

Development application | Council

How to invite the development coordination authority to complete a referral check

Version: 1

Last Updated: 11 June 2026



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.

Published by NSW Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au

How to invite the development coordination authority to complete a referral check

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DPHI-MC-R-WC-V1.0

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Introduction

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

Council can invite the Development Coordination Authority (DCA) to conduct a referral check at any time during the assessment of a development application; this includes both pre-lodgement and post-lodgement stages. This referral check will be an initial review of the application by the DCA and the provision of guidance on the appropriate clause(s) for NSW Government Agency consideration for the application.

A council can invite the Development Coordination Authority (DCA) to complete a referral check:

1. as soon as an application is submitted on the 'Referral to an external agency' screen, or
2. at any stage until determination of an application.

This guide outlines the steps to invite the Development Coordination Authority (DCA) to complete a referral check from each of those two application stages.

 **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.

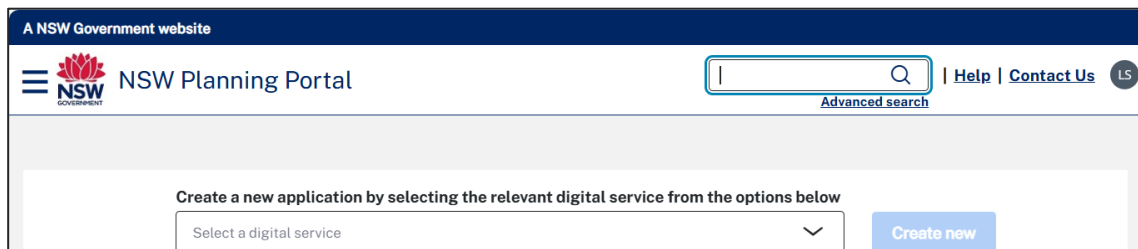
How to invite the DCA to complete a referral check

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

Request a referral check from the 'Referral to an external agency' screen

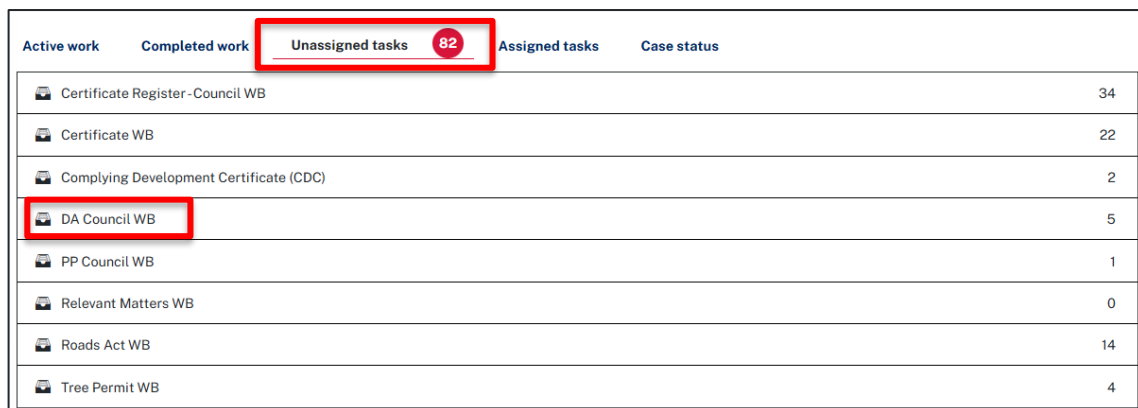
The steps below outline the process to follow if you have just received a new application and have not yet completed the 'Referral to an external agency' screen.

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



The screenshot shows the NSW Planning Portal dashboard. At the top, there is a header with the NSW Government logo and the text 'NSW Planning Portal'. Below the header, there is a search bar and links for 'Help' and 'Contact Us'. The main content area features a section titled 'Create a new application by selecting the relevant digital service from the options below'. This section contains a dropdown menu labeled 'Select a digital service' and a 'Create new' button.

2. From the dashboard, click DA Council WB under Unassigned Tasks.



The screenshot shows the 'Unassigned tasks' section of the dashboard, which is highlighted with a red box. The section displays a table of tasks with their respective counts. The 'DA Council WB' task is highlighted with a red box.

Active work	Completed work	Unassigned tasks 82	Assigned tasks	Case status
	Certificate Register - Council WB	34		
	Certificate WB	22		
	Complying Development Certificate (CDC)	2		
	DA Council WB	5		
	PP Council WB	1		
	Relevant Matters WB	0		
	Roads Act WB	14		
	Tree Permit WB	4		

3. From the Council DA WB dashboard, click the application Reference Number (PAN-XXX).

DA Council WB							
3773							
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		24/09/25	PAN-22048	PENRITH	29 WARWICK STREET PENRITH 2750	Pending lodgement	Development Application

4. Scroll down the page and locate the tabs housing all the information for the application, where you can review the application details, documents and other relevant information.

Application details	Relevant matters	Documents	Payer details	Action summary	Notes	Analytics	Related cases
---------------------	------------------	-----------	---------------	----------------	-------	-----------	---------------

 **Note:** If you require additional information from the applicant to commence the assessment of the application, you can request additional information. Please see the *How to request additional information* step-by-step guide for more information.

5. Indicate if approval is required from any Commonwealth, State, or other Agencies.

Referral to an external agency

If you answer yes below, a CNR case will be created where you can select the relevant clauses that apply for this application. If any of the selected clauses are for the Development Coordination Authority (DCA) a referral check to DCA is required before the referral is made. The referral check can be initiated pre-or post-lodgement of the application. Referral check is not required for non-DCA referrals.

Is approval required from any Commonwealth, State, or other Agencies? *

☐ Yes
☐ No

 **Note:** If the applicant had selected referrals during the application process, you will see this information message before the question, 'Is approval required from any Commonwealth, State, or other Agencies?'.



The applicant has selected 'Yes' when asked whether a referral is required for their development.

If 'Yes' is selected and 'Submit' is clicked, the system will create a referral (CNR) case and navigate you to the 'Completeness Check' screen.

Is approval required from any Commonwealth, State, or other Agencies?*

☒ Yes

☐ No

The system will create a CNR case for you. You will be able to select clauses for DCA review either pre-or post-lodgement. The CNR case will also be available via the related cases tab at Preliminary Assessment.

-  **Note:** If 'No' is selected, after clicking 'Submit', the system will navigate to the 'Completeness Check' screen. Council will have the option to create a referral to an external agency at any stage during the assessment of a development application. This can be created via a dedicated referral question or via the local 'Actions' menu on the development application, during pre-lodgement and post-lodgement stages. Please see the other sections of this guide for more information.

6. Click Submit.

Cancel Save and exit **Submit**

The system will create a CNR case, which can be accessed from the 'Related Cases' tab. Once the CNR case has been created, continue with the steps below to submit the invitation to the DCA for the referral check.

7. Click on the 'Related cases' tab.

Application details Relevant matters Documents Payer details Action summary Notes Analytics **Related cases**

8. Click on the CNR reference number CNR-xxxx.

Application details	Relevant matters	Documents	Payer details	Action summary	Notes	Analytics	Related cases
Description				ID	Status		
 DA Online				PAN-44562	Pending lodgement		
 Concurrence and Referral				CNR-16592	Pending Referral Submission		

-  **Note:** The CNR case will display as 'read-only' with a status of 'Pending Referral Submission'.

9. Click on the local 'Actions' menu, then select 'Select clause for external agency review'.

DA Online (PAN-44562) Reference number: CNR-16592 DA number: Pending Referral Submission Actions ▾

Concurrence and Referral

Create request Actions

Refresh
Clause Selection for Deve...

The system will display two options under Clause Selection. Follow the relevant section below to complete the steps.

Select clause for external agency review

DC DCAUAT Council1

Important: Referrals to DCA will trigger a 2 business day referral check. You will be unable to submit the CNR case during this time.

Clause Selection

Please select clause(s) for integrated development, concurrence and consultation. *

Please select a clause to add ▼

View applicant selection

View applicant selection

When an applicant submits a development application, they have the option to select clause(s) for referral to external agencies. Council can click to view the applicant selections and update as required.

- Click on 'View applicant selection'.

Clause Selection

Please select clause(s) for integrated development, concurrence and consultation. *

Please select a clause to add ▼

View applicant selection

- Click the checkbox beside the relevant clause(s) that you wish to add, then click 'Add'.

Add applicant's selection

Below are the clauses the applicant considers relevant to the development application. Please review and select the ones you would like to include.

	Clause / Section name	Agency / Category	Type
☐	Development involving works to a public road (where the consent authority is not the roads authority)	DCA-Transport	Integrated
☐	Development near electricity infrastructure	Ausgrid	Consultation
☐	Development near electricity infrastructure	Australian Rail Track Corporation	Consultation
☐	Development near electricity infrastructure	DCA-Water and energy infrastructure	Consultation
☐	Development near electricity infrastructure	Endeavour Energy	Consultation

Cancel

Add

 **Note:** The selected clause(s) will display, with the option of adding comments against each clause. These comments are to assist the DCA with their review. You are unable to delete a comment once made.

	Clause / Section name	Agency	Type	DCA Recommendation		
☒	Development involving works to a public road (where the consent authority is not the roads authority)	DCA	Integrated		Add Comment	
☒	Development near electricity infrastructure	Ausgrid	Consultation		Add Comment	
☒	Development near electricity infrastructure	Australian Rail Track Corporation	Consultation		Add Comment	

3. If you do not need to add any further clauses, click 'Submit'.

Add additional clause(s)

Council can also select clauses for the DCA referral check. To do so:

1. Click 'Please select a clause to add'.

Clause Selection

Please select clause(s) for integrated development, concurrence and consultation. ★

A list of clauses under each Agency will display, including clauses for review by the Development Coordination Authority. If you know the title of the clause, you can enter the term in the search field and click 'Filter'.

Clause Selection

Please select clause(s) for integrated development, concurrence and consultation. ★

☒

Agency Name: Endeavour Energy

☒ Development near electricity infrastructure

Applies to development near electricity infrastructure, such as power lines, cables, substations and easements.

Agency Name: Essential Energy

☐ Development near electricity infrastructure

Applies to development near electricity infrastructure, such as power lines, cables, substations and easements.

Agency Name: Jemena

	Type	DCA Recommendation		
	Integrated		Add Comment	
	Consultation		Add Comment	
ck	Consultation		Add Comment	

2. Scroll down the list and select the clause(s) you wish to add, then click 'Submit'.

Agency Name: Transgrid
☒ Development near electricity infrastructure
Applies to development near electricity infrastructure, such as power lines, cables, substations and easements.
Agency Name: Viva Energy Australia Pty Ltd
☐ Development adjoining a pipeline corridor

Cancel
Submit

Action Summary

the inspection? For example, locked gates, animals etc

3. Click 'Submit'.

Cancel

Save and exit
Submit

Viewing comments

If you entered a comment, and you have yet to submit your request, you will be able to identify there is a comment by the bubble icon next to that row.

	Clause / Section name	Agency	Type	DCA Recommendation	Comments	
☒	Development requiring a controlled activity approval	DCA	Integrated		Add Comment	

You can then view the comment you made by:

- Click the arrow beside the 'Comments' row. This will expand to show any comments entered.

	Clause / Section name	Agency	Type	DCA Recommendation	Comments	
☒	Development requiring a controlled activity approval	DCA	Integrated		Add Comment	
☒	Development near electricity infrastructure	Ausgrid	Consultation		Add Comment	
Comments						

- Click the arrow beside the comment of interest to view the contents.

	Clause / Section name	Agency	Type	DCA Recommendation	Comments	
☒	Development requiring a controlled activity approval	DCA	Integrated		Add Comment	
☒	Development near electricity infrastructure	Ausgrid	Consultation		Add Comment	

Comments

Development requiring a controlled activity approval
Last update 25/06/2026 04:39 PM by DCAUAT Council1

Development near electricity infrastructure
Last update 25/06/2026 04:41 PM by DCAUAT Council1

The comment will be displayed.

Development near electricity infrastructure	Last update 25/06/2026 04:41 PM by DCAUAT Council1
Reason for modification Please consider this application. 25/06/2026 04:41 PM by dcauatcouncil1@yopmail.com	

If you have already submitted the request and want to view the comment later, you can access it from the 'Case details' tab in the relevant DCA case.

- i) Click the arrow beside comments to expand and view the list of clauses with a comment.

Case details

Documents

Action Summary

Related cases

Referral Check Details

	Category	Clause Name	Agency	Clause Type	DCA Recommendation
☒	Waterways, water sources and waterfront land	Development requiring a controlled activity approval	DCA	Integrated	

>

Comments

>

History log

- ii) Click the arrow at the end of each row to view the comment.

Case details
Documents
Action Summary
Related cases

Referral Check Details

	Category	Clause Name	Agency	Clause Type	DCA Recommendation
☒	Waterways, water sources and waterfront land	Development requiring a controlled activity approval	DCA	Integrated	

Comments

Development requiring a controlled activity approval
Last update 25/06/2026 01:38 PM by DCAUAT Council1

History log

The comment(s) will be displayed.

Comments

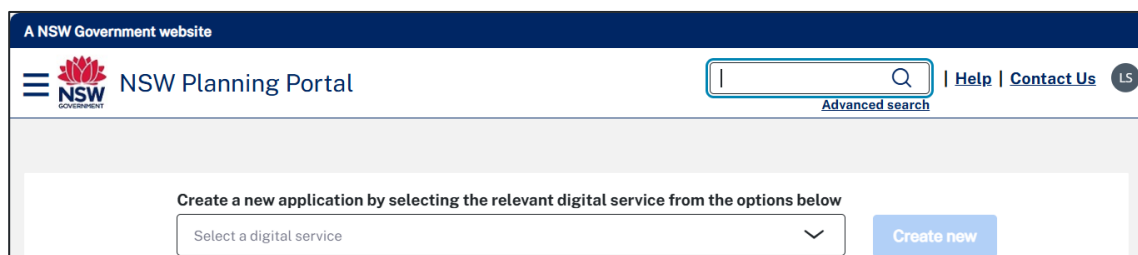
Development requiring a controlled activity approval
Last update 25/06/2026 01:38 PM by DCAUAT Council1

Reason for modification
This application requires referral to DCA.
25/06/2026 01:38 PM by dcuaatcouncil1@yopmail.com

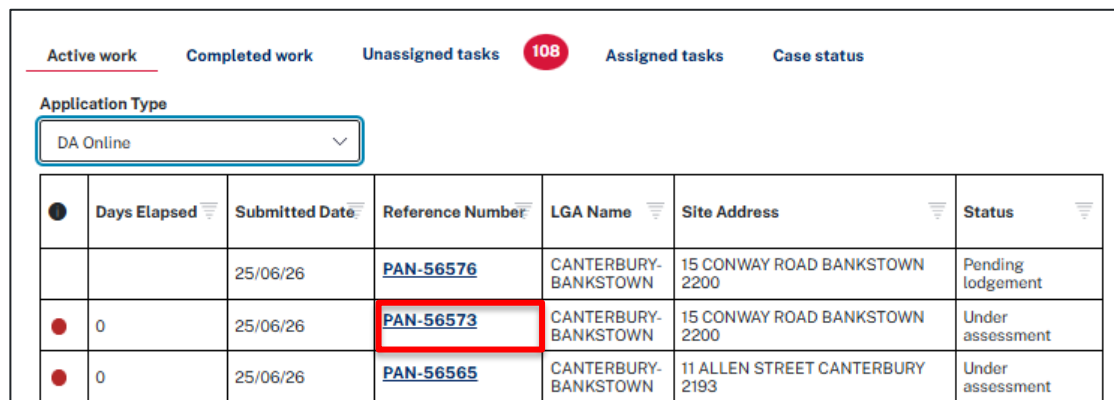
Request a referral check after 'Referral to an external agency' screen

The steps below outline the process to follow if you answered 'No' to the question, 'Is approval required from any Commonwealth, State or other Agencies?' question on the 'Referral to an external agency' screen.

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



2. From the dashboard, click the relevant application reference number (PAN-) from your 'Active work' tab.



Active work	Completed work	Unassigned tasks	108	Assigned tasks	Case status
Application Type					
DA Online					
Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
	25/06/26	PAN-56576	CANTERBURY-BANKSTOWN	15 CONWAY ROAD BANKSTOWN 2200	Pending lodgement
0	25/06/26	PAN-56573	CANTERBURY-BANKSTOWN	15 CONWAY ROAD BANKSTOWN 2200	Under assessment
0	25/06/26	PAN-56565	CANTERBURY-BANKSTOWN	11 ALLEN STREET CANTERBURY 2193	Under assessment

3. The application will open at the stage you have yet to complete.

If you are on any screen except the 'Referral to an external agency' or 'Preliminary assessment' screen:

- i) select 'Create CNR' from the 'Actions' menu.

DA Online Reference number: PAN-56112 Pending lodgement

Actions Close and home

Pre-lodgement Review Lodgement Assessment

Completeness Check

What was the outcome of the pre-lodgement review?*

☐ Application was lodged

☐ Application was returned

You may upload a document to support the application return.

- Refresh
- Request additional info
- Withdraw
- Re-assign
- Reject Application
- Mark assessment documents
- Mark sensitive documents
- Edit application details
- Resend API
- Mark superseded documents
- Create CNR**

ii) Click 'Submit'.

Create CNR

DC DCAUAT Council1

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

Cancel Save and exit **Submit**

The system will display two options under Clause Selection. Follow the relevant section below to complete the steps.

Select clause for external agency review

DC DCAUAT Council1

Important: Referrals to DCA will trigger a 2 business day referral check. You will be unable to submit the CNR case during this time.

Clause Selection

Please select clause(s) for integrated development, concurrence and consultation. *

Please select a clause to add **View applicant selection**

If you are on the 'Preliminary assessment' screen:

- select 'Yes' to the question 'Is a Concurrence and Referral required for this application?'.

Preliminary assessment

DC DCAUAT Council1

Days E0

Preliminary assessment

Provide the anticipated determination body: *

Select... ▾

Concurrence and Referral requests

Important: Initiating a referral to the DCA will start the 2 day referral check. The formal CNR cannot be submitted until the check is complete.

Is a Concurrence and Referral required for this application? *

☒ Yes
 ☐ No

ii) Complete the rest of the questions on this screen and click 'Submit'.

iii) Click on the 'Related cases' tab.

Application details

Relevant matters

Documents

Payer details

Action summary

Notes

Analytics

Related cases

iv) Click on the CNR reference number CNR-xxxx.

Description	ID	Status
DA Online	PAN-44562	Pending lodgement
Concurrence and Referral	CNR-16592	Pending Referral Submission

v) Select 'Select clause for external agency review' from the 'Actions menu'

The system will display two options under Clause Selection. Follow the relevant section below to complete the steps.

Select clause for external agency review

DC DCAUAT Council1

Important: Referrals to DCA will trigger a 2 business day referral check. You will be unable to submit the CNR case during this time.

Clause Selection

Please select clause(s) for integrated development, concurrence and consultation. *

Please select a clause to add ▾

View applicant selection

View applicant selection

When an applicant submits a development application, they have the option to select clause(s) for referral to external agencies. Council can click to view the applicant selections and update as required.

1. Click on 'View applicant selection'.

Clause Selection
Please select clause(s) for integrated development, concurrence and consultation. ★

Please select a clause to add ▼

View applicant selection

2. Click the checkbox beside the relevant clause(s) that you wish to add, then click 'Add'.

Add applicant's selection
Below are the clauses the applicant considers relevant to the development application. Please review and select the ones you would like to include.

	Clause / Section name	Agency / Category	Type
☐	Development involving works to a public road (where the consent authority is not the roads authority)	DCA-Transport	Integrated
☐	Development near electricity infrastructure	Ausgrid	Consultation
☐	Development near electricity infrastructure	Australian Rail Track Corporation	Consultation
☐	Development near electricity infrastructure	DCA-Water and energy infrastructure	Consultation
☐	Development near electricity infrastructure	Endeavour Energy	Consultation

Cancel

Add

 **Note:** The selected clause(s) will display, with the option of adding comments against each clause. These comments are to assist the DCA with their review. You are unable to delete a comment once made.

	Clause / Section name	Agency	Type	DCA Recommendation	
☒	Development involving works to a public road (where the consent authority is not the roads authority)	DCA	Integrated		Add Comment 
☒	Development near electricity infrastructure	Ausgrid	Consultation		Add Comment 
☒	Development near electricity infrastructure	Australian Rail Track Corporation	Consultation		Add Comment 

3. If you do not need to add any further clauses, click 'Submit'.

Cancel

Save and exit

Submit

Add additional clause(s)

Council can also select clauses for the DCA referral check. To do so:

1. Click 'Please select a clause to add'.

Clause Selection
Please select clause(s) for integrated development, concurrence and consultation. ★

Please select a clause to add ▾

View applicant selection

A list of clauses under each Agency will display, including clauses for review by the Development Coordination Authority. If you know the title of the clause, you can enter the term in the search field and click 'Filter'.

Clause Selection
Please select clause(s) for integrated development, concurrence and consultation. ★

Please select a clause to add ▾

View applicant selection

Please filter clause

Filter

Clear

Agency Name: Endeavour Energy

☒ Development near electricity infrastructure
Applies to development near electricity infrastructure, such as power lines, cables, substations and easements.

Agency Name: Essential Energy

☐ Development near electricity infrastructure
Applies to development near electricity infrastructure, such as power lines, cables, substations and easements.

Type	DCA Recommendation		
Integrated		Add Comment	
Consultation		Add Comment	
ck	Consultation	Add Comment	

2. Scroll down the list and select the clause(s) you wish to add, then click 'Submit'.

Agency Name: Transgrid

☒ Development near electricity infrastructure
Applies to development near electricity infrastructure, such as power lines, cables, substations and easements.

Agency Name: Viva Energy Australia Pty Ltd

☐ Development adjoining a pipeline corridor

Cancel

Submit

Action Summary

the inspection? For example, locked gates, animals etc

3. Click 'Submit'.

Cancel

Save and exit

Submit

Viewing comments

If you entered a comment, and you have yet to submit your request, you will be able to identify there is a comment by the bubble icon next to that row.

	Clause / Section name	Agency	Type	DCA Recommendation	Comments	
☒	Development requiring a controlled activity approval	DCA	Integrated		Add Comment	

You can then view the comment you made by:

- iii) Click the arrow beside the 'Comments' row. This will expand to show any comments entered.

	Clause / Section name	Agency	Type	DCA Recommendation	Comments	
☒	Development requiring a controlled activity approval	DCA	Integrated		Add Comment	
☒	Development near electricity infrastructure	Ausgrid	Consultation		Add Comment	
Comments						

- iv) Click the arrow beside the comment of interest to view the contents.

	Clause / Section name	Agency	Type	DCA Recommendation	Comments	
☒	Development requiring a controlled activity approval	DCA	Integrated		Add Comment	
☒	Development near electricity infrastructure	Ausgrid	Consultation		Add Comment	
Comments						
Development requiring a controlled activity approval Last update 25/06/2026 04:39 PM by DCAUAT Council1 Development near electricity infrastructure Last update 25/06/2026 04:41 PM by DCAUAT Council1						

The comment will be displayed.

Development near electricity infrastructure	Last update 25/06/2026 04:41 PM by DCAUAT Council1
Reason for modification Please consider this application. 25/06/2026 04:41 PM by dcauatcouncil1@yopmail.com	

If you have already submitted the request and want to view the comment later, you can access it from the 'Case details' tab in the relevant DCA case.

iii) Click the arrow beside comments to expand and view the list of clauses with a comment.

Case details
Documents
Action Summary
Related cases

Referral Check Details

	Category	Clause Name	Agency	Clause Type	DCA Recommendation
☒	Waterways, water sources and waterfront land	Development requiring a controlled activity approval	DCA	Integrated	

> Comments

> History log

iv) Click the arrow at the end of each row to view the comment.

Case details
Documents
Action Summary
Related cases

Referral Check Details

	Category	Clause Name	Agency	Clause Type	DCA Recommendation
☒	Waterways, water sources and waterfront land	Development requiring a controlled activity approval	DCA	Integrated	

Comments

Development requiring a controlled activity approval
Last update 25/06/2026 01:38 PM by DCAUAT Council1

> History log

The comment(s) will be displayed.

Comments

Development requiring a controlled activity approval
Last update 25/06/2026 01:38 PM by DCAUAT Council1

Reason for modification
This application requires referral to DCA.
25/06/2026 01:38 PM by dcauatcouncil1@yopmail.com

What happens next?

Clause selection	What happens next																		
DCA related clause	- The CNR case will have status ‘Awaiting DCA referral check’, and the clauses selected will be visible on the ‘Referral check clause summary’ within the ‘Case details’ tab. When the DCA provides a response the ‘DCA Recommendation’ column will be populated. Case detailsDocumentsNotesAction SummaryRelated cases Referral Check Clause Summary <table><tr><th></th><th>Category</th><th>Clause Name</th><th>Clause Type</th><th>Agency</th><th>DCA Recommendation</th></tr><tr><td>☒</td><td>Waterways, water sources and waterfront land</td><td>Development requiring a controlled activity approval</td><td>Integrated</td><td>DCA</td><td></td></tr><tr><td>☒</td><td>Water and energy infrastructure</td><td>Development near electricity infrastructure</td><td>Consultation</td><td>Ausgrid</td><td></td></tr></table> - A related case will be created with a prefix ‘DCA-’. The status of this application is ‘Pending referral check’. - An email will be sent to the DCA to request the referral check. - Council will be unable to progress the application until the 2-day referral check period has passed. This means council cannot lodge or return the application (if at pre-lodgement stage) or determine the development application (if at post-lodgement stage). - Council will receive an email when the DCA referral check has been completed. Please view the step-by-step guide ‘How to review the outcome of the Development Coordination Authority referral check’ - If the DCA does not provide a response within the 2-day referral check period, a message will display on the ‘Completeness check’ screen of the related PAN. You will also receive an email notification to advise you that this period has expired. Council can progress the application and does not need to wait for the response from DCA. The DCA did not undertake their referral check within 2 days. You can proceed to lodgement. Please refer back to DCA advice upon finalisation of the referral check.		Category	Clause Name	Clause Type	Agency	DCA Recommendation	☒	Waterways, water sources and waterfront land	Development requiring a controlled activity approval	Integrated	DCA		☒	Water and energy infrastructure	Development near electricity infrastructure	Consultation	Ausgrid	
	Category	Clause Name	Clause Type	Agency	DCA Recommendation														
☒	Waterways, water sources and waterfront land	Development requiring a controlled activity approval	Integrated	DCA															
☒	Water and energy infrastructure	Development near electricity infrastructure	Consultation	Ausgrid															

Clause selection	What happens next
Non-DCA related clause	• Council will be able to progress the application if at the pre-lodgement stage. • Council will need to complete the preliminary assessment of the development or modification application and then submit the CNR case accessible from the 'Related cases' tab. • The application will not be sent to the DCA for a referral check.

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.

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
- How to review and lodge or return a development application after 1 July 2026
- How to complete the preliminary assessment stage for a development or modification application after 1 July 2026
- How to request additional information
- How to review the outcome of the Development Coordination Authority referral check
- How to submit a referral request to external agencies during the assessment of a development application after 1 July 2026
- How to edit an Agency referral request after 1 July 2026
- How to re-refer an Agency referral request after 1 July 2026

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