

## I want to submit a section 4.55 application via the Portal, what development type do I select?

Once you have logged into the Planning Portal, click 'New' and select 'Development application' from the drop-down list. You will be asked to nominate the type of application, at this point select 'Modification application'.

## Can I pay the Council fees related to my development application online?

The relevant council will contact you directly to provide a fee quotation and their preferred method/s of payment. This will take place outside the online development application service.

## How do I track the progress of my development application?

If you submitted your development application via the Planning Portal, you can track the status of your application through the status column on your dashboard when you sign into your account.

If you require further information, please contact the relevant council.

## What is the process if I want to withdraw my DA?

If you would like to withdraw/cancel your DA prior to submission, no action is needed. The DA will expire after 28 days.

Alternatively, applicants can withdraw a development application (DA) at any time prior to its determination. The 'Withdraw' function within the DA Online's Actions menu is the mechanism used to withdraw your application.

From the Actions menu, choose 'Withdraw' and when prompted enter the date the application was withdrawn and enter your reason for withdrawing your application.

Council will receive a system generated email advising of the withdrawal, and the system will update the status of the case to Withdrawn. Withdrawn DAs remain visible under your Completed Work queue for future reference.

## Why did I receive an email telling me my application would be cancelled in 7 days?

DAs are cancelled after 28 days of inactivity. If you would like to retain your application, please complete an edit to keep it active. Alternatively, you can let the case expire. When you are ready to proceed you can select the button in the top right of your case which says 'copy to new application' which will copy across all information you had previously entered.

## What is the difference between a State DA and a Council DA?

A Council DA is a development application that is assessed by a Council consent authority. This means the application will be sent to the local Council for assessment and determined by the Council or it's representative.

A State DA is an application that is assessed by a State Agency consent authority. There are special circumstances where an environmental planning instrument will require an application to be sent to a State authority for assessment and determined by a Minister or it's representative. These special circumstances may include location or cost associated with the development, for example applications at Olympic Park will be sent to the Sydney Olympic Park Authority for assessment.

## How do I know if I need a State DA or Council DA?

Most development applications are assessed by the local Council. There are few circumstances where a State Agency acts as the consent authority. It is usually dictated by location or cost of the development. In most circumstances the NSW Planning Portal will automatically direct your application to the correct consent authority. However, if you are unclear whether your application is a State DA or Council DA please contact the local Council for guidance.

## Is there an easy way to resubmit my development application if it has been returned / rejected / withdrawn?

All completed development applications can be copied to create new applications. Open the development application from your Completed Work and select Copy Application then choose either State DA or Council DA to initiate a new development application.

All the information entered on the development application will be copied, where possible, please make sure you proofread the application form as there may be new questions if the consent authority changes. All documents will need to be uploaded again.

## Further information

If your query is not answered by one of the above FAQs, please contact ServiceNSW on 13 77 88 for assistance.

information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.  
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