

Development application | Council

How to complete the preliminary assessment stage

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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 complete the preliminary assessment stage

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Contents

Introduction 1

Steps 2

What happens next?..... 1

More information 3

Recommended step-by-step guides 3

Introduction

Once a development application, modification or review application has been lodged on the NSW Planning Portal, the council user complete the preliminary assessment of that application. At this point the council user may:

- request additional information
- exhibit the application
- request agency consideration via a concurrence and referral request.

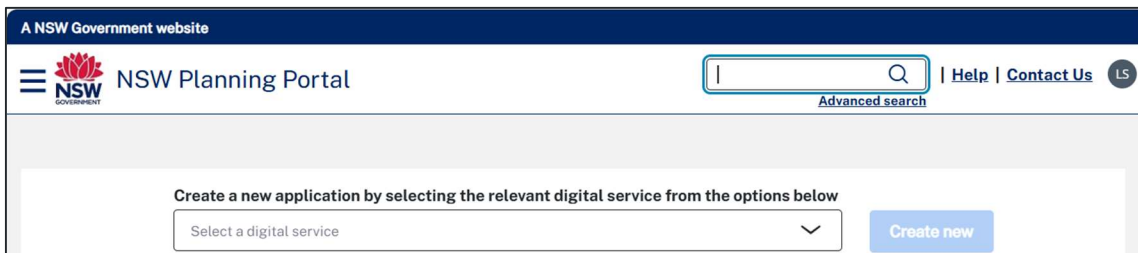
This guide outlines the steps to complete the preliminary assessment for an application within the Online DA service on the NSW Planning Portal.

 **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.

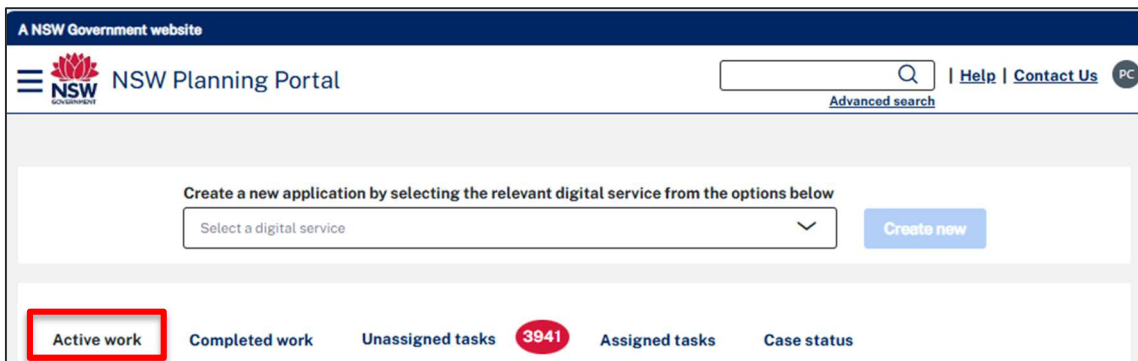
Steps

 **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.



2. **Select 'Active work'** tab from the menu.



3. Open the relevant application by **clicking** on the application reference number.

	0	16/09/25	PAN-22011	PENRITH	136 STAFFORD STREET PENRITH 2750	Under assessment	
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 **Note:** If the preliminary assessment screen is already displayed, continue with the below steps. If it is not displayed, select ' ' from the 'Actions' menu in the top right-hand corner of the application.

4. **Select** the anticipated determination body from the list of options. e.g. if council is the anticipated determination body, **select** 'Council' from the list.

Preliminary assessment

Provide the anticipated determination body: *

Select...

Select...

Council

Sydney / Regional Planning Panel

Local Planning Panel

Central Sydney Planning Committee

Land and Environment Court

Independent Planning Commission

Minister for Planning

ests

ught on this application? *

ly exhibited? * ⓘ

 **Note:** If Sydney / Regional Planning Panel is **selected**, the planning panel form will be displayed below the preliminary assessment questions. For instructions on completing the Planning Panel related questions, please refer to the step-by-step guide on *How to refer a development application to a Sydney/Regional planning panel*.

5. **Indicate** if agency concurrence or referral is being sought on this application by **selecting** 'Yes' or 'No'.

If 'Yes' is selected, the concurrence and referral case will automatically be generated when 'Save and continue' is selected on the preliminary assessment screen, as indicated by the message highlighted in green.

Concurrence and Referral requests

Is agency concurrence or referral being sought on this application? *

☒ Yes

☐ No

The system will create a CNR case for you upon submission which can be accessed using the 'Related Cases' tab.

 **Note:** For more information about concurrence and referrals, please refer to the *How to create concurrence and referral during the review and assessment of a development application* step-by-step guide.

6. **Indicate** if the application will be publicly exhibited.

If 'Yes', **enter** the start and end of the notification period.

Will the development application be publicly exhibited? * ⓘ

☒ Yes

☐ No

Dates between which the application will be publicly exhibited

Start of period: * End of period: *

 **Note:** If you have **indicated** you will be exhibiting the application on the NSW Planning Portal, you will be prompted to start an exhibition following submission of the preliminary assessment.

You will not be able to approve the development application until the notification period has passed. For instructions on how to exhibit a development application, please refer to the step-by-step guide *How to exhibit a development application*.

7. **Indicate** if the development site is subject to Special Infrastructure Contributions (SIC).

If 'Yes', a message will be displayed reminding you to ensure that the SIC condition is included if the application is approved. There will also be additional fields to complete at the Final Assessment stage.



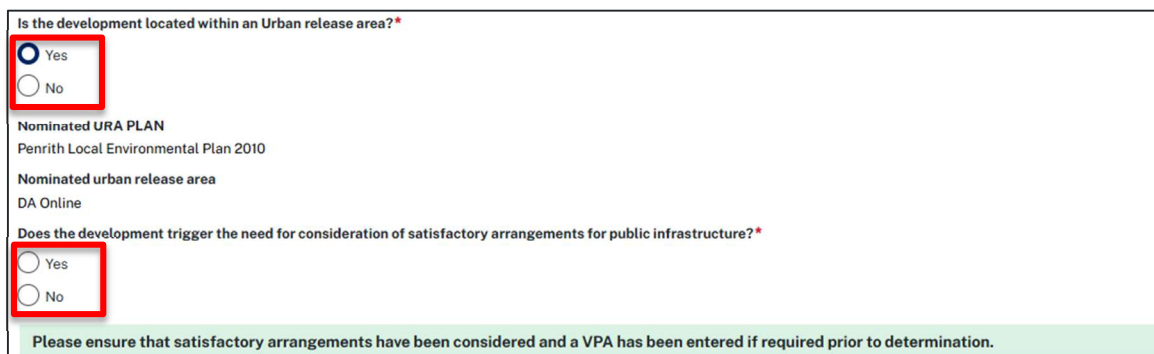
Is the development subject to the Special Infrastructure Contribution (SIC)? *

☒ Yes

☐ No

8. **Indicate** if the development is located within an 'Urban release area'.

If 'Yes' is selected, the nominated urban release area plan and urban release area will be displayed, as well as an additional question to indicate if the development triggers the need for consideration of satisfactory arrangements for public infrastructure.



Is the development located within an Urban release area? *

☒ Yes

☐ No

Nominated URA PLAN
Penrith Local Environmental Plan 2010

Nominated urban release area
DA Online

Does the development trigger the need for consideration of satisfactory arrangements for public infrastructure? *

☒ Yes

☐ No

Please ensure that satisfactory arrangements have been considered and a VPA has been entered if required prior to determination.

9. **Click** 'Submit'.



Cancel Save and exit Submit

What happens next?

- Depending on the answer to the questions in this stage, the following will occur:

Trigger	Outcome
'Is agency concurrence or referral being sought on this application?' = Yes	- A concurrence and referral case will be created. It will have the prefix 'CNR-' and can be viewed on the 'Related cases' tab or on your 'Active work' dashboard. - You will need to review and complete the Agency information within the concurrence and referral case to progress this case.
'Will the development application be publicly exhibited?' = Yes	- Upon submission of the 'Preliminary assessment' stage, you will automatically be redirected to the 'Exhibition details' screen. For more information please view 'How to exhibit a development application on the NSW Planning Portal' step-by-step guide. - The 'Exhibition details' screen will be displayed if you log out and log in and re-access the application, until you have completed that step.
'Is the development in an urban release area?' = Yes	A system generated email will be sent to the applicant to advise them that their development was within an urban release area and would require a Satisfactory Arrangements Certificate.
If Sydney / Regional Planning Panel is selected as the anticipated determination body	- A planning panel case will be created. It will have the prefix 'PPS-' and can be viewed on the 'Related cases' tab. - It will be automatically submitted to the Planning Panel Secretariat following submission of the 'Preliminary Assessment' stage. An email will be sent to the Secretariat to advise them of the request. - You can update information such as the assigned council officer name and additional documents via the 'Actions' menu within that case.

Trigger	Outcome
'Is the development subject to the Special Infrastructure Contribution (SIC)?' = Yes	• A system generated email will be send to the Special Infrastructure Contributions team within the department to advise them that an application had been submitted and that the applicant would be in contact.

More information

Need help using the NSW Planning Portal?

 View the <u>Support Hub</u> 24/7 access to step-by-step guides, short videos and frequently asked questions.	 Submit an <u>online assistance form</u> 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 <u>training session</u> 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 exhibit a development application
- How to review and lodge or return a development application
- How to request additional information
- How to refer a development application to a Sydney/Regional planning panel.
- How to create a concurrence and referral request during the review and assessment of a development application
- How to edit a concurrence and referral request
- How to re-refer a concurrence and referral request
- How to navigate the NSW Planning Portal dashboard

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