

# How to notify an applicant of critical stage inspections via the NSW Planning Portal

You are required to notify applicants of critical stage inspections via the NSW Planning Portal (Section 58 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021).

This functionality is available for the following application types: construction certificate, subdivision certificate, subdivision works certificate and occupation certificate.

To upload the notice of critical stage inspections, please follow the step-by-step instructions below.

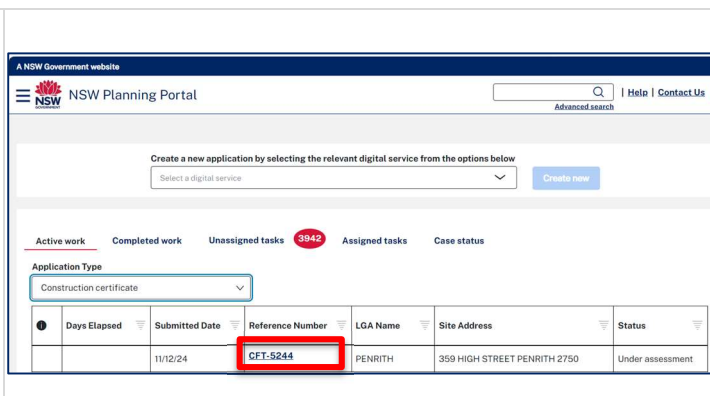
**Tip:** Mandatory fields are marked with an \*asterisk. You must complete all mandatory fields on the application.

## Notifying an applicant of critical stage inspections

Note: This functionality is available once an application has been accepted for assessment and before determination.

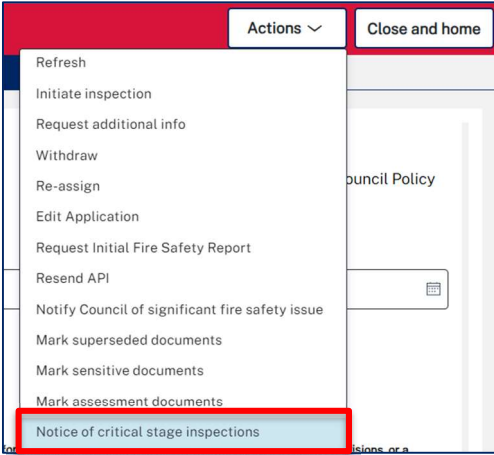



1. Log in to the NSW Planning Portal and **select** the related application from your dashboard by **clicking** the reference number.

Note: You can refine the application type using the drop-down box.



The screenshot shows the NSW Planning Portal dashboard. At the top, there's a header with the NSW Government logo and 'NSW Planning Portal'. Below this, there's a section for 'Create a new application' with a dropdown menu for 'Select a digital service' and a 'Create new' button. The main content area has tabs for 'Active work', 'Completed work', 'Unassigned tasks' (with a red badge showing '3942'), 'Assigned tasks', and 'Case status'. Under 'Active work', there's a dropdown for 'Application Type' set to 'Construction certificate'. Below this is a table with columns: 'Days Elapsed', 'Submitted Date', 'Reference Number', 'LGA Name', 'Site Address', and 'Status'. The first row of data shows 'Submitted Date' as '11/12/24', 'Reference Number' as 'CET-5244' (highlighted with a red box), 'LGA Name' as 'PENRITH', 'Site Address' as '359 HIGH STREET PENRITH 2750', and 'Status' as 'Under assessment'.

Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
	11/12/24	CET-5244	PENRITH	359 HIGH STREET PENRITH 2750	Under assessment

<p>2. Select 'notice of critical stage inspections' from the 'Actions' menu.</p>	
<p>3. Click "Upload" to attach your schedule of critical stage inspections.</p>	
<p>a. Click Select files (s) or drag and drop your file(s) in the space provided. b. <b>Categorise</b> the file type(s) c. Click "Attach".</p>	
<p>4. Click "Submit".</p>	

## What happens next?

- The applicant will be sent a system generated email to advise them that you have uploaded the Notice of critical stage inspections. A copy of this email can be viewed in the case narrative section of the 'Action summary'.

Certificate details

Documents

Related cases

Analytics

Action summary

## More information

We have developed a range of support materials, including Quick Reference Guides for other services and Frequently Asked Questions, to assist you when using the NSW Planning Portal digital services. You can access these via in the [Help and Resources section](#) of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the NSW Planning Portal Customer Support team.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or [submit an enquiry online](#). If you are calling from outside Australia, please call +61 2 8894 1555.