

# Applying for a Subdivision Certificate


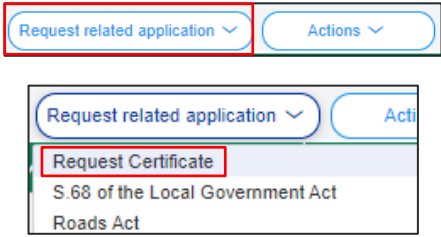
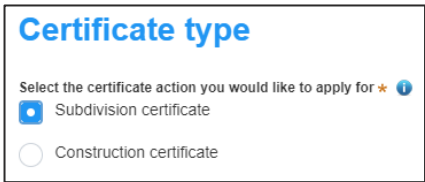
To apply for a subdivision certificate application via the NSW Planning Portal, you will need a NSW Planning Portal account.

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.

## Getting started

<p>1. Log in to the NSW Planning Portal and;</p> <p>a. For a stand-alone application <b>select</b> Post Consent Certificate (CC, OC, SC, PCA, SWC) from the New menu on the top left of the screen, or</p> <p>b. Connect to an existing DA application, by first Locating the existing DA, opening that application and <b>selecting</b> Request related application.</p> <p><b>Click</b> on Request Certificate.</p>	 
<p><b>Note:</b> 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.</p>	
<p>2. <b>Select</b> the certificate type Subdivision certificate.</p>	

# Post Consent Certificate Applicant



<p><b>3. Select</b> if the application is for the full development or part of the development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Select the type of certificate you wish to apply for*</p> <p><input checked="" type="radio"/> Certificate for the full development</p> <p><input type="radio"/> Certificate for part of the development</p> </div>
<p><b>4. Enter</b> 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>Which approval type is this certificate in relation to? *</p> <p><input checked="" type="radio"/> Development Application number (DA)</p> <p><input type="radio"/> Complying Development Certificate (CDC)</p> <p><input type="radio"/> State determined (SSI / SSD)</p> <p>Please enter the DA number which is related to this certificate application (e.g. DA1)</p> <p>DA1</p> <p>Note: if the DA number has not yet been given by the council please enter " "</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"/>	

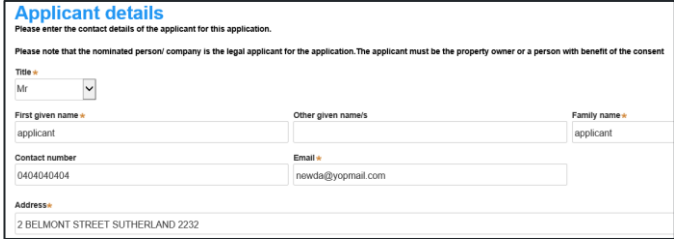
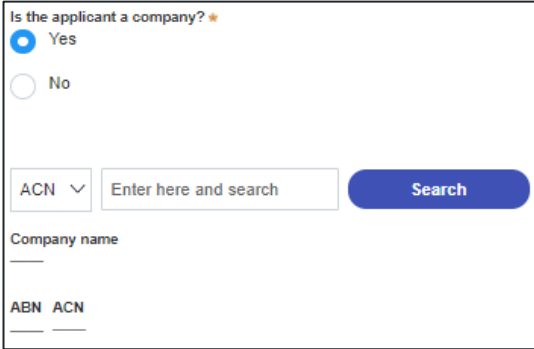
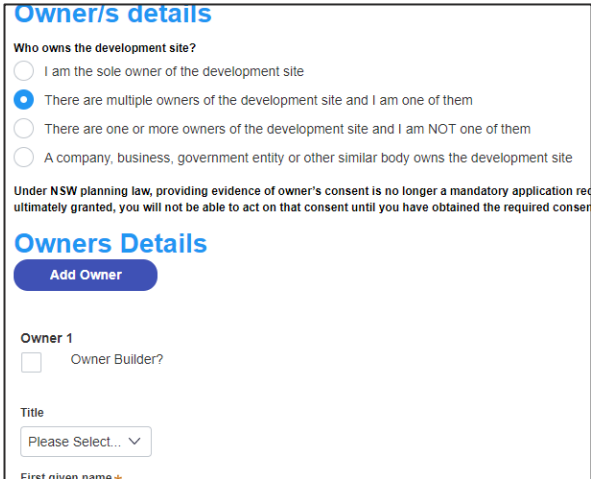
**Note:** When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

<p><b>6. Indicate</b> the primary address and relevant lot(s) of the development. These fields are mandatory.</p> <p>You can delete the address by <b>clicking</b> on the trash icon.</p>	<div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Street address</th> <th style="width: 15%;">LGA</th> <th style="width: 20%;">Lot/Section/Plan</th> <th style="width: 10%;">Primary address?</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td>21 GREEN STREET CRONULLA 2230</td> <td>SUTHERLAND SHIRE</td> <td>1/-/DP455360 <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td rowspan="2"> </td> </tr> <tr> <td></td> <td></td> <td>2/-/DP455360 <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div>	Street address	LGA	Lot/Section/Plan	Primary address?		21 GREEN STREET CRONULLA 2230	SUTHERLAND SHIRE	1/-/DP455360 <input type="checkbox"/>	<input type="checkbox"/>				2/-/DP455360 <input type="checkbox"/>	<input type="checkbox"/>
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		2/-/DP455360 <input type="checkbox"/>	<input type="checkbox"/>												

<p>7. The Planning controls affecting the property can be viewed by <b>clicking</b> on the arrow next to the site address.</p>	
<p>8. Click Next.</p>	

## 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.

<p>9. <b>Review</b> the applicant details and ensure the information is correct or enter as required.</p>	
<p>10. <b>Indicate</b> if you are applying on behalf of a company.</p> <p>If you answered Yes,</p> <ol style="list-style-type: none"> <li>Search for the company by choosing an operator, ACN, ABN, or Name</li> <li>Enter the search term in the search field</li> <li>Click the search icon</li> <li>Select a result from the list provided.</li> </ol>	
<p>11. <b>Identify</b> the owners of the development site.</p> <p>If there are multiple owners, <b>select</b> the appropriate button and <b>click</b> 'Add Owner'.</p> <p>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 <b>clicking</b> Add Owner.</p> <p>If a company or business owns the development site, <b>enter</b> the company name and ABN.</p>	

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

<p><b>12. Indicate</b> 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.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Site access</b></p> <p>Are there any security or site conditions which may impact the person undertaking the inspection? For</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p><b>13. Identify</b> if the payer is an individual or company/business/government entity etc and <b>enter</b> the relevant payer details for fees payable for assessment, inspection, and related costs in issuing this certificate.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Payer details</b></p> <p>Provide the details of the person / entity that will make the fee payment for the assessment and related costs in issuing the certificate: <a href="#">?</a></p> <p>Select the option that is applicable : *</p> <p><input checked="" type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p> <p>Title</p> <p>Please Select... <input type="text"/></p> <p>First given name * <input type="text"/> Other given name/s <input type="text"/> Family name <input type="text"/></p> </div>
<p><b>14. Click</b> Save and continue.</p>	<div style="text-align: center; margin-top: 20px;"> <div style="background-color: #4a7ebb; color: white; padding: 10px 20px; border-radius: 15px; display: inline-block;">Save and continue</div> </div>

## Capturing Proposed development details

<p><b>15. Identify</b> the development requirements.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Does the development require*</p> <p><input type="checkbox"/> Build earthworks</p> <p><input type="checkbox"/> Lot fill</p> <p><input type="checkbox"/> Construction of any new roads (including kerb and gutter)</p> </div>
<p><b>16. Indicate</b> the type of subdivision proposed by <b>clicking</b> on one or more options from the list provided.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Please indicate the type of subdivision proposed*</p> <p><input type="checkbox"/> Strata Title <a href="#">What is this?</a></p> <p><input type="checkbox"/> Community Title <a href="#">What is this?</a></p> <p><input type="checkbox"/> Terraced Title <a href="#">What is this?</a></p> </div>
<p><b>17. Indicate</b> whether the subdivision is subject of an order of the Land and Environment Court under section 40 of the <i>Land and Environment Court Act 1979</i>.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is the subdivision the subject of an order of the Land and Environment Court?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> </div>
<p><b>18. Enter</b> the number of proposed and existing lots.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Number of proposed lots</p> <input style="width: 100%;" type="text"/> <p>Number of existing lots</p> <input style="width: 100%;" type="text"/> </div>

<p>19. Enter the pre-allocated plan number if available.</p>	<div data-bbox="948 264 1257 365"> <p>Pre-Allocated Plan Number(PPN)</p> <p>PP <input type="text"/></p> </div>
<p>20. Click Save and continue.</p>	<div data-bbox="995 409 1209 454"> <p>Save and continue</p> </div>

## Principal Certifier selection

<p>21. Begin typing the council / accredited certifier name, then <b>select</b> from the list of suggestions.</p>	<div data-bbox="863 611 1342 880"> <p><b>Council/Accredited Certifier</b></p> <p>Enter the name of the nominated Council/Accredited Certifier of your choice. *</p> <p><input type="text" value="S"/></p> <ul style="list-style-type: none"> <li>SUTHERLAND SHIRE COUNCIL</li> <li>James Alexander and Associates Pty Ltd</li> <li>Speedy Approvals</li> <li>ACE Building Approvals</li> </ul> </div>
<p><b>Note:</b> 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>	<div data-bbox="871 925 1334 1111"> <p>Company Name <input type="text"/> <input type="button" value="Search"/></p> <p><b>Nominated Principal Certifier details</b></p> <p>Company name SUTHERLAND SHIRE COUNCIL</p> <p>Trading name SUTHERLAND SHIRE COUNCIL</p> </div>
<p>22. Click Save and continue.</p>	<div data-bbox="995 1238 1209 1283"> <p>Save and continue</p> </div>

## Uploading documentation

<p>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>	
<p>23. Click Select file(s) or <b>drag and drop</b> your file(s). Categorise the file type(s) before clicking Attach.</p>	<div data-bbox="995 1597 1201 1641"> <p>Upload</p> </div>
<p><b>Note:</b> 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>24. Click Save and continue.</p>	<div data-bbox="995 1843 1209 1888"> <p>Save and continue</p> </div>

## 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

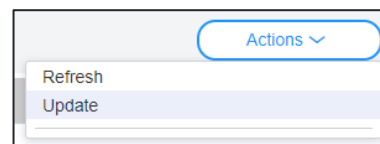
## Updating an application

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.



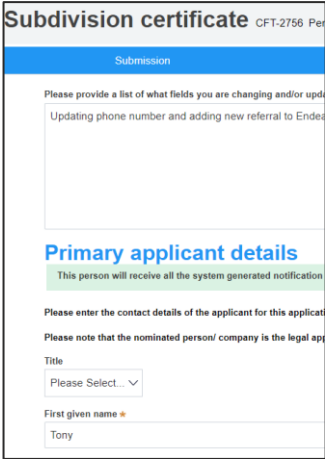
**Note:** The application will open for editing on the Referral Summary screen.

**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).



**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.

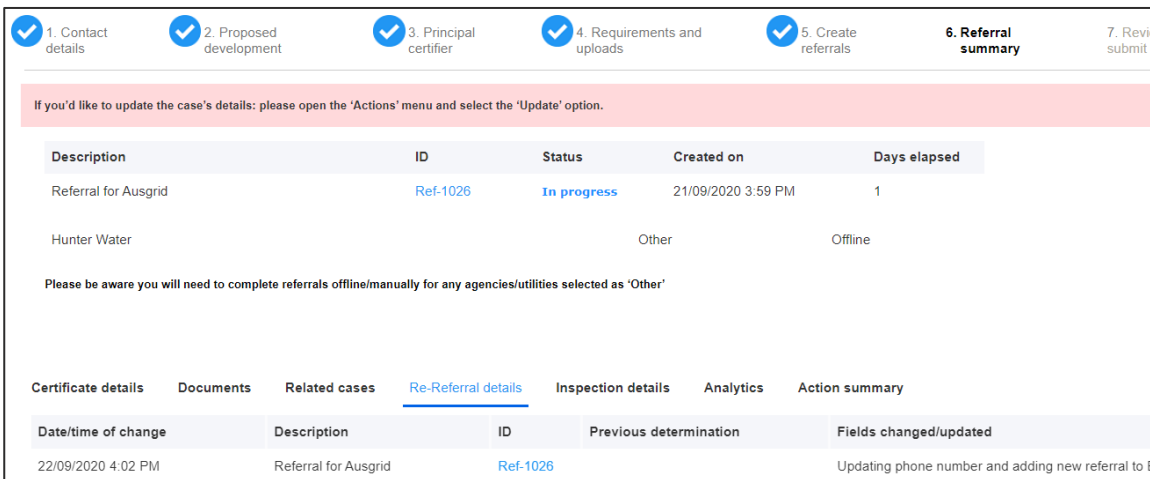
**35. To upload further file(s), click Upload** and **select** file(s) or **drag and drop** your file(s). Categorise the file type(s) before clicking Attach.

**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.



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	<a href="#">Ref-1026</a>	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	<a href="#">Ref-1026</a>		Updating phone number and adding new referral to E

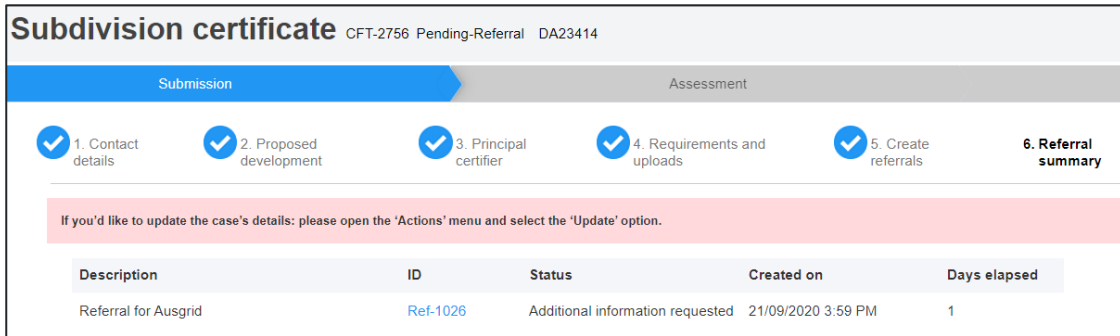


## Additional information requests

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

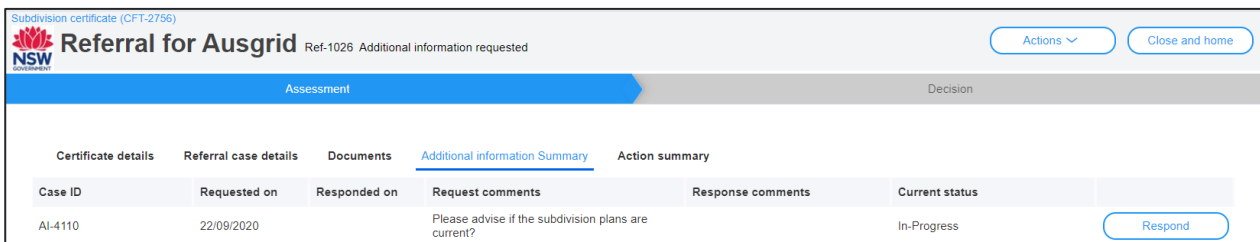
1. Contact details 2. Proposed development 3. Principal certifier 4. Requirements and uploads 5. Create referrals 6. Referral summary

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.**



Subdivision certificate (CFT-2756) **Referral for Ausgrid** Ref-1026 Additional information requested

Actions Close and home

Assessment Decision

Certificate details Referral case details Documents **Additional information Summary** Action summary

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

Respond

**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**

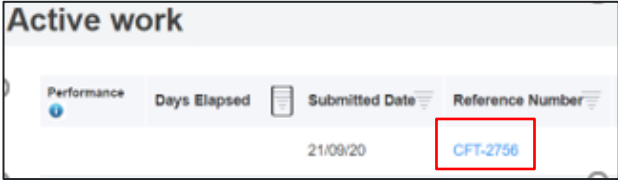

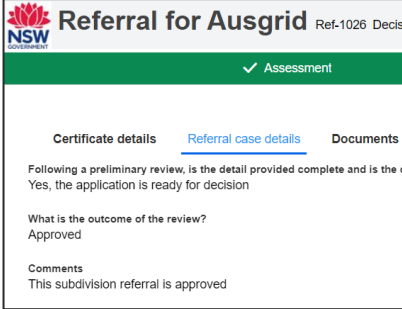
Information requested:  
Please advise if the subdivision plans are current?

Please provide your response comments \*

<p>41. To upload further file(s), <b>click</b> Upload and <b>select</b> file(s) or <b>drag and drop</b> your file(s). Categorise the file type(s) before <b>clicking</b> Attach.</p>	
<p>42. <b>Click</b> Submit.</p>	
<p><b>Note:</b> The Agency will be notified of your response to the additional information request.</p>	


## 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.

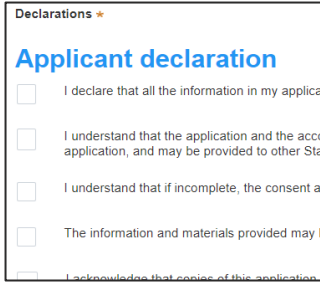

<p>43. <b>Open</b> the subdivision certificate application from your Active Work.</p>	
<p>44. <b>Open</b> the referral that is in a Decision provided status to view the response.</p>	
<p>45. <b>Select</b> the Referral case details tab to view the Agencies response.</p>	

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

**Select** Active Work and open the subdivision certificate application to return to the Referral summary. Once all referrals are complete you can submit the application to the nominated Principal Certifier.

<p>46. <b>Click</b> Save and continue.</p>	
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## Reviewing and submitting

<p>47. After reviewing all the information provided on the application, <b>complete</b> the applicant declaration.</p>	
<p>48. Click Submit.</p>	

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.