

To apply for a subdivision 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 online complying development certificate (CDC) application, or
- A stand-alone application (consent-application is outside the Portal).

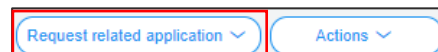
Follow the instructions below for your required method.

Initiating an application

1. Log in to the NSW Planning Portal and
 - a) For a stand-alone application **select** Post Consent Certificate (CC, OC, SC, PCA) from the New menu top left of the screen, or



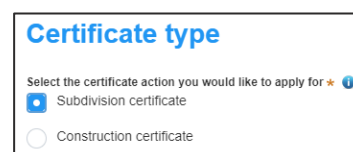
- b) Connect to an existing DA/CDC application, by first locating and opening the existing DA/CDC, then **select** Request related application.



Click on Request Certificate.

Note: When submitting a related Portal application it links the DA or CDC and relevant information entered on the DA or CDC will auto-populate to this application so you may not have to complete some of the following steps but rather, you can review the information.

2. **Select** the certificate type Subdivision certificate.



Applying for a Subdivision Certificate

Applicant

3. **Select** if the application is for the full development or part of the development.

Select the type of certificate you wish to apply for *

Certificate for the full development

Certificate for part of the development

4. **Enter** the related approval information.
E.g. If this application is in relation to a DA, then enter the relevant DA information.

Which approval type is this certificate in relation to? *

Development Application number (DA)

Complying Development Certificate (CDC)

State determined (SSI / SSD)

Please enter the DA number which is related to this certificate application (e.g. DA1)

DA1

Note: if the DA number has not yet been given by the council please enter "0"

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

Yes

Note: If this application was created as a related application, then the related application and site of development information will be displayed.


5. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality.
Repeat as required until all development sites are located.

Select the site of the development .

Enter address OR

Address did not display?

Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / - / DP225304	<input checked="" type="checkbox"/>



Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

Applying for a Subdivision Certificate

Applicant

- 6. Indicate** the primary address of the development. This field is mandatory. You can delete the address by **clicking** on the trash icon.

Street address	LGA	Lot/Section/Plan	Primary address?	
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input type="checkbox"/>	<input type="checkbox"/>

- 7.** The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address.

Planning controls affecting property

4 DAMEELI AVENUE KIRRAWEE 2232

Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

- 8. Click Next.**

Next

Capturing contact details

When an application is linked to an online DA or CDC, the majority of the information is prepopulated from the consent application. You will be required to review and update where necessary.

- 9. Review** the applicant details and ensure the information is correct or enter as required;

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

First given name Other given name's Family name

Contact number Email

Address

- 10. Indicate** if you are applying on behalf of a company.

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.

Is the applicant a company? *

Yes

No

ACN Enter here and search

Company name

ABN ACN

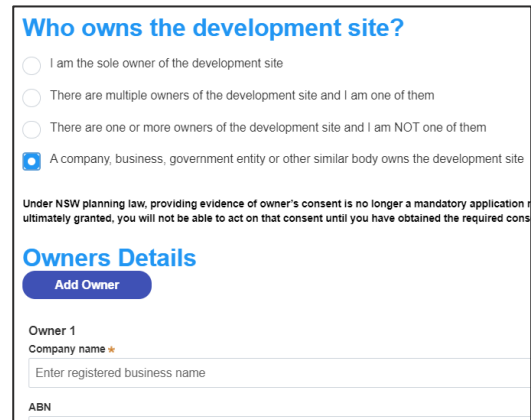
Trading name

11. Identify the owners of the development site.

If there are multiple owners, **select** the appropriate button and **click** 'Add Owner'.

If you are not one of the owners, you will be required to populate the contact information for all owners. You can add as many additional owners as required by **clicking** Add Owner.

If a company or business owns the development site, **enter** 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

Under NSW planning law, providing evidence of owner's consent is no longer a mandatory application requirement. If consent is ultimately granted, you will not be able to act on that consent until you have obtained the required consent from all owners.

Owners Details

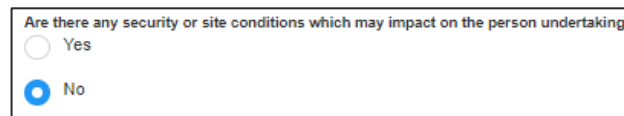
[Add Owner](#)

Owner 1

Company name *

ABN

12. Indicate if there are any security or site conditions that may impact the person undertaking the inspection. If yes, you will be prompted to enter a comment.

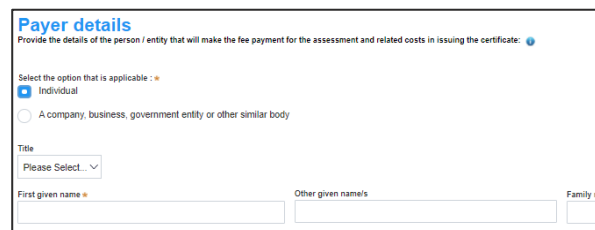


Are there any security or site conditions which may impact on the person undertaking the inspection?

Yes

No

13. Identify if the payer is an individual or company/business/government entity etc and **enter** the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.



Payer details

Provide the details of the person / entity that will make the fee payment for the assessment and related costs in issuing the certificate: *

Select the option that is applicable: *

Individual

A company, business, government entity or other similar body

Title

Please Select... ▾

First given name *

Other given name/s

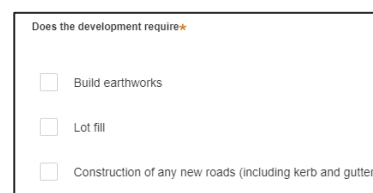
Family name

14. Click Save and continue.

[Save and continue](#)

Capturing proposed development details

15. Identify the development requirements.



Does the development require? *

Build earthworks

Lot fill

Construction of any new roads (including kerb and gutter)

Applying for a Subdivision Certificate



Applicant

16. Indicate the type of subdivision proposed by **clicking** on one or more options from the list provided.

Please indicate the type of subdivision proposed*

Strata Title [What is this?](#)

Community Title [What is this?](#)

Terrace Title [What is this?](#)

17. **Indicate** whether the subdivision is subject of an order of the Land and Environment Court under section 40 of the *Land and Environment Court Act 1979*.

Is the subdivision the subject of an order of the Land and Environment Court?

Yes

No

18. **Enter** the number of proposed and existing lots.

Number of proposed lots

Number of existing lots

19. **Enter** the pre-allocated plan number if available.

Pre-Allocated Plan Number(PPN)

PP

20. **Click** Save and continue.

Save and continue

Principal certifier selection

21. Begin typing the name of the nominated certifier, then **select** from the list of suggestions.

Principal Certifier

Enter the name of the nominated Principal Certifier / Registered Certifier of your choice*

- SUTHERLAND SHIRE COUNCIL
- James Alexander and Associates Pty Ltd
- Speedy Approvals
- ACE Building Approvals

Note: The details of the selected certifier will appear below the search field.

Principal certifiers who are using the Post Consent Certificate service can be located for selection. If you cannot find the organisation you want, discuss this with the principal certifier.

Company Name	<input type="text"/>	Search
Nominated Principal Certifier details		
Company name	SUTHERLAND SHIRE COUNCIL	
Trading name	SUTHERLAND SHIRE COUNCIL	

22. **Click** Save and continue.

Save and continue

Uploading documentation

There are certain required documents that must be uploaded to your application however there are also additional documents you may need to upload to complete your application. Ensure you satisfy the application requirements of your Principal Certifier.

23. **Click** Upload and select or drag and drop your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

24. **Click** Save and continue.

Save and continue

Creating Referrals

Approvals or other documents issued by various agencies may be required for your application. This process may be done offline using paper forms, however, moving forward, some agencies are using the Planning Portal to facilitate this process.

You can create a referral for your application by following the below steps.

25. Click Add Agency.

Add Agency

Note: A table will be presented below where you are required to add the Agency and referral details.

26. Enter the agency name and select an applicable result from the dropdown list.

To which agency is the activity being referred?

Note: Where an agency cannot be located, you may choose other from the dropdown list and enter the name of the agency manually. Referrals for other agencies will not be sent through the Planning Portal and are required to be completed manually offline.

27. Click the + icon and select a document type from the dropdown list.

Select required documents

No items



28. Enter a reason for the referral.

Reason for referral

Please clearly explain why this referral is being made.

Note: You must explain clearly why the referral is being sent to the nominated agency.

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

Upload

30. Click Save and continue.

Save and continue

Note: The status of your application will change to Pending-Referral. The selected agencies will be notified of the new subdivision certificate referral. An agency may request additional information in order to complete their assessment. You will be notified via email of any actions you need to undertake to complete your application and once the referral is complete.

Referral summary

All referrals that have been created can be monitored on this page. Take note of the status of each referral and the reference ID that has been generated. You will not be able to submit your application to the nominated certifier until all outstanding referrals have been resolved.

If you'd like to update the case's details: please open the 'Actions' menu and select the 'Update' option.

Description	ID	Status	Created on	Days elapsed
Referral for Ausgrid	Ref-1026	In progress	21/09/2020 3:59 PM	1

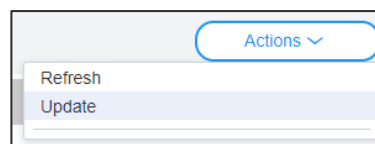
Updating an Application

Your application may be updated at any point until the application has been submitted to your nominated Principal Certifier. You can update your application for the following reasons:

- Change information entered on the application
- Upload new documents
- Create another referral

Updating your application while a referral is still in progress or complete will result in the system re-referring the application to the agencies.

31. Select Update from the Actions dropdown menu.



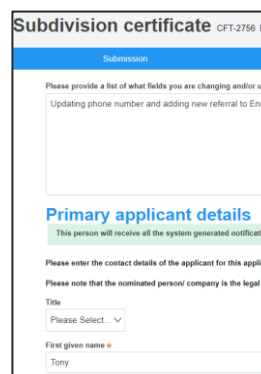
Note: The application will open for editing on the Referral Summary screen.

32. Enter a summary of the changes you are making to your application.

Note: Agencies that have already been sent a referral need to be notified that the subdivision application has changed in some way. This could be a trivial update such as a phone number, or significant like a new subdivision plan document.

The agency may need to take the changes into consideration when making or reviewing their decision.

- 33. Scroll down** the page and make your changes to your application fields (if applicable).



The screenshot shows a web form titled "Subdivision certificate" with a sub-header "Subdivision". Below this, there is a text area for "Please provide a list of what fields you are changing and/or updating" with the example text "Updating phone number and adding new referral to Endo...". The "Primary applicant details" section includes a notification "This person will receive all the system generated notification", a prompt "Please enter the contact details of the applicant for this application", and a note "Please note that the nominated person/company is the legal applicant". The form fields include "Title" (a dropdown menu with "Please Select..." selected), "First given name" (a text input field with "Tony" entered), and "Last name" (a text input field).

- 34.** To add another referral Agency, **click** Add Agency and follow the earlier steps.

Add Agency

Note: You must explain clearly why the referral is being sent to the nominated Agency.

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

Upload

- 36. Click** Save and continue.

Save and continue

Note: The application will be updated and if applicable, re-referrals will be issued to inform agencies with previous referrals that the subdivision application has changed. If a re-referral was issued a Re-Referral details tab will appear on the application.

1. Contact details 2. Proposed development 3. Principal certifier 4. Requirements and uploads 5. Create referrals 6. Referral summary 7. Review and submit						
If you'd like to update the case's details: please open the 'Actions' menu and select the 'Update' option.						
Description	ID	Status	Created on	Days elapsed		
Referral for Ausgrid	Ref-1026	In progress	21/09/2020 3:59 PM	1		
Hunter Water		Other		Offline		
Please be aware you will need to complete referrals offline/manually for any agencies/utilities selected as 'Other'						
Certificate details Documents Related cases Re-Referral details Inspection details Analytics Action summary						
Date/time of change	Description	ID	Previous determination	Fields changed/updated		
22/09/2020 4:02 PM	Referral for Ausgrid	Ref-1026		Updating phone number and adding new referral to E		

Additional Information Requests

Agencies may require further information to assess your application and fulfill your request. If additional information is requested the applicant will be sent an email notification.

To view the additional information request and respond, log in to the NSW Planning Portal and open your subdivision certificate application located in your Active Work.

37. Select the referral ID that's in an Additional information requested status.

Subdivision certificate CFT-2756 Pending-Referral DA23414						
Submission			Assessment			
1. Contact details 2. Proposed development 3. Principal certifier 4. Requirements and uploads 5. Create referrals 6. Referral summary						
If you'd like to update the case's details: please open the 'Actions' menu and select the 'Update' option.						
Description	ID	Status	Created on	Days elapsed		
Referral for Ausgrid	Ref-1026	Additional information requested	21/09/2020 3:59 PM	1		

Note: The referral will open where you will find the additional information request details.

38. Select the Additional Information Summary tab and review the comments entered by the Agency.

Applying for a Subdivision Certificate



Applicant

Case ID	Requested on	Responded on	Request comments	Response comments	Current status
AI-4110	22/09/2020		Please advise if the subdivision plans are current?		In-Progress

Note: Documents that may be supporting the additional information request will be available on the Documents tab.

39. **Click** Respond to send a response to the Agency and complete the additional information request.



40. **Enter** your response comments to the Agency.

Provide Additional Information

Information requested:
Please advise if the subdivision plans are current?

Please provide your response comments *

41. 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.



42. **Click** Submit.



Note: The Agency will be notified of your response to the additional information request.

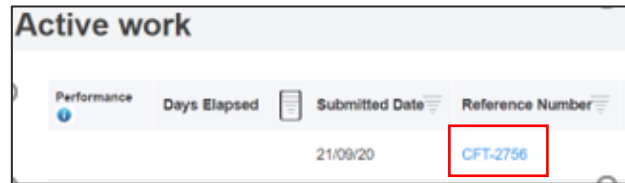
Reviewing an Agency Referral Determination

When an agency has provided a determination for a referral, the applicant will receive an email notification and can log in to the NSW Planning Portal to view the decision and associated documentation.

Applying for a Subdivision Certificate

Applicant

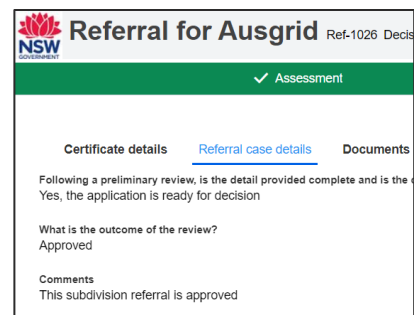
43. **Open** the subdivision certificate application from your Active Work.



44. **Open** the referral that is in a Decision provided status to view the response.



45. **Select** the Referral case details tab to view the Agencies response.



Note: Documents uploaded by the Agency will be available on the Documents tab.

Note: **Select** Active Work and open the subdivision certificate application to return to the Referral summary.

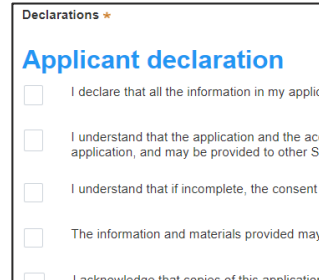
Note: Once all referrals are complete you can submit the application to the nominated Principal Certifier.

46. **Click** Save and continue.

Save and continue

Reviewing and submitting

47. After reviewing all information provided on the application, **complete** the declarations.



Declarations *

Applicant declaration

- I declare that all the information in my application is true and correct.
- I understand that the application and the associated information may be provided to other State Government departments.
- I understand that if incomplete, the consent authority may refuse the application.
- The information and materials provided may be used for other purposes.
- I acknowledge that I am responsible for the accuracy of the information provided.

48. **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.
- View more quick reference guides, FAQs and support resources on our support page at <https://www.planningportal.nsw.gov.au/support/how-guides> and/or contact ServiceNSW on 1300 305 695.