

Submit an application for a Subdivision Works Certificate (SWC)

To apply for a Subdivision Works 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.

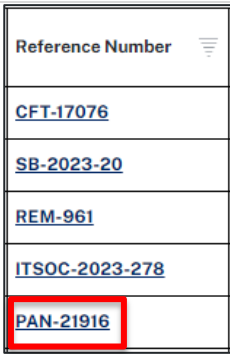
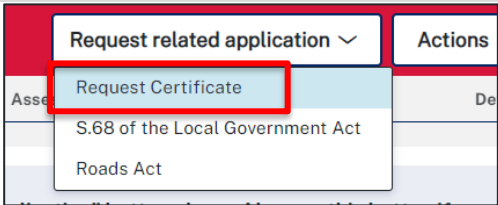
Initiate application

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

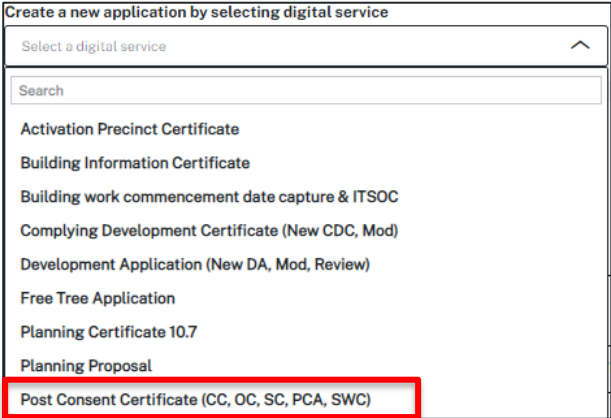
- As a related application (this will pre-populate content in the application form based on information within the related development application or complying development application), or
- A new standalone application.

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 Works Certificate from the list of options.	
6. Indicate if the application is for a new application or the modification to an existing subdivision works certificate.	
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

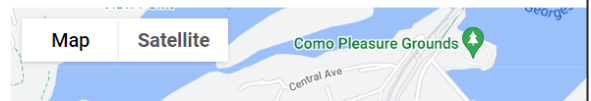
OR

Enter Lot/Section Number/Plan

e.g. 4/5/DP1044304

Address did not display? ☐ [?](#)

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



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.

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

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio (n: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.

Related approval

Which approval type is this certificate in relation to? [?](#)

- ☒ Development Application number (DA)
☐ 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. Click Next.	Next

Capture contact details

When a subdivision works 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.

14. Input or update the applicant details.	Primary applicant details This person will receive all the system generated notification emails for this application. Please enter the contact details of the applicant for this application. Please note that the nominated person/ company is the legal applicant for the application. Title Please Select... First given name * Terry Other given name/s Family name * Trainer Contact number 0233334444 Email * sccapplicant@yopmail.com Address *
15. 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.	Is the applicant a business or company? * ☒ Yes ☐ No ACN Enter here and search Search ☐ Not found? Please select the checkbox to enter details n Name -- ABN ACN

16. **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.

Owner/s details

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. However, if development consent is ultimately granted, you will not be able to act on that consent.

Owners Details

Add Owner

Owner 1

☐ Owner builder?

Title

Please Select... ▾

First given name *

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

17. **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

Builder 1

Select the option that is applicable *

- ☐ Individual
- ☒ A company, business, government entity or other similar body

ACN ▾

Enter here and search

Search

☐ Not found? Please select the checkbox to enter details manually.

Name

— —

ABN ACN

— — — —

18. To add additional builder details, **click** Add builder and **enter** the relevant information.

Note: Please ensure you add all builders to the application. To delete a builder, use the delete button.

Add builder

19. **Indicate** whether the Long Service Levy has been paid.

Long service levy

Have you paid the Long Service Levy? *

- ☐ Yes
- ☐ No
- ☐ NA

20. 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 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 * Terry Other given name/s Contact number Email *
21. Search to enter the developer details, if known.	Developer details ACN ▾ Enter here and search Search Clear ABN ACN
22. Click Save and continue.	Save and continue

Capture proposed development details

23. Select the type of SWC proposed.	What's the type of SWC proposed? * ☐ Stratum ☐ Community title ☐ Torrens
24. Select the type of development.	Select the type of development * ☐ Earthworks ☐ Roadworks ☐ Road improvement
25. Enter a detailed description of the development.	Please provide a detailed description of the development * Please provide a detailed description including any secondary development types
26. 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 by bushfire) ☐ Yes ☐ No
27. Enter the cost of development.	Please provide the estimated cost of the development? Note: Please

28. Enter the number of proposed and existing lots.	Number of proposed lots Number of existing lots
29. Click Save and continue.	Save and continue

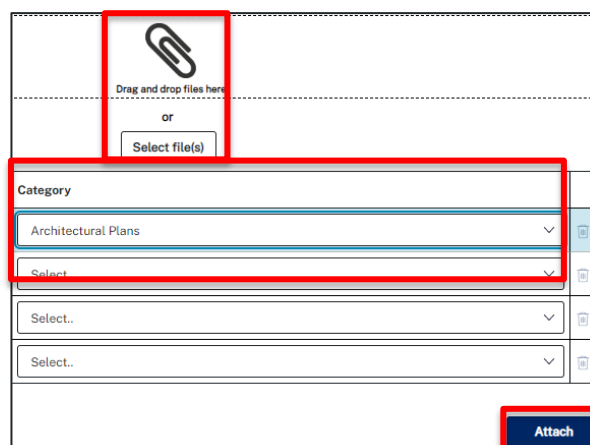
Capture certifier details

30. Type the council / accredited certifier name in the field, then select from the list of suggestions.	Council/Registered Certifier Enter the name of the nominated Council/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>
31. 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.	
32. 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.



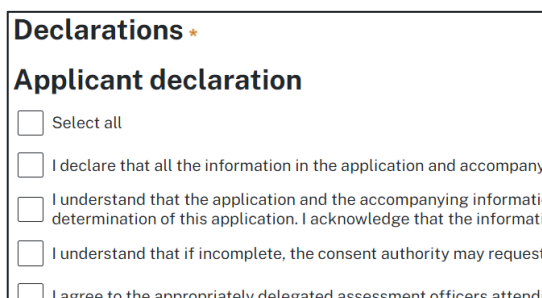
Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

- Click** Save and continue.



Review and submit

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



- Click** 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.