

Development application | Applicant

How to submit a development application to council

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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 submit a development application to council

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Introduction

All development applications in NSW are required to be submitted through the NSW Planning Portal.

To minimise delays to the assessment of your application, it is recommended that you discuss the supporting documentation requirements with the relevant consent authority. (Note: In the majority of instances this will be the relevant council). For background information on your property, you can obtain a Section 10.7 Planning Certificate from the NSW Planning Portal or your local council.

This guide will help you complete the online application process, from starting your application and entering development details through to uploading documents, reviewing your information and submitting the application.



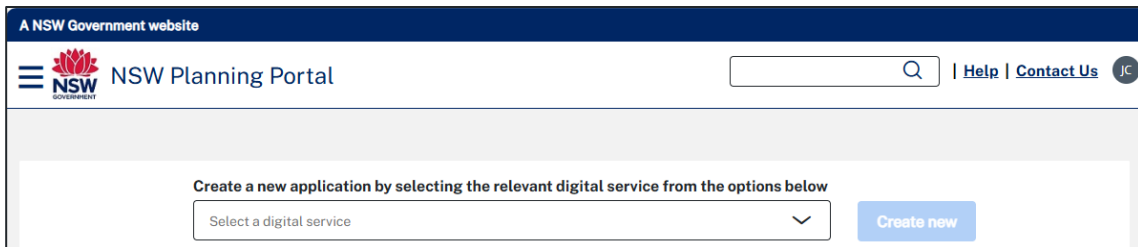
Note: You will need a NSW Planning Portal account to create and submit your application. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

Steps

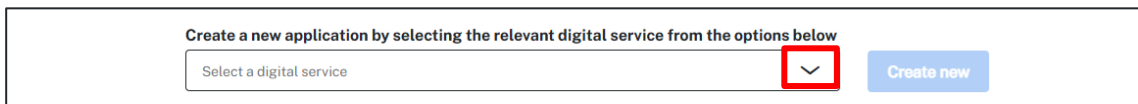
 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

Step 1: Start your application

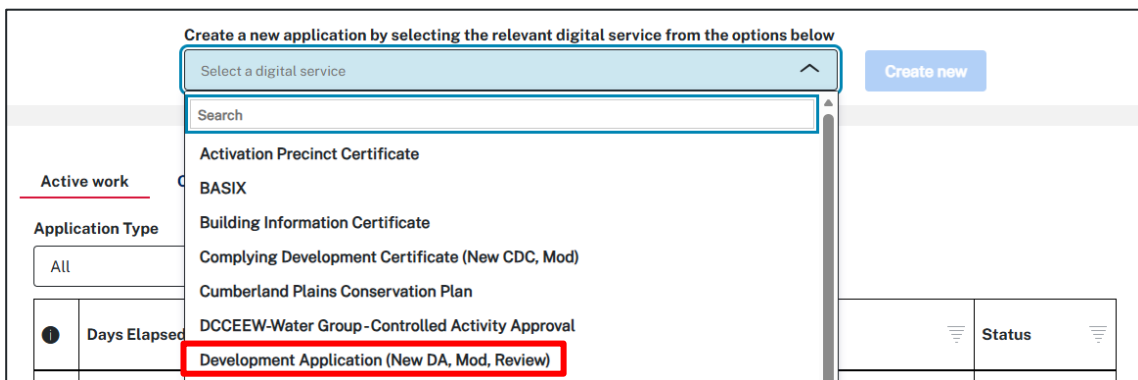
1. Log in to the NSW Planning Portal to display your dashboard.



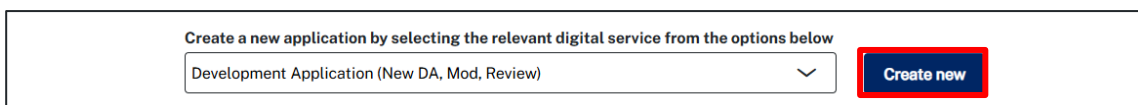
2. Click on the arrow to display a list of digital services.



3. Select 'Development Application' from the list of options.



4. Select 'Create new'.



 **Note:** The next few steps will help to direct your application to the right consent authority for assessment. If you know the consent authority for your application, you can choose the appropriate option from the 'Actions' menu to start your development application.

Council DAs are assessed by the local council of the site of development.

State DAs are assessed by the state government consent authority responsible for the selected site of development, e.g. the Minister for Planning and Public Spaces.

5. Enter the site of your development using the Address or Lot/Section number/Plan search functionality. Ensure you pause to allow the search function to suggest applicable matching results.

Repeat as required until all development sites are located.

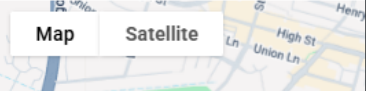
 **Note:** If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left.

 **Note:** Addresses may be entered manually by clicking on the Address did not display checkbox. You will be required to input the Local Government Area (LGA) or State Agency.

6. Indicate the primary address and relevant lot(s) of the development. These fields are mandatory.

You can delete the address by clicking on the Bin icon.

Street address	LGA	Lot/Section/Plan	Primary address?	
13 HAND AVENUE PENRITH 2750	PENRITH	6/ — — /DP35615 		



7. Click 'Submit'.

 **Note:** When your DA is created, based on your selections and entries the system will determine if the application is a council or state DA. The banner at the top of the screen will indicate the type that is being created. The system will also assign a unique reference number for you to use to track the application starting with the letters PAN. You will see this number on the top left-hand side of your DA submission page.

Step 2: Capture applicant details

Pre-lodgement Review

Lodgement

Assessment

Determination

1
Applicant details

2
Application details

3
Related planning information

4
Sustainable Buildings

5
Payer details

6
Requirements and uploads

7
Review and submit

8. Enter the primary applicant's details.

Primary applicant details

First given name*

John

Other given name/s

Family name*

Citizen

Contact number

0412345679

Email*

applicant05@yopmail.com

Address*

 **Note:** Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required. The email address provided should be the same email address the applicant uses to log into the Portal. This email address will receive all system generated emails.

9. 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 select 'Yes',

- Select either 'ACN', 'ABN', or 'Name' from the drop-down list.
- Enter the ACN, ABN or business / company name in the search field.
- Click 'Search'.
- Select a result from the displayed list.
- Indicate if the nominated business or company is the applicant for this application.

Are you applying on behalf of a business or company?

☒ Yes
☐ No

↓ ↓ ↓

ACN ▾ Enter here and search Search

☐ Not found? Please select the checkbox to enter details manually.

Name
--

ABN ACN
-- --

Trading name
--

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

☐ Yes
☒ No

 **Note:** If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon.

10. Identify the owners of the development site.

Owner/s details

Who owns the development site?

- ☒ The applicant is the only owner of the development site
- ☐ There are multiple owners of the development site and applicant is one of them
- ☐ There are one or more owners of the development site and the applicant is NOT one of them
- ☐ A company, business, government entity or other similar body owns the development site

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

Owner/s details

Who owns the development site?

- ☒ The applicant is the only owner of the development site
- ☐ There are multiple owners of the development site and applicant is one of them
- ☐ There are one or more owners of the development site and the applicant is NOT one of them
- ☐ A company, business, government entity or other similar body owns the development site

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. Your information will be automatically populated as Owner 1. You will also be required to provide owners consent to support this application.

Owner/s details

Who owns the development site?

- ☐ The applicant is the only owner of the development site
- ☒ There are multiple owners of the development site and applicant is one of them
- ☐ There are one or more owners of the development site and the applicant is NOT one of them
- ☐ A company, business, government entity or other similar body owns the development site

Note that if consent of the owner (s) of the land is not obtained before determination, this application cannot be determined.

Owners Details

Add Owner

Owner 1

☐ Owner builder?

Title

Please Select... ▾

First given name *

property

Other given name/s

Family name *

developer3

Contact number

0123456789

Email *

propertydeveloper3@yopmail.com

 **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.

If there are multiple owners and you are not one of them, select the appropriate button and click 'Add Owner' to enter the details for each owner.

Owner/s details

Who owns the development site?

- ☐ The applicant is the only owner of the development site
- ☐ There are multiple owners of the development site and applicant is one of them
- ☒ There are one or more owners of the development site and the applicant is NOT one of them
- ☐ A company, business, government entity or other similar body owns the development site

Note that if consent of the owner (s) of the land is not obtained before determination, this application cannot be determined.

Owners Details

Add Owner

Owner 1

☐ Owner builder?

Title

Please Select... ▾

First given name *

property

Other given name/s

Family name *

developer3

Contact number

0123456789

Email *

propertydeveloper3@yopmail.com

 **Note:** You will be required to upload the owner(s) consent when submitting 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.

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

Owner/s details

Who owns the development site?

- ☐ The applicant is the only owner of the development site
- ☐ There are multiple owners of the development site and applicant is one of them
- ☐ There are one or more owners of the development site and the applicant is NOT one of them
- ☒ A company, business, government entity or other similar body owns the development site

Note that if consent of the owner (s) of the land is not obtained before determination, this application cannot be determined.

Owners Details

Add Owner

Owner 1

Company name*

Enter registered business name

ABN/ACN

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

 **Note:** You may be required to upload the owner(s) consent when submitting 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.

11. Indicate if it is a Crown development.

If 'Yes', you will be prompted to enter the NSW government agency in the space provided.

Crown development

Is this development application made by or on behalf of the Crown? [What is this?](#)

☒ Yes

☐ No

Please identify the NSW government agency*

Please identify the NSW government agency (maximum 512 characters)

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 undertaking the inspection? For example, locked gates, animals etc. *

☒ Yes

☐ No

Provide details*

13. To enter the developer details, you can search to locate the company/business by a keyword. Use the drop-down menu to select a search option.

Developer details

ACN

 **Note:** For all Class 2, 3 and 9c developments, it is mandatory to enter the developer details.

14. Click '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 on the current page.

Step 3: Capture application details



15. Select development application.

Development application type

What is the application type? * [What is this?](#)

☒ Development application

☐ Modification application

☐ Review of determination

16. The next step is the site of development which may be pre-populated based on the information entered when you initiated the application. If this field is blank, you can follow the steps earlier in this step-by-step guide to enter the site of development.

Select the site of the development *

Start typing your address to select from the drop-down list: OR Enter lot number / section number / plan number e.g. 4/5/DPI044304

Address did not appear in the drop-down list above or lot number not found ☐

Street address	LGA	Lot/Section/Plan	Primary address?
13 HAND AVENUE PENRITH 2750	PENRITH	6/— —/DP35615 ☒	☒

Map Satellite

17. The Planning controls affecting the property can be viewed by clicking on the arrow next to the site address.

Planning controls affecting property

☒ 13 HAND AVENUE PENRITH 2750

 **Note:** The planning controls will give you an indication whether your application may be referred to other agencies. For example, the development site may be adjacent to a train line in which case the application may need to be referred to Sydney Trains.

18. Select a common application type to define associated development categories.

Common Application Types

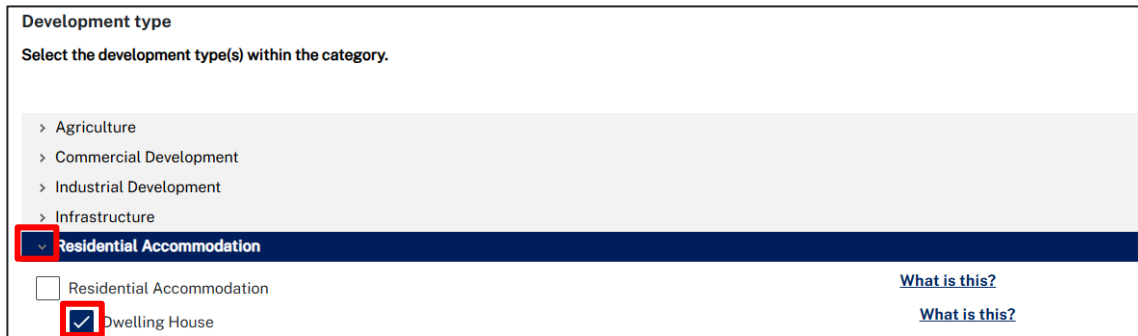
Please select at least one (1) common application type. * [What is this?](#)

- ☐ Advertising and signage
- ☐ Alterations or additions to an existing building or structure
- ☐ Change of use of land or a building or the classification of a building under the Building Code of Australia
- ☒ Demolition
- ☒ Erection of a new structure
- ☐ Hours of operation and trading
- ☐ Subdivision
- ☐ Temporary building, structure or use

 **Note:** Development types are grouped under common application types. Once you select a common application type(s), the related development type(s) will appear, organised under development categories. Some development types may appear under more than one common application type.

If you select 'Subdivision', you will be prompted to enter details about the proposed subdivision.

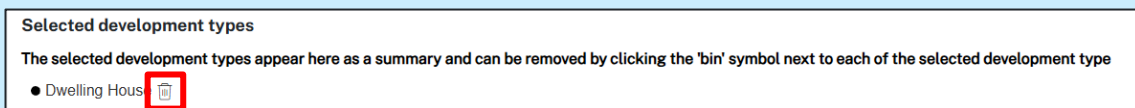
19. Click the arrow beside the development category to view the associated development types. Select all development types that apply to your development.



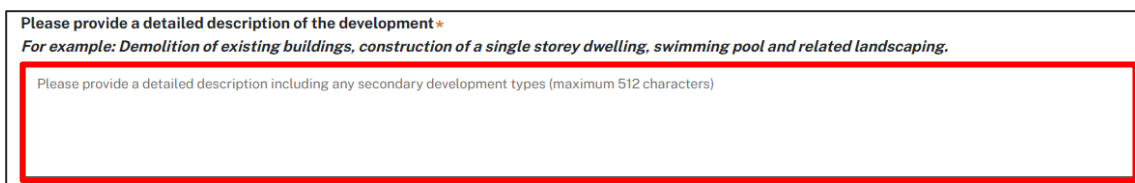
 **Note:** Each development type includes a 'What is this?' hyperlink, which you can click to view a definition.

 **Note:** Additional questions may display and will vary depending on the development type(s) selected. For example, if a business-related development type(s) is/are selected, you will be required to enter business hours of operation.

 **Note:** A summary of selected development types will be displayed below and can be edited by clicking on the bin icon or making new selections as required.



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



 **Note:** Additional questions around the NSW Pattern Book application pathway will display when 'Residential flat building' and/or 'Shop top housing' development types are selected.

21. If a NSW Pattern Book application pathway is selected, indicate if you are using a NSW Housing Pattern Book mid-rise design for your development.

Are you using a NSW Housing Pattern Book mid-rise design for your development?
Mid-rise designs are for residential flat buildings or shop-top housing applications only.

☐ Yes
☐ No

If 'Yes', enter the unique Pattern Identification Number.

Are you using a NSW Housing Pattern Book mid-rise design for your development?
Mid-rise designs are for residential flat buildings or shop-top housing applications only.

☒ Yes
☐ No

What is your unique Pattern Identification Number? *
As it appears in your NSW Housing Design Verification Statement. For example, 1111-SLA01, 1234-SLA04, 1432-CLA01001, 1324-LLA03001.

22. Indicate if the proposed development is to be build-to-rent housing.

Is the development proposed to be build-to-rent housing? * [What is this?](#)

☐ Yes
☐ No

 **Note:** This question will only appear where certain development types are selected, such as Multi-dwelling housing, Residential flat building and Shop top housing.

23. Indicate if the development includes affordable housing.

Does the development include affordable housing? * [What is this?](#)

☐ Yes
☐ No

If 'Yes', is the application for infill affordable housing?

Is the application for infill affordable housing? * [What is this?](#)

☐ Yes
☐ No

Enter the name of the registered community housing provider that will be managing the affordable housing component of the site.

Provide the name of the registered community housing provider that will be managing the affordable housing component of the site. [What is this?](#)

24. Provide details of the proposed development, including number of dwellings/units proposed etc.

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 gross floor area (m2) [What is this?](#)

Proposed gross floor area (m2) [What is this?](#)

Total site area (m2) [What is this?](#)

 **Note:** Each field has a 4-digit character limit.

25. Include if the development result in a loss of low rental dwellings.

Does development result in a loss of low rental dwellings?*

☒

Yes

☐

No

26. Indicate if the application is a direct result of an emergency and/or natural disaster as declared 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

27. Enter the estimated development cost.

Estimated development cost*

[What is this?](#)

28. Enter the estimated development cost including GST.

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

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

 **Note:** Review the information in the What is this? tooltip for further guidance on identifying the estimated development cost of a development / project.

29. Indicate whether you have a BASIX certificate.

BASIX certificate

Do you have one or more BASIX certificates? * [What is this?](#)

☐

Yes

☐

No

 **Note:** A BASIX certificate is only required for certain residential developments. If this question appears on your application, click the 'What is this?' tool tip to find out more.

If you select 'Yes', enter the BASIX certificate number/s and select 'Validate'.

Enter the BASIX certificate number(s) * 

Validated BASIX certificates will automatically upload to your application when submitted.



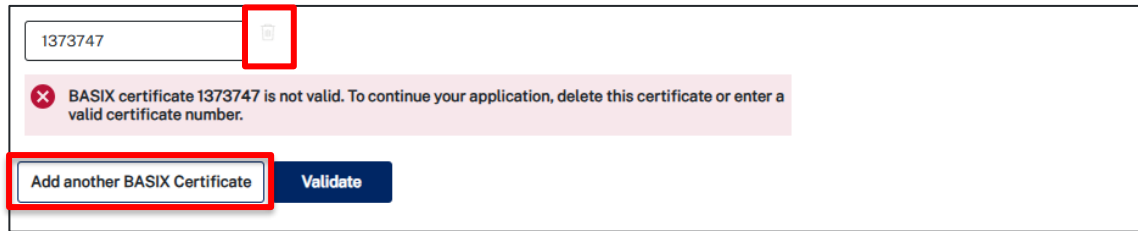
Add another BASIX Certificate

Validate

This will automatically upload the valid BASIX certificate/s onto the 'Documents' tab within your application. You will not need to upload the certificate/s on the 'Requirements and uploads' step of the application process.

 **Tip:** Additional BASIX certificate numbers can be entered by clicking the 'Add another BASIX Certificate' button.

To remove an incorrect certificate, click on the recycle bin beside the relevant field.



1373747

✖ BASIX certificate 1373747 is not valid. To continue your application, delete this certificate or enter a valid certificate number.

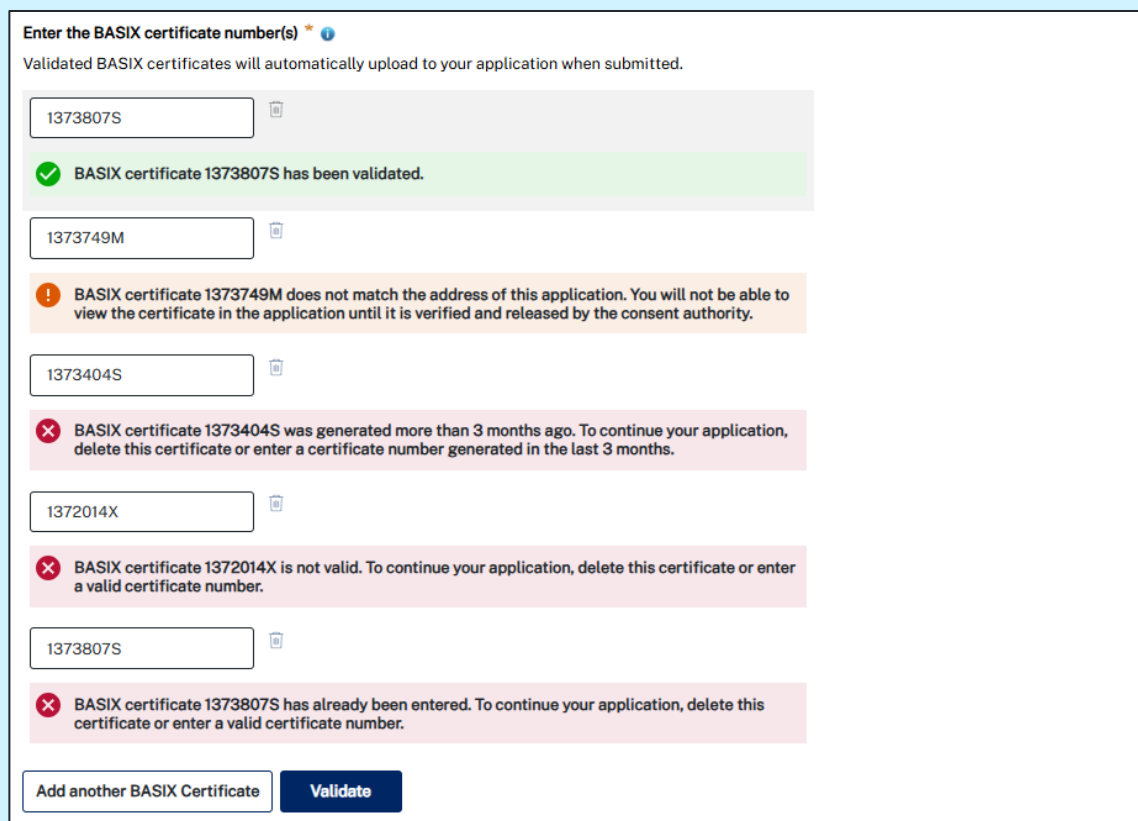
Add another BASIX Certificate Validate

 **Note:** When you click 'Validate' the system will confirm whether the certificate BASIX reference number you input is valid (green message), requires review by the nominated certifier (orange message), or is not valid (red message).

You will need to delete any invalid certificates, these have a red cross beside them, to be able to submit your application. You do this by clicking the recycling bin beside the relevant field/s.

If you have an address mismatch message (orange), the application can be submitted but the relevant BASIX certificate/s will not be visible on your 'Documents' tab until the nominated certifier has validated the reference number. If needed, you can download those BASIX certificates from the BASIX service.

These messages are displayed below:



Enter the BASIX certificate number(s) ⓘ

Validated BASIX certificates will automatically upload to your application when submitted.

1373807S

✔ BASIX certificate 1373807S has been validated.

1373749M

⚠ BASIX certificate 1373749M does not match the address of this application. You will not be able to view the certificate in the application until it is verified and released by the consent authority.

1373404S

✖ BASIX certificate 1373404S was generated more than 3 months ago. To continue your application, delete this certificate or enter a certificate number generated in the last 3 months.

1372014X

✖ BASIX certificate 1372014X is not valid. To continue your application, delete this certificate or enter a valid certificate number.

1373807S

✖ BASIX certificate 1373807S has already been entered. To continue your application, delete this certificate or enter a valid certificate number.

Add another BASIX Certificate Validate

30. Complete the proposed operating details including staff/employees on the site and parking and loading information by clicking on 'Add Category of development'.

Proposed operating details

This section relates to operational details post construction.

Parking and loading

Number of parking spaces

Enter the number of parking spaces in the table below. Select the relevant category of development from the list. If there is more than one category applicable to this application, select the "Add" button at the bottom of the table to add an additional row.

If your development includes car share parking or other types of parking that are not easily defined, please select 'Other' as the category of development. Enter a "0" if you do not have a space for that type of vehicle.

To delete a row from the table, select the garbage bin at the end of the relevant row.

Add Category of development

- a. Enter the details by selecting the category of development, then entering the details as required.

Category of development	Car parking spaces	Motorcycle spaces	Bicycle spaces	
Select..	0	0	0	
Select..	0	0	0	
Residential accommodation	0	0	0	
Commercial including business premises and retail premises				
Industry				
Other for example rural/extractive industry				

31. Indicate if a new road is to be proposed.

Is a new road proposed?

☒ Yes

☐ No

32. Indicate if the development is to be staged.

Concept development

Is the development to be staged?

[What is this?](#)

☒ Yes, this application is for staged development which may include concept and/or multiple stages.

☐ No, this application is not for concept or staged development.

- a. If 'Yes', Indicate if it is a concept only application, then enter a description in the space provided.

Is it a concept only application?*

☐ Yes

☐ No

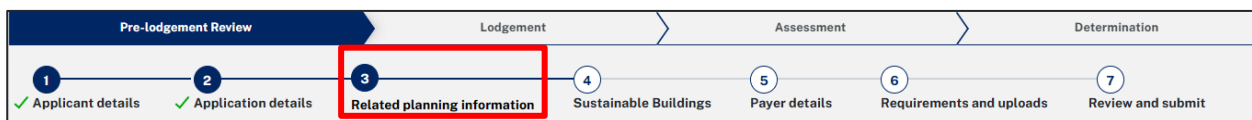
Please describe the proposed staging of the development*

Please describe the proposed staging of the development (maximum 512 characters)

33. Click 'Save and continue'.

[Previous](#) [Save and exit](#) [Save and continue](#)

Step 4: Capture related planning information



Note: Based on your answers you may be asked to complete further details. Noting some questions are mandatory.

34. Indicate if the development is on land which is subject to a wilderness protection agreement or conservation agreement within the meaning of the *Wilderness Act 1987*.

Is the development on land which is subject to a wilderness protection agreement or conservation agreement within the meaning of the Wilderness Act 1987?

☐ Yes

☐ No

35. Indicate if your DA needs to be referred to an external Agency or other body.

Does your DA need to be referred to an external agency or other body?*

This applies where your development requires [concurrence, consultation](#) or is [integrated development](#) and requires certain additional approvals.

☐ Yes

☐ No

☒ Not sure

Note: Your application may still need to be reviewed by an Agency, and you may need extra approvals before you can start construction. Council or the Development Coordination Authority (DCA) can help you understand what approvals you might need. If you are unsure whether your application needs to be reviewed, select 'Not sure' to proceed with your application.

a. If 'Yes', a list of external Agencies and bodies will display.

Does your DA need to be referred to an external agency or other body? *

This applies where your development requires [concurrence, consultation](#) or is [integrated development](#) and requires certain additional approvals.

☒ Yes

☐ No

☐ Not sure

i Expand the categories below and select any reasons why your development application may need to be referred.

[Integrated development](#) applies when your development also requires approval from another agency. If you select an integrated development option, Council will ask that agency for its requirements while assessing your application. This makes the process for getting these approvals quicker and easier, after your development application has been determined. For further help, please contact councilor the [Development Coordination Authority](#).

Observatory and defence infrastructure
Development that could affect observatories and defence facilities >

Pollution control and hazardous activities
Development that has potential pollution or safety risks >

Heritage
Development that could affect environmental heritage or Aboriginal cultural heritage >

Water and energy infrastructure
Development that could affect water or energy infrastructure, including pipes, powerlines and cables >

b. Click on the category to display a list of associated clauses.

Transport
Development that could affect current and future roads and railways >

c. Select a clause(s) from the list of options.

Transport
Development that could affect current and future roads and railways

☐ Development involving large advertising signs within 250 metres of (and visible from) a classified road

☐ Development in or near rail corridors that may affect rail safety or infrastructure

☐ Development involving access through a level crossing

☐ Development involving access through a level crossing

☐ Development in a future infrastructure corridor for previously permitted land uses

 **Note:** After submitting this application, the selected clause(s) will be reviewed by Council and/or the Development Coordination Authority.

36. Indicate if your proposal is categorised as a designated development.

Is your proposal categorised as designated development? * [What is this?](#)

☐ Yes

☒ No

37. Indicate if your proposal is likely to significantly impact on threatened species, populations, ecological communities or their habitats, or is located on land identified as critical habitat.

Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats, or is [What is this?](#) it located on land identified as critical habitat? *

☐ Yes
☒ No

If 'Yes' is selected, indicate if any of the following Acts apply to the application.

Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats, or is it located on land identified as critical habitat? *

☒ Yes
☐ No

Do the following Acts apply to the application?

☒ Biodiversity Conservation Act 2016 [What is this?](#)
☐ Fisheries Management Act 1994 [What is this?](#)

38. Indicate if the application is for biodiversity compliant development.

Is this application for biodiversity compliant development? [What is this?](#)

☐ Yes
☒ No

If 'Yes' is selected, provide reasons in the space provided.

Is this application for biodiversity compliant development? [What is this?](#)

☒ Yes
☐ No

What are the reasons the development is biodiversity compliant development?

Please enter the reason the development is biodiversity compliant development (max 2000 characters)

39. Indicate if this application is subject to a private land conservation agreement under the *Biodiversity Conservation Act 2016*.

Is this application subject to a private land conservation agreement under the *Biodiversity Conservation Act 2016*?

☐ Yes
☒ No

40. Indicate if the application proposes any variations to a development standard (for example building height or floor space ratio) contained in an environmental planning instrument such as a local environmental plan (LEP) or State Environmental Planning Policy (SEPP)?

Are you proposing any variations to a development standard (for example building height or floor space ratio) contained in an environmental planning instrument such as a local environmental plan (LEP) or State Environmental Planning Policy (SEPP)? *

☐ Yes
☐ No

a. If 'Yes', select the relevant environmental planning instrument.

Are you proposing any variations to a development standard (for example building height or floor space ratio) contained in an environmental planning instrument such as a local environmental plan (LEP) or State Environmental Planning Policy (SEPP)? * [What is this?](#)

☒ Yes
☐ No

Note: For additional guidance please see [Varying development standards: A Guide](#)

What is the name of the relevant environmental planning instrument? eg. LEP, SEPP *

☐ State Environmental Planning Policy (SEPP)
☐ Local Environmental Plan (LEP)

b. Select the relevant SEPP or LEP from the list of available options.

What is the name of the relevant environmental planning instrument? eg. LEP, SEPP *

☒ State Environmental Planning Policy (SEPP)
☐ Local Environmental Plan (LEP)

Relevant SEPP

Select... ▼

What is the zone of the land?

Address	Zone
13 PEACHTREE ROAD PENRITH 2750	E4

 **Note:** If 'State Environmental Planning Policy (SEPP)' is selected, the list relevant SEPPs will display.

- c. Select the name of the development standard being varied. For example, if you wish to request a variation to the height, select Height from the list of options and enter the remaining information.

Development Standard Variation details				
Name of the development standard being varied	Clause number	Numeric value of the standard being varied	Numeric value of the development against this standard	Percentage value of the proposed variation
Select... Select... Floor space ratio Height Lot Size Other				%

of the zone(s)?

 **Note:** Click the 'Plus' and 'Bin' icons to add or remove requests as required

Development Standard Variation details					
Name of the development standard being varied	Clause number	Numeric value of the standard being varied	Numeric value of the development against this standard	Percentage value of the proposed variation	
Height				%	
Floor space ratio				%	



- d. Complete the remaining questions related to variations to development standards.

What are the objectives of the zone(s)?

Font Size [B I U] [A- A+]

What are the objectives of the development standard(s)?

Format [B I U] [A- A+]

How is compliance with the development standard(s) unreasonable or unnecessary in the circumstances of this particular case? [What is this?](#)

Are there sufficient environmental planning grounds to justify variation of the development standard(s)? [What is this?](#)

Is there any other relevant information to be considered to justify variation of the development standard(s)? [What is this?](#)

41. Indicate if the application is accompanied by a Planning Agreement.

Is the application accompanied by a Planning Agreement? [What is this?](#)

☐ Yes
☐ No

If 'Yes', enter the description and select the appropriate status of the planning agreement.

Is the application accompanied by a Planning Agreement? [What is this?](#)

☒ Yes
☐ No

Description of the Planning Agreement



Status

☒ Select
☐ Proposed
☐ On exhibition

Note: Click the 'Plus' and 'Bin' icons to add or remove details as required.

42. Indicate if approval under Section 68 of the *Local Government Act 1993* is required.

If 'Yes', you may be able to apply through the Portal. Follow the application prompts and complete the corresponding fields.

Section 68 of the Local Government Act

Is approval under s68 of the Local Government Act 1993 required? [What is this?](#)

☒ Yes
☐ No

Have you already applied for approval under s68 of the Local Government Act?*

☐ Yes
☐ No

Note: If you are applying for the Section 68 approval and have initiated the application at this step, a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

43. Indicate if tree removal or pruning work is proposed.

If 'Yes', enter the details in the space provided.

Tree works
Is tree removal and/or pruning work proposed? * [What is this?](#)
☒ Yes
☐ No
Please provide a description of the proposed tree removal and/or pruning work *

e.g. Prune 2 trees, remove 5 trees

44. Indicate if the development site includes an item of local heritage.

Local heritage
Please contact the relevant consent authority for more information on local heritage items.
Does the development site include an item of environmental heritage or sit within a heritage conservation area?
☒ Yes
☐ No
Are works proposed to any heritage listed buildings?
☐ Yes
☐ No
Is heritage tree removal proposed? [What is this?](#)
☐ Yes
☐ No

45. Complete the affiliations and pecuniary interests' questions to be reviewed by the consent authority.

Affiliations and Pecuniary interests [What is this?](#)
Is the applicant or owner a staff member or councillor of the council assessing the application? *
☐ Yes
☐ No
Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application? * [What is this?](#)
☐ Yes
☐ No

46. Indicate if you are aware of any person who has financial interest in the application who has made a political donation or gift in the last two years.

Political Donations
Persons lodging a development application are required to declare if any person with a financial interest in the application has made a political donation or gift in the last two years (donations of more than \$1,000). [What is this?](#)
Are you aware of any person who has financial interest in the application who has made a political donation or gift in the last two years? *
☐ Yes
☐ No

 **Note:** If 'Yes', you must complete the political donations or gifts declaration.

47. Click 'Save and continue'.

Previous Save and exit **Save and continue**

Step 5: Indicate if development is exempt from the Sustainable Buildings



48. Indicate if the development is exempt from the State Environmental Planning Policy (Sustainable Buildings) 2022 Chapter 3, relating to non-residential buildings.

Sustainable Buildings [What is this?](#)

Is the development exempt from the State Environmental Planning Policy (Sustainable Buildings) 2022, Chapter 3, relating to non-residential buildings?*

- ☐ Yes
☐ No

[What is this?](#)

If 'Yes', select a reason for exemption. Once an exemption is chosen you, proceed by clicking 'Save and continue', and navigate to Step 6: Enter payer details.

Provide reason for exemption. Is the development any of the following? * Select all that apply

- ☐ Development that is permitted with or without consent or is exempt or complying development under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- ☐ Development that is permitted with or without consent or is exempt or complying development under State Environmental Planning Policy (Resources and Energy) 2021, Chapter 2
- ☐ Development that is permitted with or without consent or is exempt or complying development under State Environmental Planning Policy (Transport and Infrastructure) 2021, Chapter 5
- ☐ Development on land wholly in RU1, RU2, RU3, E5, IN3, C1, C2, C3, W1, W2, W3 or W4
- ☐ Development for purposes of residential care facilities
- ☐ Development that is wholly residential
- ☐ An alteration or addition with an Estimated Development Cost under \$10 million, or a new development with an Estimated Development Cost under \$5 million
- ☐ A modification or a review to a development application, or a review of determination, where the original application was submitted on the NSW Planning Portal before 1 October 2023.

 **Note:** If none of the exemptions listed apply it is likely that the sustainability provisions in Chapter 3 of the policy apply and the development is not exempt.

If 'No', indicate which general sustainability measures have been proposed for the development, selecting all that apply.

Has the proposed development been designed to enable any of the following sustainability measures? ★ Select all that apply

- ☐ The minimisation of waste from associated demolition and construction, including by the choice and reuse of building materials
- ☐ A reduction in peak demand for electricity, including through the use of energy-efficient technology
- ☐ A reduction in the reliance on artificial lighting and mechanical heating and cooling through passive design
- ☐ The generation and storage of renewable energy
- ☐ The metering and monitoring of energy consumption
- ☐ The minimisation of the consumption of potable water
- ☒ Other

Provide details *

 **Note:** When selecting 'Other', you will be asked to enter details in the space available.

- a. Enter a list of any reports or documents that identify the general sustainability provisions you indicated for the development in the previous question.

Provide further detail on the general sustainability provisions and list any relevant documents that accompany this application.

- b. Indicate if the development is seeking certification from a sustainability rating system.

Is the development seeking certification from a sustainability rating system? *

☒ Yes

☐ No

If 'Yes', select which rating system(s) are proposed for the development from the list available.

If 'Other' is selected in the list, enter the name of the rating system(s) in the space available.

Which sustainability rating/s will the development achieve?

☐ NABERS Certification

☐ Green Star Buildings Certification

☐ Green Star Communities Certification

☐ LEED Certification

☐ Passive House Certification

☐ Living Building Challenge Certification

☒ Other

Provide details*

c. Enter the star rating or sustainability level achieved for each rating system.

What star rating or sustainability level will be achieved by the development?*

d. Indicate if you have completed a NABERS Embodied Emissions form for the development. If 'Yes', you will be asked to enter the details of the qualified person certifying the form.

Embodied emissions for non-residential development

Does the NABERS Embodied Emissions Materials Form accompany this application?
This is a mandatory document for your development type. [What is this?](#)

☒ Yes

☐ No

Provide details of the qualified person certifying the embodied emission amounts disclosed in the form *

First Name *	Family Name *	Professional Qualification *	Registration Details * What is this?
		Architect or designer	

Business details

ACN

Business Name * **ABN ***

Has a voluntary NABERS Agreement to Rate relating to embodied emissions been prepared for each prescribed large commercial development type?*

 **Note:** If the NABERS Embodied Emissions form is a mandatory document for your development type, it is required to be uploaded when you reach the Requirements and uploads section of the application.

- e. Indicate if a voluntary NABERS Agreement to Rate relating to embodied emissions has been prepared for each prescribed large commercial development type applicable to the application. If 'Yes', enter the relevant Agreement to Rate reference number(s).

Has a voluntary NABERS Agreement to Rate relating to embodied emissions been prepared for each prescribed large commercial development type? *

☒ Yes
☐ No

Provide details of all relevant Agreement(s) to Rate including reference number in the format AR12345. *

- f. Enter a description of any low emissions construction technologies incorporated in the development.

Low Emissions Construction Technologies

Describe any low emissions construction technologies incorporated in the development * [What is this?](#)

- g. Indicate if the development is designed to retain or reuse an existing building on site. If 'Yes', enter the percentage of total development re-used.

Is the development designed to retain or reuse an existing building on site? *

☒ Yes
☐ No

- h. Indicate if the development is designed to use recycled materials from the site or elsewhere. If 'Yes' is selected, you will be asked to enter details.

Is the development designed to use recycled materials from the site or elsewhere? *

☒ Yes
☐ No

Provide details *

- i. Indicate if a whole of Life Cycle Analysis (LCA) has been prepared for this development.

Has a whole of Life Cycle Analysis (LCA) been prepared for this development?*

☒ Yes
☐ No

j. Indicate if the development is a prescribed large commercial development.

If 'Yes', further questions will be defined.

If 'No', proceed by clicking save and continue, and navigate to Step 6: Enter payer details.

Other consideration for large commercial development

Is the development a prescribed large commercial development that involves any of the following? * [What is this?](#)

- Office premises with 1000m2 net lettable area (NLA) or greater
- Hotel or motel with 100 rooms or greater
- Serviced apartments with 100 apartments or greater

☐ Yes
☐ No

k. Indicate if the development is designed to operate as a net zero development immediately.

If 'No', indicate if the development is designed to not use on-site fossil fuels after 1 January 2035.

Net zero statement for non-residential development [What is this?](#)

Is the development designed to operate as a net zero development immediately? *

☐ Yes
☒ No

Is the development designed to incorporate infrastructure, or space for the infrastructure necessary for the development to not use on-site fossil fuels after 1 January 2035? *

☐ Yes
☐ No

l. Select the net zero provisions the development has incorporated. Select all that apply.

If 'Other' is chosen, enter details in the space provided.

Which of the following net zero provisions has the development incorporated? *

- ☐ Electric HVAC system
- ☐ Future plant space allocated
- ☐ Location of current plant room enables future conversion
- ☐ Access to plant room enables machinery to be changed over
- ☐ Electrified services and appliances
- ☐ Renewable energy generation and storage
- ☒ Other [please list]

Provide details *

m. Enter the estimated annual energy consumption for the building.

What is the estimated annual energy consumption for the building?

kWh/m²

n. Enter the estimated amount of emissions relating the energy use in the building.

What is the estimated amount of emissions relating to energy use in the building, including direct and indirect emissions?

kgCO₂e/m² p.a.

o. Indicate if a NABERS Agreement(s) to Rate relating to water use has been prepared for each prescribed large commercial use in the development.

If 'Yes', complete the table.

Water

Have NABERS Agreement(s) to Rate relating to water use been prepared for each prescribed large commercial use in the development? [★ What is this?](#)

- ☒ Yes
☐ No

Enter details of the Agreement(s): ★

Type of Agreement	Targeted Star Rating	Agreement Reference Number
☒ NABERS Agreement to Rate (Office)	5 Stars	1
☐ NABERS Agreement to Rate (Hotel)		
☐ NABERS Agreement to Rate (Motel)		
☐ NABERS Agreement to Rate (Serviced Apartment)		

p. Indicate the preferred Section J pathway for the development.

Energy

What is the preferred Section J pathway for this development? ★

- ☒ J1V1 NABERS Energy
☐ J1V2 Green Star
☐ J1V3 Verification using a reference building
☐ J1V4 Verification of building envelope sealing

q. Select if the development in the City of Sydney Local Government Area and a prescribed hotel, motel or office?

If 'No' is selected, choose if NABERS Commitment Agreement(s) or Agreement(s) to Rate relating to energy been prepared for each prescribed large commercial use in the development.

Is the development in the City of Sydney Local Government Area and a prescribed hotel, motel or office?*

☐ Yes

☒ No

Have NABERS Commitment Agreement(s) or Agreement(s) to Rate relating to energy been prepared for each prescribed large commercial use in the development?

* [What is this?](#)

☐ Yes

☐ No

49. Click 'Save and continue'.

Previous Save and exit **Save and continue**

Step 6: Enter payer details



The *Environmental Planning and Assessment Regulation 2021* and the consent authorities adopted fees and charges documents establish how fees are calculated for this application. Once this application form is submitted to the relevant consent authority for lodgement the fees will be calculated by the consent authority. The consent authority will contact the nominated payer to obtain payment. Note that the application may be rejected if the fees are not paid.

50. Indicate if the payer is an 'Individual' or 'company, business, government entity or other similar body' and complete the required information.

Select the option that is applicable*

☒ Individual

☐ A company, business, government entity or other similar body

a. If individual, enter the individual payer details.

Select the option that is applicable*

☒ Individual

☐ A company, business, government entity or other similar body

First Name* Other given name(s) Family name*

Contact number* Email address

Mobile phone number preferred. Format: xxxxxxxxxx

Billing address*

e.g. 66 Harrington Street, Sydney NSW 2000

b. If company, business or government entity, enter the details as required.

Select the option that is applicable*

☐ Individual

☒ A company, business, government entity or other similar body

Company Name*

ABN

ACN

Trading Name

Email address*

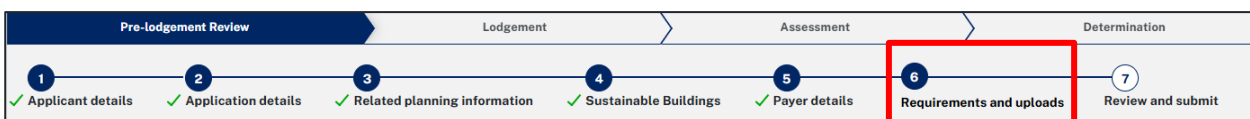
Billing address*

e.g. 66 Harrington Street, Sydney NSW 2000

51. Click 'Save and continue'.

Previous Save and exit Save and continue

Step 7: Upload required documents



Note: There are certain required documents that must be uploaded to your application. However, there may be additional documents to upload to complete your application. Ensure you satisfy all application requirements required by the consent authority to minimise delays.

52. Click 'Upload'.

Upload

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

Requirements and uploads

Please upload files in one of the following file formats: PDF, Word, Excel, PowerPoint, or executable (.exe or .osx) file types. The maximum file size is 300 MB.

The file name can be up to 150 characters long.

If you want to upload the same file in multiple documents, you must attach one document at a time.

If you need to amend any attachments please download the documents and re-upload them.

For more information on the documents that need to be submitted, please view the [Environmental Planning and Assessment Regulation 2021](#).

Upload

All uploaded files are scanned as a preventative measure to protect your computer system.

Secretary's approved form

Document type	Upload status
Cost estimate report*	

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.

53. Click 'Save and continue' to progress to the next step.

Previous

Save and exit **Save and continue**

Step 8: Input housing and productivity contribution details

Certain residential, commercial, and industrial developments will be subject to a housing and productivity contribution (HPC), if the development application is approved. The development site location and development types entered on your DA will identify if a contribution is required to be applied to your development.

If an HPC is identified, you will be directed to input details of the proposed development for which a contribution is payable.

This section of the guide provides instructions on how to complete the applicant inputs on the contributions case.

If a HPC has not been identified for the development, continue by navigating to the [Step 9: Review and submit](#) section of this guide.

DA Online (PAN-22647) **Contributions** Reference number: CON-675 In-progress Actions Close

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

Applicant input

JD Jane Doe

 **Note:** Once the application is submitted, the consent authority who will assess your DA will finalise the input that is required for the housing and productivity contributions. It is the responsibility of the consent authority to ensure the appropriate contribution amount is calculated and will be imposed as a condition of the consent, if approved.

Additional development details for contributions purposes

1. **Identify** if a previous payment for contributions or planning agreement applies.

Additional development details for contributions purposes
Do any of the following apply: [What is this?](#)
☐ Previous payment made for state contributions
☐ State planning agreement applies to the development

 **Note:** Some previous arrangements may impact contributions for new development. Evidence will be required and can be uploaded. Each item selected will require supporting documents to be uploaded.

Proposed development

 **Note:** The development types and common application types that are entered on the development application will display. If the listed development(s) which require a contribution do not appear in the table titled 'proposed number of units for calculating contributions' below, you can capture further contribution uses by following the below steps.

2. To add a proposed development, select a category from the available list.

Proposed

These development types and common application types have already been entered for the DA. A contribution may be required for these and will be transferred to the table below.

- Dwelling House
- Demolition

If the development types listed above do not appear in the table below you may need to be more specific about your proposed development. For example, if it includes residential subdivision, a manufactured home estate or exempt uses please specify this here.

Select a category Select development

Select

Select

Agriculture

Commercial Development

Existing residential lots

Industrial Development

Infrastructure

Manufactured home estate

Residential Accommodation

Contributions are charged a contribution under an online contributions plan, they will populate the table below. You must

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

Select a category Select development*

Residential Accommodation

Add Contributions uses

If the proposed uses you have selected are correctly describe your development.

Complete Selection [What is this?](#)

Proposed number of units

Development	Sub type	Unit of charge

Attached dwelling

Boarding house

Build-to-rent

Co-living

Dual occupancy

Dual occupancy (attached)

Dual occupancy (detached)

Group home

Group home (permanent)

Group home (transitional)

Hostel

Independent living units

Manor house

Manufactured home

Medium Density Housing

Moveable dwelling

Multi-dwelling housing

Multi-dwelling housing (terraces)

Non-standard Housing

Residential care facility

Residential Flat Building

Rural worker's dwelling

Secondary dwelling

Semi-detached dwelling

Seniors housing

Shop Top Housing

Contributions plan, they will populate the table below. You must

Contributions [What is this?](#)

 **Note:** Select as many developments from the available list as relevant. This list will be filtered based on the category selected in the previous step.

 **Note:** You may click 'Add Contributions' uses and repeat the previous steps to add further contribution uses to the table below.

4. Click 'Complete Selection' to refresh and update the Proposed number of units for calculating contributions.

Complete Selection [What is this?](#)

Proposed number of units for calculating contributions

5. Enter the total number of units.

Proposed number of units for calculating contributions What is this?			
Development	Sub types What is this?	Total	Unit of charge
Dwelling House			Hectares of NDA

 **Note:** The unit of charge relates to the type of development being proposed. For residential development, the total is calculated by entering the number of units of charge (i.e. the number of new dwelling lots). For commercial and industrial development, the total is calculated by multiplying the units of charge by the square meterage of new gross floor area (GFA) applicable to the development.

Existing development

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

Do you want to add existing development? [What is this?](#)

☒ Yes
☐ No

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

Existing [What is this?](#)

Select a category

Please Select...

Please Select...

- Agriculture
- Commercial Development
- Existing residential lots
- Industrial Development
- Infrastructure
- Manufactured home estate
- Residential Accommodation

Select development

ated are charged a contribution under an online contributions plan, they will populate the table below. You must

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

Existing [What is this?](#)

Select a category
Residential Accommodation ▾

Add type/use

If the proposed uses you have selected are correct, they will populate the table below. You must correctly describe your development.

Complete Selection [What is this?](#)

Select development*

- Attached dwelling
- Boarding house
- Build-to-rent
- Co-living
- Dual occupancy
- Dual occupancy (attached)
- Dual occupancy (detached)
- Dwelling House
- Group home
- Group home (permanent)
- Group home (transitional)
- Hostel
- Independent living units
- Manor house
- Manufactured home
- Medium Density Housing
- Movable dwelling

Existing number of units

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

Add type/use

d. Click 'Complete Selection' to refresh and update the table for existing number of units for calculating contributions.

Complete Selection [What is this?](#)

7. Enter the total number of units per unit of charge.

Existing number of units for calculating contributions			
Development	Sub types What is this?	Total number of units	Unit of charge
Existing lot for torrens subdivision			Lots

Staged developments

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

Add stage

 **Note:** The current selections will be displayed as stage 1.

9. Click to expand each stage and enter the number of units for each stage of development.

> Stage 1

> Stage 2

 **Note:** Each stage will have a question whether you wish to add an existing development. If 'Yes' is selected, follow the steps above for adding existing developments.

Stage 1

Proposed number of units for calculating contributions [What is this?](#)

Development	Sub types What is this?	Total	Unit of charge
	☐	1	Dwellings
		1	Dwellings

Do you want to add existing development? [What is this?](#)
☐ Yes
☒ No

10. Once you have finished entering the contribution details, click 'Submit'.

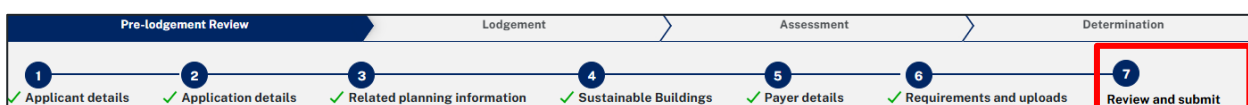
Cancel

Save

Submit

 **Note:** After clicking 'Submit', the contribution details entered will be saved with your application. You can review the details entered via the system generated document located in the documents tab of the development application. You will be re-directed back to complete the final page of the development application, which is the Review and submit page. Following submission of the development application, the consent authority will notify you of any contribution amounts payable following their assessment as part of the conditions of consent.

Step 9: Review and submit



The review and submit section displays the information entered on the application and allows you the opportunity to review the information entered for your development application by navigating down the page.

You may navigate to previous sections of the application or close and return to the application later.

11. Once you have reviewed the application details for accuracy and are ready to submit, **Complete** the declarations.

Submit your application

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 development application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this development 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 consent authority may use the information and materials provided for notification and advertising purposes, and materials provided may be made available to the public for inspection at its Offices and on its website and/or the NSW Planning Portal
- ☐ 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 agree to appropriately delegated assessment officers attending the site for the purpose of inspection.
- ☐ I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice

[Privacy Notice](#)

12. Click 'Submit'.

[Previous](#)

[Save and exit](#)

[Submit](#)

What happens next?

- Your application will be sent to the relevant council for review.
- The council may request additional information. If they do, you will receive a system generated email asking you to provide the requested information. Please view the '*How to provide additional information*' step-by-step guide on the Support Hub for more information on how to respond to these requests.
- If you have created a Section 68 of the Local Government Act approval application during this process, you must complete the 'In Progress' application. You will find this application on your 'Active Work' dashboard.
- If you need to withdraw your application, open this application and select 'Withdraw' from the 'Actions' menu. Please view the '*How to withdraw a development application*' step-by-step guide on the Support Hub for more information.
- When the council has completed their review, you will receive an email with the outcome of their review.
- BASIX certificates with an 'address does not match' validation message will be tagged 'Review required' for council / certifier review. They will not be visible on your 'Documents' tab until the council / certifier has validated the BASIX certificate reference number. However, the certificate can be viewed from within the BASIX service, where it was originally generated.

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 provide additional information
- How to withdraw a development application

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