

How to review and determine a Section 10.7 Planning Certificate

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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 review and determine a Section 10.7 Planning Certificate

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Introduction

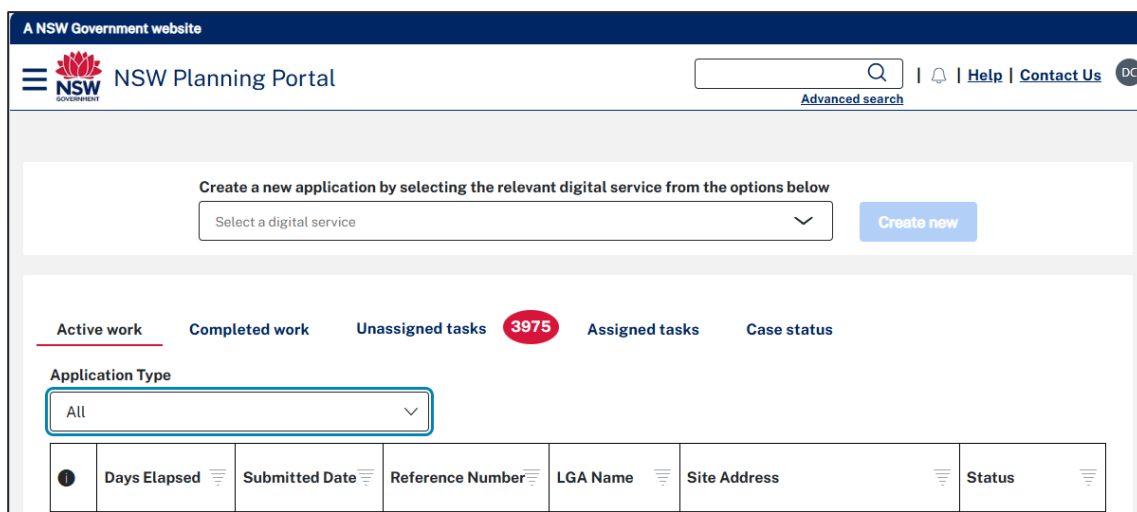
Applicants can request a Section 10.7 Planning Certificate via the NSW Planning Portal if the site address is within a participating local government area. This certificate provides information on any controls, requirements and restrictions that may impact how a property is used.

This guide outlines steps on how to review and issue the Section 10.7 Planning Certificate in the NSW Planning Portal.

How to review a Section 10.7 Planning Certificate

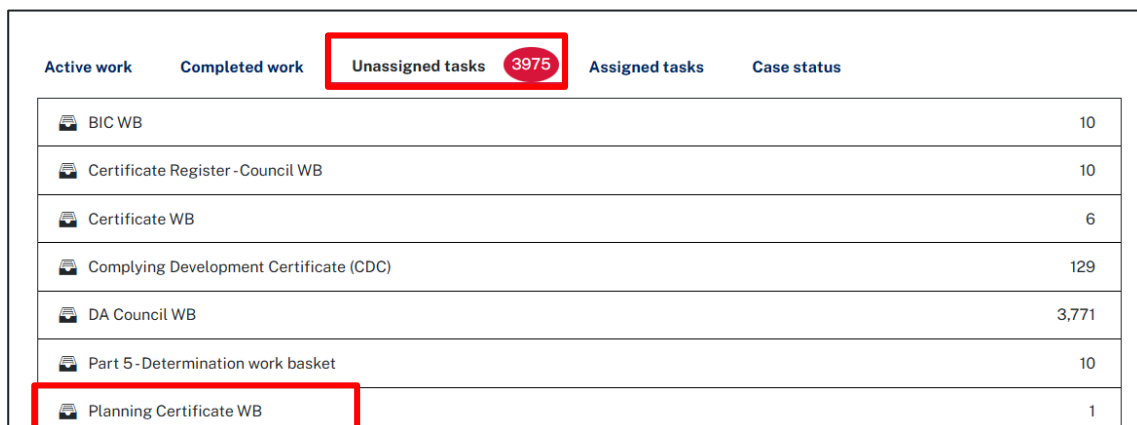
 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

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



The screenshot shows the NSW Planning Portal dashboard. At the top, there's a header with the NSW Government logo and 'NSW Planning Portal'. Below this, there's a section for creating a new application with a dropdown menu labeled 'Select a digital service' and a 'Create new' button. The main dashboard area has tabs for 'Active work', 'Completed work', 'Unassigned tasks' (highlighted with a red circle and the number 3975), 'Assigned tasks', and 'Case status'. Below the tabs, there's a dropdown for 'Application Type' set to 'All'. At the bottom, there's a table with columns: Days Elapsed, Submitted Date, Reference Number, LGA Name, Site Address, and Status.

2. Select the 'Unassigned tasks' tab and open the 'Planning Certificate WB' (work basket).



The screenshot shows the 'Unassigned tasks' tab selected, which is highlighted with a red box and the number 3975. Below the tabs, there's a table listing various work baskets (WB) and their counts:

Work Basket	Count
BIC WB	10
Certificate Register - Council WB	10
Certificate WB	6
Complying Development Certificate (CDC)	129
DA Council WB	3,771
Part 5 - Determination work basket	10
Planning Certificate WB	1

The 'Planning Certificate WB' row is highlighted with a red box.

3. Select the relevant reference number (PC10.7-XXXX-XXX).

Active work Completed work Unassigned tasks 3975 Assigned tasks Case status							
Planning Certificate WB 1							
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		12/03/26	PC10.7-2026-14	PENRITH	48 KAREELA AVENUE PENRITH 2750	Submitted	Planning Certificate 10.7

Planning Certificate 10.7 Reference number: PC10.7-2026-14 Submitted

Actions Close and home

✓ Application Preparation Issuance

4. Review the application details and associated documents by expanding the sections under 'Case details' and selecting the additional application tabs.

Case details Documents Analytics Related cases Action summary

Applicant details >
 Application details >
 Payer details >
 Declarations >
 Preparation details >

5. Click 'Submit' to progress to the next step.

Review Request
 Please review the case details from the below tabs.
 In case of additional information required, please click on Actions on initiate the request.
 Please click on the submit button to initiate preparation of the planning certificate application.

Save and exit **Submit**

 **Note:** You can also click 'Save and exit' to return to your dashboard.

Planning Certificate 10.7 Reference number: PC10.7-2026-14 Submitted

Actions Close and home

✓ Application Preparation Issuance

6. Select the outcome of your review.

Completeness Check DC Daisy Council

What is the outcome of your review? *
☒ Proceed with certificate request
☐ Not proceed with certificate request

 **Note:** You can request additional information to support your review by selecting 'Request additional information' from the 'Action' menu.

7. If you select 'Proceed with certificate request', indicate whether the applicant has paid the relevant fees.

What is the outcome of your review?*

☒ Proceed with certificate request

☐ Not proceed with certificate request

Applicant paid the relevant fees?*

8. If the applicant has paid the relevant fees, enter the amount and the council reference number.

Applicant paid the relevant fees?*

☒ Yes

☐ No

Enter total fee paid*

\$

9. If the applicant has not paid the relevant fields, enter the reason the fees have not been paid and the council reference number.

Applicant paid the relevant fees?*

☐ Yes

☒ No

Please provide a reason*

10. Enter the council unique identification number.

Enter the Council unique identification number*

11. If you select 'Not proceed with certificate request', enter the reason and the date the application was rejected.

Completeness Check

DC Daisy Council

What is the outcome of your review?*

- ☐ Proceed with certificate request
- ☒ Not proceed with certificate request

Please provide a reason*

Remaining: 512 characters

What is the date the application was rejected?*

12. Click 'Submit'.

Cancel

Save and exit

Submit

 **Note:** If the outcome of the review was 'Not proceed with certificate request', there are no further steps to be taken for this application.

How to issue a Section 10.7 Planning Certificate in the NSW Planning Portal

If the outcome of the review was 'Proceed with certificate request', you will need to complete the steps below.

Planning Certificate 10.7 Reference number: PC10.7-2026-14 Under preparation Actions Close and home

✓ Application > ✓ Preparation > **Issuance**

13. Indicate whether the certificate has been issued.

Issuance

DC Daisy Council

Record of Certificate

The certificate has been*

☐ Issued

☐ Not Issued

14. If the certificate has been issued, enter the date of issue.

The certificate has been*

☒ Issued

☐ Not Issued

What is the date certificate was issued?*

15. If the certificate has not been issued, enter a reason.

The certificate has been*

☐ Issued

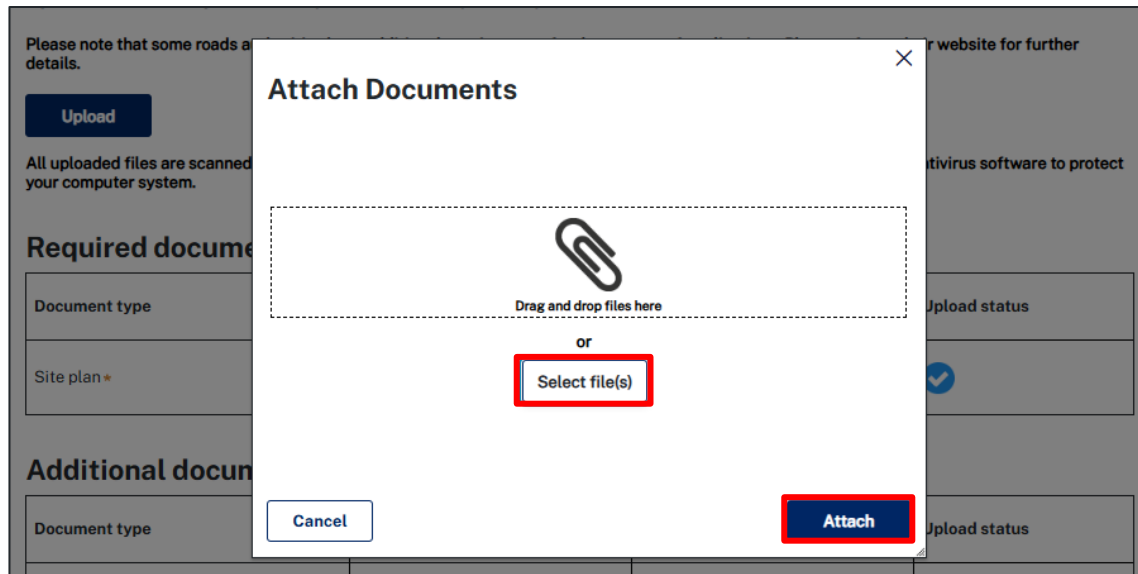
☒ Not Issued

Please provide a reason*

16. Click 'Upload'.

A screenshot of a web interface showing a single button labeled "Upload" in a dark blue box with white text. The button is highlighted with a red rectangular border.

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



17. Click 'Submit'.

A screenshot of a web interface showing three buttons: "Cancel", "Save and exit", and "Submit". The "Submit" button is in a dark blue box with white text and is highlighted with a red rectangular border.

 **Note:** If you selected 'Issued', a Section 10.7 Planning Certificate is a mandatory document.

What happens next?

- The status of the application will change to:
 - 'Rejected' if the application did not proceed to a certificate request;
 - 'Rejected' if the certificate was not issued; or
 - 'Issued' if the certificate was issued.
- The applicant will receive a system-generated notification to advise them of the outcome of the review, and whether the requested Section 10.7 Planning Certificate has been issued.
- The application will move to the 'Completed work' tab for future reference.
- If the applicant withdraws their application prior to the outcome of the review being input on the NSW Planning Portal, the application will be moved to the 'Completed work' tab and you will receive a system-generated notification to advise you of the change to the status of the 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.

Recommended step-by-step guides

Other step-by-step guides that you may find useful are listed below:

- How to navigate the NSW Planning Portal dashboard
- How to submit a Section 10.7 Planning Certificate application

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