio button.

What is the outcome of your review? *

☒ Accept the application and continue assessment

☐ Return application

Note - To request additional information, please use the 'Actions' button

3. **Enter** a note under Additional certifier comments.

Additional certifier comments

4. **Enter** the Certifier's Reference number.

Certifier's reference number *

5. Indicate whether the applicant has paid the certificate fees by **selecting** the Yes / No radio button.

Has the applicant paid the certificate application fees? *

☒ Yes

☐ No

6. **Enter** the date the application was lodged into the certifier's system.

Enter the date the application was lodged into the certifier's system *

08/07/2019

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7. **Enter** the Consent authority name.

Consent authority name *
<input type="text"/>

8. **Enter** the Consent authority email.

Consent authority contact email *
<input type="text"/>

9. **Click** Submit.

Submit

How to return an application

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

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

2. **Click** the Return application radio button.

What is the outcome of your review? *
<input type="radio"/> Accept the application and continue assessment
<input type="radio"/> Return application
Note - To request additional information, please use the 'Actions' button

3. **Enter** a note under Additional certifier comments.

Additional certifier comments
<input type="text"/>

4. **Enter** the Certifier's Reference number.

Certifier's reference number *
<input type="text"/>

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5. Indicate whether the applicant has paid the certificate fees by **selecting** the Yes / No radio button.

Has the applicant paid the certificate application fees? *

- ☐ Yes
☐ No

6. **Enter** the date the application was lodged into the certifier's system.

Enter the date the application was lodged into the certifier's system *

08/07/2019

7. **Click** Submit.

Submit

Note: The Applicant will be notified that the application has been rejected. If you need to view this application in the future, it will be in the Completed Work view of your dashboard.

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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