

Post-consent certificate services | Council / Certifier

How to notify an applicant of critical stage inspections

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How to notify an applicant of critical stage inspections

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Introduction

Applicants must be notified of critical stage inspections through the NSW Planning Portal. This requirement is set out under section 58 of the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.

A council or certifier can notify an applicant of critical stage inspections through the following application types:

- construction certificate,
- subdivision certificate,
- subdivision works certificate
- occupation certificate.

It is not available for complying development certificates.

This guide outlines steps on how to use the functionality in the NSW Planning Portal.



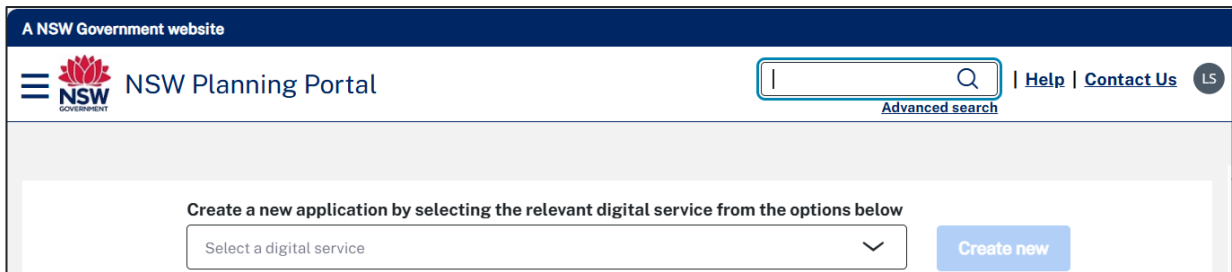
Note: You will need a NSW Planning Portal council user account to be able to use this functionality. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

How to notify an applicant of critical stage inspections

 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

A council or certifier can notify an applicant of critical stage inspections up until the determination of the related application.

1. Log in to the NSW Planning Portal to display your dashboard.



2. Locate and open the relevant application by clicking on the reference number.

Active work

Completed work

Unassigned tasks

3937

Assigned tasks

Case status

Certificate WB

3

1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		9/09/25	CFT-5614	PENRITH	53 PELSART AVENUE PENRITH 2750	Submitted	Construction certificate

 **Note:** If the application has not yet been assigned, it will be in the 'Unassigned tasks' tab. If the application has been assigned to you, it will be in your 'Active work' tab.

3. Select 'Notice of critical stage inspections' from the 'Actions' menu.

The screenshot shows a web interface for a 'Construction certificate'. At the top, there's a red header bar with the text 'Construction certificate', 'Reference number: CFT-4591', 'Under assessment', 'DA1568792', and 'Certifier reference number: CC-12467'. Below this is a blue navigation bar with 'Submission' and 'Assessment' tabs. The 'Assessment' tab is active. On the right, there's an 'Actions' dropdown menu with a red box around it. The menu is open, showing options like 'Refresh', 'Initiate inspection', 'Request additional info', 'Withdraw', 'Re-assign', 'Edit Application', 'Request Initial Fire Safety Report', 'Resend API', 'Notify Council of significant fire safety issue', 'Mark superseded documents', 'Mark sensitive documents', 'Mark assessment documents', and 'Notice of critical stage inspections' (which is highlighted with a red box). The main content area is titled 'Assessment' and contains a form with a text input for 'Enter lapse date of the consent' and a radio button question: 'Does this application require a referral to Fire and Rescue NSW?'. Below the form, there's a small text block about clause 144 EP&A Regulations.

 **Note:** This action is triggered from the 'Actions' menu and is not part of the assessment workflow. It must be initiated separately.

4. Select 'Upload' to attach a copy of the scheduled inspections.

The screenshot shows a form titled 'Notice of critical stage inspections' with the 'Daisy Council' logo in the top right. The form contains a paragraph of text: 'In accordance with Section 58 of the Environmental Planning and Assessment (Development Certificate and Fire Safety) Regulation 2021, the notice of critical stage inspections must be lodged on the NSW Planning Portal. Please input the information below and upon selecting "Submit" the applicant will be notified.' Below this is a section titled 'Upload documentation' with the text: 'Select the upload button to upload the Notice of critical stage inspections.' and 'Please upload files in one of the following file formats: PDF, Word, Excel, JPEG, PNG or ZIP. Please ensure the ZIP file does not include any executable (.exe or .osx) file types. The maximum file size is 300 MB. The file name can be up to 150 characters long.' A blue 'Upload' button is highlighted with a red box. Below the button, there's a note: 'If you need to amend any documents, please delete and upload a replacement document.' and a footer note: 'All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.'

Select or drag and drop your file(s). Categorise the file type before clicking 'Attach'.

Attach Documents


Drag and drop files here

or

Select file(s)

Name *	File	Category	
Notice of CSI	Certificate.pdf	Notice of critical stage inspections ▼	

Cancel

Attach

The document/s will populate in the document table.

Documents			
Document types		File name	Upload status
Notice of critical stage inspections*	What is this?	Notice of CSI.pdf 	
Other	What is this?		

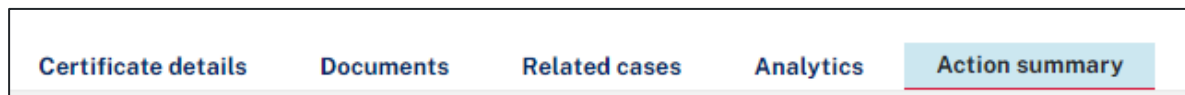
5. Click 'Submit'.

Cancel

Submit

What happens next?

- A system-generated email is sent to the applicant, to advise them that the council / certifier has uploaded the Notice of Critical Stage inspections. The council / certifier who initiated the action is copied into email.
- A copy of this email can be viewed in the 'Notifications' section of the 'Action summary' tab within the related application.



- Any documentation uploaded as part of this process will be included on the 'Document' tab.
- If you need to notify the applicant about another critical stage inspection, complete these steps again.

More information

Need help using the NSW Planning Portal?



View the Support Hub

24/7 access to step-by-step guides, short videos and frequently asked questions.



Submit an online assistance form

Submit a support enquiry via our online form.



Call customer support

For urgent or complex support needs, call the team on 1300 305 695.



Attend a training session

Learn to use the NSW Planning Portal in an online training session.

Recommended step-by-step guides

Other step-by-step guides that you may find useful are listed below:

- How to navigate the NSW Planning Portal dashboard
- How to record a critical stage inspection on the NSW Planning Portal
- How to record a written direction notice on the NSW Planning Portal

These documents can be found on the [NSW Planning Portal Support Hub](#).