

Requesting operational consent for a deferred commencement Development Application

When a development application with a deferred commencement condition is approved through the NSW Planning Portal, the applicant is required to submit a request for operational consent to the consent authority within the specified period before the development consent can become operational.

This guide provides instructions on how to request for operational consent via the NSW Planning Portal.

Requesting operational consent

1. Log in to the NSW Planning Portal. **Locate** and **open** the relevant application in your Completed Work. Note: the application will have a status of “Deferred commencement”.

Active work

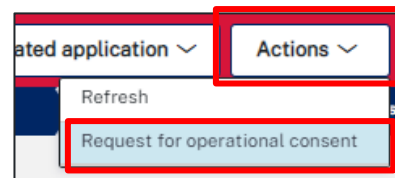
Completed work

Application Type

All

Reference number	Submitted Date	LGA Name	Site address	Status
PAN-18593	15/12/22	EUROBODALLA	20 SANCTUARY PLACE CATALINA 2536	Deferred commencement

2. **Select** Request for operational consent from the Actions dropdown menu.



DA Online Reference number: PAN-18593 Council Id: DA22/034 Deferred commencement

Actions Close and ho

✓ Pre-lodgement Review > ✓ Lodgement > ✓ Assessment > ✓ Determination > Operational Consent

Request for operational consent

KK Kate Kelly

3. **Enter** the due date for evidence about relevant matters, as provided by the consent authority.
Note: This must be a future date.

Due date for evidence about relevant matters: *

4. Enter details of how the conditions have been satisfied.	Enter details of how the conditions have been satisfied and/or upload documentation to support your request (max 2000 characters) * Remaining: 2000 characters
5. Click Upload.	Upload
a. Click Select files (s) or drag and drop your file(s) in the space provided. b. Categorise the file type(s) c. Click Attach.	Drag and drop files here or Select file(s) Category Architectural Plans Select.. Select.. Select.. Attach
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.	
6. Click Submit.	Submit
You can view your request for operational consent on the Relevant matters tab within the application.	
Application details Relevant matters Documents Payer details Action summary Analytics Related cases ↓ Request operational consent	

What Happens Next?

The consent authority will be notified of the request. Once the consent authority has reviewed your request and provided an outcome, you will receive a notification. You can view their comments on the Relevant matters tab of the application. Any associated documents can be accessed on the Documents tab.

If the request was declined, you can submit another request for operational consent by following the above steps.

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.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.