

Housing productivity contribution | Council

How to resolve housing productivity contribution (HPC) case in a development application

Version: 2

Last Updated: 11 August 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 resolve housing productivity contribution (HPC) case in a development application

Copyright and disclaimer

© State of New South Wales through the Department of Planning, Housing and Infrastructure 2026. Information in this publication is based on knowledge and understanding at the time of writing, August 2026, and is subject to change. For more information, please visit nsw.gov.au/copyright

DPHI-MC-R-WC-V1.0

Contents

Introduction	1
1. How to finalise the contributions case.....	2
Step 1: Locate the contributions case.....	2
Step 2: Enter contributions framework details	3
Step 3: Enter Proposed and existing uses.....	5
Step 4: Total number of units	7
Step 5: Calculate contributions.....	7
Step 6: Finalise contributions	10
What happens next?	10
2. How to manually trigger a contributions case	11
3. How to withdraw a contributions case	13
More information	15
Recommended step-by-step guides.....	15

Introduction

When a development application (DA) is lodged through the NSW Planning Portal (the Portal), the system automatically identifies whether the proposed development triggered a housing and productivity contribution (HPC). This initial identification is based on the development site location and the development types selected by the applicant.

Once the application is submitted, the consent authority assumes full responsibility for reviewing and finalising all HPC-related inputs. This includes verifying development types, confirming the accuracy of contribution-related details, and determining whether a HPC applies.

As part of the assessment of the development application, council officers must review and resolve the HPC case. This involves applying the correct standard condition of consent where an HPC is required and ensuring the final contribution amount is accurately calculated and imposed as part of the development consent.

 **Note:** The HPC amount only becomes payable after the development application is determined, at which point applicants can make payment through the NSW Planning Portal and the Service NSW payment gateway. The system prevents early payment attempts, ensuring payment aligns with the timing set by the consent authority.

This guide supports council staff in understanding their role in reviewing, finalising, and resolving HPC contribution cases during the DA assessment process.

1. How to finalise the contributions case

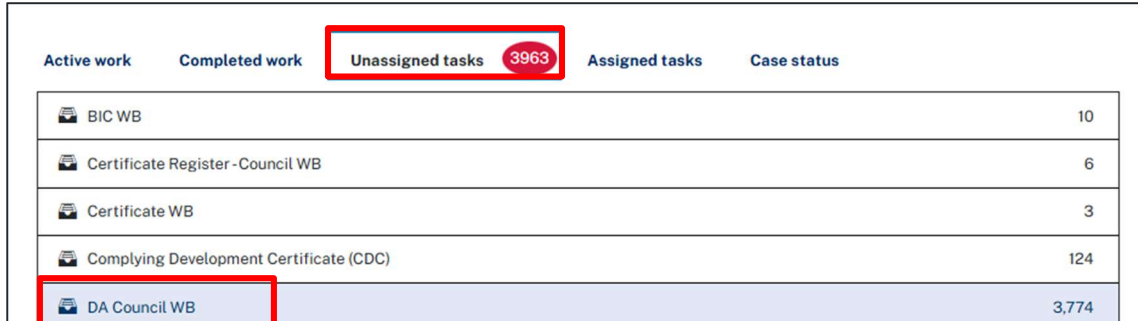
 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

Step 1: Locate the contributions case

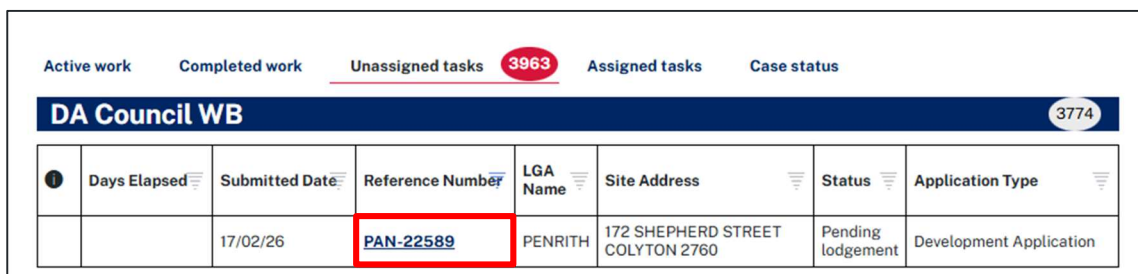
1. Log in to the NSW Planning Portal to display your dashboard.



2. Select 'DA council' work basket from the 'Unassigned tasks' tab.



3. Click on the application reference number to display the 'Completeness Check' screen.



4. Scroll down and select 'Related cases' tab.



5. Click on the contributions reference number CON-xxx.

Relevant matters	Documents	Payer details	Action summary	Notes	Analytics	Related cases
Description	ID	Status				
DA Online	PAN-22589	Pending lodgement				
Contributions	CON-647	In-progress				

Step 2: Enter contributions framework details

✓ Applicant input	Contributions framework	Proposed & existing uses	Total number of units	Calculate contributions	Finalise contributions
-------------------	-------------------------	--------------------------	-----------------------	-------------------------	------------------------

 **Note:** The contributions case will display as read-only. To edit the case, follow the steps below.

6. Click 'Actions', then select 'Contributions framework'.

DA Online (PAN-22629)

Contributions

Reference number: CON-654

In-progress

Actions

✓ Applicant input

Contributions framework

Proposed & existing uses

Total number of units

Calculate contributions

Finalise contributions

Case details

Documents

Action summary

Related cases

> Applicant input

> Contributions framework

Refresh

Contributions framework

Upload Documents

Withdraw case

Resend API

7. Review the details and plan name to ensure accuracy.

Contributions framework

Street address	Local Government area	Lot/Section	Primary address
172 SHEPHERD STREET COLYTON 2760	PENRITH	3 / -- / DP255516	☒

Plan name	Contribution type	Plan status
Greater_Sydney_HPC_SCR-11	BHPC	

 **Note:** If the plan is not correct, tick 'Manual selection of applicable plan(s)' checkbox. Manual selection will remove any previous system automation.

Manual selection of applicable plan(s)? ☐

- a. Select reason to override from the drop-down list.

Manual selection of applicable plan(s)? ☒

Manual selection will remove any previous system automation.

Reason to override*

New, revised contributions framework(s) apply ▾

Select

New, revised contributions framework(s) apply

Different contributions framework(s) apply

Additional contributions framework(s) apply

Other

Refresh plans list [What is this?](#)

Infrastructure contributions plans. Only the selected plans will be used in the calculation of infrastructure

b. **Select** the applicable contributions plan from the displayed list.

Select applicable contributions plans [Refresh plans list](#) [What is this?](#)

Please select ALL applicable State and Local infrastructure contributions plans. Only the selected plans will be used in the calculation of infrastructure contributions.

Plan Id	Contributions Type	Plan name	Plan status	In-Effect date	Apply
SCR-1			In-Effect	12/09/23	☐

8. **Indicate** if previous payments were made or a state planning agreement applies.

Do any of the following apply: [What is this?](#)

☐ Previous payment made for state contributions

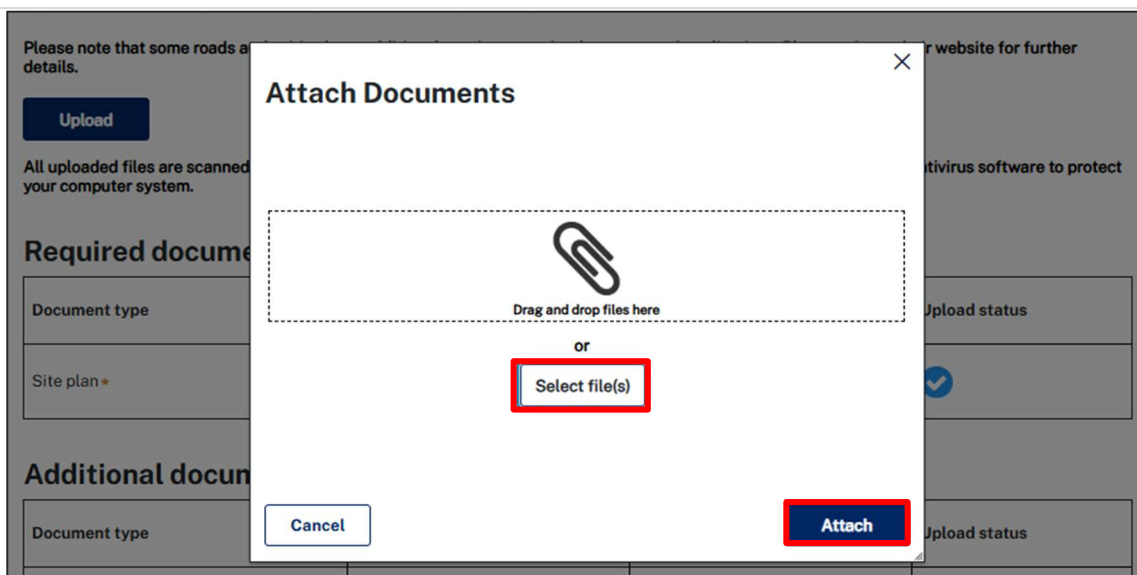
☐ State planning agreement applies to the development

 **Note:** If you indicate that a previous payment was made, or a state planning agreement applies, you will be prompted to upload supporting documentation. Where no selections are made, proceed to submit.

9. Click 'Upload'.

Upload

- **Select** file (s) or drag and drop
- **Select** the appropriate category from the drop-down menu for each file
- **Click** 'Attach'.



10. Click 'Submit'.

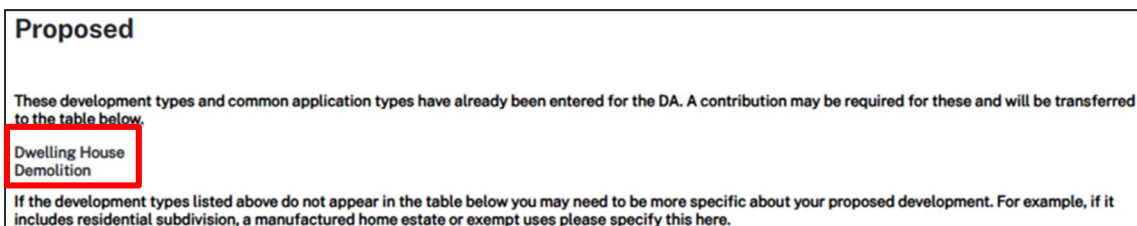


Step 3: Enter Proposed and existing uses



 **Note:** Review the information entered by the applicant. If the information is correct, click 'Submit' to proceed. If the information needs updating, follow the steps below.

11. Review the proposed contributions.



12. To make changes to the proposed developments, **check** the box to override applicant inputs.



 **Note:** When override the applicant's input is selected, you can edit the proposed contributions.

13. **Select** a category and development type.

Note: To delete a contribution, **click** on the bin icon next to the contribution.

14. Click 'Add Contributions uses' to add additional developments.

15. Indicate if you want to add existing development, such as an existing residential lot, that applies to the development.

a. If 'Yes', select a category from the available list.

b. Click the down-arrow to select a development from the available list.

c. Select 'Add type/use' to add additional existing development, if required.

Add type/use

16. Click 'Add stage' to add additional stages for a staged development consent.

Add stage

 **Note:** The current selections will be displayed as stage 1. You can manage the existing developments for each stage separately.

17. Once the information has been updated, **complete** the declaration.



I confirm that changes to the applicant inputs were made with the appropriate authority from the applicant. *

18. Click 'Submit'.

Cancel

Save

Submit

Step 4: Total number of units

✓ Applicant input > ✓ Contributions framework > ✓ Proposed & existing uses > **Total number of units** > Calculate contributions > Finalise contributions

19. Review the number of units and ensure the correct number is entered.

Proposed [What is this?](#)

Development	Sub types What is this?	Total	Unit of charge
Dwelling House		200	Hectares of NDA



Note: Data entered here is for the purpose of calculating contributions, which may not be the same as actual proposed development statistics, update if needed.

20. Click 'Submit'.

Cancel

Save

Submit

Step 5: Calculate contributions

✓ Applicant input > ✓ Contributions framework > ✓ Proposed & existing uses > ✓ Total number of units > **Calculate contributions** > Finalise contributions

 **Note:** Calculate contributions consists of two screens; **Calculation summary** and **Calculation breakdown**. The **Calculation summary** screen shows the contribution amount automatically calculated by the system. Clicking on the Calculation breakdown heading provides a breakdown of how the calculation was made, and includes read-only information such as Current Indexation period, Current Indexation value and Base Indexation value.

State Infrastructure Contributions

Calculation summary Calculation breakdown

Applicable plans and system calculated contributions amounts are shown in the first two columns. If the assessed amount is different to the system calculated amount, update the amount in column three.

On the Calculation summary screen, if the system calculated amount is correct, complete only the Timing of payment column. If the assessed amount is different from the system-calculated amount, proceed with the steps below.

21. Enter the assessed amount (if different from the system calculated amount).

State Infrastructure Contributions

Calculation summary Calculation breakdown

Applicable plans and system calculated contributions amounts are shown in the first two columns. If the assessed amount is different to the system calculated amount, update the amount in column three.

HPC Area	System calculated amount	Assessed amount (If different to system calculated amount)	Contributions amount	Timing of payment	Reason for different assessed amount
Greater Sydney_HPC_21062023	\$14,076,244.00	\$	\$14,076,244.00	Select	Select

22. Select the 'Timing of payment'.

Calculation summary Calculation breakdown

Applicable plans and system calculated contributions amounts are shown in the first two columns. If the assessed amount is different to the system calculated amount, update the amount in column three.

HPC Area	System calculated amount	Assessed amount (If different to system calculated amount)	Contributions amount	Timing of payment	Reason for different assessed amount
Greater Sydney_HPC_21062023	\$14,076,244.00	\$ 10,000.00	\$10,000.00	Select	Select

Give detailed reason for different assessed amount/s*

Remaining: 2000 characters

Select

- Construction certificate
- Occupation certificate
- Subdivision certificate
- Subdivision Works certificate
- Subdivision certificate OR Construction certificate
- Subdivision certificate OR Occupation certificate

 **Note:** The 'Timing of payment' determines when the contribution payment must be made. For example, if 'Construction certificate' is selected, the payment must be made prior to the issuance of the Construction Certificate.

23. If the assessed amount is different from the system calculated amount, select the reason for different assessed amount (if required).

Calculation summary		Calculation breakdown			
Applicable plans and system calculated contributions amounts are shown in the first two columns. If the assessed amount is different to the system calculated amount, update the amount in column three.					
HPC Area	System calculated amount	Assessed amount (If different to system calculated amount)	Contributions amount	Timing of payment	Reason for different assessed amount
Greater Sydney_HPC_21062023	\$14,076,244.00	\$ 10,000.00	\$10,000.00	Construction certificate	Select
Give detailed reason for different assessed amount/s * Remaining: 2000 characters					

Select
 Exemption
 Planning Agreement
 Land dedication
 Previous provision of material public benefit
 Discount applied
 Other

24. Enter the detailed reason for different assessed amount/s.

Give detailed reason for different assessed amount/s *
Remaining: 2000 characters

 **Note:** The option to enter a detailed reason for the different assessed amount(s) and Upload option below will only appear if a different amount is entered to the system calculated amount.

25. Click 'Upload' to upload the Contributions assessment document.

Upload

- **Select** file (s) or drag and drop
- **Select** the appropriate category from the drop-down menu for each file
- Click 'Attach'.

Please note that some roads are closed for construction details.

Upload

All uploaded files are scanned for viruses to protect your computer system.

Required documents

Document type

Site plan *

Additional documents

Document type

Attach Documents



Drag and drop files here

or

Select file(s)

Cancel

Attach

For more information, visit our website for further details.

Antivirus software to protect

Upload status

Upload status

26. Click 'Submit'.

Cancel

Save

Submit

Step 6: Finalise contributions

✓ Applicant input

✓ Contributions framework

✓ Proposed & existing uses

✓ Total number of units

✓ Calculate contributions

Finalise contributions

 **Note:** The 'Finalise contributions' screen provides an opportunity to review and amend the information as required prior to submitting by **selecting** 'Edit contribution details' from the Actions menu. If you are ready to submit and conclude the Contributions case, follow the steps below.

27. **Review** and **complete** the declaration.

The contribution details cannot be changed or revised once submitted. Ensure the contributions entered are correct prior to clicking submit.

Declarations *

☐

I declare that all the information for the Housing and Productivity contribution calculation and accompanying documents is correct to the best of my knowledge.

28. Click 'Submit'.

Cancel

Save

Submit

What happens next?

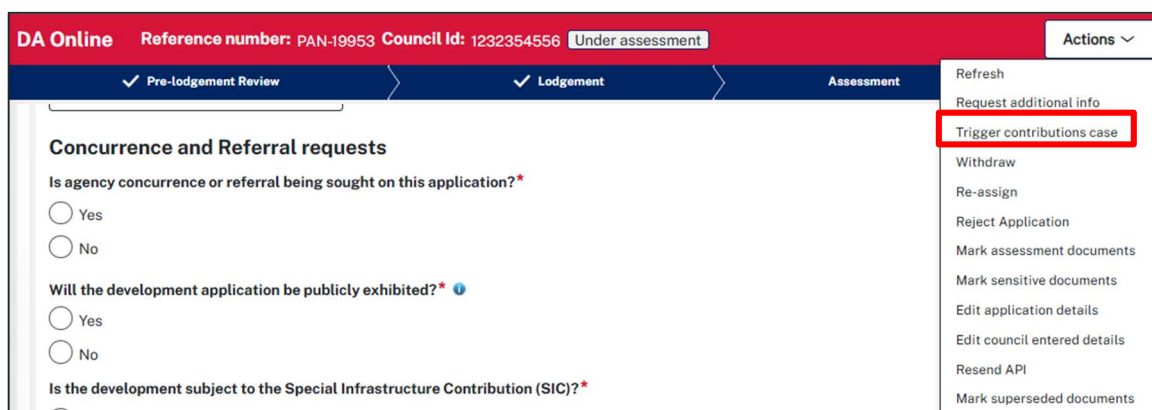
- The application status will change to Resolved-Completed.

2. How to manually trigger a contributions case

When assessing a Development Application (DA) in the Portal, consent authority staff may need to manually trigger a Housing and Productivity Contributions (HPC) case. This option is available through the **'Actions'** menu within the development application.

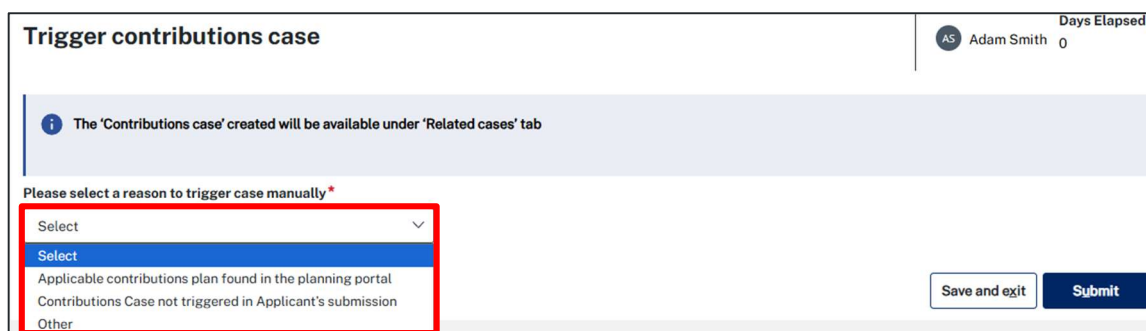
The option to trigger contributions case will only appear **after the application has been lodged** and **where no existing contributions case is present** in the Related Cases tab. This allows consent authority staff to create a contributions case where one has not been automatically generated by the system, ensuring the appropriate housing and productivity contribution requirements can be applied and managed as part of the assessment process.

1. To manually trigger a contributions case from within the development application, click on the 'Actions' menu, then select 'Trigger contributions case'.



The screenshot shows the 'DA Online' interface. At the top, there's a red header bar with 'Reference number: PAN-19953' and 'Council Id: 1232354556'. Below this is a navigation bar with 'Pre-lodgement Review', 'Lodgement', and 'Assessment' tabs. The 'Assessment' tab is active. On the right, there's an 'Actions' dropdown menu. The menu items are: Refresh, Request additional info, Trigger contributions case (highlighted with a red box), Withdraw, Re-assign, Reject Application, Mark assessment documents, Mark sensitive documents, Edit application details, Edit council entered details, Resend API, and Mark superseded documents. The main content area shows 'Concurrence and Referral requests' with several questions and radio button options.

2. Select a reason to trigger the case manually.



The screenshot shows the 'Trigger contributions case' form. At the top right, it says 'Days Elapsed' and 'AS Adam Smith 0'. Below this is a blue banner with an information icon and the text: 'The 'Contributions case' created will be available under 'Related cases' tab'. The main section is titled 'Please select a reason to trigger case manually *'. There's a dropdown menu with 'Select' as the current selection. The dropdown is open, showing options: 'Select', 'Applicable contributions plan found in the planning portal', 'Contributions Case not triggered in Applicant's submission', and 'Other'. At the bottom right, there are 'Save and exit' and 'Submit' buttons.



Note: If 'Other' is selected, you will need to **provide** comments.

Please select a reason to trigger case manually*

Other



Provide comments*

Remaining: 2000 characters



Note: If a contributions case already exists, the manual trigger option will not display within the 'Actions' menu.

3. Click 'Submit'.

Cancel

Save and exit

Submit

3. How to withdraw a contributions case

Council staff can withdraw a **contributions case** when assessing a development application in the Portal. This option may be used where the existing contributions case has been created incorrectly or requires resetting.

1. To withdraw a contributions case, **click** on the CON case located via the 'Related Cases' tab.

Application details	Relevant matters	Documents	Payer details	Action summary	Notes	Analytics	Related cases
Description	ID		Status				
DA Online	PAN-16629		Under assessment				
Contributions	CON-685		In-progress				

2. Click 'Actions', then **select** 'Withdraw case'.

DA Online (PAN-16629)

Contributions

Reference number: CON-685

In-progress

Actions

Applicant input

Contributions framework

Proposed & existing uses

Total number of units

Calculate

Case details

Documents

Action summary

Related cases

Contributions framework

Refresh

Contributions framework

Upload Documents

Withdraw case

Resend API

3. **Confirm** that you would like to withdraw the contributions case and **select** a reason from the list of options.

Withdraw case

AS Adam Smith

Do you want to withdraw the Contributions case? *

Yes

No

Reason *

Please select

Please select

Applicable contributions framework not available in the Portal

Contributions framework no longer applicable

Other

Save

Submit

 **Note:** If 'Other' is selected, additional information will be required to be entered in the space provided.

4. Click Submit.

Cancel

Save

Submit



Note: After withdrawing the contributions case, the system will generate a new contributions case which must be resolved before the development application can be determined. If the contribution case is not automatically generated by the system, you can manually trigger the case via the Actions menu from within the development application case.

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.
---	--	---	---

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 request additional information
- How to complete the preliminary assessment stage

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