

Applying for a Subdivision Works Certificate



Applicant

To submit an application for a Subdivision Works certificate 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:-

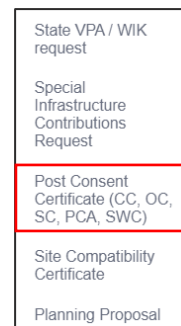
- Via an existing online consent (DA/CDC), or
- A stand-alone application via the menu options.

Follow the instructions below for your required method.

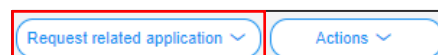
Please note, when connecting an existing consent application in the NSW Planning Portal, such as a DA or CDC, the majority of information contained on the consent application will prefill the certificate application, saving you time and effort in completing the required information.

Initiating an application

1. Log in to the NSW Planning Portal and
 - For a stand-alone application **select** New, then select Post Consent Certificate (CC, OC, SC, PCA, SWC) from the menu.



- Connect to an existing DA/CDC application, by first locating and opening the existing DA/CDC, then **select** Request related application. **Click** on Request Certificate.



Note: You can request a certificate when the DA is submitted or determined by the certifying authority but it will not be approved until the related DA is first approved.

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2. **Select** Subdivision works certificate from the Certificate type.

Select the certificate action you would like

- Subdivision certificate
- Construction certificate
- Principal Certifier appointment
- Occupation certificate
- Subdivision works certificate

3. **Indicate** if the application is for a new application or the modification to an existing subdivision works certificate.

What type of subdivision works certificate are you seeking? *

- New application
- Modification to an existing SWC

4. **Enter** the related approval information. E.g. If this application is in relation to a DA, then enter the relevant DA information.

Related approval

Which approval type is this certificate in relation to? *

- Development Application number (DA)
- State determined (SSI / SSD)

Please enter the DA number which is related to this certificate

Note: if the DA number has not yet been given by the council

Was the DA applied for via the NSW Planning Portal? *

- Yes

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 OR

Address did not display?

Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / - / DP225304	<input checked="" type="checkbox"/>



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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.

- 6. Indicate** the primary address of the development. This field is mandatory. You can delete the address by **clicking** on the rubbish bin icon.

Street address	LGA	Lot/Section/Plan	Primary address?	
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input type="checkbox"/>	<input type="checkbox"/>

- 7.** The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address.

Planning controls affecting property

▼ 4 DAMEELI AVENUE KIRRAWEE 2232

Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

Note: If this application is created using the related application option from a DA or CDC, then the related approval information will be displayed and the address field will be pre-populated.

- 8. Click Next.**



Entering 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.

- 9. Review** the applicant details and ensure the information is correct or enter as required.

Applicant details

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. The applicant must be the property owner or a person with benefit of the consent

Title =
Mr

First given name = applicant
Other given name/s
Family name = applicant

Contact number = 04040404
Email = newda@yopmail.com

Address = 2 BELMONT STREET SUTHERLAND 2232

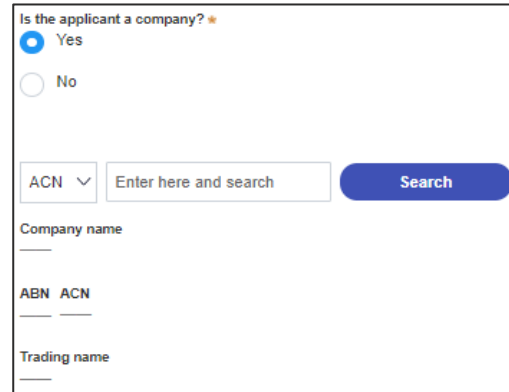
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10. **Indicate** if you are applying on behalf of a company.

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 company? *

Yes

No

ACN ▾ Enter here and search Search

Company name

ABN ACN

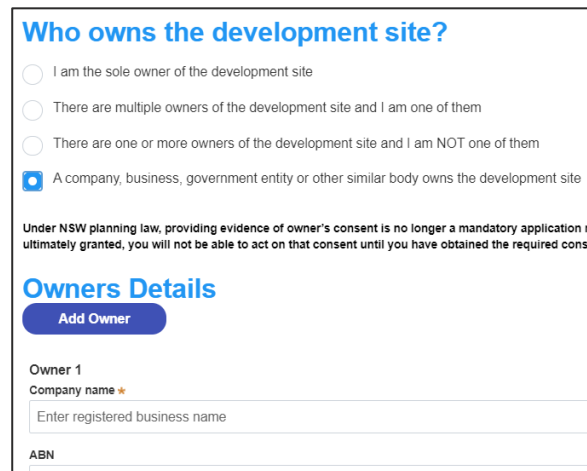
Trading name

11. **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.



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 requirement if consent is ultimately granted, you will not be able to act on that consent until you have obtained the required consent from all owners.

Owners Details

Add Owner

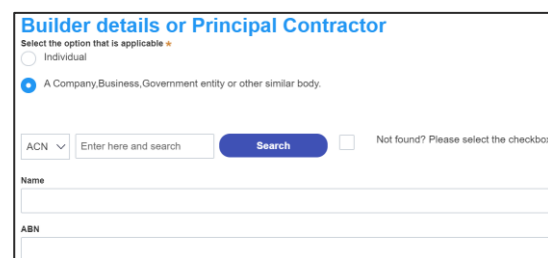
Owner 1

Company name *

Enter registered business name

ABN

12. **Indicate** whether the Builder or Principal Contractor details are for an individual or company, business, government entity, other etc.



Builder details or Principal Contractor

Select the option that is applicable *

Individual

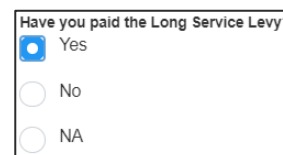
A Company, Business, Government entity or other similar body.

ACN ▾ Enter here and search Search Not found? Please select the checkbox

Name

ABN

13. **Indicate** if Long Service Levy has been paid.



Have you paid the Long Service Levy?

Yes

No

NA

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14. Enter the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.

Select the option that is applicable : *

Individual

A company, business, government entity or other similar body

15. Enter Developer details if required.

ACN

ABN ACN

Name

16. Click Save and continue.

Capturing proposed development details

17. Select the type of SWC proposed.

What's the type of SWC proposed? *

Stratum

Community title

Torrens

18. Select the type of development.

Type of development (Regs. Schedule 1 part 3a, 6ab(c)) *

Earthworks

Roadworks

Road pavement

19. Enter a detailed description of the development.

Please provide a detailed description of the development *

For example: Demolition of existing buildings, construction

20. Enter the cost of development.

Please provide the estimated cost of the development?

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21. Enter the number of proposed and existing lots.

Number of proposed lots
<input type="text"/>
Number of existing lots
<input type="text"/>

22. Click Save and continue.

Save and continue

Selecting Council/Accredited Certifier

23. Begin typing the council / accredited certifier name, then select from the list of suggestions.

Council/Accredited Certifier

Enter the name of the nominated Council/Accredited Certifier of your choice. *

- SUTHERLAND SHIRE COUNCIL
- James Alexander and Associates Pty Ltd
- Speedy Approvals
- ACE Building Approvals

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.

Company Name Search

Nominated Principal Certifier details

Company name
SUTHERLAND SHIRE COUNCIL

Trading name
SUTHERLAND SHIRE COUNCIL

24. Click Save and continue.

Save and continue

Uploading 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.

25. **Click** Upload and select or drag and drop your file(s). Categorise the file type(s) before **clicking** Attach.



Upload

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.

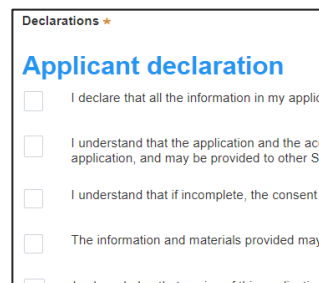
26. **Click** Save and continue.



Save and continue

Reviewing and submitting

27. After reviewing all information provided on the application, **complete** the declaration at the bottom of the screen.



Declarations *

Applicant declaration

- I declare that all the information in my application is true and correct.
- I understand that the application and the associated documents may be provided to other State Government agencies.
- I understand that if incomplete, the consent application may be refused.
- The information and materials provided may be used for other purposes.
- I acknowledge that copies of this application will be provided to the Principal Certifier.

28. **Click** Submit.



Submit

End of steps

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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.

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