

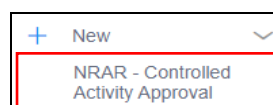
Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

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Creating a New Application

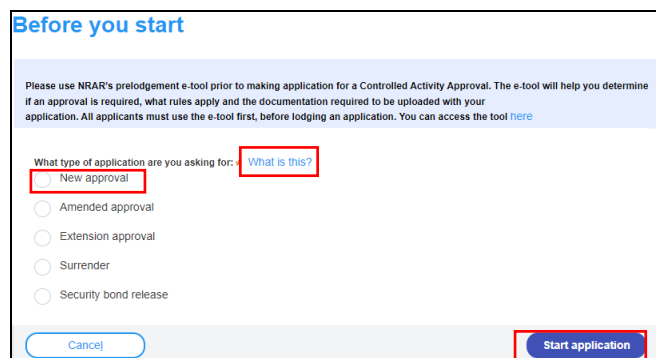
1. After logging in as an applicant, **click** New and select NRAR – Controlled Activity Approval



2. **Select** the relevant Application. For example, New Approval.

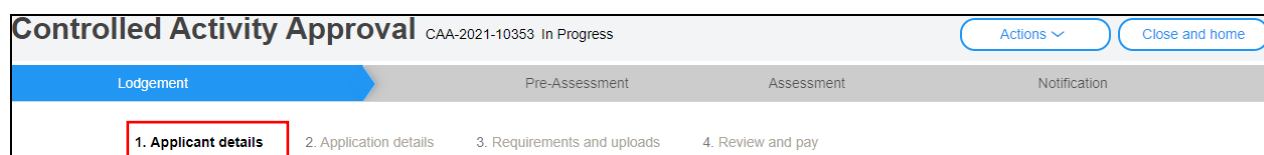
Note: For more information on the different options click [What is this?](#)

If any option other than New Application is selected, new fields to be completed will display.

A screenshot of a 'Before you start' screen. It contains a paragraph of text about using the e-tool. Below this, there is a section titled 'What type of application are you asking for:' with four radio button options: 'New approval', 'Amended approval', 'Extension approval', and 'Surrender'. The 'New approval' option is selected and highlighted with a red box. To the right of the radio buttons is a link 'What is this?' also highlighted with a red box. At the bottom of the form, there are two buttons: 'Cancel' and 'Start application', with the latter highlighted by a red box.

3. **Click** Start Application.

Creating a new application is a four-stage process and the first stage of **Lodgement** has the following four steps to be completed – see below.

A screenshot of a 'Controlled Activity Approval' process flow. The title 'Controlled Activity Approval' is followed by 'CAA-2021-10353 In Progress'. There are two buttons at the top right: 'Actions' and 'Close and home'. Below this is a progress bar with four stages: 'Lodgement', 'Pre-Assessment', 'Assessment', and 'Notification'. The 'Lodgement' stage is highlighted in blue. Below the progress bar, there are four numbered steps: '1. Applicant details', '2. Application details', '3. Requirements and uploads', and '4. Review and pay'. The first step, '1. Applicant details', is highlighted with a red rectangular box.

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

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Completing the Applicant Details

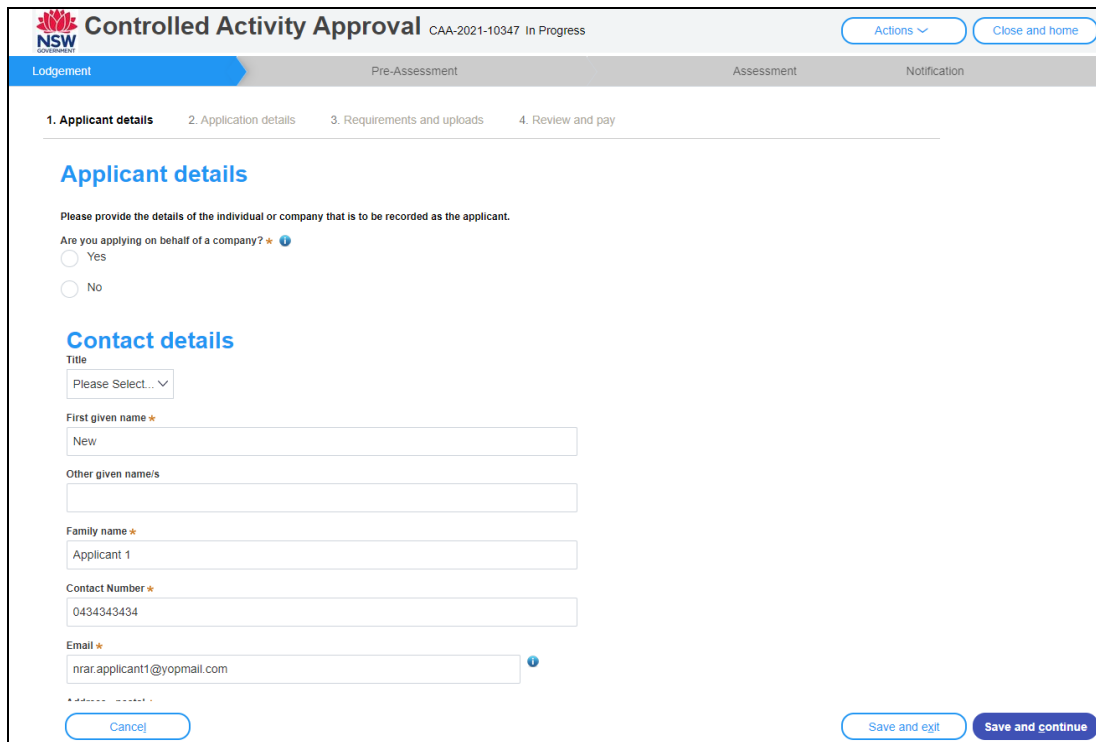
Follow the steps in this section to verify, add or amend the details for an applicant.

1. Applicant details

2. Application details

3. Requirements and uploads

4. Review and pay



The screenshot shows the 'Controlled Activity Approval' form for CAA-2021-10347. The 'Applicant details' step is active. It includes a question 'Are you applying on behalf of a company?' with 'Yes' selected. Below are fields for 'Contact details': Title (dropdown), First given name (text), Other given name/s (text), Family name (text), Contact Number (text), and Email (text). The form has 'Cancel', 'Save and exit', and 'Save and continue' buttons.

1. **Select** if you are applying on behalf of a Company or a Business.
 - a. If you select Yes continue to Step 2.
 - b. If you select No continue to Step 7.
2. **Select** the Company details from the available list: ABN, ACN or Name.
3. **Enter** the Company name.
4. **Click** Search to locate and select the company.

Note: The company details are displayed and populated in the Company Name, ABN or ACN and Trading name fields.

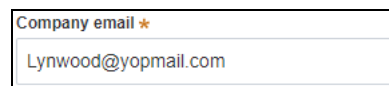
5. **Enter** the Company email address.
6. **Enter** the Postal Address.



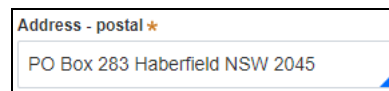
The screenshot shows the question 'Are you applying on behalf of a company?' with 'Yes' selected.



The screenshot shows a search interface with a dropdown for 'Name', a text input containing 'Lynwood Lloyd Pty Ltd', and a 'Search' button.



The screenshot shows the 'Company email' field with the text 'Lynwood@yopmail.com'.



The screenshot shows the 'Address - postal' field with the text 'PO Box 283 Haberfield NSW 2045'.

If you are entering a PO Box, please enter it manually.

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7. **Select** No when you are not applying on behalf of a company.

Are you applying on behalf of a company?

☐ Yes

☒ No

8. The Applicant Contact details should pre-populate based on the applicant account details; however, they can be edited as required.

Note: The registered email in the contact details for applicant should be the owner as all official notifications in the portal for the subject application will be sent to this email.

Controlled Activity Approvals are issued to the identified owners care of the registered Planning Portal Account, noting final approval will be issued to the email address provided in the contact details.

Future actions on the approval can only be actioned by the original registered account.

Contact details

Title
Mr

First given name *
Adam

Other given name/s

Family name *
Smith

Contact number *
0434343434

Email *
adamsmith@yopmail.com

Address - postal *
34 DALHOUSIE STREET HABERFIELD 2045

9. **Select** Yes or No if you, the Applicant, are the owner of the property?

Note: Please complete the provided owner consent form and upload it under requirements and upload section of this application. Download the owner consent form by clicking on the supplied [here](#) link on the screen.

Owners consent must be provided by all owners.

As the applicant, are you the owner of the property?

☐ Yes

☐ No

10. **Select** Yes or No if the owner is a company.

- a. If you select No enter the owners' contact details (refer to Step 9a above).

Is the owner a company? *

☐ Yes

☐ No

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

11. If you select Yes, **select** the Company details from the available list: ABN, ACN or Name.

12. **Enter** the Company name.

13. **Click** Search to locate the company.

Note: The company details are displayed and populated in the Company Name, ABN or ACN and Trading name fields.

14. **Enter** the Company email address.

15. **Enter** the Postal Address.

Are you applying on behalf of a company?

☒ Yes

☐ No

Name ▾ Lynwood Lloyd Pty Ltd **Search**

Company email *

Lynwood@yopmail.com

Address - postal *

PO Box 283 Haberfield NSW 2045

Note: If your address does not appear in the drop down, please verify the address in the Planning portal.

If the address is a PO Box, please enter it manually.

16. If there are other owners, **click** Add Owner to add additional owners.

Add Owner

Note: All owners must be added to the application and have completed the NRAR Owners Consent Form.

17. **Click** Save and continue.

Save and continue

Completing the Application Details

Follow the below steps to enter the Application Details

☒ 1. Applicant details **2. Application details** 3. Requirements and uploads 4. Review and pay

Note: The requirement for a Development Application (DA) is decided by your Local Council. Where a DA is required for a proposal that includes works located near a watercourse (on Waterfront Land) it will typically be referred to NRAR as Integrated Development.

After review by NRAR as an approval agency, Council then makes the final determination. After Council or a Court makes their final determination, confirmation of development consent must be supplied with the application for CAA with NRAR.

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

If information is entered relating to IDAS details (if relevant) the information provided may influence the outcome of the CAA application and IDAS Risk.

1. **Select** Yes or No if the Proposal requires a Development Application.

- a. If you answer Yes, enter your DA Application reference number.

Note: Depending on your answer, you may need to complete a Part 4 or Part 5. Details on how to do this follow in the guide.

Did your proposal require a Development Application?

☐ Yes

☐ No

Enter your Development Application reference number

PAN-12345

2. **Select** if Development Consent has been received from Council or a Court?

- a. If you select Yes, complete the following steps.
- b. If you select No, continue to Step 5.

Have you received development consent from Council or a Court?

☐ Yes

☐ No

3. **Select** if you have received General Terms of Approval from NRAR as part of your development consent?

Did you receive General Terms of Approval from NRAR as part of your development consent?

☐ Yes

☐ No

4. Enter the IDAS reference number from your General Terms of Approval in the new field that displays.

Enter IDAS reference number from your General Terms of Approval *

IDAS-2021-61294

Description of Development *

Note: Where applications meet specific criteria for the historical IDAS reference, further information will be asked for later in the process.

5. The description of the Development is read-only and is populated from the IDAS Description.
6. **Select** Yes or No if the proposed works to be carried out are in accordance with the approved Council stamped development application plans (Stamped Plans are the plans approved by Council and referenced in your Development Consent)

Are the proposed works to be carried out in accordance with the approved Council stamped development application plans?

☐ Yes

☐ No

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Note: If you answer No to Step 6 you are required to complete the next section, Part 4 details.

7. Enter Property Location address.

Note: If your address did not display, please select 'Address did not display?' checkbox and enter your address and Lot/DP details manually.

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

Address did not display? ☐ 

- If your property or site has multiple lots and addresses. You can then add multiple lot/DPs manually.
- If your property is located across more than one local government area.
- If your application relates to a larger site that was previously known by a lot/DP that is now subdivided.

8. Select at least one Lot/Section/Plan detail tick-box.

Note: All relevant Lot/Section/Plan must be selected, and the address/s must belong to the same LGA.

Street address	Lot/Section/Plan *
5 BROWN STREET PENRITH 2750	☒ 23 / — / DP2167
7 BROWN STREET PENRITH 2750	☐ 24 / — / DP2167

9. Click the expand button to display a summary of the address entered.

5 BROWN STREET PENRITH 2750

Summary of planning controls

Land Application LEP	Penrith Local Environmental Plan 2010
Land Zoning	R3: Medium Density Residential
Height of Building	8.5 m
Floor Space Ratio (n:1)	NA
Minimum Lot Size	400 m ²
Heritage	Hornseywood Significance: Local
Land Reservation Acquisition	NA
Foreshore Building Line	NA
Local Provisions	Wind Turbine Buffer Zone
Obstacle Limitation Surface	230.5-230.5

10. Click Save and continue.

Save and continue

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

Note: Complete the relevant next section for either a Part 4 or a Part 5 below and then continue.

Entering the Part 4 Details if Required

✓ 1. Applicant details

✓ 2. Application details

3. Part 4 details

4. Requirements and uploads

5. Review and pay

Depending on the responses that have been entered in the Application details steps will determine if Part 4 displays and is required to be completed.

The *Environmental Planning and Assessment Act 1979* (EP&A Act) sets out the laws under which planning in NSW takes place.

The main parts of the EP&A Act that relate to development assessment and approval are Part 4 (Development Assessment) and Part 5 (Environmental assessment).

Key Points:

- Part 4 matters require a development application to be lodged with Council.
- Part 5 matters do not require a development application to be lodged with Council.
- Works on waterfront land for both Part 4 and 5 matters require a Controlled Activity Approval unless an exemption applies.

1. **Describe** the controlled activity and list all proposed works to be undertaken on waterfront land

Describe the controlled activity and list all proposed works to be undertaken on waterfront land.

2. **Describe** the purpose or objectives of the proposed controlled activity and explain why the controlled activity is being carried out

Describe the purpose or objectives of the proposed controlled activity and explain why the controlled activity is being carried out. ★

3. **Enter** or select the Proposed Commencement Date – must be a future date.
4. **Enter** or select the Proposed Completion Date.

Proposed Commencement Date ★

Proposed Completion Date ★

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

5. Click Save and continue.

Save and continue

Entering the Part 5 Details if Required

1. Applicant details 2. Application details 3. Part 5 details 4. Requirements and uploads 5. Review and pay

Depending on the responses that have been entered in the Application details step will determine if Part 5 displays and is required to be completed.

The *Environmental Planning and Assessment Act 1979* (EP&A Act) sets out the laws under which planning in NSW takes place.

The main parts of the EP&A Act that relate to development assessment and approval are Part 4 (Development Assessment) and Part 5 (Environmental assessment).

Key Points:

- Part 4 matters require a development application to be lodged with Council.
- Part 5 matters do not require a development application to be lodged with Council.
- Works on waterfront land for both Part 4 and 5 matters require a Controlled Activity Approval unless an exemption applies.

1. **Indicate** whether the Property or any part thereof is subject to Native Title claims.

Is the property – or any part thereof - subject to any Native Title claim(s)

☐ Yes

☐ No

2. **Select** if the proposed works are located on: Freehold, Leasehold, Crown Reserve or other.

Are the proposed works located on:

☐ Freehold land

☐ Leasehold land

☐ Crown reserve

☐ Other

3. **Select** if the proposed works are associated with an extractive industry.

Are your proposed works associated with an extractive industry?

☐ Yes

☒ No

Note: Extractive Industry includes small scale sand extraction and quarrying operations. Large scale operations are typically regulated under the Mining Act

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

1992 and are exempt from the need to obtain a CAA.

4. **Describe** the controlled activity and list all proposed works to be undertaken on waterfront land

Describe the controlled activity and list all proposed works to be undertaken on waterfront land.

5. **Describe** the purpose or objectives of the proposed controlled activity and explain why the controlled activity is being carried out

Describe the purpose or objectives of the proposed controlled activity and explain why the controlled activity is being carried out. ★

6. **Enter** or select the Proposed Commencement Date – must be a future date.
7. **Enter** or select the Proposed Completion Date.

Proposed Commencement Date ★
Proposed Completion Date ★

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.

Note: Required documents will be specified based on the answers to Section 4 or Section 5 of this guide. Any other relevant documents to support your application must be uploaded additional documents section. This includes all plans, documents and costings requested in the General Terms of Approval issued by the Natural Resources Access Regulator for Part 4 applications.

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

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The documents required to be uploaded are based on earlier answers, provided when completing Part 4 or Part 5 details:

Part 4 details

- Council Stamped Plans - Approved development application plans as specified in the development consent and/or stamped for approval by council.
- Development consent - Development consent is the written approval from a consent authority, such as council, for a development application. The consent includes conditions, approved plans and documents detailing the requirements for development. Development consent for integrated development applications will include General Terms of Approval (GTA) that outline the requirements for obtaining a Controlled Activity Approval (CAA). When applying to amend a CAA please upload the modified development consent and plans as specified in the consent or stamped for approval by the consent authority.
- Owners Consent (Must download NRAR Form) - Owners Consent from all owners is required. Owners Consent from Lessor is required where the land is leased from another person or company.

Part 5 details (example used below)

- Assessment Report – Assessment or report detailing the environmental impacts of the work or controlled activity on waterfront land. Minor works include a description of works.
- Construction Plans – Construction plans for any work or controlled activities in, on or under waterfront land. If not available, include a sketch diagram of the proposed work or controlled activity.
- Owners Consent (Must download NRAR Form)– Owners Consent from all owners is required. Owners Consent from Lessor is required where the land is leased from another person or company.
- Photographs of the site and waterfront – Photographs of the site and waterfront land
 - Position the photographs (location and direction for example looking east) on a sketch plan and ensure the top of bank is clearly identified
- Property Map – A map that clearly shows the boundary of all tenures (properties) relating to the proposed development., and
- Topographic map or aerial photo – A topographic map and/or aerial photo(s) to be attached showing:
 - Where the work or controlled activity is to occur
 - The location of waterfront land.

1. **Click** Upload to attach documents to the application.

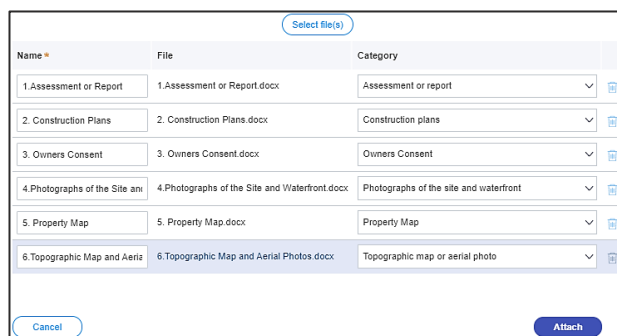
Upload

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

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2. **Select** and upload relevant documents (Mandatory are marked with an asterisk *).
3. **Select** the correct category for each document.
4. **Click** Attach to continue.

Note: The documents required to be uploaded will be determined by the answers to questions on previous sections of the application.



Name	File	Category
1. Assessment or Report	1. Assessment or Report.docx	Assessment or report
2. Construction Plans	2. Construction Plans.docx	Construction plans
3. Owners Consent	3. Owners Consent.docx	Owners Consent
4. Photographs of the Site and	4. Photographs of the Site and Waterfront.docx	Photographs of the site and waterfront
5. Property Map	5. Property Map.docx	Property Map
6. Topographic Map and Aerial	6. Topographic Map and Aerial Photos.docx	Topographic map or aerial photo

5. **Click** Save and Continue.

Save and continue

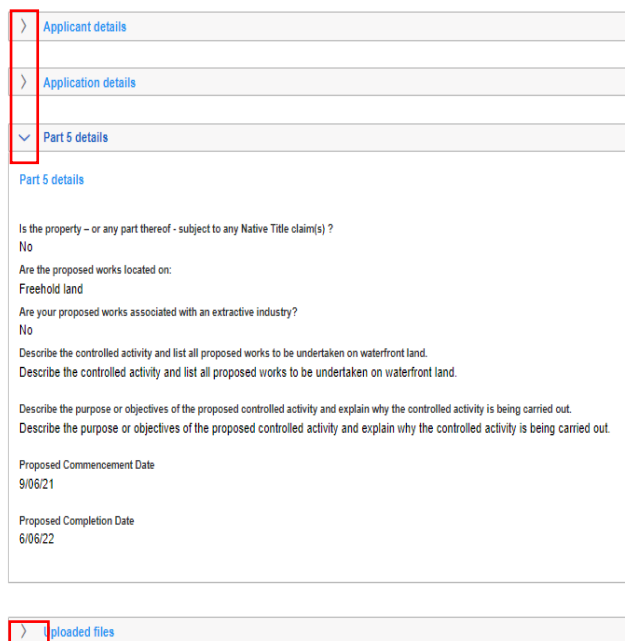
Reviewing Details

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:



- > Applicant details
- > Application details
- > Part 5 details
- > Uploaded files

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



Part 5 details

Is the property – or any part thereof - subject to any Native Title claim(s) ?
No

Are the proposed works located on:
Freehold land

Are your proposed works associated with an extractive industry?
No

Describe the controlled activity and list all proposed works to be undertaken on waterfront land.
Describe the controlled activity and list all proposed works to be undertaken on waterfront land.

Describe the purpose or objectives of the proposed controlled activity and explain why the controlled activity is being carried out.
Describe the purpose or objectives of the proposed controlled activity and explain why the controlled activity is being carried out.

Proposed Commencement Date
9/06/21

Proposed Completion Date
6/06/22

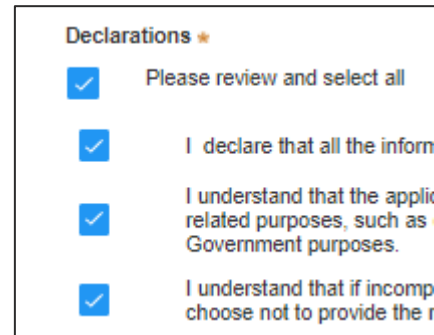
> Uploaded files

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

2. 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.



Declarations ★

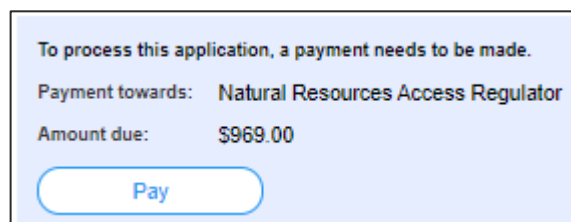
- ☒ Please review and select all
- ☒ I declare that all the information provided is true and correct.
- ☒ I understand that the application is for purposes, such as Government purposes.
- ☒ I understand that if incomplete information is provided, I may choose not to provide the information.

3. **Click** Proceed to Pay to continue.

Proceed to pay

Making a Payment

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 process this application, a payment needs to be made.

Payment towards: Natural Resources Access Regulator

Amount due: \$969.00

Pay

To make a payment you are automatically redirected to the ServiceNSW 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.

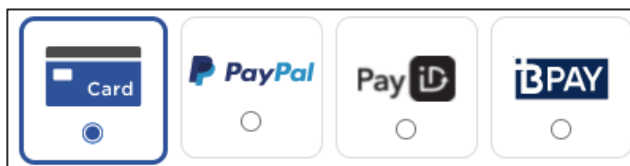
1. **Click** Pay to continue.

Pay

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

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



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

Card number

4242424242424242

Expiry date

04

/

2022

CVN ⓘ

123

Test environment

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

Validate card

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.

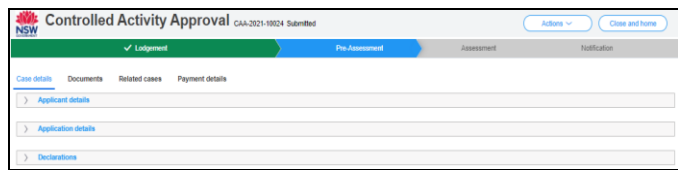
Pay now

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

8. The details entered are validated and processed.

Note: When the payment has been completed you are returned to the ePlanning Portal. Once the payment has been processed, the application status will change to Submitted.



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

Amending an Approved CAA Application

An amended approval is a Controlled Activity Approval issued under s107 of the *Water Management Act 2000*.

This includes altering, removing, adding or reducing any of the activities or land specified in the approval or changing owner details.

You can only amend an existing Controlled Activity Approval.

A CAA that has been approved and has not expired can be requested for Amended approval. The CAA number provided must be valid and match the criteria for amendment.

If an application has expired, it will firstly need to be extended before it can be amended. These are two separate processes and this section only refers to amending.

When an amendment is started a new Reference, number is system generated with reference to the original application. For example:

CAA-A-2021-10131 In Progress ([Amendment application for CAA-2021-10403](#)).

1. After logging in as an Applicant, **click** NRAR – Controlled Activity Approval.



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2. **Select** Amended Approval from the type 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?
4. **Enter** your Controlled Activity Approval Reference Number – refer to screen for examples

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

☐ Yes

☐ No

Enter your Controlled Activity Approval reference Number *

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

5. **Click** Start application.

Start application

6. **Select** Yes or No if you are applying on behalf of a Company.
- a. If you answer Yes, **enter** the Company details.
- b. If you answer No, continue to next relevant step.

Are you applying on behalf of a company?

☒ Yes

☐ No

Note: If you have previously indicated that you are a Company those details are listed at the bottom of the screen

7. **Select** Yes or No if you require a change of owner details.
8. If Yes is selected, refer to earlier Applicant Details instructions in this document.

Do you require a change of owner details? *

☐ Yes

☒ No

9. **Click** Save and Continue

Save and continue

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

Completing the Amendment Application Details

Note: The original question *Did your proposal require a Development Application* is pre-populated and is read-only, however the following fields can be changed as follows:

1. **Indicate** if a modification to the Development Application.
2. (Read-only) The description of the original controlled activity to be undertaken on waterfront land is auto populated from the original application approval process;
3. **Select** whether you are proposing to make modifications to plans or development details.
 - a. If **Yes** is selected, describe the proposed amendments to the original Controlled Activity Approval
 - b. If **No** is selected, continue to the next step.
4. **Select** Yes or No if you need to update your security bond details?

Note: If Yes is selected you will be required to upload a Security Bond Amendment Letter.
5. If the address needs to be amended **enter** the new address or the Lot/Section Number/Plan.

Note: To delete the previous site address details, click the Bin  icon.
6. **Click** Upload to attach mandatory listed documents. For more information on how to upload documents, see earlier instructions.

Did your proposal require a Development Application?
No

Is a modification to the Development Application required?
☐ Yes
☐ No

Describe the original controlled activity to be undertaken on waterfront land *

Are you proposing to make modifications to plans or development details?
☐ Yes
☐ No

Describe the proposed amendments to the original Controlled Activity Approval *

Do you need to update your security bond details?
☐ Yes
☐ No

Enter address
e.g. 66 Harrington Street, Sydney NSW 2000

Enter Lot/Section Number/Plan
e.g. 4/-/DP1044304

Upload

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

7. Click Save and Continue.

Save and continue

8. Review the amended application and then, **click** the Declaration tick-boxes to proceed to the payment screen.

Declarations ★

☒ Please review and select all

☒ I declare that all the information provided is true and correct.

☒ I understand that the application is for Government purposes.

9. Click Proceed to Pay

Proceed to pay

10. Click Pay now to continue.

Pay now

Note: For more information on how to make a payment refer to earlier section of this document.

The details entered are validated and processed.

When the payment has been completed you are returned to the ePlanning Portal and once the payment has been processed, the application status will change to Submitted.

Case details	Documents	Related cases	Payment details
> Applicant details			
> Application details			
> Declarations			

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

CAA-A-2021-10131 Submitted (Amendment application for CAA-2021-10403)

End of Steps

Lodging a New Controlled Activity Approval (CAA) or Amendment Application

Applicant – NRAR

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.