

Applying for a Subdivision Works Certificate

To submit an application for a Subdivision Works certificate 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 existing online consent (DA/CDC), or
- A stand-alone application via the menu options.

Follow the instructions below for your required method.

Please note, when connecting an existing consent application in the NSW Planning Portal, such as a DA or CDC, the majority of information contained on the consent application will prefill the certificate application, saving you time and effort in completing the required information.

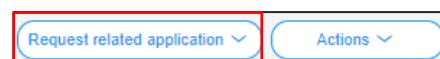
Getting started

1. Log in to the NSW Planning Portal and;

a. For a stand-alone application **select** Post Consent Certificate (CC, OC, SC, PCA, SWC) from the New menu on the top left of the screen, or

b. Connect to an existing DA application, by first Locating the existing DA, opening that application and **selecting** Request related application.

Click on Request Certificate.



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

Post Consent Certificate Applicant



<p>2. Select Subdivision works certificate from the Certificate type.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Select the certificate action you would like</p> <p><input type="radio"/> Subdivision certificate</p> <p><input type="radio"/> Construction certificate</p> <p><input type="radio"/> Principal Certifier appointment</p> <p><input type="radio"/> Occupation certificate</p> <p><input checked="" type="radio"/> Subdivision works certificate</p> </div>
<p>3. Indicate if the application is for a new application or the modification to an existing subdivision works certificate.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>What type of subdivision works certificate are you seeking? *</p> <p><input type="radio"/> New application</p> <p><input type="radio"/> Modification to an existing SWC</p> </div>
<p>4. Enter the related approval information. E.g. If this application is in relation to a DA, then enter the relevant DA information.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Related approval</p> <p>Which approval type is this certificate in relation to? *</p> <p><input checked="" type="radio"/> Development Application number (DA)</p> <p><input type="radio"/> State determined (SSI / SSD)</p> <p>Please enter the DA number which is related to this certificate</p> <p><input type="text"/></p> <p>Note: if the DA number has not yet been given by the council</p> <p>Was the DA applied for via the NSW Planning Portal? *</p> <p><input type="radio"/> Yes</p> </div>

Note: If this application was created as a related application, then the related application 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

e.g. 66 Harrington Street, Sydney NSW 2000

OR

Enter Lot/Section Number/Plan

e.g. 4/-/DP1044304

Address did not display?

Street address	LGA	Lot/Section/Plan	Primary address?	
21 GREEN STREET CRONULLA 2230	SUTHERLAND SHIRE	1/-/DP455360 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		2/-/DP455360 <input checked="" type="checkbox"/>	<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.

Post Consent Certificate Applicant



<p>6. Indicate the primary address and relevant lot(s) of the development. These fields are mandatory.</p> <p>You can delete the address by clicking on the trash icon.</p>	
<p>7. The Planning controls affecting the property can be viewed by clicking on the arrow next to the site address.</p>	
<p>Note: If this application is created using the related application option from a DA or CDC, then the related approval information will be displayed and the address field will be pre-populated.</p>	
<p>8. Click Next.</p>	

Entering 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.

<p>9. Review the applicant details and ensure the information is correct or enter as required.</p>	
<p>10. Indicate if you are applying on behalf of a company.</p> <p>If you answered Yes,</p> <ol style="list-style-type: none"> 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. 	

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 if ultimately granted, you will not be able to act on that consent until you have obtained the required consents.

Owners Details

Add Owner

Owner 1

Company name *

ABN

Note: If you are the sole owner of the site, you will not need to provide additional information.

12. Indicate who will be carrying out the construction works.

Who will be doing the building work? *

Licensed Builder
 Owner Builder
 Not determined at this time (This information will be required prior to work commencing)

Note: If the builder or principal contractor is yet to be determined, skip the next step.

13. Indicate if the Builder or Principal Contractor details are for an individual or company, business, government entity and **enter** the relevant information.

Builder details or Principal Contractor

Select the option that is applicable *

Individual
 A Company, Business, Government entity or other similar body.

ACN Not found? Please select the checkbox

Name

ABN

14. Indicate whether the Long Service Levy has been paid.

Have you paid the Long Service Levy?

Yes
 No
 NA

15. 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: *

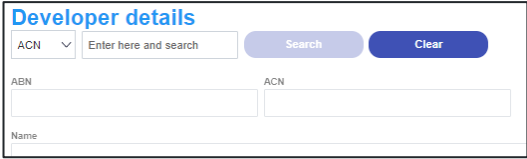

Select the option that is applicable :

Individual
 A company, business, government entity or other similar body

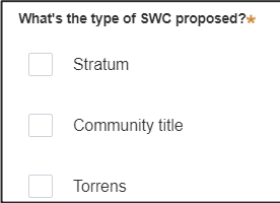

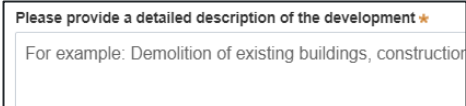
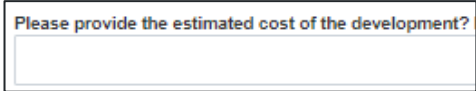
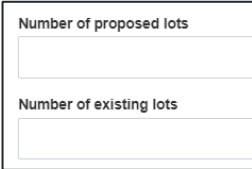

Title

Please Select...

First given name * Other given name/s Family name




<p>16. Search to enter the developer details.</p>	
<p>17. Click Save and continue.</p>	

Capturing Proposed development details

<p>18. Select the type of SWC proposed.</p>	
<p>19. Select the type of development.</p>	
<p>20. Enter a detailed description of the development.</p>	
<p>21. Enter the cost of development.</p>	
<p>22. Enter the number of proposed and existing lots.</p>	
<p>23. Click Save and continue.</p>	

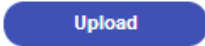

Principal Certifier selection

You can search for the Principal Certifier by Company name, Trading name, ABN or ACN.

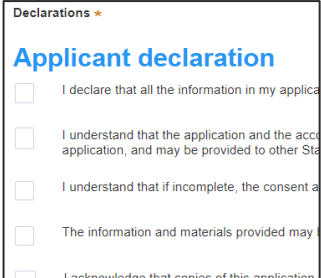
<p>24. Begin typing the council / accredited certifier name, then select from the list of suggestions.</p>	 <p>The screenshot shows a search box titled "Council/Accredited Certifier" with the instruction "Enter the name of the nominated Council/Accredited Certifier of your choice." Below the search box, a list of suggestions is displayed: SUTHERLAND SHIRE COUNCIL, James Alexander and Associates Pty Ltd, Speedy Approvals, and ACE Building Approvals.</p>
<p>Note: The details of the selected certifier will appear below the search field.</p> <p>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.</p>	 <p>The screenshot shows a search interface with a "Company Name" dropdown and a "Search" button. Below the search results, the "Nominated Principal Certifier details" are displayed: Company name: SUTHERLAND SHIRE COUNCIL, and Trading name: SUTHERLAND SHIRE COUNCIL.</p>
<p>25. Click Save and continue.</p>	

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.

<p>26. Click Select file(s) or drag and drop your file(s). Categorise the file type(s) before clicking Attach.</p>	
<p>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.</p>	
<p>27. Click Save and continue.</p>	

Reviewing and submitting

<p>28. After reviewing all the information provided on the application, complete the applicant declaration.</p>	 <p>The screenshot shows a "Declarations" section titled "Applicant declaration" with four checkboxes and their corresponding text: "I declare that all the information in my application is true and correct", "I understand that the application and the associated documents may be provided to other State Government agencies", "I understand that if incomplete, the consent application may be refused", and "The information and materials provided may be used for other purposes".</p>
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29. Click Submit.

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/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.