

Development application | Council

How to review and lodge or return a development application after 1 July 2026

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Acknowledgement of Country

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How to review and lodge or return a development application after 1 July 2026

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Introduction

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

Development applications submitted to council via the NSW Planning Portal must be reviewed for completeness before they can be lodged. Once submitted, the application will appear in the 'Unassigned tasks' tab until it is assigned to a council officer for review.

During the review process, council officers can review the application, request additional information where required, discuss payment requirements and associated terms and conditions with the applicant. Note: Payment is required prior to you lodging the application.

Council can invite the Development Coordination Authority (DCA) to provide a referral check. This review of the application will assist Council decide if a referral to an external agency is required.

This step-by-step guide outlines the steps to review and lodge or return of a development application. For details on how to invite the development coordination authority, please refer to the step-by-step guide 'How to invite the development coordination authority to review a referral'.

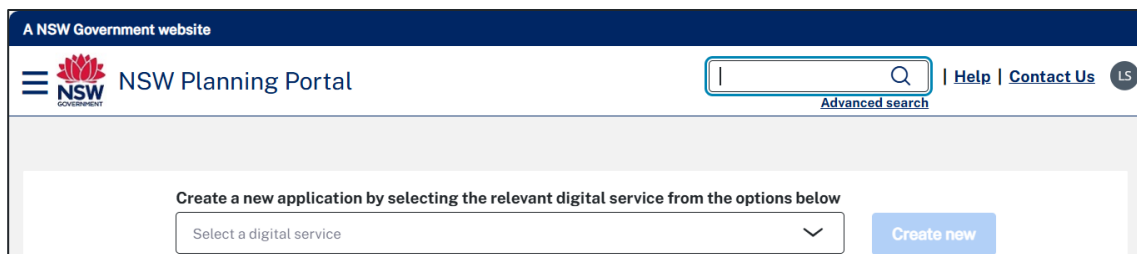
 **Note:** You will need a NSW Planning Portal council user account to access the functionality within this document. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

Steps

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

Step 1: Review the application

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



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

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
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 **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. (Optional) 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 to the 'Completeness Check' screen. The newly created CNR case can be accessed from the 'Related Cases' tab.

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:** For information on how to invite the DCA to review a referral, please refer to the step-by-step guide *'How to invite the Development Coordination Authority to review a referral'*.

If 'No' is selected, after clicking 'Submit', the system will navigate to the 'Completeness Check' screen and Council will have the option to create a CNR case via the local 'Actions' menu on any screen up to and including the determination screen on the development application.

6. Click Submit.



Step 2: Enter the outcome of the pre-lodgement review

 **Note:** There is an option to create a request for a DCA referral check from the 'Create CNR' option on the 'Actions' menu if it has not yet been created on the previous screen. Please refer to the step-by-step guide *'How to invite the Development Coordination Authority to complete a referral check'*.

Once council has reviewed the application, received any required additional information and discussed the payment of the application, you need to input the outcome of the review into the NSW Planning Portal.

Return application

If the outcome of the pre-lodgement review is to return the application:

1. Select 'Application was returned.'



2. Provide a reason for returning the application in the space provided.

Please provide a reason *

3. Click on the date icon and enter the date the application was returned.

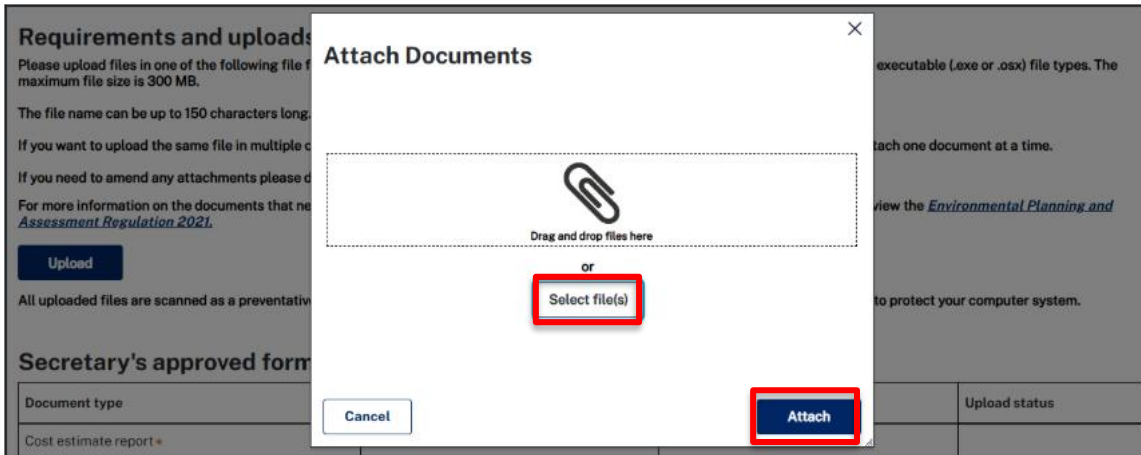
What is the date the application was returned? *

4. Upload a document to support the application return. Click 'Upload'.

Upload

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



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

5. Click Submit.

 **Note:** When an application is returned, the applicant will be notified and can choose to re-submit a new application.

Lodge application

If the outcome of the pre-lodgement review is to accept and lodge the application:

1. Select the 'Application was lodged' option on the Completeness Check screen.



Completeness Check

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

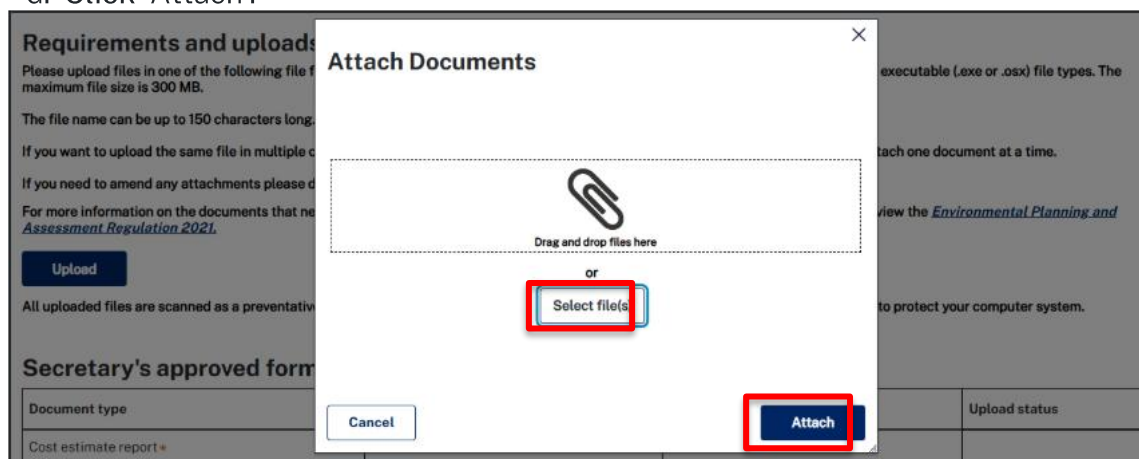
☒ Application was lodged

☐ Application was returned

You may upload a document to support the application return.

2. Click 'Upload' to upload a document such as a fee receipt.

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



Attach Documents

Drag and drop files here

or

Select file(s)

Cancel

Attach

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

3. Click 'Submit'.



Cancel

Save and exit

Submit

 **Note:** The applicant must pay the development application fees before an application can be lodged. Once the payment has been made, open the application to complete the 'Fee paid and lodged' stage.

4. Indicate whether the applicant has paid the application fees.

Has the applicant paid the Development Application fees required for lodgement of the application?*

- ☐ Yes
☐ No

If 'Yes', you may enter the total DA fee paid by applicant.

Enter total fee paid

\$

5. Enter council's identification number for the application.

Enter the Council unique
identification number:*

6. Enter the date the application was lodged into the council system, by clicking the calendar at the end of the row and selecting the relevant date.

Enter the date the
application was lodged into
the Council system:*



7. Click 'Submit'.

Cancel

Save and exit

Submit

What happens next?

Outcome of pre-lodgement review	What happens
Returned	• Applicant will receive a system-generated email to advise them that the application has been returned. The status will be 'Returned'. • Any related cases that had been created to this point will be auto cancelled. • Applicant can re-submit the application once they have addressed the feedback. When they do, this will have a new PAN reference number and be located in the 'Unassigned tasks' tab of the dashboard.
Lodged	• Application status changes to 'Under assessment'. • Applicant will receive a system-generated email to advise them that the application has been lodged and is under assessment. • Application can be located on the 'Active work' tab of the assigned council officers dashboard. • Any CNR case created can be accessed via the 'Related cases' tab to submit to the DCA to complete a referral check. • Council will complete their assessment of the application outside of the NSW Planning Portal and update the Portal as required.

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 exhibit a development application
- How to invite the Development Coordination Authority to complete a referral check
- How to complete the preliminary assessment stage for a development or modification application after 1 July 2026
- How to request additional information
- 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](#).