

# Applying for a Subdivision Works Certificate

## Applicant

To apply for a subdivision works certificate application via the NSW Planning Portal, you will need a NSW Planning Portal account.

There are two different methods you can use to apply via the Planning Portal:-

- Via an online development (DA), or
- A stand-alone application via the menu options.

Follow the instructions below for your required method.

## Initiating an application

1. Log in to the NSW Planning Portal and;
  - For a stand-alone application **select** New, then select Post Consent Certificate (CC, OC, SC, PCA, SWC) from the menu.

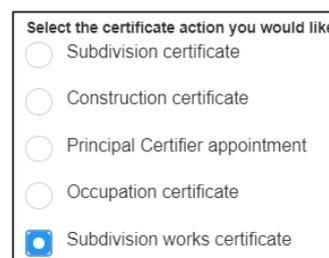


- **Locate** and **open** the DA or CDC application and **select** Request related application, then Request Certificate.



**Note:** You can request a certificate when the DA is submitted to or determined by the certifying authority but it will not be approved until the related DA is first approved.

2. **Select** Subdivision works certificate from the Certificate type.



A screenshot of a form titled 'Select the certificate action you would like'. It contains five radio button options: Subdivision certificate, Construction certificate, Principal Certifier appointment, Occupation certificate, and Subdivision works certificate (which is selected with a blue square).

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3. **Indicate** if the application is for a modification of a current subdivision works certificate.

Is the application for modification of a current subdivision works certificate?

Yes

No

4. The information under the Related approval section will be automatically populated from the information submitted on the DA or CDC.

**Related approval**

Which approval type is this certificate in relation to? Development Application consent (DA)

Which approval type is this certificate in relation to? Development Application consent (DA)

Please enter DA number of the approval which is related to this certificate application (please include the DA prefix) DA7777

Was the DA applied for via the NSW Planning Portal?  
Yes

Please provide portal application number (PAN)   
PAN-881

Has the DA been determined?  
Yes

5. **Indicate** if a relevant subdivision works certificate was applied for on the NSW Planning Portal. If Yes is selected, enter the certificate reference number.

Was a relevant subdivision works certificate applied for via the NSW Planning Portal?

Yes

No

Not applicable

Please provide subdivision works certificate reference number \*

6. **Indicate** if the subdivision works certificate has been determined. If Yes is selected, enter the date the subdivision works certificate was issued.

Has the SWC been determined? \*

Yes

No

Please enter the date the subdivision works certificate was issued \*

7. **Enter** the relevant street address or lot/section number/plan for the SC application.

Once the address has been located by the system, **click** on the Primary address box.

Enter address

Enter Lot/Section Number/Plan

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input checked="" type="checkbox"/>

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**Note:** The planning controls affecting the property can be viewed by clicking on the arrow toward the bottom of the screen.

### Planning controls affecting property

2 BELMONT STREET SUTHERLAND 2232

#### Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio (n:1)	0.55:1
Minimum Lot Size	550 m <sup>2</sup>
Heritage	NA
Local Provisions	Minimum Landscape Area

8. Click Next.



## Entering Contact Details

A majority of the information may have been prepopulated from the consent application if associated but you will be required to review and update where necessary.

9. **Review** the applicant details and ensure the information is correct. You can update or edit this information where necessary.

### Applicant details

Please enter the contact details of the applicant for this application.

Please note that the nominated person/ company is the legal applicant for the application. The applicant must be the property owner or a person with benefit of the consent

Title:

Mr

First given name:  Other given names:  Family name:

applicant  applicant

Contact number:  Email:

0404040404 newda@yopmail.com

Address:

2 BELMONT STREET SUTHERLAND 2232

10. Indicate if the applicant is a company by **selecting** Yes or No.

Is the applicant a company? \*

Yes

No

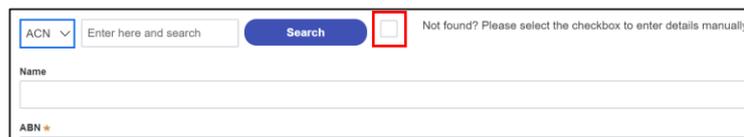
If you answered Yes

- **Search** for the company by **choosing** an operator, ACN, ABN, or Name
- **Enter** the search term in the search field
- **Click** the search icon
- **Select** a result from the list provided

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**Note:** If you cannot locate an appropriate result you can select the checkbox to enter the details manually.



ACN ▾ Enter here and search Search  Not found? Please select the checkbox to enter details manually.

Name

ABN \*

### 11. Identify the owners of the development site.

- If you are the sole owner of the site, you will not need to provide additional information.
- If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by **clicking** the Add Owner button
- If you are not one of the owners, you will be required to populate the contact information for all other owners. You can add as many additional owners as required by **clicking** Add Owner
- If an organisation owns the development site, you will be required to provide the company name and ABN.

Who owns the development site? \*

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them

There are one or more owners of the development site and I am NOT one of them

A company, business, government entity or other similar body owns the development site

Who owns the development site? \*

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them

There are one or more owners of the development site and I am NOT one of them

A company, business, government entity or other similar body owns the development site

Who owns the development site? \*

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them

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A company, business, government entity or other similar body owns the development site

Who owns the development site? \*

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There are one or more owners of the development site and I am NOT one of them

A company, business, government entity or other similar body owns the development site

### 12. Indicate if the Principal Contractor is an individual or company. If company is selected, you may:

- **Search** for the company by **choosing** an operator, ACN, ABN, or Name.
- **Enter** the search term in the search field.
- **Click** the search icon.
- **Select** a result from the list provided.

Select the option that is applicable \*

Individual

A company, business, government entity or other similar body

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13. **Indicate** if Long Service Levy has been paid.

Have you paid the Long Service Levy?

Yes

No

NA

14. **Enter** the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.

**Payer details**  
Fee payment for the assessment, inspection and related costs in issuing this certificate will be made by:

Title \*  
Please Select. v

First given name \* Other given name/s Family name \*

Contact number Email \*

15. **Enter** Developer details if available.

ACN v Enter here and search Search Clear

ABN ACN

Name

16. **Click** Save and continue.

Save and continue

## Capturing proposed development details

17. **Select** the type of SWC proposed.

What's the type of SWC proposed?\*

Stratum

Community title

Torrens

Strata

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18. Select the type of development.

Type of development (Regs. Schedule 1 part 3a, 6ab(e))\*

- Earthworks
- Roadworks
- Road pavement
- Road furnishings

19. Enter a detailed description.

Please provide a detailed description of the development \*

For example: Demolition of existing buildings, construction

20. Enter the cost of development.

Please provide the estimated cost of the development?

\$49,999.99

21. Enter the number of proposed and existing lots.

Number of proposed lots

Number of existing lots

22. Click Save and continue.

Save and continue

## Selecting the Principal Certifier

23. Enter the certifier organisation name and select an applicable result from the dropdown list.

Principal Certifier

Enter the name of the nominated Principal Certifier/ Accredited Certifier of your choice \*

**Note:** Principal certifiers who are using the Post Consent Certificate service can be located for selection. If you cannot locate the organisation you are looking for, discuss this with the principal certifier.

24. Click Save and continue.



## Uploading documentation

Certain required documents will be defined based on the information entered on your application however this may not include all of the documentation you must provide as part of your application submission. Your Principal Certifier will be able to provide further guidance on the documents you must provide to support your application.

25. To upload file(s), click Upload and Select file(s) or drag and drop your file(s). Categorise the file type(s) before clicking Attach.



26. Click Save and continue.



## Reviewing and Submitting an Application

27. After reviewing all information provided on the application, complete the declaration at the bottom of the screen.



28. Click Submit.



End of steps

## 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.