

Applying for a 10.7 Planning Certificate

You can request a Section 10.7 Planning Certificate online via the NSW Planning Portal from participating councils.

In order to access the NSW Planning Portal, you must have a NSW Planning Portal account. Refer to the Quick Reference Guide Register for a Planning Portal Account for instructions on creating your account.

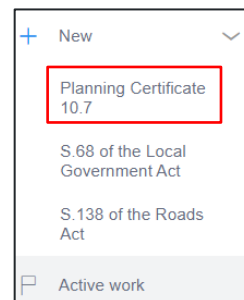
Getting started

You may apply for a Section 10.7 Planning Certificate via the NSW Planning Portal using two different methods;

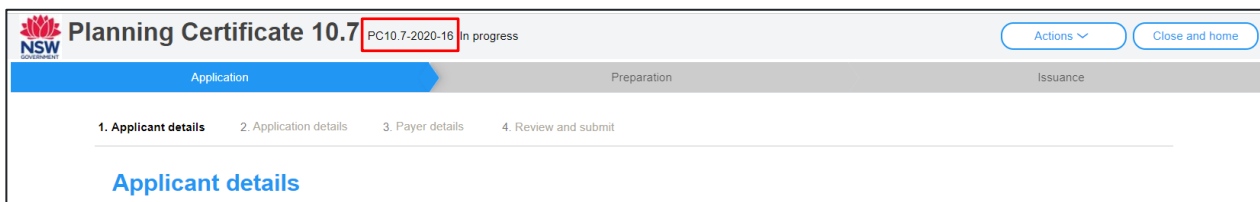
- Stand-alone
- Initiate via an online Development Application (DA) or Complying Development Certificate (CDC)
 - Refer to the Quick Reference Guide – Submit a Development Application Online for instructions on how to initiate the Planning Certificate 10.7 application.

Following the instructions below for your required method.

1. Log in to the NSW Planning Portal and;
 - For a stand-alone application **select** Planning Certificate 10.7 from the New dropdown menu,
 - or
 - **Locate** and **open** the 'In Progress' Planning Certificate 10.7 application from your Active Work.



Note: When you create a new planning certificate application online, the system will automatically generate a unique reference number which is visible at the top of the application. This reference number will begin with PC10.7.



Note: The applicant details screen displays. Some of the fields will be pre-populated based on your registration profile, however you are able to make amendments where necessary.

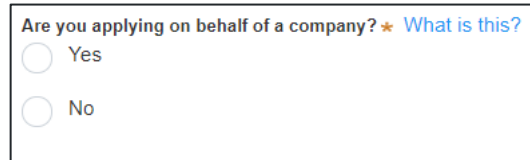
Throughout the online form, mandatory fields are indicated with an asterisk (*), and predictive functionality is indicated by a blue triangle on the bottom right-hand corner of the field box.

Applicant details

2. **Indicate** if the applicant is a company by **selecting** the Yes or No radio button.

If you answered Yes;

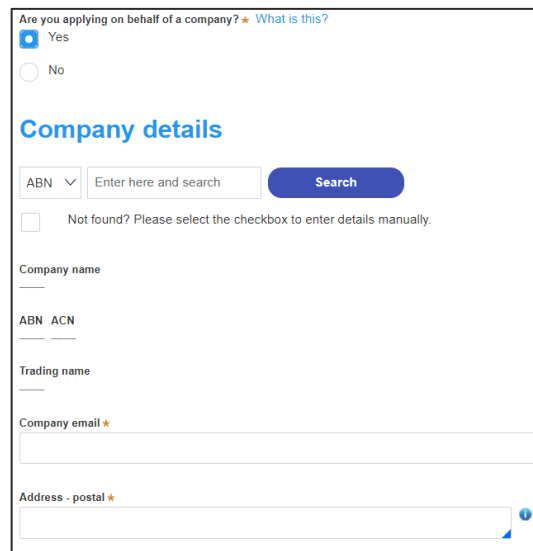
- Search for the company by choosing an operator, ACN, ABN, or Name
- Enter the search term in the search field
- Click the search icon
- Select a result from the list provided
- Enter the Company email and postal address



Are you applying on behalf of a company? [What is this?](#)

Yes

No



Are you applying on behalf of a company? [What is this?](#)

Yes

No

Company details

ABN Enter here and search

Not found? Please select the checkbox to enter details manually.

Company name

ABN ACN

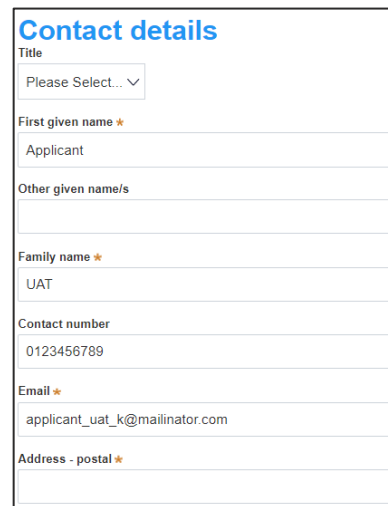
Trading name

Company email

Address - postal

Note: If you cannot locate an appropriate result you may select the checkbox to enter the details manually.

3. **Verify** (and adjust if needed) the application contact details including first and family name, contact number and a valid email address. **Enter** your postal address and the system will provide suggestions based on the information entered. **Select** an option from the list to proceed.



Contact details

Title

First given name

Other given name/s

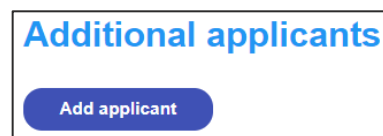
Family name

Contact number

Email

Address - postal

4. **Select** Add applicant to enter further applicant details.



Additional applicants

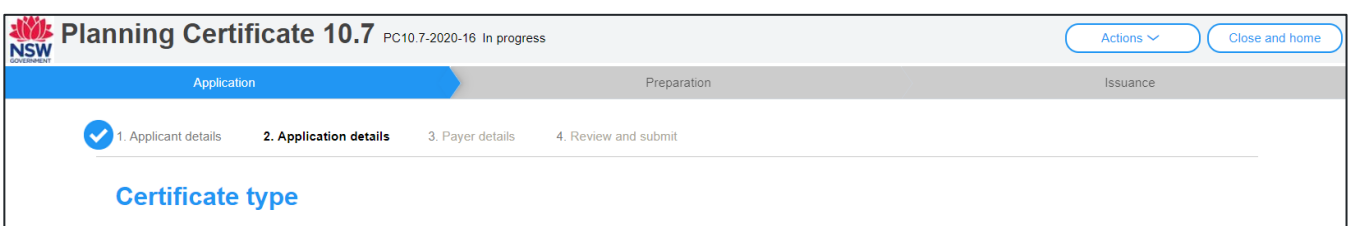
Note: If you are adding more than one applicant to this application, follow the prompts to nominate the additional applicants information.

5. Click Save and continue to progress to the next step.

Save and continue

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.

Application details



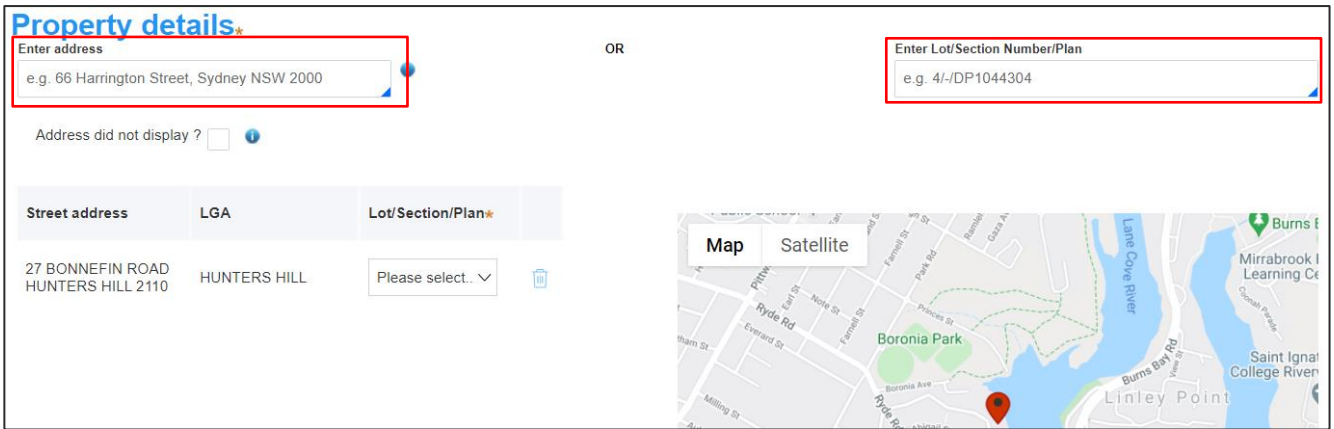
6. Select the type of certificate being applied for.

Select the certificate type you would like to apply for? [What is this?](#)

S10.7 (2)

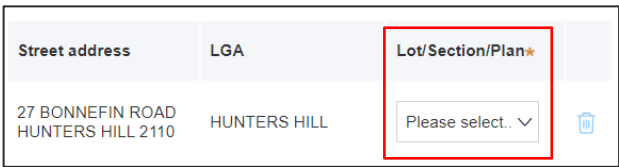
S10.7 (2 & 5)

7. Enter the property details using the Address or Lot /Section number/Plan search functionality.



Note: 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.

8. Once the property is located you must identify the Lot/Section/Plan from the dropdown list before continuing.



Planning Certificate 10.7

Applicant



Note: 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 enter the Lot/Section/Plan number and select the relevant local government area name.

Property details

Enter address OR

e.g. 66 Harrington Street, Sydney NSW 2000

Address did not display?

Enter address * Lot/Section/Plan* Local government area name*

e.g. 66 Harrington Street, Sydney NSW 2000 e.g. 4/-/DP1044304 Council name

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

Planning controls affecting property

▼ 27 BONNEFIN ROAD HUNTERS HILL 2110

Summary of planning controls

Land Application LEP Hunters Hill Local Environmental Plan 2012

9. Click Save and continue to progress to the next step.

Save and continue

Payer details

The Environmental Planning and Assessment Regulation 2000 and council's adopted fees and charges documents establish how fee's are calculated for this application. Once this application form is submitted to the relevant council for lodgement the fees will be calculated by the council. The council will contact the nominated payer to obtain payment. Note that the application may be rejected if the fees are not paid.

Planning Certificate 10.7 PC10.7-2020-16 In progress Actions Close and home

Application Preparation Issuance

1. Applicant details 2. Application details **3. Payer details** 4. Review and submit

Payer details

10. Indicate if the payer is a Company, Business, Government entity or other similar body.

If you answered Yes;

- **Search** for the company by **choosing** an operator, ACN, ABN, or Name
- **Enter** the search term in the search field
- **Click** the search icon
- **Select** a result from the list provided
- **Enter** the Company email and postal address

If you answered No, **enter** the following details of the person making the payment unless already completed correctly:

- First name
- Other given name(s)
- Family name
- Contact number
- Email address
- Billing address

Note: Your details will pre-populate based on your account set-up.

Is payer a Company, Business, Government entity or other similar body ? *

Yes

No

ABN Enter here and search

Not found? Please select the checkbox to enter details manually.

Company name

ABN ACN

Trading name

Company email *

Billing address*

Title

First given name *

Other given name/s

Family name *

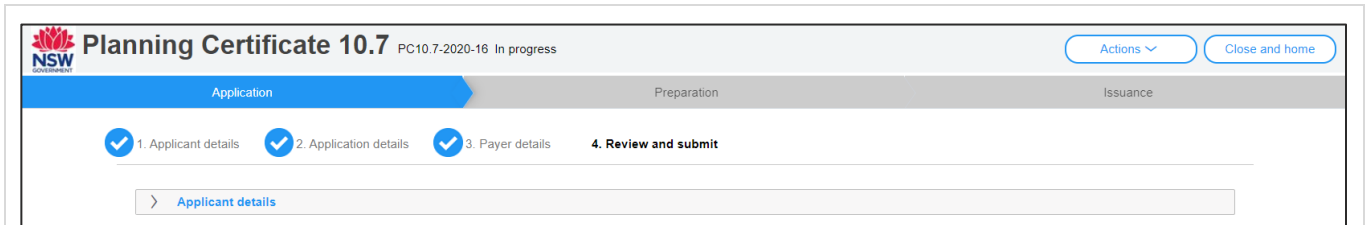
Contact number *

Email *

Billing address *

11. Click Save and continue to progress to the next step.

Review and submit



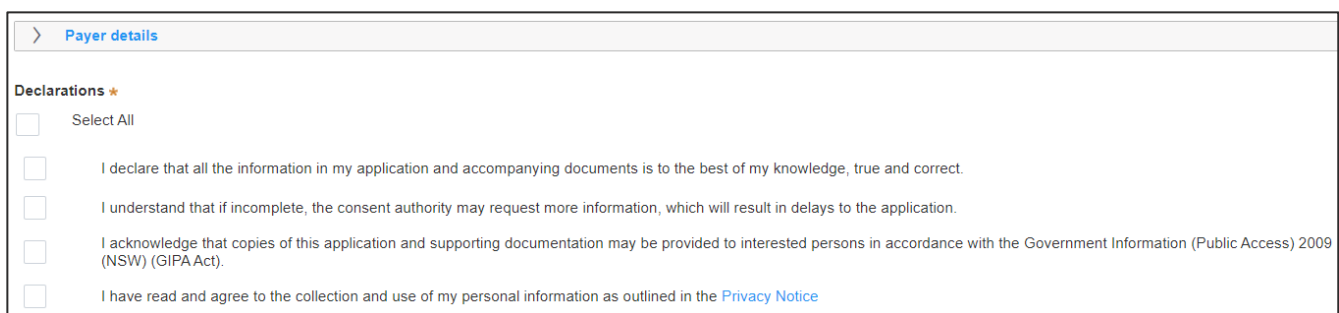
Planning Certificate 10.7 PC10.7-2020-16 In progress

Application Preparation Issuance

1. Applicant details 2. Application details 3. Payer details 4. Review and submit

> Applicant details

12. Review all of the information entered on your application by expanding each of the sections. Once you have reviewed all of the information, you will be required to complete the Declarations at the bottom of the page.



> Payer details

Declarations *

Select All

I declare that all the information in my application and accompanying documents is to the best of my knowledge, true and correct.

I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act).

I have read and agree to the collection and use of my personal information as outlined in the [Privacy Notice](#)

13. Click Submit.

Submit

End of steps

What happens next?

- Your application will be sent to the respective council to review
- You will receive email notifications advising you of the progress of the application and if further action is required.

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/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.