

Submit an application for a Subdivision Certificate (SC)

To apply for a Subdivision Certificate via the NSW Planning Portal (Portal), you will need a NSW Planning Portal account. To register a new account, refer to our *Register for the NSW Planning Portal* quick reference guide or video.

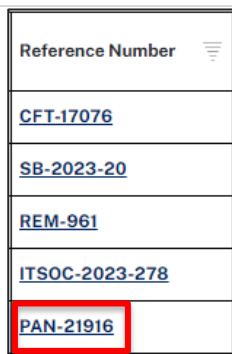
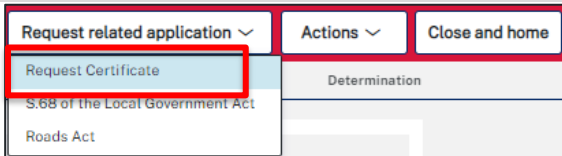
Initiate application

You can apply for a subdivision certificate via the NSW Planning Portal using two different methods:

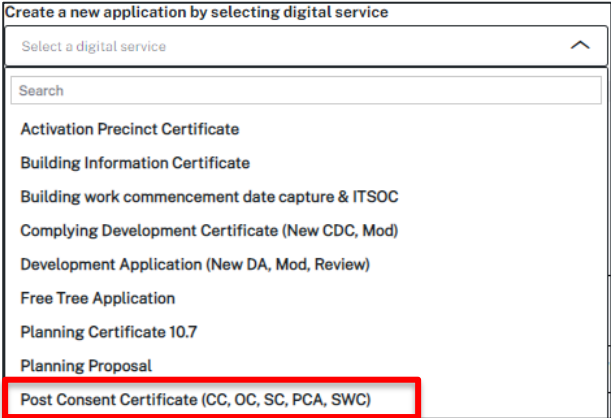
- As a related application (this will pre-populate content in the application form based on information within the related development application or complying development application), or
- A new standalone application.

Follow the instructions below for your required method.

Related application

1. Log in to the NSW Planning Portal. Open the related Development Application or Complying Development Certificate application by clicking on the reference number. This will be in the Completed Work dashboard.	
2. Click Request Related Application, then select Request Certificate.	
Note: When creating a related application, much of the information entered on the related development application or complying development certificate application will auto-populate to the Post-Consent Certificate application. Progress to step 5.	

Standalone application

3. Log in to the NSW Planning Portal. Select Post Consent Certificate from the list of options within the create a new application drop-down arrow.	
4. Click Create new.	

Apply for certificate

5. Select Subdivision certificate from the list of options.	Certificate type Select the certificate action you would like to apply for* ☒ Subdivision certificate ☐ Construction certificate
6. Select if the application is for full 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

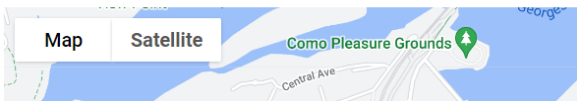
7. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality.
- Repeat as required until all development sites are located.

Select the site of the development *

Enter address e.g. 66 Harrington Street, Sydney NSW 2000	OR	Enter Lot/Section Number/Plan e.g. 4/5/DP1044304
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Address did not display? ☐ 

Street address	LGA	Lot/Section/Plan	Primary address?	
1 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	21/ — — /DP807516 ☐	☐	

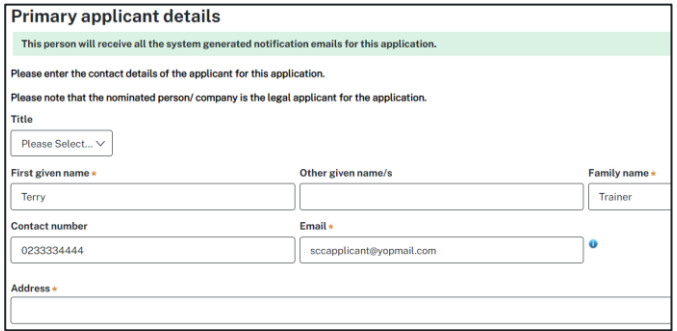
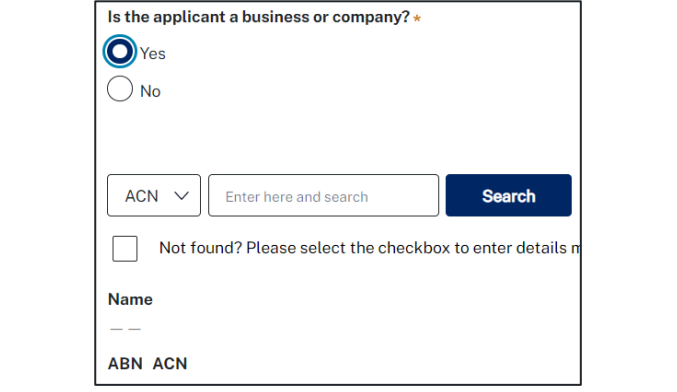
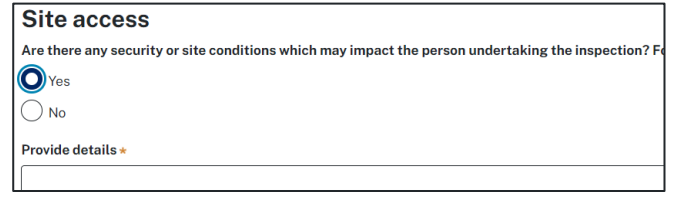
Map Satellite 

Note: If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left.

8. Indicate the primary address and relevant lot(s) of the development. These fields are mandatory. You can delete the address by clicking on the trash icon.	<table border="1"> <thead> <tr> <th>Street address</th> <th>LGA</th> <th>Lot/Section/Plan</th> <th>Primary address?</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 BINYA PLACE COMO 2226</td> <td>SUTHERLAND SHIRE</td> <td>21/ — — /DP807516 ☐</td> <td>☐</td> <td>☐</td> </tr> </tbody> </table>	Street address	LGA	Lot/Section/Plan	Primary address?		1 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	21/ — — /DP807516 ☐	☐	☐
Street address	LGA	Lot/Section/Plan	Primary address?								
1 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	21/ — — /DP807516 ☐	☐	☐							
9. The Planning controls affecting the property can be viewed by clicking on the arrow next to the site address.	Planning controls affecting property 1 BINYA PLACE COMO 2226 Summary of planning controls <table> <tr> <td>Land Application LEP</td> <td>Sutherland Shire Local Environmental Plan 2015</td> </tr> <tr> <td>Land Zoning</td> <td>R2: Low Density Residential</td> </tr> <tr> <td>Height of Building</td> <td>8.5 m</td> </tr> <tr> <td>Floor Space Ratio (m:1)</td> <td>0.55:1</td> </tr> </table>	Land Application LEP	Sutherland Shire Local Environmental Plan 2015	Land Zoning	R2: Low Density Residential	Height of Building	8.5 m	Floor Space Ratio (m:1)	0.55:1		
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Land Zoning	R2: Low Density Residential										
Height of Building	8.5 m										
Floor Space Ratio (m:1)	0.55:1										
10. Indicate if this application is to be directed to a Principal Certifier or a State Agency for assessment.	Do you want to direct this application to a Principal Certifier or State Agency for assessment? * ☒ Principal Certifier (Council or Independent) ☐ Department of Planning and Environment ☐ Sydney Olympic Park Authority ☐ Transport for NSW ☐ Lord Howe Island Board										
Note: The related approval details section (steps 7 to 9) is pre-populated from the DA or CDC if the related application pathway is selected. This content is not editable.											
11. Indicate the related approval type and input the consent authority's application reference number.	Which approval type is this certificate in relation to? ☐ Development Application number (DA) ☐ Complying Development Certificate (CDC) ☐ State determined (SSI / SSD)										
12. Indicate whether the related application was applied for via the NSW Planning Portal. If yes, input the related PAN or CDC number.	Was the DA applied for via the NSW Planning Portal? * ☒ Yes ☐ No Search related cases Please provide portal application number (PAN)										
13. Indicate whether the related application has been determined. If yes, select the determination date.	Has the DA been determined? * ☒ Yes ☐ No Date of determination of the DA Case										
14. Click Next.	Next										

Capture contact details

When a subdivision certificate application is linked to a development application or complying development certificate, the majority of the information is prepopulated from the related application. You will be required to review and update where necessary.

15. Input or update the applicant details.	 The form shows 'Primary applicant details' with a green header. It includes instructions and fields for Title, First given name (Terry), Other given name/s, Family name (Trainer), Contact number (0233334444), Email (sccapplicant@yopmail.com), and Address.
16. Indicate if the applicant is a business or 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.	 The form asks 'Is the applicant a business or company?'. The 'Yes' radio button is selected. Below are fields for ACN, a search input, and a search button. There is also a checkbox for 'Not found? Please select the checkbox to enter details manually'.
17. 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.	 The form asks 'Who owns the development site?'. The second option, 'There are multiple owners of the development site and I am one of them', is selected. Below are instructions for adding owners and an 'Add Owner' button.
Note: If you are the sole owner of the site, you will not need to provide additional information.	
18. Indicate if there are any security or site conditions that may impact the person undertaking the inspection. If yes, you will be prompted to provide further details.	 The form asks 'Are there any security or site conditions which may impact the person undertaking the inspection?'. The 'Yes' radio button is selected. There is a 'Provide details' field below.

19. Indicate who will be making the fee payment and enter the relevant details.	Payer details Provide the details of the person / entity that will make the fee payment Select the option that is applicable :* ☐ Individual ☐ A company, business, government entity or other similar body
20. Click Save and continue.	Save and continue

Capture proposed development details

21. Identify the development requirements.	Does the development require* ☐ Build earthworks ☐ Lot fill ☐ Construction of new roads (including truck and trailer)
22. 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 ☐ Community Title
23. Indicate 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>.	Is the subdivision the subject of an order of the Land and Environment Court under section 40 of the <i>Land and Environment Court Act 1979</i>? ☐ Yes ☐ No
24. Indicate if the application is a direct result of an emergency and/or natural disaster as declared by the government.	Is this application the direct result of a matter declared by the government to be an emergency or natural disaster? ☐ Yes ☐ No
25. Enter the number of proposed and existing lots.	Number of proposed lots Number of existing lots
26. Enter the pre-allocated plan number if available.	Pre-Allocated Plan Number (PPN) PP
27. Click Save and continue.	Save and continue

Capture certifier details

28. Type the council / accredited certifier name in the field, then select from the list of suggestions.	Principal Certifier Enter the name of the nominated Principal Certifier / Registered Certifier of your choice *
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 locate the organisation you are looking for, discuss this with the principal certifier.	Enter the name of the nominated Principal Certifier / SUTHERLAND SHIRE COUNCIL Nominated Principal Certifier details Company name SUTHERLAND SHIRE COUNCIL Address <no address on record>
29. Click Save and continue.	Save and continue

Upload 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.

30. Click Upload.	Upload
a. Click Select files (s) or drag and drop your file(s) in the space provided. b. Categorise the file type(s). c. Click Attach.	 Drag and drop files here or Select file(s) Category Architectural Plans Select Select.. Select.. Attach

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 NSW Planning Portal to facilitate this process.

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

32. **Click** Add Agency.

Add Agency

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

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

To which agency is the activity being referred?

Select from the suggested list

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 Portal and are required to be completed manually offline.

34. **Enter** the agencies internal reference number (if known).

Agency reference number

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

Select required documents

No items

+

36. **Enter** a reason for the referral.

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

Reason for referral

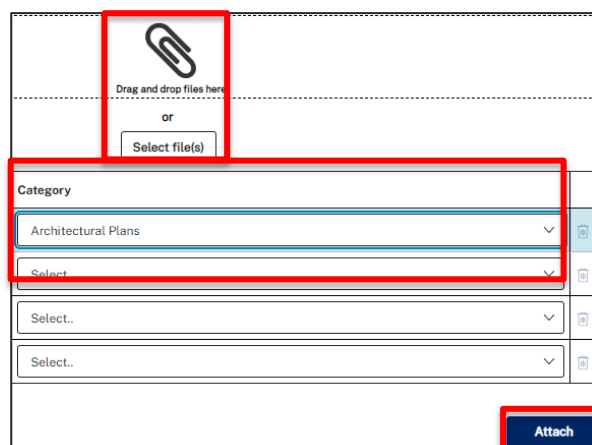
Please clearly explain why this referral is being made

Note: To add another referral, complete steps 32 to 36 again.

37. **Click** Upload.

Upload

- Click** Select files (s) or drag and drop your file(s) in the space provided.
- Categorise** the file type(s).
- Click** Attach.



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.

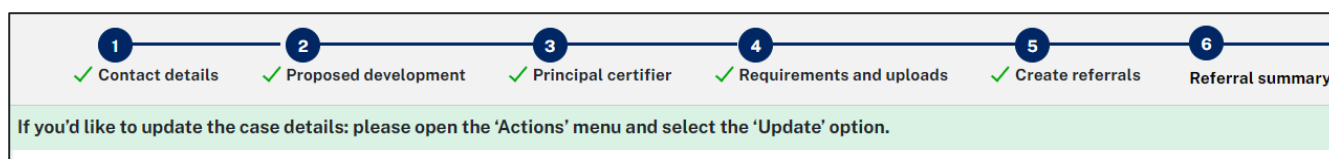
38. Click Save and continue.



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 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.

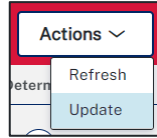
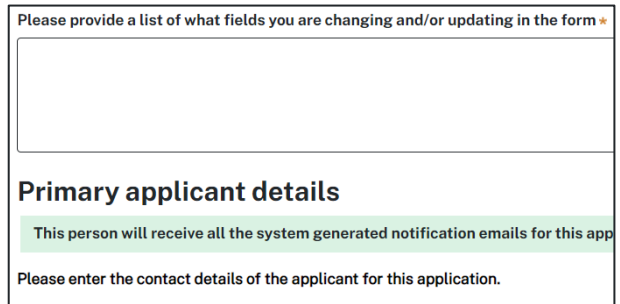
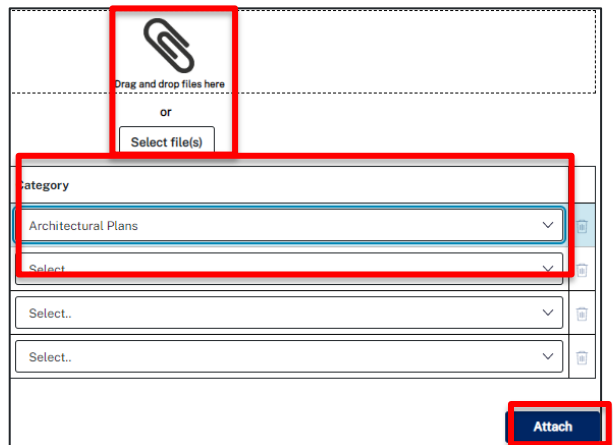


Updating an application

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.

1. Select Update from the Actions dropdown menu.	
2. 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 simple update such as a phone number, or significant such as a new subdivision plan document. The agency may need to take the changes into consideration when making or reviewing their decision.	
3. Scroll down the page and make your changes to your application fields (if applicable).	
To add another referral Agency, click Add Agency and follow the earlier steps. Note: You must explain clearly why the referral is being sent to the nominated Agency.	
To upload further file(s), click Upload	
a. Click Select files (s) or drag and drop your file(s) in the space provided. b. Categorise the file type(s). c. Click Attach.	
4. Click Save and continue.	
Note: The application will be updated and if applicable, re-referrals will be issued to inform agencies that the subdivision application has changed. If a re-referral was issued a re-referral details tab will appear on the application.	

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 Portal and open your subdivision certificate application located in your Active Work.

1. **Click** the Related cases tab and **click** the referral ID to open the referral case.

Certificate details	Documents	Additional information summary	Related cases	Analytics	Action summary
Description	ID	Status			
Subdivision certificate	CFT-17782	Pending-Referral			
Referral for Ausgrid	Ref-5248	Additional information requested			
Additional Information	AI-14439	In-Progress			

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

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

Certificate details		Referral case details		Documents	Additional information Summary	Action summary	
Case ID	Requested on	Responded on	Request comments	Response comments	Current status		
AI-14439	07/02/2023		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.

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

Respond

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

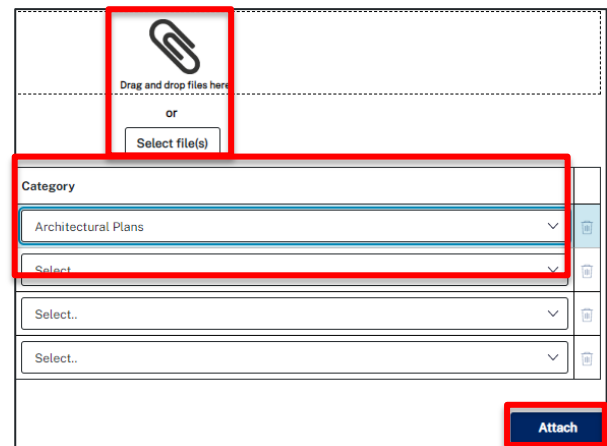
Provide Additional Information

Information requested:
Please advise if the subdivision plans are current?
Please provide your response comments *

5. To upload further file(s), **click** Upload

Upload

- Click** Select files (s) or drag and drop your file(s) in the space provided.
- Categorise** the file type(s).
- Click** Attach.



6. **Click** Submit.

Submit

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

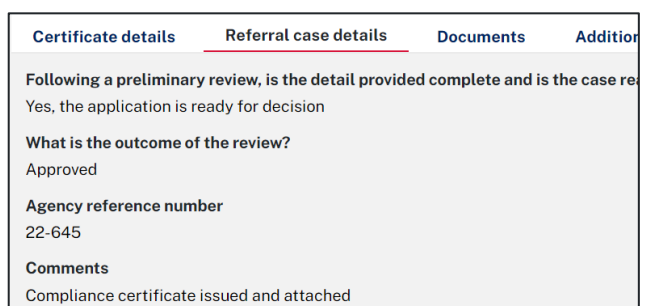
Reviewing an Agency referral determination

When an agency has provided a determination for a referral, the applicant will receive an email notification and can log in to the Portal and open your subdivision certificate application located in your Active Work to view the decision and associated documentation.

- Click** the Related cases tab and **open** the referral that is in a Decision provided status to view the response.

Certificate details	Documents	Additional information summary	Related cases	Analytics	Action summary
Description			ID	Status	
Subdivision certificate			CFT-17782	Referral Complete	
Referral for Ausgrid			Ref-5248	Decision provided	

- Select** the Referral case details tab to view the Agency's response.



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

- Click** Close and home to return to your Active work.

Close and home

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.

4. **Click** Save and continue.

Save and continue

Return to the referral summary

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

39. **Open** your subdivision certificate application located in your Active Work and **click** Save and continue.

Save and continue

Review and submit

40. After reviewing all the information provided on the application, **complete** the applicant declaration.

Declarations *

Applicant declaration

- ☐ Select all
- ☐ I declare that all the information in my application and a
- ☐ I understand that the application and the accompanying

41. **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.