Apply for a Development Application Online

Applicants
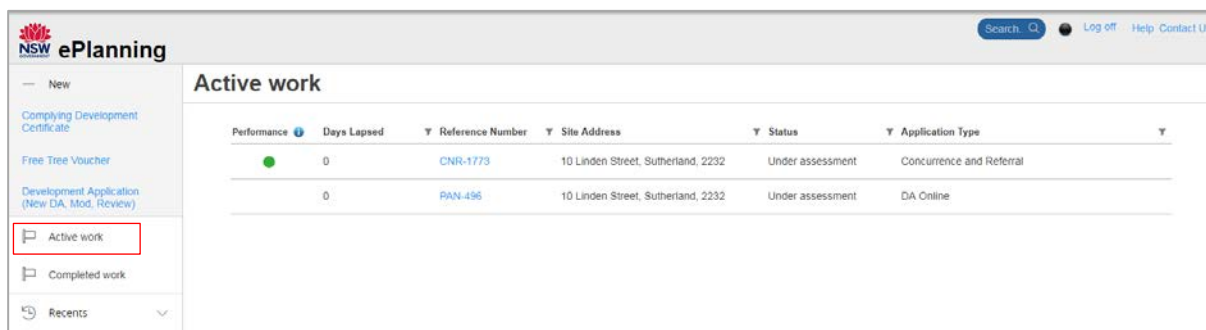
You can prepare and submit your development application online by following the steps below.

Step 1: Register or Log in

To commence the application process, you will need to log in or register. You can access the NSW Planning Portal via https://apps.planningportal.nsw.gov.au/prweb/IAC.

Once logged in, you will be taken to your dashboard. From here you can view all applications you have prepared and submitted, and commence a new application.

For more information on the registration process, please see the quick reference guide *How to register for a Planning Portal account.*

Step 2: Create a new online development application

Click the **New** tab to the left of your dashboard.

Select **Development application (New DA, Mod, Review)** to open the online development application form.

Note: When you create a new development application online, the system will automatically generate a unique reference number for you to use to track. This reference number will begin with "**PAN-** ". You will see this number on the top left-hand side of your development application submission page.

Step 3: Provide your contact details

The **Applicant Details** screen displays. Some of the fields will be pre-populated based on your registration profile, however you are able to amend them if incorrect.

Note: Throughout the online workflow mandatory fields are indicated with an asterisk (✱), and predictive functionality is indicated by a blue triangle on the bottom right-hand corner of the field box.

Verify (and adjust if needed) your full name, contact number and email address.

Type in your address. The system will suggest addresses to you based on the information you are keying in. Please select an option from the list to proceed.

Select whether you are applying on behalf of a company.

If you select Yes, you will be asked to provide the registered company name (maximum 100 characters) and ABN (maximum of 20 characters). You will also be asked whether the nominated company is the applicant for this application.

Identify the owners of the development site.

Who owns the development site?

- ⦿ I am the only owner of the development site
- ◯ There are multiple owners of the development site and I am one of them
- ◯ There are multiple owners of the development site and I am NOT one of them
- ◯ A company or business owns the development site

Note that evidence of owners consent will be required to support the application.

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

If you are **one of the owners** of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by clicking the **Add Owner** button:

Owners Details

Add Owner

Owner 1

Title *

Please Select... ▾

First given name *

Jane

Other given name/s

Family name *

Simpson

Contact number

0422555555

Email *

strud.app@yopmail.com

Address *

☐ I declare that I have shown this document, including all attached drawings, to the owner(s) of the land, and that I have obtained their consent to submit this application.

Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application.

If you are **not one of the owners**, you will be required to populate the contact information for all other owners. You can add as many additional owners as required by clicking **Add Owner**.

If a **company or business owns the development site**, you will be required to provide the company name and ABN.

Click the **Save and continue** button to continue to the next step.

If you have filled in all mandatory fields correctly, the system will allow you to move forward with the workflow. Where you have not filled in all mandatory fields, an error message will come up.

> **Note**: You can also click **Cancel** to exit, or **Save and exit** to save all the information input to date, and return to your dashboard. **Save and exit** will only work if all mandatory fields have been completed.

Step 4: Input development application details

Once Applicant details are completed, the **Application details** screen displays.

Select what type of development application type you are detailing via the radio button options available.

- Select **Development Application** to submit details of an entirely new development application.

- Select **Modification Application** to submit a modification to an existing development application which has already been lodged with the Council.

- Select **Review of determination** to appeal a council determination that has been provided on a previously lodged development application.

If you select **Modification application** you need to provide additional information about the type of modification application, the previously approved DA number and a description of the proposed modification (maximum 512 characters).

If you select **Review of determination,** you need to provide the council DA reference number that you wish to appeal or be reviewed (maximum 50 characters).

Select the site of your development using the **Address** or **Lot /Section number/Plan** search functionality.

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. You will be asked to specify whether this is the primary address of the development. This field is mandatory.

For unregistered addresses, there is no auto-populate feature. You need to tick the **Address did not display** box and enter the address manually. This will disable the predictive text feature and map functionality. You will also need to specify whether this is the primary address of the development, and select the relevant Council or Consent Authority.

You will be able to delete the address entered by clicking on the bin icon.

Select the proposed development type/s from the provided list. You may select more than one.

There is a **What is this?** hyperlink corresponding to each category. You can click on this tool tip link for a more detailed explanation of the category definition.

Provide a detailed description of the development that you are proposing via the free text field.

If selecting any of following types of development, you will be asked to provide the proposed hours of operation:

- Commercial development

- Alterations and additions to commercial

- Centre based childcare

- Place of public worship

- Industrial development

- Alterations and additions to industrial

- Recreational uses

- Change of use

- Other

You can enter specific operating days and hours OR select **Proposed to operate 24 hours per day**.

Provide an estimated cost of the development as a plain numerical value (no dollar sign or commas).

Provide details of the proposed development including number of dwellings/units proposed etc. Each field has a 4-digit character limit.

Select whether the proposed development is for a sub-division. If **Yes,** you will need to provide additional information.

Provide operating details of the proposed development.

Note: The proposed hours of operation are on a weekly basis.

Advise whether the development will be staged, and if so, provide a description of the proposed staging of the development.

Select whether the application is a proposed Crown development, and if so identify the Crown agency.

Click the **Save and continue** button to continue to the next step.

Step 5: Input related planning policy and regulation details

The **Related Planning Information** screen displays.

Identify whether this application is for an integrated development.

If yes, you will be prompted to tick all the relevant policies (e.g. licenses or approvals required) that apply to your application.

Identify whether the application proposes a variation to a development standard in an environmental planning instrument.

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If yes, you will be prompted to provide a description of the proposed variation (maximum 200 characters).

Note: You will also need to provide a "***Variation to development standards report***" document as a mandatory upload at a later stage of the submission workflow.

Select whether the application is "accompanied by a VPA" (Voluntary Planning Agreement).

If "yes", provide the title of the VPA (maximum of 100 characters) and select its status using the drop-down list provided. **Note**: You will also be required to provide a "***Voluntary planning agreement***" document as a mandatory upload at a later stage of the submission workflow. You can also apply multiple VPAs if necessary, by clicking the "+" button and entering the details.

Identify whether the approval under s68 of the *Local Government Act 1993* is required. If yes, provide a description.

Provide details about whether the development site includes an item of environmental heritage, sits within a heritage conservation area, includes works to any heritage listed buildings or proposes to remove a heritage tree.

Note: If you answer **Yes** to any of these questions, you will be required to provide a "***Heritage impact statement***" document as a mandatory upload at a later stage of the submission workflow.

Identify any affiliations or pecuniary interests. If "Yes" you will need to describe the nature of the relationship, the name of the person and their role at council.

Declare whether you are aware of any person who has a financial interest in the application who has made a political donation or gift within the last two years.

If "yes", the Political Donations section has been updated to reflect section 10.4.5 of form 6.8 for political donations or gifts. You will be asked to provide the following details (fields marked with an asterisk are mandatory).

a) Indicate donation or gift

b) Name of party or person for whose benefit the donation / gift was made

c) Date of benefit

d) Value

e) Name of person/s making the declaration*

f) Name of Entity (if donation / gift not by an individual)

g) ABN (if donation / gift not by an individual)

h) Residential Address of person or registered / official address of entity*

i) Declaration*

Click the **Save and continue** button to continue to the next step.

Step 6: Input the payer details

At this stage of the workflow, **you are not required to make a payment**. Council will contact you directly to organise a payment which is paid offline.

Input the contact details for the payer, including a billing address.

Payer details

The EPA Regulation 2000 and council's adopted fees and charges establish how to calculate the fee payable for your development application. For development that involves building or other works, the fee for your application is based on the estimated cost of the development.

If your application is for integrated development or requires concurrence from a state agency, additional fees will be required. Other charges may be payable based on the councils' adopted fees and charges. If your development needs to be advertised, the determining authority may charge additional advertising fees.

Once this application form is completed, it and the supporting documents will be submitted to the council for lodgement, at which time the fees will be calculated. The council will contact you to obtain payment. Note that the application is not a properly formed application until the payment is received.

Fee payment will be made by:

First name ★

Caitlin

Other given name(s)

Family name ★

Williams

Contact number ★

0292746063

Email address ★

caitlin.williams@planning.nsw.gov.au

Billing address ★

3f 320 Pitt Street, Sydney, 2000

Click the **Save and continue** button to continue to the next step.

Step 7: Upload required and supporting documentation

At this stage, you will be prompted to upload any relevant document required to complete your application, as well as any additional information you wish to provide for council consideration. Click the **What is this?** link beside a document if you need more information.

The following document uploads are mandatory:

- o Statement of environmental effects

- o Owner's consent

- o Cost estimate report.

There are also multiple additional documentation types which can be uploaded as supporting documentation.

Note:

- o Other documents such as *Heritage Impact Statements* and *Voluntary Planning Agreements* will appear as mandatory supporting documents when you selected **Yes** to the relevant question during the application process.

- o The *Statement of Environmental Effects* and *Cost of Estimate* documents are no longer mandatory when the application is a DA modification.

The file types that the system allows for include: PDF, Word, Excel, JPEG, PNG and ZIP files. Please ensure a ZIP file does not include any executable (.exe or. osx) file types.
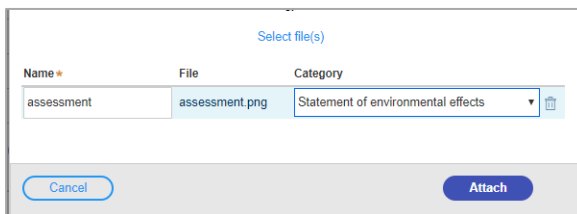
To upload documents:

Click the **Upload** button near the top of the screen to display the Attach Documents popup:
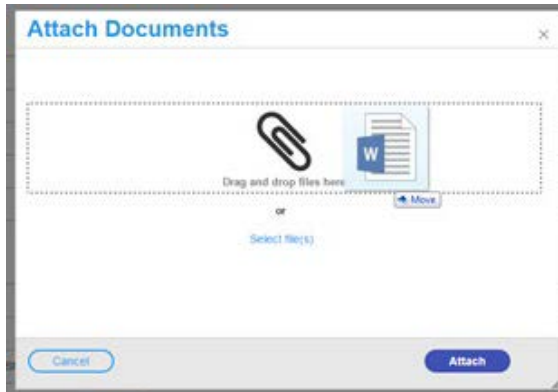
Use drag and drop to pull files into the pop-up, or click the **Select file(s)** link to browse your computer for a file.

Once the files have been added to the upload screen, assign the relevant document category from the drop-down list.

You can also amend the name of the document if needed.

Click the **Attach** button when done.

If you have uploaded the wrong file, click the bin icon to the right of the relevant file to remove it.

Note: You will see an error message if attempting to upload a file name with restricted characters (55 characters max, no symbols such as & or *). Retype an appropriate name using standard characters and click **Attach** again.

Click the **Save and continue** button to continue to the next step.

Step 8: Review, confirm details and submit your development application

This step provides you with the opportunity to review all the information you have input relating to your application, as well as reviewing the application declarations and allowing you to submit the application for consideration.

Review the information you have provided in the application form.

If you need to amend information, use the **Previous** button at the bottom of the page to navigate back to the relevant section.

Once you have verified that the information is correct, scroll down to complete the mandatory declarations:

Click the **Submit** button to complete the application process.

You will be provided with some key information about the next steps in the process.

The status at the top of your application will change from **Pre-lodgement Review** to **Lodgement** This indicates you have submitted your development application details successfully.

Note: If you need to make edits to your online application after submission, you will need to contact the responsible council offline and notify them of your edits. They may be able to send you a request for additional information for you to upload additional documents, or alternatively, request you withdraw your current application and submit a new one with the revised edits. You can identify the relevant council from the Local Government Area corresponding to the development application site address.

You can also provide additional information to the council at any time from the **Actions** drop down menu.
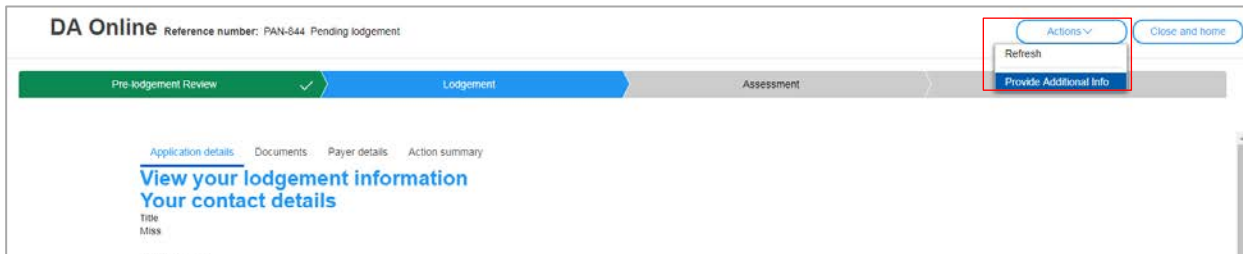
Next steps

Once submitted, your development application will be referred to the relevant council.

Council will then perform a completeness check after reviewing the details of the application and will either lodge or reject your application.

Upon accepting an application, council will then assess the development application prior to issuing a determination. This will be detailed in the online system.

You will be able to monitor the status of your development application via your dashboard. To do this, you will need to be logged into the NSW Planning Portal online system. You will also automatically receive email notifications as the application progresses through the system.

If you wish to withdraw your application, please contact the relevant council and they will be able to amend the status of the application for you.

If you need more information:

- Click the **Help** link at the top of the screen to access the Planning Portal Help pages and articles

- Review the Frequently Asked Questions - https://www.planningportal.nsw.gov.au/help/frequently-asked-questions ; and / or

- Contact ServiceNSW on 1300 305 695.