

Concurrence and Referral | Council

# How to view DCA advice and proceed to determination

Version: v1

Last Updated: 26 June 2026





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## 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.

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How to view DCA advice and proceed to determination

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# Introduction

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This guide only applies to development or modification applications lodged after 1 July 2026.

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Once the Development Coordination Authority (DCA) has entered the outcome of their assessment they will enter the outcome and uploaded the 'Assessment Outcome' document. Council will need to review this information and consider it as part of their assessment.

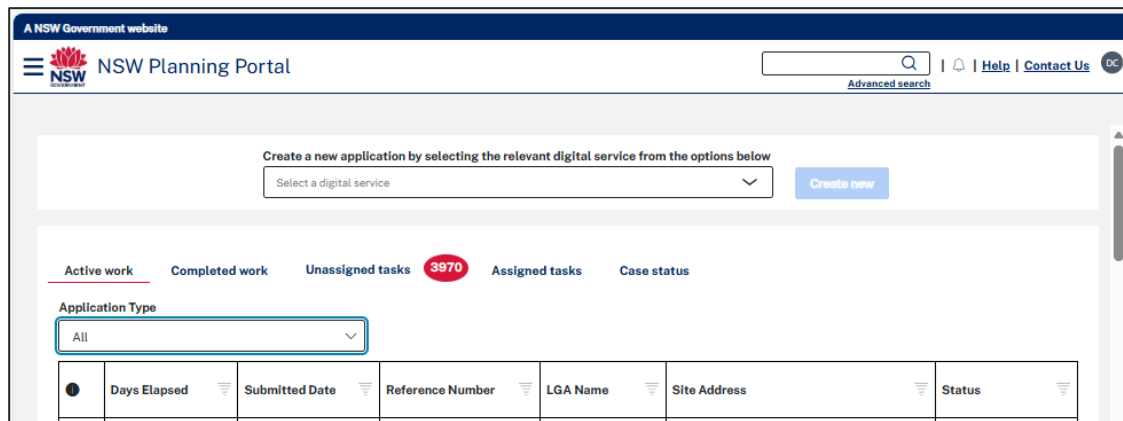
This guide outlines the steps a council user takes to view the DCA advice and then proceed to determination.

 **Note:** You will need a NSW Planning Portal council user account to access the functionality within this document. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

# Steps

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

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



A NSW Government website

NSW Planning Portal

Create a new application by selecting the relevant digital service from the options below

Select a digital service  [Create new](#)

Active work **Completed work** Unassigned tasks **3970** Assigned tasks Case status

Application Type

All

|  | Days Elapsed | Submitted Date | Reference Number | LGA Name | Site Address | Status |
|--|--------------|----------------|------------------|----------|--------------|--------|
|--|--------------|----------------|------------------|----------|--------------|--------|

2. From your 'Active work' dashboard, select 'Concurrency and Referral' from the 'Application type' filter, to show only the active development applications, then select the relevant reference number.

Active work

Completed work

Unassigned tasks

1271

Assigned tasks

Case status

Application Type

Concurrency and Referral

|  | Days Elapsed | Submitted Date | Reference Number | LGA Name | Site Address                    | Status           |
|--|--------------|----------------|------------------|----------|---------------------------------|------------------|
|  | 0            | 10/06/26       | CNR-17310        | PENRITH  | 6 25 BARBER AVENUE PENRITH 2750 | Under assessment |
|  | 0            | 10/06/26       | CNR-17300        | PENRITH  | 6 25 BARBER AVENUE PENRITH 2750 | Under assessment |
|  | 1            | 10/06/26       | CNR-17276        | PENRITH  | 6 25 BARBER AVENUE PENRITH 2750 | Under assessment |
|  | 1            | 10/06/26       | CNR-17266        | PENRITH  | 6 25 BARBER AVENUE PENRITH 2750 | Under assessment |

 **Tip:** If the application is not assigned to you, it will not be in your 'Active work' tab. Use the search functionality to locate the application and re-assign it to yourself.

 **Note:** If you access the CNR case from the related cases of the development application, you will need to access the 'Advice summary' screen via the local 'Actions' menu.

DA Online (PAN-45426)
Concurrence and Referral
Reference number: CNR-17300
DA number: 1234567984545353
Under assessment
Actions

Create request
Actions

Case details
Documents
Agencies
Analytics
Notes
Action Summary
Related cases

Proposed development

Refresh
Advice summary
Upload agency communicati...
Re-assign
Cancel Case
Mark sensitive documents

The ‘Advice summary’ screen will display, listing all relevant referrals, their outcome and decision date.

Advice summary

Council3

Edit CNR Case

Use the Edit Case Details button below to add new clauses to your referral or to refer existing clauses again.

Edit case details

Agency Decisions

| Agency  | Clause                                      | Decision outcome                 | Decision date | Decision due |
|---------|---------------------------------------------|----------------------------------|---------------|--------------|
| Ausgrid | Development near electricity infrastructure |                                  | 1/01/1970     | 8/07/2026    |
| DCA     | Development in a mine subsidence district   | General terms of approval issued | 10/06/2026    | 10/06/2026   |

 **Note:** Once all referral decisions have been received, or the 28-day Agency clock expires (whichever comes first), Council can proceed to determination of the development application.

3. (Optional) To upload any supporting documentation received outside the Portal by an agency, click ‘Upload’.

Upload documents

All uploaded files are scanned as preventive measure, however we recommend that you use appropriate and up-to-date antivirus to protect your computer system.

Upload

| File name      | Document type | Uploaded by | Upload date | Upload status |
|----------------|---------------|-------------|-------------|---------------|
| No attachments |               |             |             |               |

- Click ‘Select files (s)’ or drag and drop your file(s) in the space provided.
- Click ‘Attach’.

- c. Click the 'Category' drop-down menu and select the appropriate category to correspond to each file.

| Name*    | File          | Category |  |
|----------|---------------|----------|--|
| Portal 2 | Portal 2.docx | Select.. |  |

Cancel Attach

- d. Click 'Attach'.

| Name*    | File          | Category |  |
|----------|---------------|----------|--|
| Portal 2 | Portal 2.docx | Select.. |  |

Cancel Attach

**Note:** The name of the documents 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.

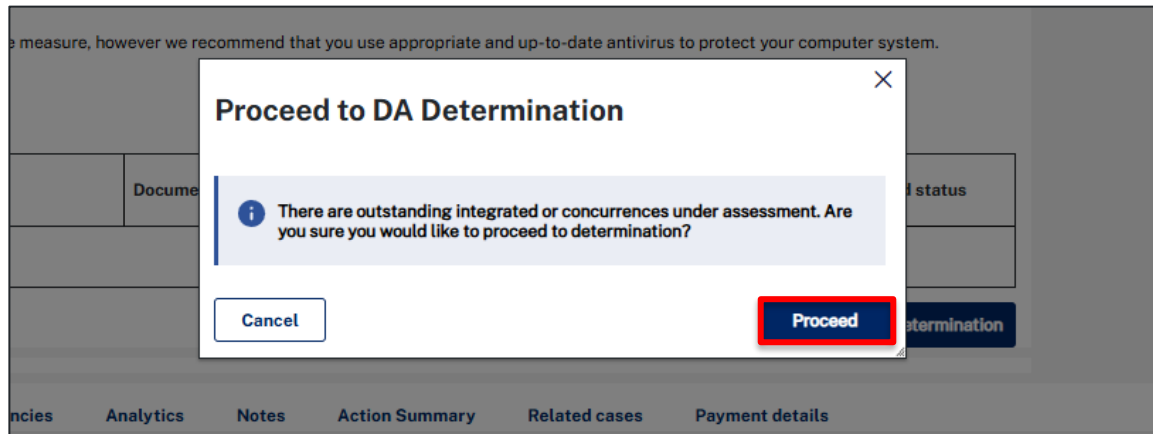
4. Click 'Proceed to determination'.

Cancel Proceed to determination

**Note:** Council must access the 'Advice summary' screen to use the 'Proceed to determination' button to finalise the CNR case. Council users will be unable to determine an application without completing this step.

 **Note:** If there are any outstanding referral cases or the 28-day Agency clock has not expired (whichever comes first), the 'Proceed to determination' button will not be visible.

5. Click 'Proceed'.



## What happens next?

- The status of the CNR case will display as 'Awaiting DA Determination'.
- Council can proceed with determination of the development application.

# More information

Need help using the NSW Planning Portal?



## **View the Support Hub**

24/7 access to step-by-step guides, short videos and frequently asked questions.



## **Submit an online assistance form**

Submit a support enquiry via our online form.



## **Call customer support**

For urgent or complex support needs, call the team on 1300 305 695.



## **Attend a training session**

Learn to use the NSW Planning Portal in an online training session.

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## 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

These documents can be found on the [NSW Planning Portal Support Hub](#).