

Applying for a Controlled Activity Approval (CAA) Security Bond Release



Applicant – NRAR

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Overview

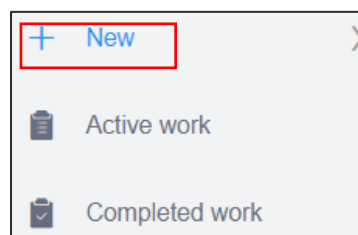
A security bond release application is a CAA security bond release under s32(8) of the *Water Management (General) Regulation 2018*. You can make an application for release of security bond if:

- Works as specified by your Controlled Activity Approval have been completed for the subject security bond stage or,
- Works have not commenced and will not be commencing, and you have surrendered your Controlled Activity Approval or,
- Replacement security bonds to the same value have been provided to NRAR.

This document outlines the steps required to apply for a Security Bond Release for both a Bank Guarantee and a Cash Bond.

Starting a Security Bond Release Application

1. After logging in as an Applicant, **click** New to continue.



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2. **Select** Security bond release from the type of application available list.

What type of application are you asking for:

☐ New approval

☐ Amended approval

☐ Extension approval

☐ Surrender

☒ Security bond release

3. **Select** Yes or No to indicate if the original CAA applied for was via the e-Planning Portal?

Was your original Controlled Activity Approval applied for via the e-Planning Portal?

☐ Yes

☐ No

4. **Enter** your Controlled Activity Approval Reference Number – refer to screen for examples

Enter your Controlled Activity Approval reference Number *

Yes - CAA-2021-10401 or NO: CX-2344

5. **Click** Start application.

Start application

A new case number is system generated and also provides the details of the original CAA.

CAA-R-2021-10129 In Progress (Release Security Bond from CAA-2021-10401)

Note: The application reference number opens the original application, and the Applicant and Contact details can be edited.

6. **Select** Yes or No if you are applying on behalf of a Company.
- a. If Yes is selected, enter the company details.
- b. If No is selected, enter the applicant contact details.

Are you applying on behalf of a company?

☐ Yes

☐ No

7. **Click** Save and Continue.

Save and continue

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Note: The details of the security bonds that have been received are listed. Only one security bond can be released in each application. If you require more than one security bond released please make additional applications.

Requesting a Bank Guarantee Security Bond Release

1. **Select** a Bond to be released, from the list displayed, in this instance Bank Guarantee.

Select Bond	Stage Description	Amount	Bond Type	Reference	Bond Provider	Status
☒	Bank Guarantee	\$50,000.00	Bank Guarantee	G6+12948	St George_Kogarah_Lisa Smith	Received
☐	Cash Bond	\$25,000.00	Cash Bond	PAP123456	Lisa Smith	Received

2. **Select** the reason for requesting the security Bond release.

Note: If the existing Security Bond is being replaced there is an additional question required to indicate if the new Security Bond to NRAR will be a replacement bond. See screen shot on the right.

☐ All works for the subject security bond stage, as specified by the Controlled Activity Approval and approved plans and documents, have been completed

☐ The Security Bond is being replaced with a new security bond of equal value

☐ All works as specified by the Controlled Activity Approval have not commenced and will not be commencing

New security bonds must be provided to NRAR prior to the release of the original security bonds. Have you sent the new security bonds to NRAR address Locked Bag 5022, Parramatta NSW 2124? *

☒ Yes

☐ No

3. **Click** Save and continue.

Save and continue

Requesting a Cash Bond Security Bond Release

1. **Select** a Bond to be released, from the list displayed, in this case a Cash Bond.

Select Bond	Stage Description	Amount	Bond Type	Reference	Bond Provider	Status
☐	Bank Guarantee	\$50,000.00	Bank Guarantee	G6+12948	St George_Kogarah_Lisa Smith	Received
☒	Cash Bond	\$25,000.00	Cash Bond	PAP123456	Lisa Smith	Received

2. **Select** the reason for requesting the security Bond release.

Note: If the existing Security Bond is being replaced there is an additional question required to indicate if the new Security Bond to NRAR will be a replacement bond. See screen shot on the right.

☐ All works for the subject security bond stage, as specified by the Controlled Activity Approval and approved plans and documents, have been completed

☐ The Security Bond is being replaced with a new security bond of equal value

☐ All works as specified by the Controlled Activity Approval have not commenced and will not be commencing

New security bonds must be provided to NRAR prior to the release of the original security bonds. Have you sent the new security bonds to NRAR address Locked Bag 5022, Parramatta NSW 2124? *

☒ Yes

☐ No

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3. Enter the Cash Bond Release Details.

- Applicant/Owner Name
- ABN – 11 numbers (Required only if Company)
- Applicant/Owner registered address

Cash bond release email details	
Company Name *	
Lynwood Lloyd Pty Ltd	
ABN *	
43 217 654 321	
Company Address *	
2 KINKA ROAD TERREY HILLS 2084	

4. Enter the Bank Institution for the Cash Bond.

5. Enter the Account Name.

6. Enter the BSB bank number.

7. Enter the Account Number

Bank details	
Bank Institution *	Account Name *
St George	Lynwood Lloyd Pty Ltd
BSB *	Account Number *
112-879	043324689

8. Click Save and Continue.

Save and continue

Completing Requirements and Uploading Documents

Please upload files in one of the following file formats: PDF, Word, Excel, JPEG, PNG or ZIP. Please ensure the ZIP file does not include any executable (.exe or .osx) file types. The maximum file size is 300 MB.

The file name can be up to 150 characters long.

If you would like to upload the same file in multiple categories, you will need to either name the files differently to complete a bulk upload or attach one document at a time.

If you need to amend any attachments, please delete and upload a replacement document.

Plan sets are to be uploaded as a single pdf unless maximum file size is exceeded.

Plans uploaded should be suitable for Construction Certificate or Subdivision Works Certificate lodgement unless specified otherwise.

The documents required to be uploaded – based on the answers provided in this quick reference guide are:

- Owners Consent – Owners Consent from all owners is required. Owners Consent from Lessor is required where the land is leased from another person or company.
- Security Release Completion Report – This is a completion report to support your request for bond release. The completion report must include the following:

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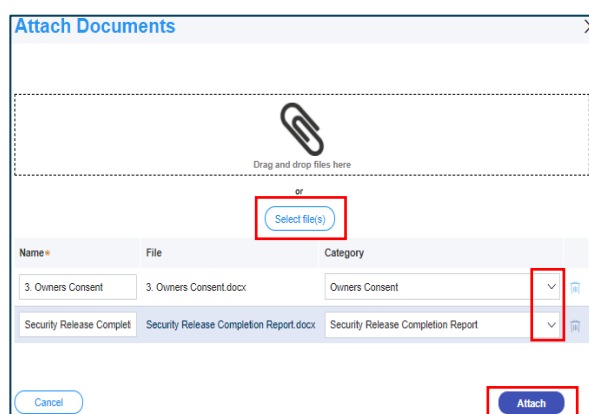
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- A schedule and map showing the vegetation species, number and location of initial and any replacement plantings and propagation materials, and
 - The date of planting of vegetation, and
 - The percentage cover of groundcover, shrubs, trees and weeds, and
 - Any problems that impacted the civil work or the survival rates of plants including climatic, fire, flooding and vandalism, and
 - A map of the location of any staged activities, and
 - Photographs showing the civil and revegetation works during the reporting period.

1. **Click** Upload to attach relevant mandatory or additional documents.

Upload

2. **Select** and upload all mandatory documents (marked with an asterisk *) or additional documents.
3. **Select** the correct category for each document.
4. **Click** Attach to continue.



The 'Attach Documents' dialog box shows a file selection interface. It includes a 'Select file(s)' button, a table with columns for Name, File, and Category, and an 'Attach' button. The table contains two rows of documents: '3. Owners Consent' and 'Security Release Completion Report'.

Name	File	Category
3. Owners Consent	3. Owners Consent.docx	Owners Consent
Security Release Completion Report	Security Release Completion Report.docx	Security Release Completion Report

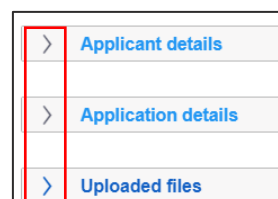
5. **Click** Save and Continue.

Save and continue

Reviewing Details and Completing Declarations

Review all of the details relating to the application to ensure they are correct. If required, click Previous to return to the previous screens to make changes.

1. **Click** the Expand button  to display the details entered for each section.



The details menu shows three sections: Applicant details, Application details, and Uploaded files. Each section has an expand button (a right-pointing chevron) next to it.

>	Applicant details
>	Application details
>	Uploaded files

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- When you have reviewed all sections **click** to select each Declaration tick-box to continue.

Hint: Click the Please review and select all tick-box to select all tick-boxes at once.

- Click** Proceed to Pay to continue.

Proceed to pay

Paying Application Fees

To continue with the lodgement of the application fees have been calculated and must be paid before the application can be lodged. The total amount due is displayed.

To make a payment you are automatically directed to the Service NSW website.

Payments methods accepted are: Credit Card, Paypal, PayID and BPAY and the method selected is validated before the payment is accepted. All payment options except BPAY will incur a merchant fee.

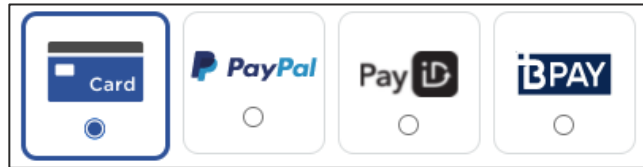
- Click** Pay to continue

Pay

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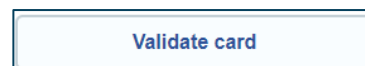
2. **Select** the preferred payment option and follow the screen prompts to continue



3. **Enter** the credit card details.

Card number		Test environment
4242424242424242		
Expiry date		
04	/ 2022	
CVN ⓘ		
123		

4. **Click** Validate card to continue.



5. A summary of the payment details is displayed.

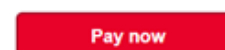
Payment summary	
Amount	\$969.00
Merchant fee including GST (VISA) ⓘ	\$4.27
Total amount	\$973.27

6. **Enter** an email address if you would like to receive a tax invoice.

Note: An invoice will be uploaded to the Portal under Documents once payment is completed.

Email address
Please provide your email address if you wish to receive a tax invoice.

7. **Click** Pay now to continue.



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8. The details entered are validated and processed.
9. When the payment has been completed you are returned to the ePlanning Portal

Note: Once the payment has been processed, the application status will change to Submitted

The screenshot shows the 'Controlled Activity Approval' portal with the status 'CAA-2021-18024 Submitted'. The top navigation bar includes 'Loggement', 'Pre-Assessment', 'Assessment', and 'Notification'. The 'Loggement' tab is active, showing a list of application details with columns for 'Case details', 'Documents', 'Related cases', and 'Payment details'. The list contains three entries, each with a 'Details' link.

10. **Complete** the declarations by ticking each box.

The screenshot shows the 'Declarations' section with two checkboxes. The first checkbox is labeled 'I declare that all the information and documentation provided is, to the best of my knowledge, true and correct.' The second checkbox is labeled 'I understand that the original application and accompanying information, as well as the decision to review the det relevant agency(ies) for the purposes of the rezoning review determination.'

11. **Click** Submit.

Submit

Note: The case will now workflow to the CAA Work Basket for action by an NRAR Administration Officer.

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.
- View more quick reference guides, FAQs and support resources on our support page at <https://www.planningportal.nsw.gov.au/support/how-guides> and/or contact ServiceNSW on 1300 305 695.

State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (August 2021) However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.