# Submit a Development Application Online

You can prepare and submit a Development Application online via the NSW Planning Portal. You must first register an account to access the NSW Planning Portal. To do this, please refer to our *Registering for the NSW Planning Portal Account* quick reference guide or video.

Contact the relevant consent authority, this is usually the local council, to discuss supporting document requirements before applying for a Development Application.

Creating a new application

1. **Click** New and **select** Development Application (New DA, Mod, Review) to open the online Development Application form.	
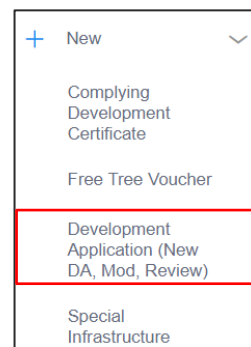
Note: The next few steps will help to direct your application to the right consent authority for assessment. If you know the consent authority for your application, you can choose the appropriate option from the Actions menu to start your development application. The majority of applications are assessed by local councils.

Council DAs are assessed by the local council of the site of development.

State DAs are assessed by the state government consent authority responsible for the selected site of development. E.g. Minister for Planning and Public Spaces
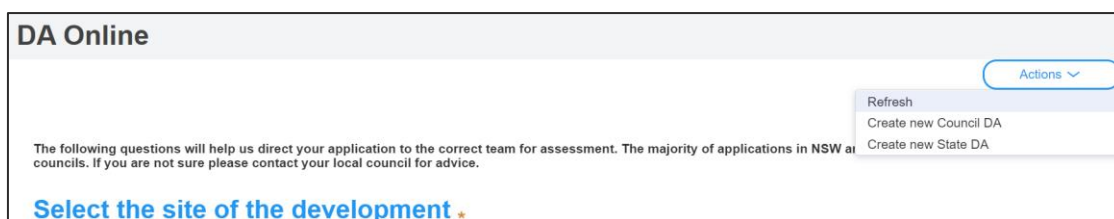
2. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality. Repeat as required until all development sites are located.	

Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

<CM9 Reference>

Select the site of the development *

Enter address

OR

Enter Lot/Section Number/Plan

e.g. 66 Harrington Street, Sydney NSW 2000

e.g. 4/-/DP1044304

Address did not display ?

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / —— / DP527333	

Map   Satellite

3. **Indicate** the primary address of the development. This field is mandatory.

   You can delete the address by **clicking** on the trash icon.

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / —— / DP527333	

Note: If you cannot locate the address by searching you may select the 'Address did not display?' checkbox and enter the details manually.

This will disable the address validation, predictive text feature and map functionality. You must also indicate the primary address of the development and select the relevant Council or Consent Authority.

Select the site of the development *

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

The address you have entered does not belong to a council which has been included in the Phase 1 of the program. Please visit the NSW Planning Portal for more details

Address did not display ? ✔

4. If prompted, **enter** the Capital Investment Value for the development.

Capital Investment Value (CIV) *

Note: The capital investment value (CIV) field will be defined based on the address entered above. The CIV will help identify the appropriate consent authority for the application. If you do not see this field continue to the next step.

5. **Click** Submit.

Submit

Note: When your development application is created, based on your selections and entries the system will determine if the application is a council or state DA. The heading of your DA will indicate the type that is being created. The system will also assign a unique reference number for you to use to track the application starting with the letters PAN. You will see this number on the top left-hand side of your development application submission page.
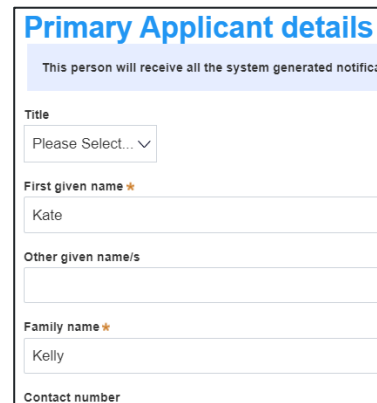
Capturing Applicant details

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

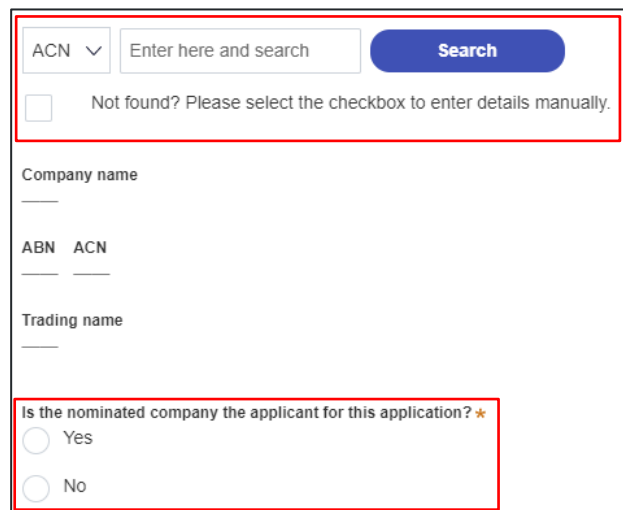|	
6. **Enter** the primary applicant's details. **Note:** Your user profile name and contact email address will automatically populate in the applicant's details. When you enter the applicant's address it will be validated against the registered address database. Select an option from the list to proceed.	**Primary Applicant details** This person will receive all the system generated notificat... Title Please Select... ∨ First given name * Kate Other given name/s Family name * Kelly Contact number
7. **Indicate** if you are applying on behalf of a company. If Yes, **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option. **Indicate** if the company is the nominated applicant for this application.	ACN ∨ Enter here and search **Search** ☐ Not found? Please select the checkbox to enter details manually. Company name ___ ABN ACN ___ ___ Trading name ___ Is the nominated company the applicant for this application? * ○ Yes ○ No

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.

8. **Identify** the owners of the development site. If you have selected that there are multiple owners **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 r ultimately granted, you will not be able to act on that consent until you have obtained the required cons **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 a declaration to continue.

☑ 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.

9. **Indicate** if there are any security or site conditions which may impact the inspection. If yes you will be prompted to provide further details.	Are there any security or site conditions which may impact on the person undertaking the inspection? eg: ◉ Yes ○ No Provide details * [ ]
10. 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] [Search] [Clear] ABN ACN
11. **Click** Save and continue to progress to the next step.	[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.

Capturing Application details

1. Applicant details   **2. Application details**   3. Related planning information   4. Payer details   5. Requirements and uploads   6. Review and submit
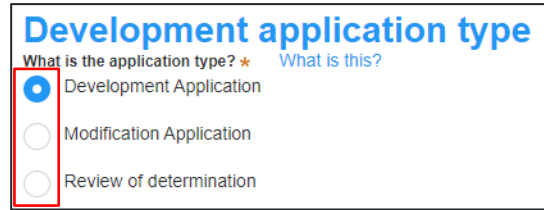
| 12. **Select** the Development application type from the list.

If modification is selected you will be prompted to provide details on the type of modification application, the previous consent and a description of the proposed modification.

If review of determination is selected you will be prompted provide details of the previous consent. | |
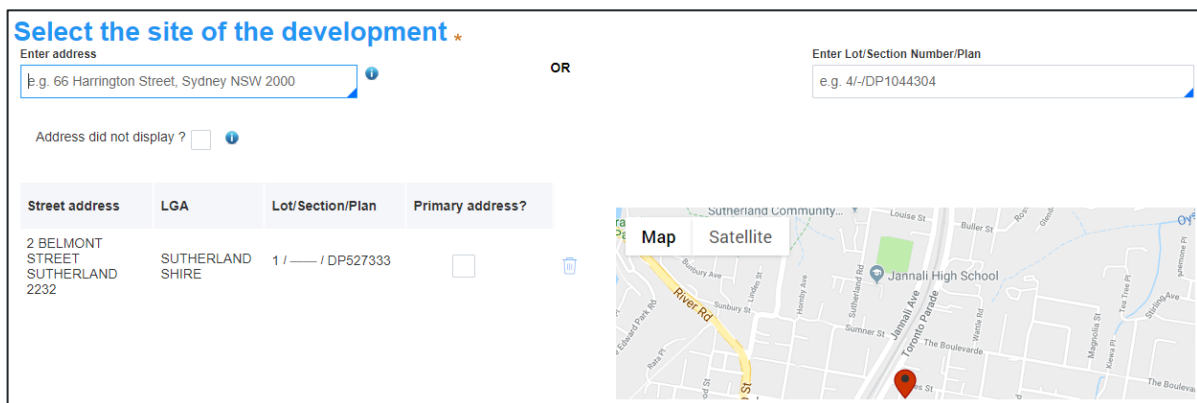
Note: When creating a modification or review of determination application, if the previous application was applied for through the NSW Planning Portal, entering the PAN reference will populate the DA details.

| 13. If you are creating a State DA, the SEPP that applies to your application will be identified based on the site of development. This should be correct. You can adjust if necessary. | |

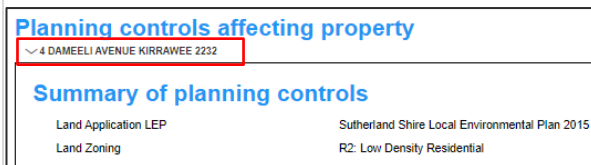| 14. The site of development may be pre-populated based on the information entered when you initiated the application. If this field is blank you can follow steps 2 and 3. |

| 15. The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address. | |

Note: The planning controls will give you an indication whether your application may be referred to other agencies. For example, the development site may be adjacent to a train line in which case the application may need to be referred to Sydney Trains.

16. **Select** the proposed development type(s) from the list.	☑ Dwelling ☐ Secondary dwelling ☐ Semi-attached dwelling

Note: 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.

17. **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 s* Please provide a detailed description of the proposed

18. **Enter** the proposed hours of operation if prompted based on the development type selected.

Provide the proposed hours of operation

Monday		Tuesday		Wednesday	
☐ Proposed to operate 24 hours per day		☐ Proposed to operate 24 hours per day		☐ Proposed to operate 24 hours per day	
09:00 AM — 5:00 PM		09:00 AM — 5:00 PM		09:00 AM — 5:00 PM	
Thursday		Friday		Saturday	
☐ Proposed to operate 24 hours per day		☐ Proposed to operate 24 hours per day		☐ Proposed to operate 24 hours per day	

19. **Provide** details of the proposed development, including number of dwellings/units proposed etc. **Note:** Each field has a 4-digit character limit.	**Provide details of your proposed development** Dwelling count details Number of dwellings / units proposed★ [0] Number of storeys proposed [ ] Number of pre-existing dwellings on site [ ] Number of dwellings to be demolished [ ] Existing floor area (sqm) [ ] Existing site area (sqm) [ ]

20. **Indicate** if the application is a direct result of an emergency and/or natural disaster as declared by the government.

Is this application the direct result of a matter declared by the government to be an emergency and/or a natural disaster (for example, an application for re-building a home destroyed by bushfire)
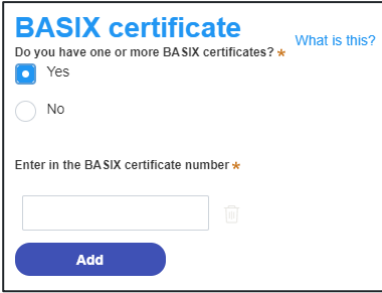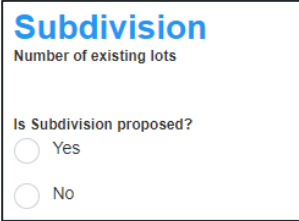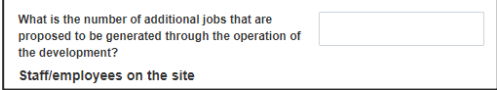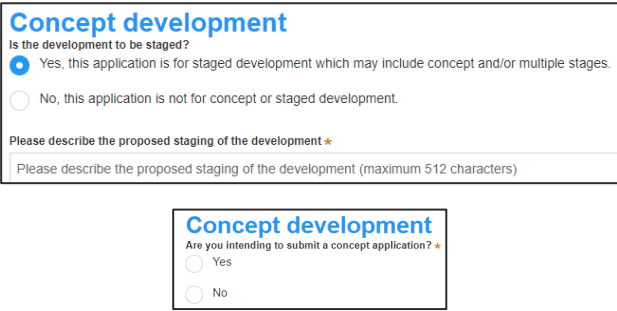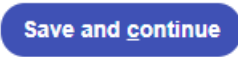○ Yes
● No

21. **Enter** an estimated cost of the development inclusive of GST.	**Cost of development** Please provide the estimated cost of the development ★ What is this? Enter a numeric value including decimal places. Please do not include a dollar sign ($)

Note: The CIV may be prepopulated. You may complete if necessary.

22. Indicate if you have a BASIX certificate. If Yes, **enter** the BASIX certificate number in the space provided. **Click** Add to enter additional BASIX certificate numbers.	**BASIX certificate** Do you have one or more BASIX certificates? ★ — What is this? ● Yes ○ No Enter in the BASIX certificate number ★ [ ] 🗑 **Add**
23. Enter the number of existing lots and **indicate** if a subdivision is proposed. **Note**: This is not a mandatory item.	**Subdivision** Number of existing lots Is Subdivision proposed? ○ Yes ○ No
24. Complete the proposed operating/project details. **Note**: This is not a mandatory item.	What is the number of additional jobs that are proposed to be generated through the operation of the development? [ ] **Staff/employees on the site**
25. Indicate if the development is to be staged (Council DA), or **Indicate** if you are intending to submit a concept application (State DA). If Yes, you will be prompted to capture further details.	**Concept development** Is the development to be staged? ● Yes, this application is for staged development which may include concept and/or multiple stages. ○ No, this application is not for concept or staged development. Please describe the proposed staging of the development ★ [Please describe the proposed staging of the development (maximum 512 characters)] **Concept development** Are you intending to submit a concept application? ★ ○ Yes ○ No
26. Indicate if it is a Crown development. If Yes, you will be prompted to enter the NSW government agency in the space provided.	**Crown development** Is this a proposed Crown development? What is this? ● Yes ○ No Please identify the NSW government agency ★ [Please identify the NSW government agency (maximum 512 characters)]
27. Click Save and continue to progress to the next step.	**Save and continue**

Capturing Registered practitioner details

1. Applicant details ✓	2. Application details ✓	**3. Registered practitioner details**	4. Related planning information	5. Payer details	6. Requirements and uploads	7. Review and submit

Registered practitioner details may be captured where all or part of the development falls within Class 2 of the Building Code of Australia. Selecting one of the following development types will trigger the registered practitioner details screen:

- Dual Occupany
- Alterations and additional to residential developments
- Manor houses

28. To add registered practitioner details to the application, **click** the corresponding + Add button and enter the details.	

Designer   + Add designer

No Designer added

Engineer   + Add engineer

No Engineer added

Building Practitioner   + Add building practitioner

29. **Click** Save and continue.	Save and continue

Capturing Related planning information

30. **Indicate** if the application is for integrated development. If Yes, **select** one or more options from the list.	**Related planning information** Is the application for integrated development? ★ What is this? ● Yes ○ No ☐ Coal Mine Subsidence Compensation Act 2017 ☐ Fisheries Management Act 1994
31. **Indicate** if the proposal is categorised as a designated development.	Is your proposal categorised as designated development? ★ ○ Yes ● No

32. Indicate if the proposal is likely to impact threatened species.	Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats, ○ Yes ● No
33. Indicate if there is a proposal to vary a development standard. If Yes, complete the following fields;	Does the application propose a variation to a development standard in an environmental planning instrument ● Yes ○ No
• **Indicate** either State Environment Planning Policy (SEPP) or Local Environmental Plan (LEP), then select the relevant instrument from the drop-down list of options.	What is the name of the relevant environmental planning instrument? eg. LEP, SEPP ★ ☑ State Environmental Planning Policy (SEPP) ☐ Local Environmental Plan (LEP) **Relevant SEPP** Select... ▾
• **Enter** the variation details in the table provided.	What is the zone of the land? Address / Zone 1 BINYA PLACE COMO 2226 / R2 Development Standard Variation details Name of the development standard being varied / Clause number / Numeric value of the standard being varied / Numeric value of the development against this standard / Percentage value of the proposed variation Height ▾ / Please complete / Please complete / Please complete / Please complete

Note: Multiple development standard variation requests can be made by clicking on the plus icon.

• **Describe** what the objectives of the zone(s) are.	What are the objectives of the zone(s)? **B** *I* U Font ▾ Size ▾ A▾ A▾ ⋮≡ ⋮≡ ⦸ Iₓ
• **Describe** what the objectives of the development standard(s) are.	What are the objectives of the development standard(s)? Format ▾ **B** *I* U A▾ A▾ ⋮≡ ⋮≡ ⦸ Iₓ
• **Describe** how compliance with the development standard(s) is unreasonable or unnecessary in the circumstances of this case.	How is compliance with the development standard(s) unreasonable or
• **Describe** if there are sufficient environmental planning grounds to justify variation of the development standard(s).	Are there sufficient environmental planning grounds to justify variatio
• **Describe** any other relevant information to be considered to justify variation of the development standard(s).	Is there any other relevant information to be considered to justify variation of the

34. **Select** if the application is accompanied by a Voluntary Planning Agreement (VPA).

   Note: If you answer Yes, you will be required to provide a description and status. Multiple VPAs can be entered by clicking on the plus icon.

Is the application accompanied by a Voluntary Planning Agreement (VPA)? What is this?
- ● Yes
- ○ No

Description of the VPA   Status

[   ]   Select

+

35. **Indicate** if approval under s68 of the Local Government Act 1993 is required.

   If Yes, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.

Section 68 of the Local Governmen

Is approval under s68 of the Local Government Act 1993 required? ★ What is this
- ● Yes
- ○ No

Have you already applied for approval under s68 of the Local Government Act? ★
- ○ Yes
- ● No

Would you like to apply for approval under s68 of the Local Government Act? ★

Note: If you are applying for the s68 approval and have initiated the application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

36. **Indicate** if you have already obtained a 10.7 Planning Certificate.

   If No, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.

10.7 Certificate

Have you already obtained a 10.7 certificate? ★
- ○ Yes
- ● No

Would you like to start a Planning Certificate 10.7 application? ★
- ● Yes
- ○ No

Note: If you are initiating the 10.7 Planning Certificate application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

37. **Indicate** if tree removal or pruning work is proposed.

   If Yes, **enter** the details of the proposed work.

Tree works

Is tree removal and/or pruning work proposed? ★
- ● Yes
- ○ No

Please provide a description of the proposed tree removal and/or

Number of trees to be impacted by the proposed work ★

[   ]

38. **Identify** if the development site includes an item of local heritage.	**Local heritage** Does the development site include an item of environmen ○ Yes ○ No Are works proposed to any heritage listed buildings? ○ Yes ○ No Is heritage tree removal proposed? Yes
39. **Indicate** if the applicant or owner is a staff member or councillor of the council assessing the application. If Yes, **enter** further details in the space provided.	Is the applicant or owner a staff member or councillor of the council ● Yes ○ No Please provide a description (name of person, role in council) ✱
40. **Indicate** if the applicant or owner has a relationship with any staff or councillor of the council assessing the application. If Yes, **enter** further details in the space provided.	Does the applicant or owner have a relationship with any staff or councillor of th ● Yes ○ No Please provide a description (name of person, role in council, relationship to the
41. **Indicate** if you are aware of any person who has financial interest in the application who has made a political donation or gift in the last two years.	Are you aware of any person who has financial interest in the application ● Yes ○ No
If Yes, you must complete the political donations or gifts declaration.	Indicate donation or gift / Name of party or person for whose benefit the donation / gift was made / Date of benefit / Value
42. **Click** Save and continue to progress to the next step.	Save and continue

Capturing Payer details

✓ 1. Applicant details	✓ 2. Application details	✓ 3. Registered practitioner details	✓ 4. Related planning information	**5. Payer details**	6. Requirements and uploads	7. Review and submit

The Environmental Planning and Assessment Regulation 2000 and the consent authorities adopted fees and charges documents establish how fees are calculated for this application. Once this application form is submitted to the relevant consent authority for lodgement the fees will be calculated by the

consent authority. The consent authority will contact the nominated payer to obtain payment. Note that the application may be rejected if the fees are not paid.

Fee estimates will appear for all state DAs. You may identify if any of the fee components apply or leave blank. The consent authority will provide the final fee calculation before accepting the application for assessment.

Note: This section does not apply for Council DAs, you can continue to the next step.

Fee estimates

Works

What is the estimated cost of the proposed development? * $11,000,000.00

Staged DAs: What is the estimated cost of any staged DA component?

☐ The DA is to be referred to a SEPP65 design review panel

☐ The DA is Designated Development

Subdivision

☐ The DA proposes subdivision

☐ Does the DA involve the opening of a new road?

Advertisement

☐ The DA is for an advertisement (e.g. signage)

Other Development

☐ The development does not involve the erection of a building, the carrying out of a work, the subdivision of land or the d

Integrated Development

Number of integrated approval agencies

Concurrence

Number of concurrence authorities

Estimated Total Fee Payable to the Department $17,065.00

---

43. Indicate if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.

Select the option that is applicable *

🔘 Individual

⚪ A company, business, government entity or other similar body

---

Note: You may be required to search to locate the company / business by a keyword. Use the drop-down menu to select a search option.

---

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

Save and continue

Requirements and uploads

| ✓ 1. Applicant details | ✓ 2. Application details | ✓ 3. Registered practitioner details | ✓ 4. Related planning information | ✓ 5. Payer details | **6. Requirements and uploads** | 7. Review and submit |

Note: Contact the relevant consent authority, this is usually the local council, to discuss supporting document requirements before applying for a Development Application.

---

45. 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.

---

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

Save and continue

Reviewing and submitting

✓ 1. Applicant details	✓ 2. Application details	✓ 3. Registered practitioner details	✓ 4. Related planning information	✓ 5. Payer details	✓ 6. Requirements and uploads	**7. Review and submit**

The review and submit section allows you to review all of the information entered for your Development Application by navigating down the page.

47. **Complete** the declarations and **click** Submit.

Submit your application

Declarations ★

☑ 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 the application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this application, and may be provided to other State agencies.

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

Previous   Save and exit   **Submit**

End of steps

What happens next?

- If you have initiated a related application such as a 10.7 Planning Certificate or Section 68 approval, you must finish completing the 'In Progress' applications available in your Active Work.

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.