

How to submit an Activation Precinct Certificate application

Under the *Environmental Planning and Assessment Regulation 2021*, an Activation Precinct Certificate is required:

- To accompany an application for a complying development certificate on land within a Special Activation Precinct
- Before development consent is issued for a development application on land within a Special Activation Precinct.

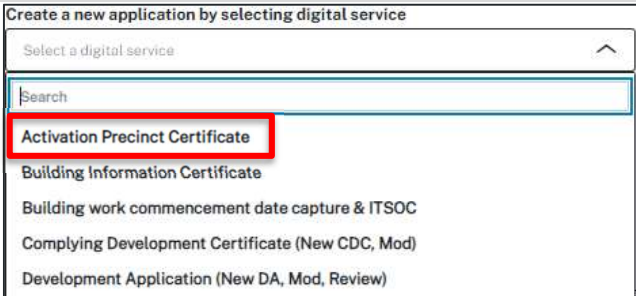
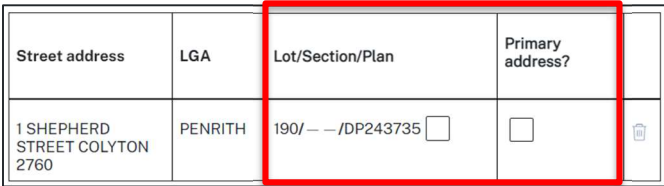
Before you submit your application, please contact Regional Growth NSW Development Corporation's planning team on planning@rgdc.nsw.gov.au. The team will help to ensure your application is ready for submission and to provide advice to support a streamlined planning approval.

To apply for an Activation Precinct Certificate application via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the *How to register for a NSW Planning Portal account* quick reference guide or video.

Step 1: Initiate application.....	2
Step 2: Enter applicant details.....	3
Step 3: Enter application details.....	5
Step 4: Enter APC planning information	7
Step 5: Upload documents.....	8
Step 6: Review and submit application	9
What happens next	9
More information	10

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: Initiate application

1. Log in to the NSW Planning Portal. Select Activation Precinct Certificate from the list of options within the create a new application drop-down.									
2. Click Create new.									
3. Enter the site of your development using the Address or Lot / Section number / Plan search functionality.									
<u>Note:</u> If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left.									
4. Once the property is located you must select the Lot/Section/Plan and the primary address before continuing.	 <table><tr><th>Street address</th><th>LGA</th><th>Lot/Section/Plan</th><th>Primary address?</th></tr><tr><td>1 SHEPHERD STREET COLYTON 2760</td><td>PENRITH</td><td>190/ — — /DP243735 ☐</td><td>☐</td></tr></table>	Street address	LGA	Lot/Section/Plan	Primary address?	1 SHEPHERD STREET COLYTON 2760	PENRITH	190/ — — /DP243735 ☐	☐
Street address	LGA	Lot/Section/Plan	Primary address?						
1 SHEPHERD STREET COLYTON 2760	PENRITH	190/ — — /DP243735 ☐	☐						
Note: For unregistered addresses, there is no auto-populate feature. You need to tick the Address did not display box and enter the address manually. This will disable the predictive text feature and map functionality. You will also need to enter the Lot/Section/Plan number and select the relevant local government area name.									
5. Click Submit.									

Step 2: Enter applicant details

6. Enter the primary applicant's details.

Note: Your user profile name and contact email address will automatically populate in the applicant's details. This information can be updated as required.

Applicant details

Title

Please Select... ▾

First given name *

Jane

Other given name/s

Family name *

Doe

7. Indicate if you are applying on behalf of a business or company.

Are you applying on behalf of a business or company?

☐ Yes
 ☐ No

If you answer yes,

1. **Enter** the registered business name and ACN/ABN.
2. **Indicate** if the company is the nominated applicant for this application.

Are you applying on behalf of a business or company? *

☒ Yes
 ☐ No

Company name *

Enter registered business name

ACN/ABN

Is the nominated business or company the applicant for this application? *

☐ Yes
 ☐ No

8. Identify the owners of the development site.

Note: If you are the sole owner you do not need to provide any further information.

Who owns the development site?

☒ I am the sole owner of the development site
 ☐ There are multiple owners of the development site and I am one of them
 ☐ There are one or more owners of the development site and I am NOT one of them
 ☐ A company, business, government entity or other similar body owns the development site

Under NSW planning law, providing evidence of owner's consent is not a mandatory application requirement to submit an application. However, if development consent is ultimately granted, you will not be able to act on that consent until you have obtained the required consent from the owner.

Activation Precinct Certificate Applicant



If there are multiple owners and you are one of them, **select** the appropriate button and **click** 'Add Owner' to enter the details for each owner.

Note: Your information will be automatically populated as Owner 1.

Add Owner

Owner 1	Owner 2
☐ Owner Builder?	☐ Owner Builder?
Title Please Select...	Title Please Select...
First given name * John	First given name *
Other given name/s 	Other given name/s
Family name * Smith	Family name *
Contact number * 0412345678	Contact number * Mobile phone number preferred. Format: xxxxxxxxxx
Email * applicant05@yopmail.com	Email *
Address * L4 66 HARRINGTON STREET THE ROCKS 201	Address *
Delete	Delete

If you are not one of the owners, you will be required to populate the contact information for all owners. You can add as many additional owners as required by **clicking** "Add Owner".

Select "Delete" to remove an owner entered in error.

Add Owner

Owner 1	Owner 2
☐ Owner Builder?	☐ Owner Builder?
Title Please Select...	Title Please Select...
First given name * 	First given name *
Other given name/s 	Other given name/s
Family name * 	Family name *
Contact number * Mobile phone number preferred. Format: xxxxxxxxxx	Contact number * Mobile phone number preferred. Format: xxxxxxxxxx
Email * 	Email *
Address * 	Address *
Delete	Delete

If a company or business owns the development site, **enter** the company name and ABN.

Owners Details

Add Owner

Owner 1

Company name *

ABN/ACN

If you are not the sole owner, you will be required to complete the declaration below to continue.

☐ I have obtained the consent of the owner(s) of the land to submit this application

Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application.

9. **Indicate** if this application is made on behalf of the Crown.

If you answer yes, **identify** the NSW government agency.

Is this development application made by or on behalf of the Crown?

☐ Yes

☐ No

10. To enter the developer details:

- **Search** for the company by choosing ACN, ABN, or Name
- **Enter** the search term in the search field
- **Click** “Search”
- **Select** a result from the list
- **Enter** the developers’ address and email address.

Developer details

ACN

Enter here and search

Search

Clear

11. Click “Save and continue”.

Save and exit

Save and continue

Note: If you no longer wish to continue with the application, choose Cancel. To save your application to complete later choose Save and exit and you will be redirected to your Active Work. Save and exit will only work if all mandatory fields have been completed.

Step 3: Enter application details

12. **Select** the application type.

What is the application type? *

☐ Activation Precinct Certificate

☐ Request to Modify

If you select “Request to Modify”:

- **Enter** the original APC number
- **Enter** a description of the proposed modification

What is your original APC number *

APC-XX

Provide a description of the proposed modification *

Please enter a brief description of the activity (max 512 characters)

- **Identify** whether the APC was applied for via the Portal.

If yes, **input** the relevant Portal reference number and **select** “Populate APC Application Details”.

Was the APC applied for via the NSW Planning Portal *

☒ Yes
☐ No

Please provide your original Activation Precinct Certificate application number *

APC-XX

Populate APC Application Details

The address details will be pre-populated from the previously entered details. If you need to amend the address, follow steps 3 and 4 above.

13. **Select** the proposed development type(s) from the list.

What type of development are you proposing? *

☐ Dwelling
☐ Secondary dwelling
☐ Attached dwelling
☐ Semi-attached dwelling
☐ Dual occupancy

14. **Enter** a detailed description of the development that you are proposing.

Please provide a detailed description of the development *

For example: Demolition of existing buildings, construction

Please provide a detailed description including any secondary developments

15. **Enter** the dwelling count details.

Dwelling count details

Number of dwellings / units proposed *

Number of storeys proposed

Number of pre-existing dwellings on site

Number of dwellings to be demolished

Existing floor area (sqm)

Existing site area (sqm)

16. **Indicate** if this application is the direct result of a matter declared as an emergency by the government.

Is this application the direct result of a matter declared by the government to be an emergency and/or a natural disaster (for example, an application for re-building a home destroyed by bushfire)

☐ Yes
☐ No

17. **Enter** the estimated cost of work / development including GST as a plain numerical value (do not include a dollar sign).

What is the estimated cost of work/development, including GST? [What is this?](#)

Enter a numeric value including decimal places. Please do not include a dollar sign (\$)

18. Indicate if a subdivision is proposed.	Is Subdivision proposed? ☐ Yes ☐ No
If yes, • indicate the type of subdivision proposed • enter the number of proposed lots.	Is Subdivision proposed? * ☒ Yes ☐ No Please indicate the type of subdivision proposed * ☐ Strata Title What is this? ☐ Community Title What is this? ☐ Torrens Title What is this? ☐ Stratum Title What is this? Number of proposed lots *
19. Indicate if this application is part of a staged development.	Is the development to be staged? What is this? ☐ Yes, this application is for staged development ☐ No, this application is not for a staged development
If yes, enter a description of the proposed staging of the development.	Please describe the proposed staging of the development * Please describe the proposed staging of the development application (maximum 512 characters) Remaining: 512 characters
20. Click "Save and continue".	Save and exit Save and continue

Step 4: Enter APC planning information

21. Enter the total Gross Floor Area of the development in sqm.	Total Gross Floor Area of the development (sqm) *
22. Enter the area of land dedicated to environmental purposes.	Area of land to be dedicated for environmental purposes (sqm) *
23. Indicate if the development involves works within any area identified as an environmentally sensitive area.	Does the development involve works within any area identified as an environmentally sensitive area? ☐ Yes ☒ No

24. Indicate if the development site includes an item of environmental heritage.	Does the development site include an item of environmental heritage? ☐ Yes ☐ No
25. Indicate if the development site includes an Aboriginal object or place.	Does the development site include an Aboriginal object or place? ☐ Yes ☐ No
26. Indicate if the development involves a potentially hazardous or offensive industry.	Is the development a potentially hazardous industry or potentially offensive industry? ☐ Yes ☐ No
27. Indicate if you are aware of any person who may have a financial interest who has made a political donation in the past two years.	Are you aware of any person who has financial interest in the application ☐ Yes ☐ No
28. Click “Save and continue”.	Save and exit Save and continue

Step 5: Upload documents

There are certain required documents that must be uploaded to your application. These are located in the “Required document” table. There are also additional documents you may need to upload to complete your application. These are located in the “Additional documents” table.

29. Click Upload.	Upload
- Click Select files (s) or drag and drop your file(s) in the space provided. Categorise the file type(s) - 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.

30. Click Save and continue.

Save and exit

Save and continue

Step 6: Review and submit application

31. **Review** the information entered on your application by expanding each of the sections. To do this, click on the arrow beside each section heading.

View your lodgement information

- > Applicant Details
- > Application Details
- > Planning Information
- > Documents

Note: To edit information, **click** on the relevant progress step within the application form.



32. **Complete** the declarations.

Declarations *

- ☐ Select all
- ☐ I declare that all the information in my application and accompanying documents is, to the best of my knowledge, true and correct.
- ☐ I understand that the application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this application.
- ☐ I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.
- ☐ I understand that the information and materials provided may be used for notification and advertising purposes, and materials provided may be made available to the public for inspection.
- ☐ I agree to appropriately delegated assessment officers attending the site for the purpose of inspection.
- ☐ I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information which you provide to it.
- ☐ I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice

[Privacy Notice](#)

33. Click Submit.

Submit

What happens next

- Once you submit your application, you will receive an email confirmation that will include your “APC” reference number.
- The application will be submitted to Regional Growth NSW Development Corporation for their review. They will contact you directly to discuss matters relating to your application.

More information

We have developed a range of support materials, including Quick Reference Guides for other services and Frequently Asked Questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the [Help and Resources section](#) of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the [Information and Training sessions page](#) of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or [submit an enquiry online](#). If you are calling from outside Australia, please call +61 2 8894 1555.