

Submit Activation Precinct Certificate Application



Applicant

To apply for an Activation Precinct Certificate application via the NSW Planning Portal (Portal), you will need a Portal account. To register a new account, refer to the quick reference guide *Register for a Planning Portal Account*.

Start new application

1. **Click** New and **select** Activation Precinct Certificate from the dropdown list.



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

Select the site of the development *

Enter address OR Enter Lot/Section Number/Plan

Address did not display? ☐

Note: As you enter the address, it will be validated against the registered address database. When selecting a registered address, a map will display on the right-hand side of the screen.

3. **Select** the Primary address and relevant Lot / Section / Plan.

Street address	LGA	Lot/Section/Plan	Primary address?
		4/-/DP367825 <input type="checkbox"/>	
3 HILL STREET PARKES 2870	PARKES	1/-/DP1103596 <input type="checkbox"/>	<input type="checkbox"/>
		2/-/DP1103596 <input type="checkbox"/>	

4. **Click** Save and Next.

Save and Next

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Capturing Primary Applicant details

Note: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

5. Enter the primary applicant's details.

Title	Please Select... ▾
First given name *	APC
Other given name/s	
Family name *	Applicant
Contact number *	Mobile phone number preferred. Format: xxxxxxxxxx
Email *	apcapplicant@yopmail.com

Note: Your user profile name and contact email address will automatically populate in the applicant's details.

As you enter the applicant's address, it will be validated against the registered address database. Select an option from the list to proceed.

6. Indicate if you are applying on behalf of a company.

If Yes, **enter** the registered business name.

Indicate if the company is the nominated applicant for this application.

Are you applying on behalf of a company? *
<input checked="" type="radio"/> Yes
<input type="radio"/> No
Company name *
Enter registered business name
ACN/ABN
Is the nominated company the applicant for this application? *
<input type="radio"/> Yes
<input type="radio"/> No

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Note: If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.

7. 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

Note: 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.

You may be required to complete the declaration below to continue.

8. To enter the developer details, you can **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

Developer details

ACN Enter here and search

ABN ACN

Note: The developer details are not mandatory.

9. Click Save and continue.

Save and continue

Note: If you no longer wish to continue with the application, choose Cancel. To save your application to complete later choose Save and exit and you will be redirected to your Active Work. Save and exit will only work if all mandatory fields have been completed.

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Capturing Application details

10. **Select** the application type as Activation Precinct Certificate.

What is the application type? *

☐ Activation Precinct Certificate

Note: The address entered at step 2 will be displayed here.

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

Planning controls affecting property

3 HILL STREET PARKES 2870

Summary of planning controls

Land Application LEP	Parkes Local Environmental Plan 2012
Land Zoning	R1: General Residential
Height of Building	NA
Floor Space Ratio (n:1)	NA

12. **Select** the proposed development type(s) from the list.

☒ Dwelling house

☐ Secondary dwelling

☐ Attached development

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

13. **Enter** a detailed description of the development that you are proposing.

Please provide a detailed description of the development *

For example: Demolition of existing buildings, construction of a single

Please provide a detailed description of the proposed mod

14. **Complete** the information for Dwelling count details.

Dwelling count details

Number of dwellings / units proposed *

Number of storeys proposed

Number of pre-existing dwellings on site

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15. Indicate if this application is the direct result of a matter declared as an emergency by the government.

Is this application the direct result of a matter declared by the government

☐ Yes

☐ No

16. Enter the estimated cost of work / development including GST as a plain numerical value (do not include a dollar sign).

What is the estimated cost of work / development, including GST? *

17. Indicate if a subdivision is proposed.

Is Subdivision proposed?

☐ Yes

☐ No

18. Indicate if this application is part of a staged development.

Staged development

Is the development to be staged? [What is this?](#)

☐ Yes, this application is for staged development

☐ No, this application is not for a staged development

19. Indicate if this application is part of a Crown development.

Crown development

Is this a proposed Crown development? [What is this?](#)

☐ Yes

☐ No

20. Click Save and continue.

Save and continue

Capturing Activation Precinct Certificate Information

21. Enter the total Gross Floor Area of the development in sqm.

Total Gross Floor Area of the development (sqm) *

22. Enter the area of land dedicated to environmental purposes.

Area of land to be dedicated for environmental purposes (sqm) *

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23. Indicate if the development involves works within any area identified as an environmentally sensitive area.

Does the development involve works within any area identified as an environmentally sensitive area?

☐ Yes

☐ No

24. Indicate if the development site includes an item of environmental heritage.

Does the development site include an item of environmental heritage?

☐ Yes

☒ No

25. Indicate if the development site includes an Aboriginal object or place.

Does the development site include an Aboriginal object or place?

☐ Yes

☐ No

26. Indicate if the development involves a potentially hazardous or offensive industry.

Is the development a potentially hazardous industry or potentially offensive industry?

☐ Yes

☐ No

27. Indicate if you are aware of any person who may have a financial interest who has made a political donation in the past two years.

Are you aware of any person who has financial interest in the application who has made a political donation in the past two years?

☐ Yes

☐ No

28. Click Save and continue.

Save and continue

Requirements and uploads

29. 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.

30. Click Save and continue.

Save and continue


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Reviewing and submitting

31. Complete the declarations.

Declarations 
☐ Select all

☐ I declare that all the information in my development application and accompanying documents is true and correct.

☐ I understand that the application and the accompanying information will be provided to the relevant authority for assessment.

☐ I understand that if incomplete, the consent authority may request more information, which I will provide.

☐ I understand that the information and materials provided may be used for notification and assessment.

☐ I agree to appropriately delegated assessment officers attending the site for the purpose of assessment.

32. Click Submit.

Submit

Note: You may Save and exit your application or move to Previous pages and make any adjustments. Once you submit your application, it will be sent to the nominated certifier for review and they will discuss payment and any additional requirements with you directly.

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.
- Access the [support page here](#)
- Contact ServiceNSW on 1300 305 695

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