

This Quick Reference Guide (QRG) is for those councils that are using the combined Development Application (DA) and Concurrence and Referral (CNR) service. For those councils using the CNR service only, please refer to the relevant QRG.

## Creating CNR request from lodged DA

Once you have lodged the development application and answered **Yes** to “Is agency concurrence or referral being sought on this application?”, a concurrence and referral request will be automatically created by the system.

1. **Click** on Related Cases, then click on the CNR reference that was created.

Action summary	Related Cases
	ID
	PAN-668
	CNR-1840

**Note:** You can also locate this CNR reference from the dashboard.

2. **Click** on the relevant headings to review the information of the DA.

Case details	Documents	Agencies	Analytics	Action Summary
<b>Proposed development</b>				
Council DA number :		DA653298		
Application type :		Development application		
Date DA was lodged :		25/07/2019		

3. **Click** Actions and then click on Enter DA Details.

Actions ▾

Refresh

Enter DA Details

**Note:** The CNR request will automatically populate with content from the DA application form (submitted by the applicant) and updated from the council during the preliminary assessment.

# Create a Concurrence and Referral

## Development Application - Council



4. Under the Proposed development heading, review the information and update where necessary.
5. **Select** the development type. eg. Residential – Single new dwelling.

1. Proposed development ☒ 2. Appl

Proposed development details

What is the application type? \*

☒ Development application

☐ Modification application

What is the council DA number? \*

DA653298

What date was the DA lodged? \*

25/07/2019

What is the development type? \*

Residential - Single new dwelling

6. **Click** Save and continue to move to the next heading.

Save and continue

7. Ensure the Application information is correct and update where necessary.

☒ 1. Proposed development ☐ 2. Application information ☐ 3. Assessment process

8. **Click** Save and continue to move to the next heading.

Save and continue

9. **Select** the Responsible council officer from the drop-down list of options.

Responsible council officer

The officer responsible for this application is \*

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10. **Click** Save and continue to move to the next heading.

Save and continue

11. **Select** the agency for the CNR from the drop-down list of options.

Agency name \*

Department of Planning and Environment

# Create a Concurrence and Referral

Development Application - Council



12. **Select** the relevant clause/s. You can leave a comment for the selected agency in the free text field. To add an additional agency, **click** the Add agency button.

A form with three checkboxes: "cl 4.6 Local Environmental Plan" (checked), "SEPP (Affordable Rental Housing) cl 37", and "Other". Below the checkboxes is a text area labeled "Enter comments for agency" with the placeholder text "Provide any additional comments (maximum 512 characters)".

13. **Click** Upload to attach relevant documents.

A button labeled "Upload documents" with a blue "Upload" link inside a rounded rectangle.

14. **Click** Select file(s) or use the Drag and drop function to attach files.

A drag and drop area with a paperclip icon, the text "Drag and drop files here", and a "Select file(s)" button.

15. **Select** the appropriate category for the file.

A dropdown menu labeled "Category" with "Site plans" selected.

16. **Click** Attach.

A blue button labeled "Attach".

17. Click Save and Continue.

A blue button labeled "Save and continue".

18. **Complete** the declaration.

A declaration form with two checkboxes: "I confirm that all applicable clauses have been selected based on the information provided" and "I declare that the applicant has authorised the council to disclose their personal information that their personal information will be disclosed to other NSW Government agencies".

19. **Click** Submit.

Submit

### Next steps

- Once you click Submit, the Applicant will be advised by email to pay for the associated concurrences prior to the information being sent to the selected Agencies.
- When you need to input the determination, please do so against the Development Application within the system. It will automatically update the CNR request.
- For more information on the CNR process, please view the Quick Reference Guides for that service.

### 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/help/frequently-asked-questions>; and / or
- Contact ServiceNSW on 1300 305 695.