Issue a Permit / Certificate

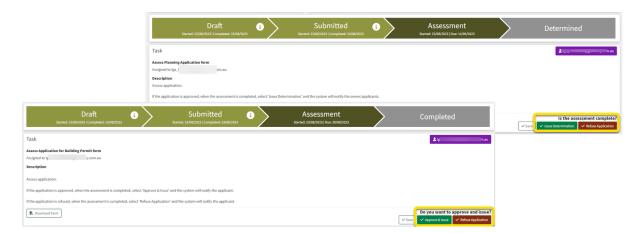## Version 1

Table of Contents

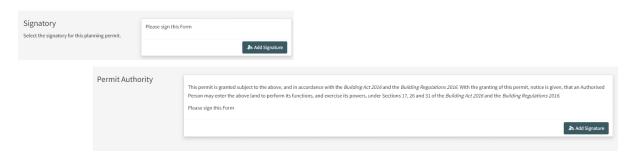# Issue a Permit/Certificate

Regardless of the application type, the process to issue a permit / certificate is similar, although the 'determination buttons' might be labelled in different ways.
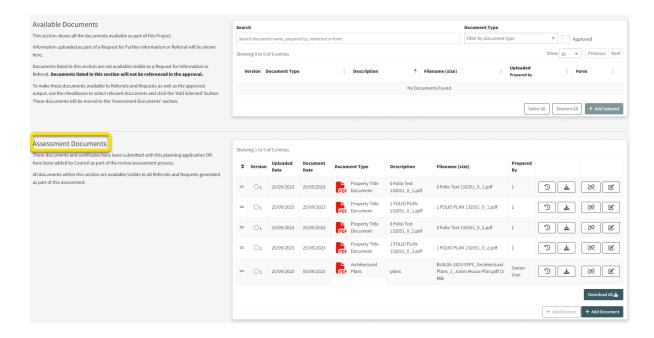
1. Signatory

A signature is required for any the permits or certificates to be issued.

Users with 'Signatory' role (who has added a signature to their profile) can add their signature on the permits/certificates using the 'Add Signature' button.
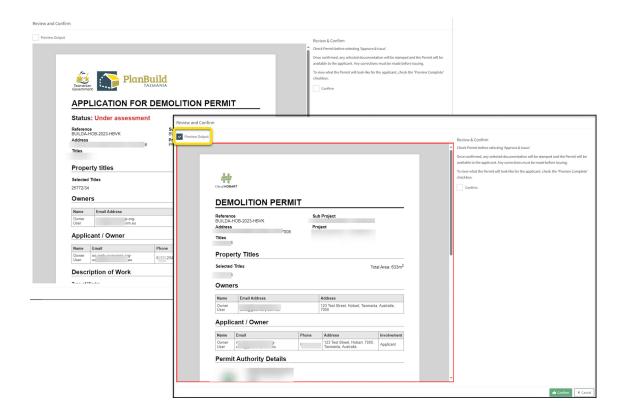
2. Assessment Documents

Any documents included under Assessment Documents will form part of the approval.

3. Review and confirm

After clicking on the 'determination button' in the task description box (It would be named as 'Issue Determination', 'Approve & Issue', etc.), a pop-up window will come up for you to review the determination.

Tick the 'Preview Output' box to view permit / certificate that will be seen by the applicant.

Confirm if ready to issue. You can also cancel the preview and amend anything you need.

4. Check the permit/certificate (optional)

After issuing the permit / certificate, you will be redirected to the Sub Project page, where you will see the status of the application has become 'Determined'.

Click on the 'completed' item to enter the Application Summary. You can download the permit and / or the Determined Document Pack if needed, which contains all the approved documents.