



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

 From your dashboard, click Certificate WB under Unassigned Tasks.



**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).



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



**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.





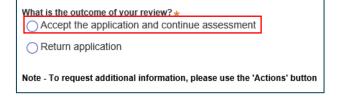
**Note**: We encourage you to discuss payment and associated terms and conditions with the Applicant, and to receive payment prior to lodgement.

#### How to accept an application

 Display the application by clicking on the application Reference Number.



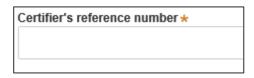
2. Click the Accept application radio button.



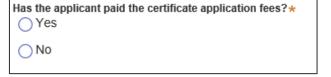
Enter a note under Additional certifier comments.



4. Enter the Certifier's Reference number.



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



**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.	Enter the Consent authority name.	Consent authority name ★		
8.	Enter the Consent authority email.	Consent authority contact email ★		
9.	Click Submit.	S <u>u</u> bmit		
How to return an application				
1.	Display the application by <b>clicking</b> 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? * 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 <b>selecting</b> the Yes / No radio button.	Has the applicant paid the certificate application fees?★  Yes  No
6.	<b>Enter</b> 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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