

Submit an application for approval under Section 68 of the Local Government Act

You can apply for approval under Section 68 of the Local Government Act (Section 68 approval) via the NSW Planning Portal (Portal), if the site address is within a participating local government area.

To apply, you will need a NSW Planning Portal account. To register a new account, refer to our *Register for the NSW Planning Portal* quick reference guide or video.

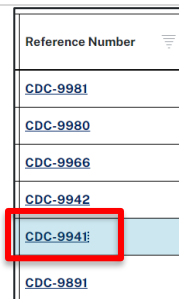
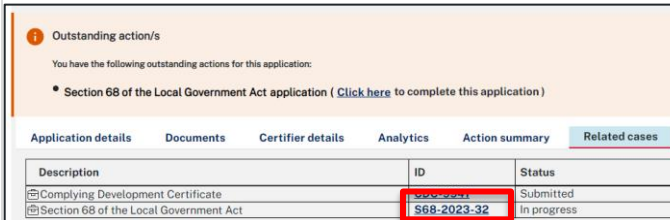
Initiate application

You can apply for a Section 68 approval via the NSW Planning Portal using three different methods:

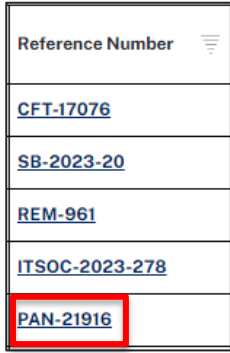
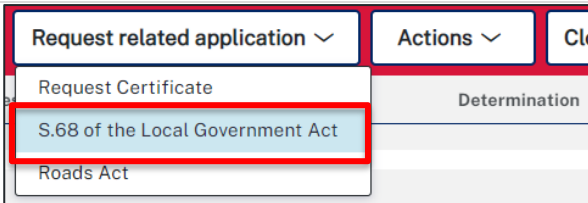
- As a related application initiated during the Development Application (DA) or Complying Development Certificate (CDC) application process, or
- As a related application to a previously submitted DA or CDC (this will pre-populate content in the application form based on information within the related development application), or
- A new standalone application.

Follow the instructions below for your required method.

Related application initiated during application process

1. Log in to the NSW Planning Portal. Open the related Development Application or Complying Development Certificate by clicking on the reference number.	
2. The screen will display an outstanding action for the application. Open the Related Cases tab within the application. Request Related Application, then select the reference for the Section 68 application.	
Note: When creating a related application, much of the information entered on the related application will auto-populate the new application.	
Progress to step 7.	

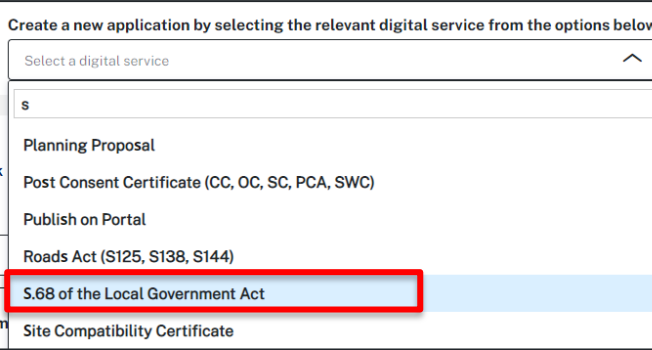
Related application to a previously submitted application

3. Log in to the NSW Planning Portal. Open the related Development Application or Complying Development Certificate by clicking on the reference number.	 Reference Number CFT-17076 SB-2023-20 REM-961 ITSOC-2023-278 PAN-21916
4. Click Request Related Application, then select S.68 of the Local Government Act.	 Request related application ▾ - Request Certificate S.68 of the Local Government Act - Roads Act Actions ▾ Close Determination

Note: When creating a related application, much of the information entered on the related application will auto-populate the new application.

Progress to step 7.

Standalone application

5. Log in to the NSW Planning Portal. Select S.68 of the Local Government Act from the list of options within the create a new application drop-down arrow.	 Create a new application by selecting the relevant digital service from the options below Select a digital service - Planning Proposal - Post Consent Certificate (CC, OC, SC, PCA, SWC) - Publish on Portal - Roads Act (S125, S138, S144) S.68 of the Local Government Act - Site Compatibility Certificate
6. Click Create new.	 Create new

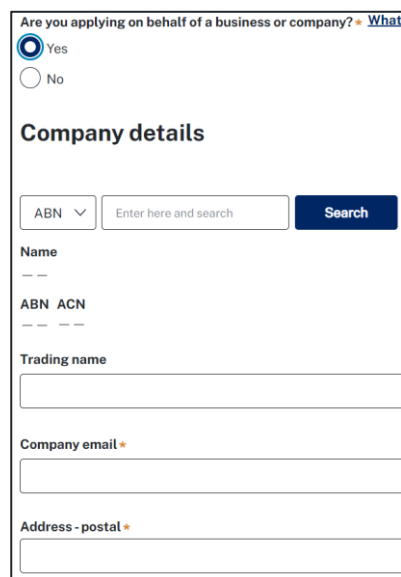
Note: When you create a new application, the system will automatically generate a unique reference number that is visible at the top of the application. This reference number will begin with S68.

Capture applicant details

1. Indicate if the applicant is a business or company.

If Yes;

- **Search** for the company by **choosing** an operator, ACN, ABN, or Name
- **Enter** the search term in the search field
- **Click** the search icon
- **Select** a result from the list provided
- **Enter** the Company email and postal address



Are you applying on behalf of a business or company? [What](#)

☒ Yes
☐ No

Company details

ABN Enter here and search

Name
--

ABN ACN
-- --

Trading name

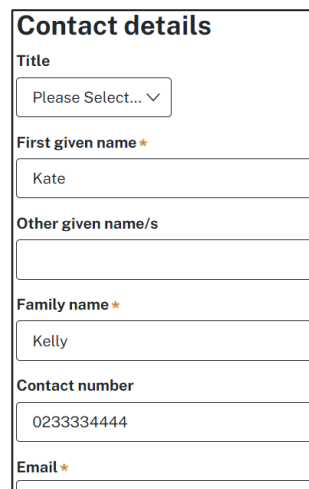
Company email *

Address - postal *

Note: If you cannot locate an appropriate result, you may select the checkbox to enter the details manually.

2. Verify (and adjust if needed) the application contact details including first and family name, contact number and a valid email address.

Enter your postal address and the system will provide suggestions based on the information entered. **Select** an option from the list to proceed.



Contact details

Title

First given name *

Other given name/s

Family name *

Contact number

Email *

3. Select Add applicant to **enter** further applicant details.

Add applicant

Note: If you are adding more than one applicant to this application, follow the prompts to nominate the additional applicants' information.

4. Click Save and continue.

Save and continue

Note: You can also click Cancel to exit, or Save and exit to save all the information input to date, and return to your dashboard. Save and exit will only work if all mandatory fields have been completed.

Capture application details

Note: If the application has been initiated as a related application, common fields will be pre-populated. You will be unable to edit that information.

5. Select the type of application.

What is the application type? *

- ☐ Section 68 application
- ☐ Section 68 modification application
- ☐ Section 68 review of determination

Note: If you select modification application or review of determination as the application type you will be prompted to capture details of the related approval and if relevant the modification proposal.

6. Indicate if the section 68 application relates to a DA or CDC or select No related application.

Is this Section 68 application related to a development application or CDC?

- ☐ Complying Development Certificate (CDC)
- ☐ Development Application (DA)
- ☐ No related application

Note: If you indicate there is a relationship to a DA or CDC application you will be prompted to enter the related application number.

If the DA or CDC applications were applied for through the NSW Planning Portal, entering the portal application number in the corresponding field will automatically populate the site(s) of development.

7. Enter the site of your development using the Address or Lot /Section number/Plan search functionality.

Repeat as required until all development sites are located.

Select the site of the development*

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

OR

Enter the Lot number / Section number / Plan number e.g. 4/5/DP1044304

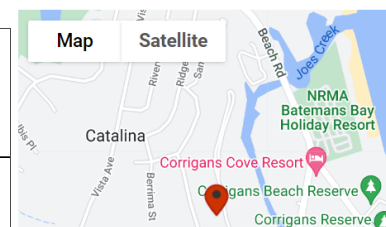
e.g. 4/5/DP1044304

Address did not display? ☐

Please select "Land adjacent to selected lot?" checkbox if there is proposed work to be located on land adjacent to the selected lot(s) eg a driveway crossing of the footpath?

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address *
20 CATALINA DRIVE CATALINA 2536	☐	60/ — —/DP242907 ☐	☐

Local Government area EUROBODALLA



Note: 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.

You may enter further development sites if applicable.

Section 68 of the Local Government Act Applicant

8. Identify the primary address for this application, associated lot(s) and whether any work is proposed in the land adjacent to the lot(s). You can delete the address by **clicking** on the trash icon.

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address *	
20 CATALINA DRIVE CATALINA 2536	☒	60/ — — /DP242907	☒	☐

Note: For unregistered addresses, there is no auto-populate feature. You need to **select** the Address did not display box and **enter** the address manually.

Enter address
e.g. 66 Harrington Street, Sydney NSW 2000

OR

Enter address
e.g. 66 Harrington Street, Sydney NSW 2000

Address did not display ? ☒

Primary address? ☐

Local Government area name*
Council name

This will disable the predictive text feature and map functionality. You will also need to **enter** and **select** the relevant local government area name from the list.

Note: The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the property address.

Planning controls affecting property

20 CATALINA DRIVE CATALINA 2536

Summary of planning controls

Land Application LEP	Eurobodalla Local
Land Zoning	R2: Low Density Res
Height of Building	8.5 m

9. Indicate the development type being proposed including **selecting** any sub types from the options available.

What type of development are you proposing?*
☐ Structure or places of public entertainment [what is this?](#)
☒ Water supply, sewerage and stormwater drainage work [what is this?](#)
☐ Carry out sewerage work
☒ Carry out stormwater drainage work
☐ Carry out water supply work

10. Enter an explanation of the works proposed.

Please provide a brief explanation of the proposed works *
Please provide a brief explanation of the proposed works (maximum 1000 characters)

11. Enter an estimated cost of works as a numerical value.

Please provide the estimated cost of the works * [What is this?](#)
Enter a numerical value including decimal places. Please do not include currency symbols

12. Indicate if there are any security or site conditions which may impact the inspection.

If Yes, you will be prompted to provide further details.

Site access

Are there any security or site conditions which may impact the person

- ☐ Yes
- ☐ No

13. If you have selected the Works and activities within Community Lands development type you will be asked to indicate if you intend to operate the outdoor dining area as a licensed premise.

If yes, you will be asked to **indicate** if you hold a current liquor licence for the venue and if Yes again, you must **enter** your liquor licence number.

Are you intending to operate the outdoor dining area as a licensed premises? *

- ☒ Yes
- ☐ No

Do you currently hold a liquor Licence? *

- ☒ Yes
- ☐ No

Provide the liquor Licence number (begins with LIQ) *

Note: To sell liquor for consumption in an outdoor dining area, you will need to apply for and obtain a liquor licence with Liquor & Gaming NSW. You may click on the link provided to find out more and apply.

If you hold a current liquor licence you must download the temporary change of liquor licence boundaries application form from the link provided and upload the completed form with your other documentation to this application.

14. Enter the proposed hours of operation and further details on operating hours in the space provided if applicable.

Hours of operation

Provide the proposed hours of operation by selecting the checkbox beside the day of the week that the business will be open, and entering the

Monday ☒

Tuesday ☒

Wednesday ☐

☐ Proposed to operate 24 hours per day

☐ Proposed to operate 24 hours per day

09:00 AM 

5:00 PM 

09:00 AM 

5:00 PM 

-

Thursday ☐

Friday ☐

Saturday ☐

15. Identify if the applicant or owner has any affiliations or pecuniary interests to disclose. Include further details as required.

Affiliations and Pecuniary interests [What is this?](#)

Is the applicant or owner a staff member or councillor of the council assessing the

- ☐ Yes
- ☒ No

Does the applicant or owner have a relationship with any staff or councillor of the

- ☒ Yes
- ☐ No

Please provide a description (name of person, role in council, relationship to the

16. Click Save and continue.

Save and continue

Capture contractor / licensee / worker details

Note: The contractors expected to carry out the proposed works can be captured on the application. The type of contractor details required to be captured will differ depending on the development type selected in the previous section.

17. Enter the contractor/licensee/manufacture/drainage worker/plumber details as they apply, if known.

Note: These details are not mandatory in the application though they may be desired by council.

Drainage worker details

Please provide the drainage worker details?

Is the nominated worker a company?

☐ Yes

☐ No

Contact details

Title

Please Select... ▾

First given name

18. Click Save and continue.

Save and continue

Capture payer details

The *Environmental Planning and Assessment Regulation 2021* and council's adopted fees and charges documents, establish how fees are calculated for this application.

Once the application is submitted to the relevant council, they will calculate the fees and will contact the nominated payer to obtain payment. **Note:** The application may be rejected if the fees are not paid.

19. Indicate if the payer is a Company, Business, Government entity or other similar body.

If you answer Yes;

- **Search** for the company by choosing an operator, ACN, ABN, or Name.
- **Enter** the search term in the search field.
- **Click** the search button.
- **Select** a result from the list.
- **Enter** the Company email and billing address.

Is payer a Company, Business, Government entity or other similar body ? *

☐ Yes

☐ No

ABN ▾

Enter here and search

Search

Name

ABN ACN

Trading name

Company email *

Billing address *

e.g. 66 Harrington Street, Sydney NSW 2000

20. Click Save and continue.

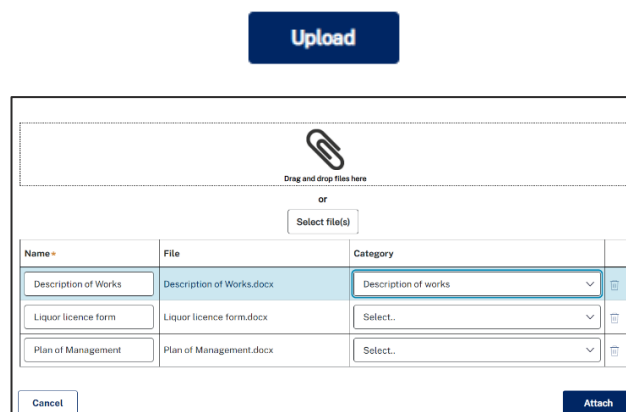
Save and continue

Upload documentation

There are certain required documents that must be uploaded to your application. However, there are also additional documents you may need to upload to complete your application, requested from Council.

21. Click Upload

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



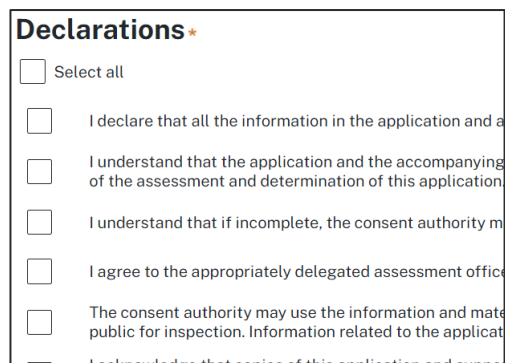
Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

22. Click Save and continue.

Save and continue

Reviewing and submitting

- 23. Review** the information entered on your application by expanding each of the sections then **complete** the Declarations at the bottom of the page.



24. Click Submit.

Submit

End of steps

If you need more information

- Click the help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the [frequently asked questions here](#) and/or contact ServiceNSW on 1300 305 695.

