Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au

Housing productivity contribution | Council

How to resolve housing productivity contribution (HPC) case in a development application

Version: 2

Last Updated: 11 August 2026

Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Published by NSW Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au

How to resolve housing productivity contribution (HPC) case in a development application

Copyright and disclaimer

© State of New South Wales through the Department of Planning, Housing and Infrastructure 2026. Information in this publication is based on knowledge and understanding at the time of writing, August 2026, and is subject to change. For more information, please visit nsw.gov.au/copyright

DPHI-MC-R-WC-V1.0

Contents

Introduction **1**

1. How to finalise the contributions case **2**

Step 1: Locate the contributions case 2

Step 2: Enter contributions framework details 3

Step 3: Enter Proposed and existing uses 5

Step 4: Total number of units 7

Step 5: Calculate contributions 7

Step 6: Finalise contributions 10

What happens next? 10

2. How to manually trigger a contributions case **11**

3. How to withdraw a contributions case **13**

More information **15**

Recommended step-by-step guides 15

Introduction

When a development application (DA) is lodged through the NSW Planning Portal (the Portal), the system automatically identifies whether the proposed development triggered a housing and productivity contribution (HPC). This initial identification is based on the development site location and the development types selected by the applicant.

Once the application is submitted, the consent authority assumes full responsibility for reviewing and finalising all HPC-related inputs. This includes verifying development types, confirming the accuracy of contribution-related details, and determining whether a HPC applies.

As part of the assessment of the development application, council officers must review and resolve the HPC case. This involves applying the correct standard condition of consent where an HPC is required and ensuring the final contribution amount is accurately calculated and imposed as part of the development consent.

> **Note**: The HPC amount only becomes payable after the development application is determined, at which point applicants can make payment through the NSW Planning Portal and the Service NSW payment gateway. The system prevents early payment attempts, ensuring payment aligns with the timing set by the consent authority.

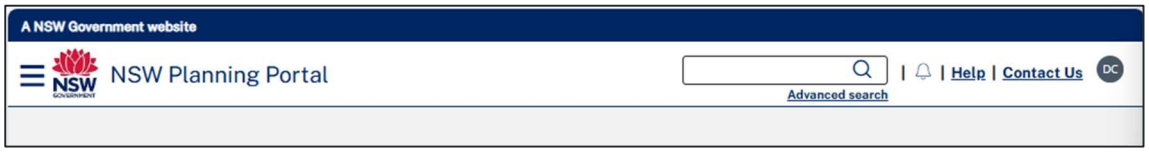
This guide supports council staff in understanding their role in reviewing, finalising, and resolving HPC contribution cases during the DA assessment process.

1. How to finalise the contributions case

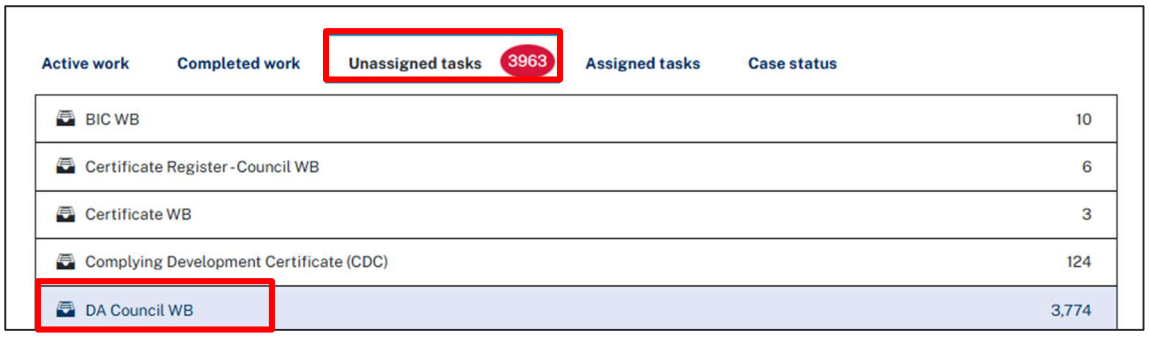
Tip: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

Step 1: Locate the contributions case

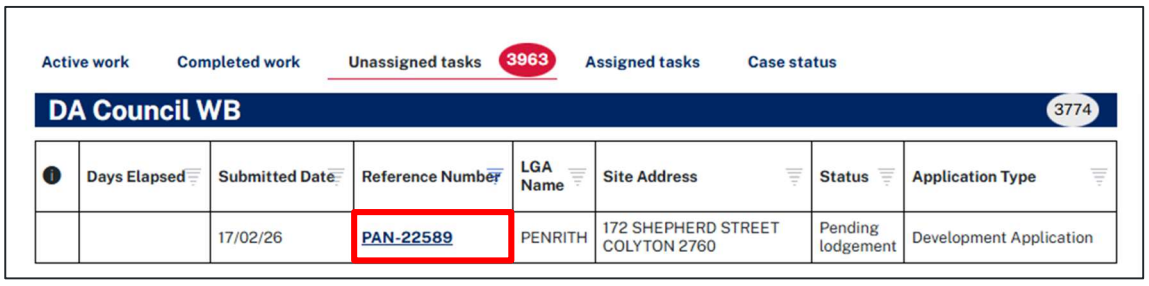
1. **Log in** to the NSW Planning Portal to display your dashboard.



2. **Select** 'DA council' work basket from the 'Unassigned tasks' tab.

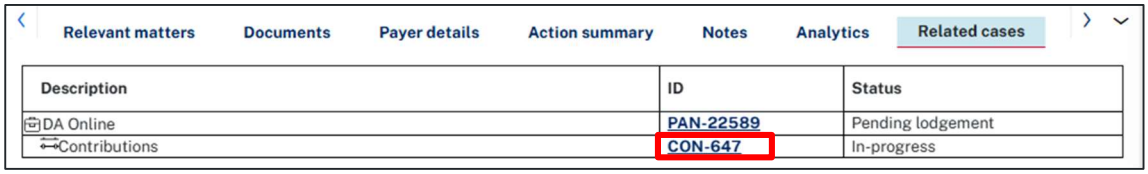


3. **Click** on the application reference number to display the 'Completeness Check' screen.



4. Scroll down and **select** 'Related cases' tab.

5. **Click** on the contributions reference number CON-xxx.

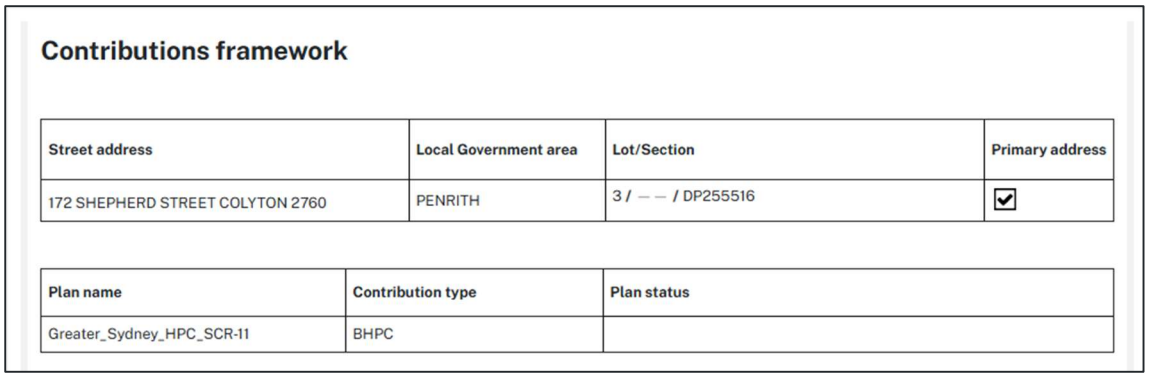


Step 2: Enter contributions framework details

Note: The contributions case will display as read-only. To edit the case, follow the steps below.

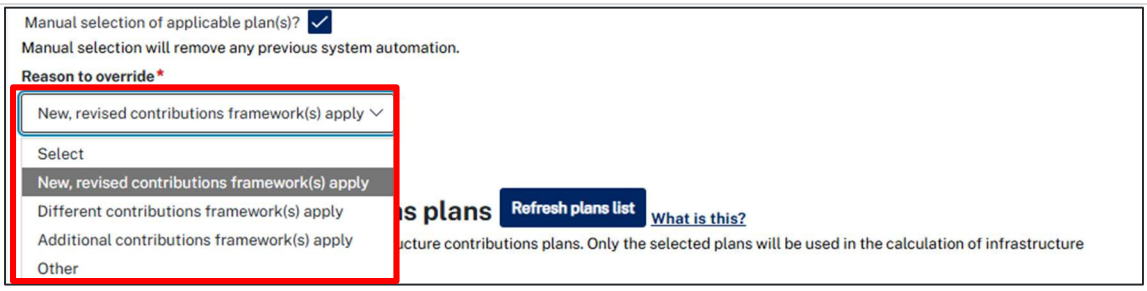
6. **Click** 'Actions', then **select** 'Contributions framework'.

7. **Review** the details and plan name to ensure accuracy.

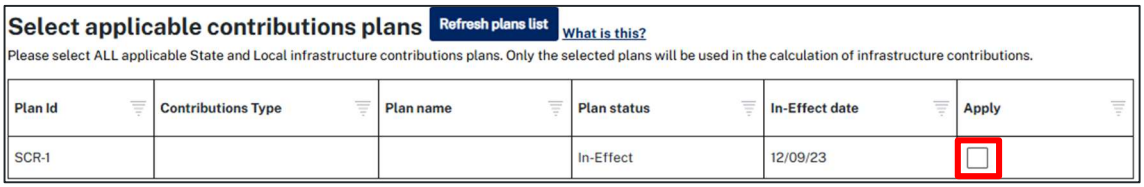


Note: If the plan is not correct, tick 'Manual selection of applicable plan(s)? checkbox. Manual selection will remove any previous system automation.

a. **Select** reason to override from the drop-down list.



b. **Select** the applicable contributions plan from the displayed list.

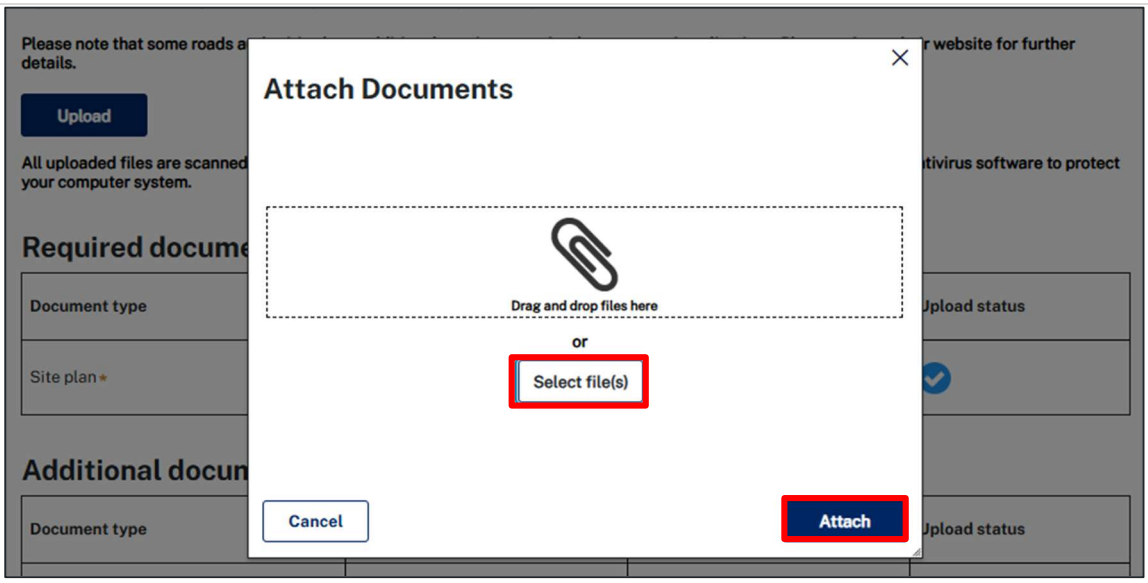


8. **Indicate** if previous payments were made or a state planning agreement applies.

Note: If you indicate that a previous payment was made, or a state planning agreement applies, you will be prompted to upload supporting documentation. Where no selections are made, proceed to submit.

9. **Click** 'Upload'.

- **Select** file (s) or drag and drop
- **Select** the appropriate category from the drop-down menu for each file
- **Click** 'Attach'.

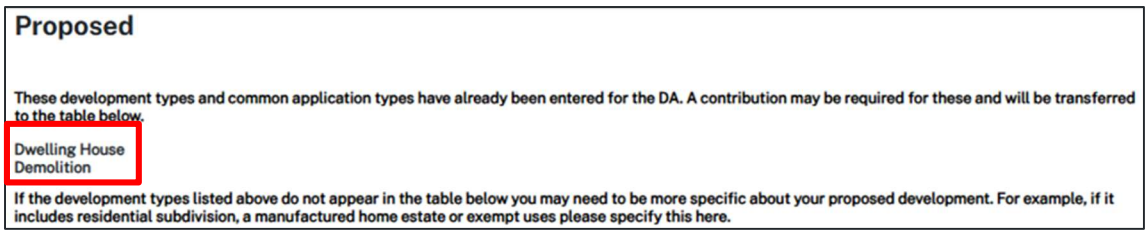


10. **Click** 'Submit'.

Step 3: Enter Proposed and existing uses

Note: Review the information entered by the applicant. If the information is correct, **click** 'Submit' to proceed. If the information needs updating, follow the steps below.

11. **Review** the proposed contributions.



12. To make changes to the proposed developments, **check** the box to override applicant inputs.

Note: When override the applicant's input is selected, you can edit the proposed contributions.

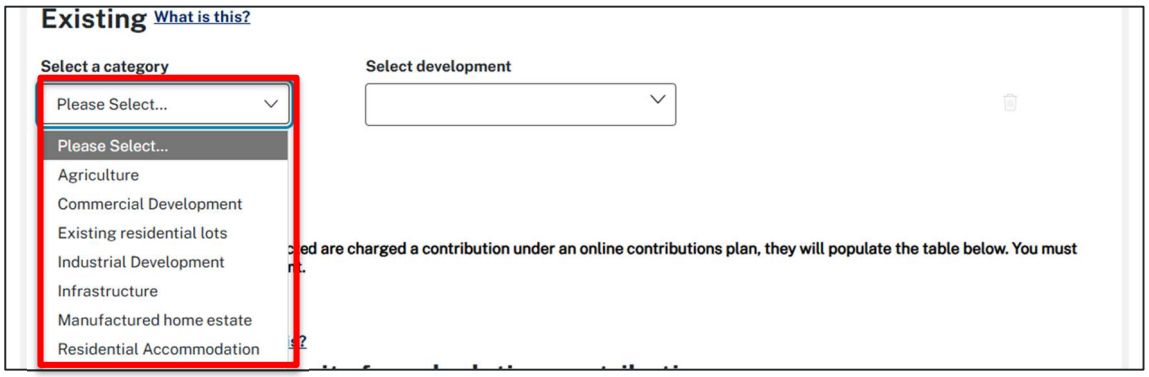
13. **Select** a category and development type.

Note: To delete a contribution, **click** on the bin icon next to the contribution.

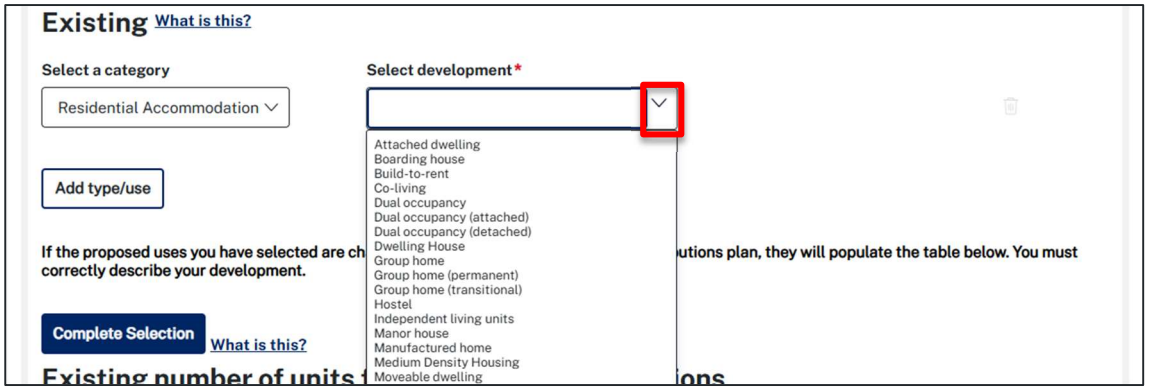
14. **Click** 'Add Contributions uses' to add additional developments.

15. **Indicate** if you want to add existing development, such as an existing residential lot, that applies to the development.

a. If 'Yes', **select** a category from the available list.



b. **Click** the down-arrow to select a development from the available list.



c. **Select** 'Add type/use' to add additional existing development, if required.

16. **Click** 'Add stage' to add additional stages for a staged development consent.

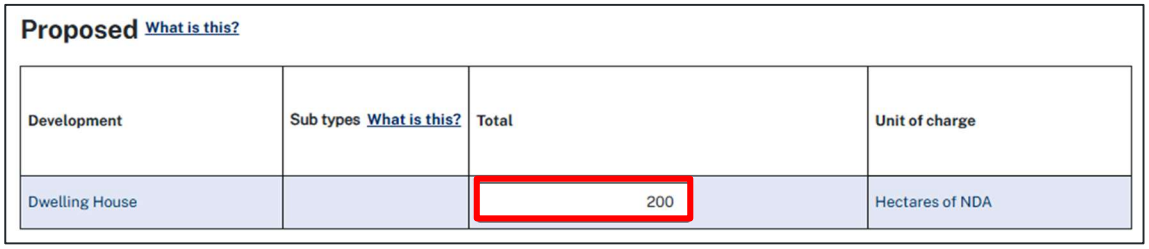
Note: The current selections will be displayed as stage 1. You can manage the existing developments for each stage separately.

17. Once the information has been updated, **complete** the declaration.

18. **Click** 'Submit'.

Step 4: Total number of units

19. **Review** the number of units and ensure the correct number is entered.

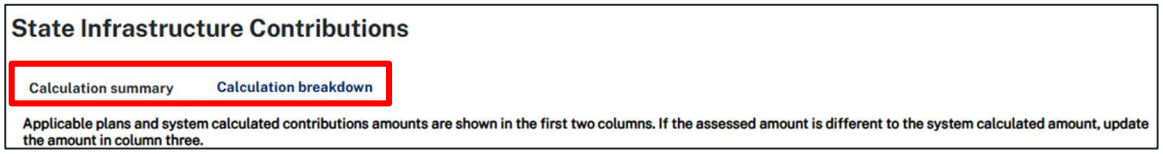


Note: Data entered here is for the purpose of calculating contributions, which may not be the same as actual proposed development statistics, update if needed.

20. **Click** 'Submit'.

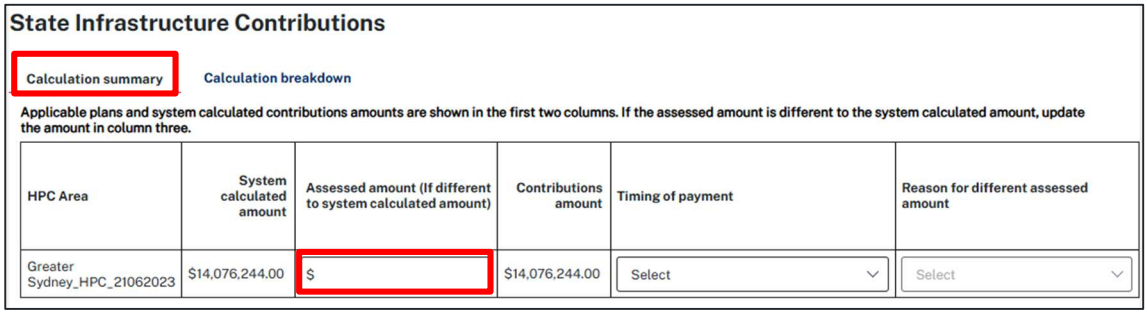
Step 5: Calculate contributions

Note: Calculate contributions consists of two screens; **Calculation summary** and **Calculation breakdown** . The **Calculation summary** screen shows the contribution amount automatically calculated by the system. Clicking on the Calculation breakdown heading provides a breakdown of how the calculation was made, and includes read-only information such as Current Indexation period, Current Indexation value and Base Indexation value.

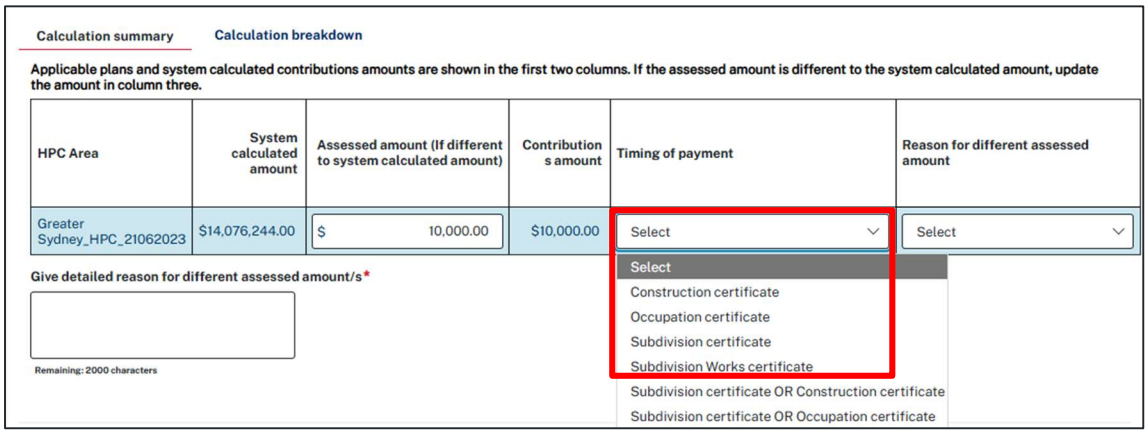


On the Calculation summary screen, **if the system calculated amount is correct, complete only the Timing of payment column** . If the assessed amount is different from the system-calculated amount, proceed with the steps below.

21. **Enter** the assessed amount (if different from the system calculated amount).

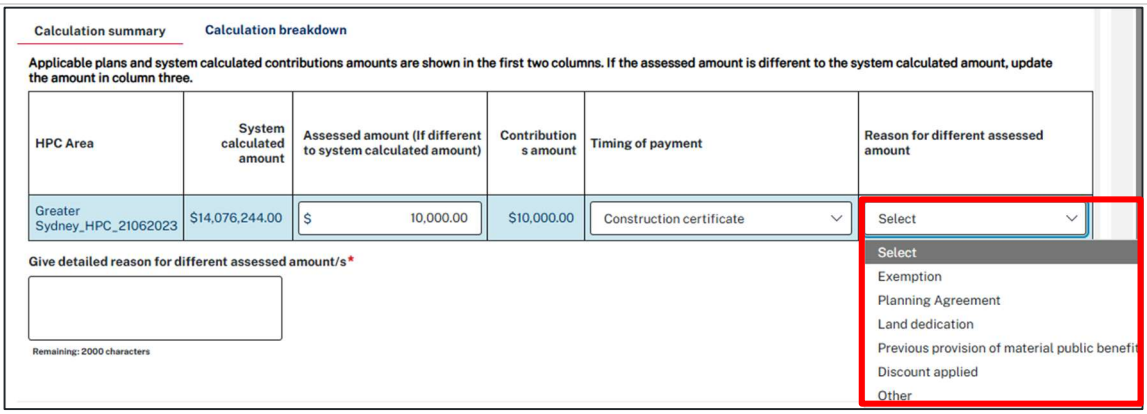


22. **Select** the 'Timing of payment'.



Note: The 'Timing of payment' determines when the contribution payment must be made. For example, if 'Construction certificate' is selected, the payment must be made prior to the issuance of the Construction Certificate.

23. If the assessed amount is different from the system calculated amount, **select** the reason for different assessed amount (if required).

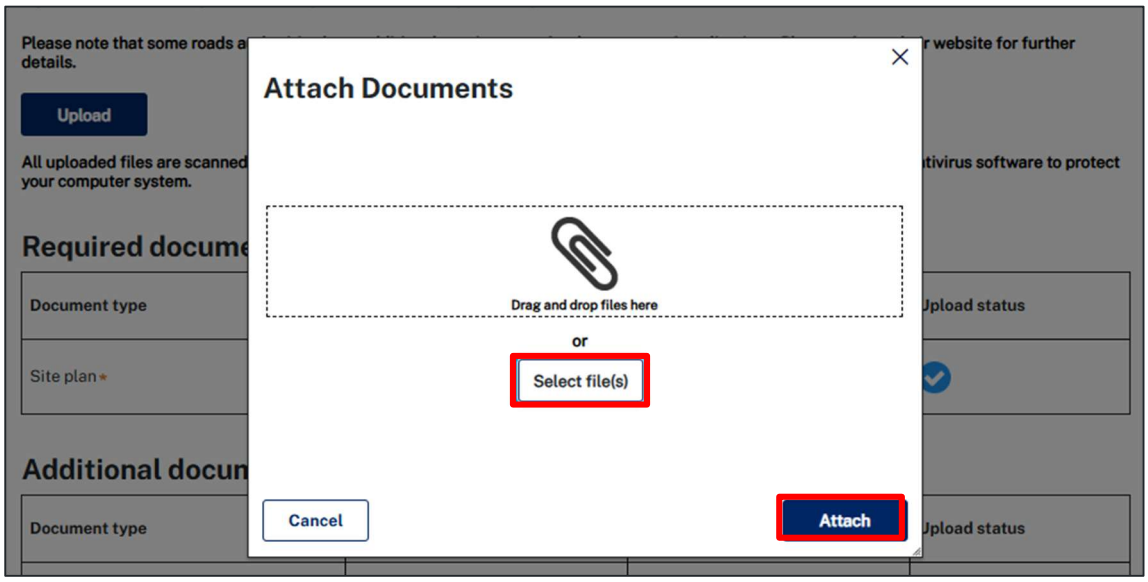


24. **Enter** the detailed reason for different assessed amount/s.

Note: The option to enter a detailed reason for the different assessed amount(s) and Upload option below will only appear if a different amount is entered to the system calculated amount.

25. Click 'Upload' to upload the Contributions assessment document.

- **Select** file (s) or drag and drop
- **Select** the appropriate category from the drop-down menu for each file
- **Click** 'Attach'.

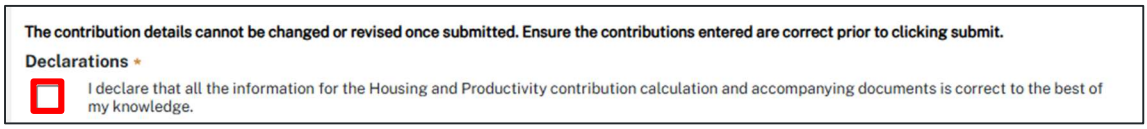


26. **Click** 'Submit'.

Step 6: Finalise contributions

Note: The 'Finalise contributions' screen provides an opportunity to review and amend the information as required prior to submitting by **selecting** 'Edit contribution details' from the Actions menu. If you are ready to submit and conclude the Contributions case, follow the steps below.

27. **Review** and **complete** the declaration.



28. **Click** 'Submit'.

What happens next?

- The application status will change to Resolved-Completed.

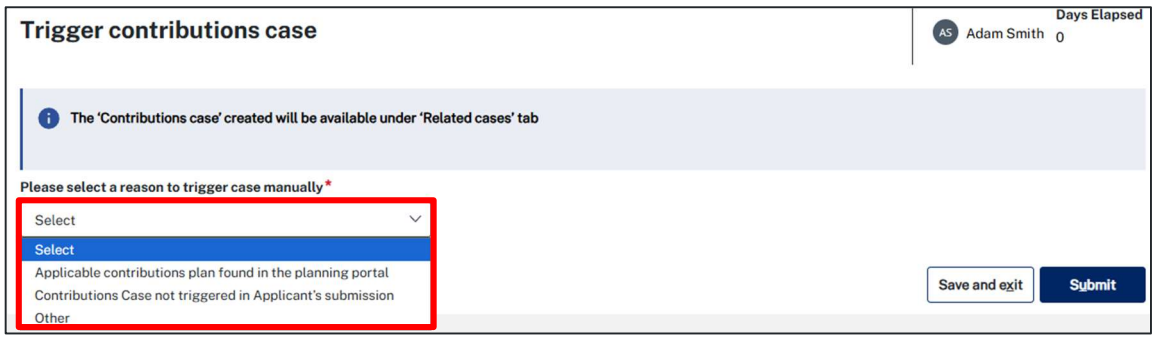
2. How to manually trigger a contributions case

When assessing a Development Application (DA) in the Portal, consent authority staff may need to manually trigger a Housing and Productivity Contributions (HPC) case. This option is available through the '**Actions'** menu within the development application.

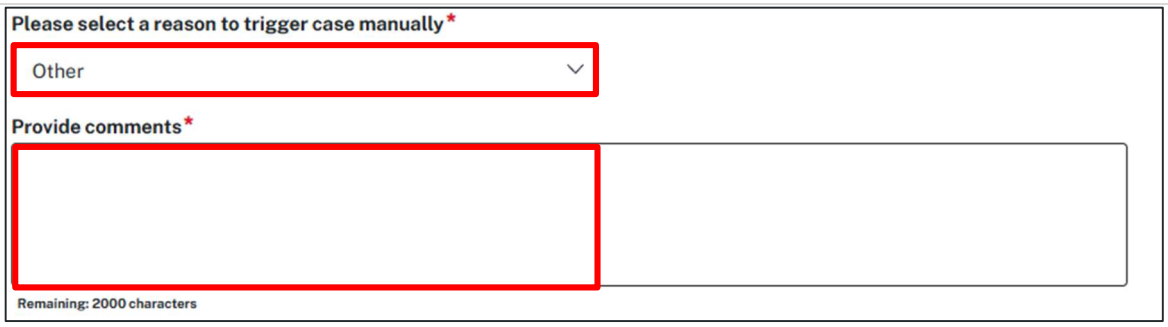
The option to trigger contributions case will only appear **after the application has been lodged** and **where no existing contributions case is present** in the Related Cases tab. This allows consent authority staff to create a contributions case where one has not been automatically generated by the system, ensuring the appropriate housing and productivity contribution requirements can be applied and managed as part of the assessment process.

1. **To** manually trigger a contributions case from within the development application, **click** on the 'Actions' menu, then select 'Trigger contributions case'.

2. **Select** a reason to trigger the case manually.



Note: If 'Other' is selected, you will need to **provide** comments.



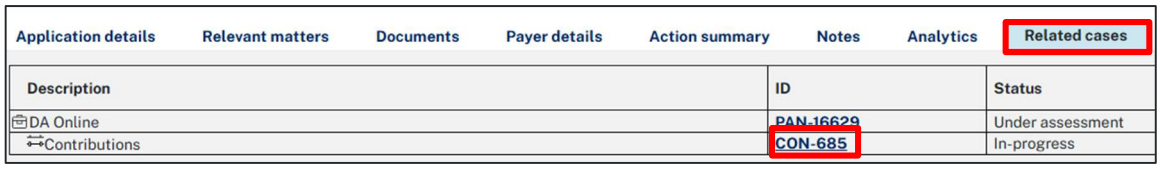
Note: If a contributions case already exists, the manual trigger option will not display within the 'Actions' menu.

3. **Click** 'Submit'.

3. How to withdraw a contributions case

Council staff can withdraw a **contributions case** when assessing a development application in the Portal. This option may be used where the existing contributions case has been created incorrectly or requires resetting.

1. **To** withdraw a contributions case, **click** on the CON case located via the 'Related Cases' tab.



2. **Click** 'Actions', then **select** 'Withdraw case'.

3. **Confirm** that you would like to withdraw the contributions case and **select** a reason from the list of options.

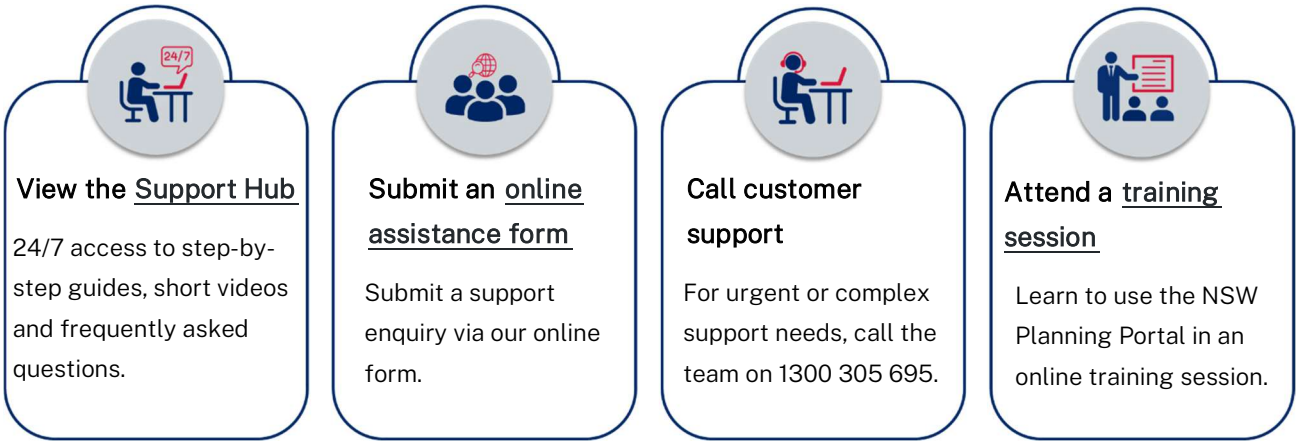
Note: If 'Other' is selected, additional information will be required to be entered in the space provided.

4. **Click** Submit.

Note: After withdrawing the contributions case, the system will generate a new contributions case which must be resolved before the development application can be determined. If the contribution case is not automatically generated by the system, you can manually trigger the case via the Actions menu from within the development application case.

More information

Need help using the NSW Planning Portal?



Recommended step-by-step guides

Other step-by-step guides that you may find useful are listed below:

- How to register for a NSW Planning Portal account
- How to navigate the NSW Planning Portal dashboard
- How to request additional information
- How to complete the preliminary assessment stage

These documents can be found on the NSW Planning Portal Support Hub.