

How to submit a referral request to external agencies during the assessment of a development or modification application lodged after 1 July 2026

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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 referral request to external agencies during the assessment of a development or modification application lodged after 1 July 2026

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Introduction

This guide has been developed for council users who assess development or modification applications and have identified the need to refer an application to an external agency.

During the review and assessment of an application, council may identify the need to refer an application to an external agency for advice. When this occurs, there are two steps:

1. Council invites the Development Coordination Authority (DCA) to conduct a referral check. This can occur at any time after the application is submitted and before determination. This referral check will be an initial review of the application by the DCA and the provision of guidance on the appropriate clause(s) for NSW Government Agency consideration for the application.
2. After reviewing the DCA advice, council creates the formal request for NSW Government Agency consideration.

This guide outlines the steps to create the formal request for NSW Government Agency consideration. For more information on how to invite the Development Coordination Authority (DCA) to complete a referral check, please view the *'How to invite the Development Coordination Authority to complete a referral check'* step-by-step guide on the Support Hub.

Note: A council user can also create a referral request using the standalone workflow. This should only be used for Land and Environment Court matters. For information on that workflow, view *How to create a concurrence and referral (standalone)* step-by-step guide.



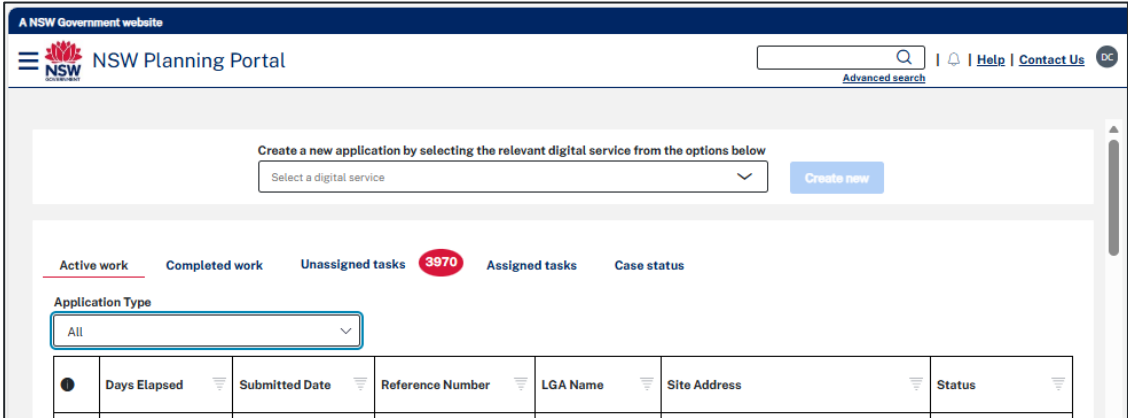
Note: You will need a NSW Planning Portal council user account to access the functionality within this document. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

How to submit a referral request

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

Once the Development Coordination Authority (DCA) has completed the initial referral check and council have completed the preliminary assessment stage of in the Online DA service, council can formally submit the referral for NSW Government Agency advice. Follow the steps outlined below to complete this process.

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



A NSW Government website

NSW Planning Portal

Create a new application by selecting the relevant digital service from the options below

Select a digital service

Create new

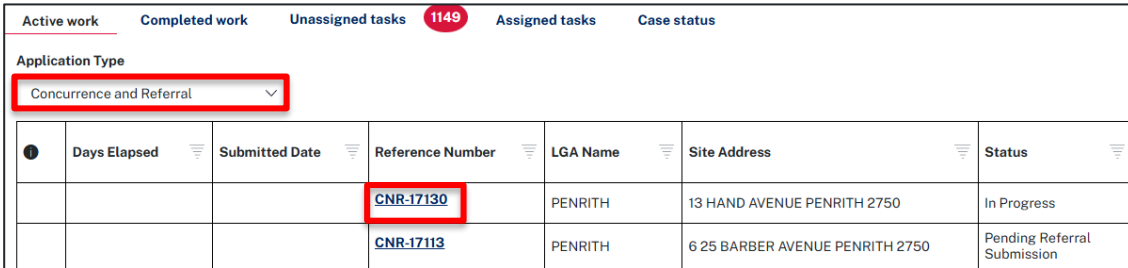
Active work Completed work Unassigned tasks 3970 Assigned tasks Case status

Application Type

All

	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
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2. From your 'Active work' dashboard, select 'Concurrency and Referral' from the 'Application type' filter, then select the relevant CNR reference number.



Active work Completed work Unassigned tasks 1149 Assigned tasks Case status

Application Type

Concurrency and Referral

	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
			CNR-17130	PENRITH	13 HAND AVENUE PENRITH 2750	In Progress
			CNR-17113	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending Referral Submission

 **Note:** You can also search for the relevant PAN reference number, then select the CNR case from the related cases tab.

 **Tip:** If the application is not assigned to you, it will not be in your 'Active work' tab. Use the search functionality to locate the application and re-assign it to yourself.

- The review harness will display the case details in read only mode. This includes the 'Referral Check clause summary' table which lists the outcome of the DCA referral check.

Select 'Enter DA details' from the 'Actions' menu.

DA Online (PAN-56576) Concurrence and Referral Reference number: CNR-16183 DA number: 123456 In Progress Actions Close and home

Create request Actions Referral Enter DA Details

Case details Documents Agencies Notes Action Summary Related cases

Proposed development

Council DA number : 123456

Application type : Development application

Date DA was lodged : 25/06/2026

Most of the information from the related development or modification application will be transferred to the concurrence and referral case that you can review and update as required, beginning with the 'Proposed development' details.

- Confirm the proposed development details, amending any information that is incorrect.

- Select 'Save and continue' to progress to the next page.

Cancel Save and exit Save and continue

- Confirm the application information, amending any information that is incorrect.

- Select 'Save and continue' to progress to the next page.

Cancel Save and exit Save and continue

- Confirm the assessment process information, amending any information that is incorrect.

- Note:** The responsible officer information will be pre-populated with the details of the currently assigned council officer. If you need to amend this, select a different council officer from the list of registered users.

Responsible officer

The officer responsible for this application is *

Daisy Council

Responsible officer's number
0414123458

Responsible officer's email
council05@yopmail.com

- Select 'Save and continue' to progress to the next page.

Cancel Save and exit Save and continue

The 'Select agencies and upload' screen provides council with the opportunity to review the Development Coordination Authority's recommendations for consultation with external agencies. Council must use the checkboxes to select the final list of clauses to be included. Any unchecked clauses will not be included in the referral for advice.

 **Note:** Council can disagree with the advice from DCA, and can select clauses that the DCA had provided an outcome of 'Not agreed'.

10. Select the clause(s) that are to be included in this CNR submission.

Council final clause selection
Please review the Development Coordination Authority's recommendations for integrated, concurrence and consultation outlined below. Use the checkboxes to select the final list of clauses you wish to include. Any unchecked clauses will not be included and referred for advice.

Clause Selection
Please select clause(s) for integrated development, concurrence and consultation. *
Please select a clause to add ▼

	Clause / Section name	Agency	Type	DCA Recommendation	Comments	
☐	Development near electricity infrastructure	Ausgrid	Consultation	 Not Applicable	Add Comment	
☐	Development in a future infrastructure corridor for previously permitted land uses	DCA	Concurrence	 Agreed	Add Comment	

 **Note:** For clauses that were not considered by the DCA in the referral check, the status in the 'DCA recommendation' column is 'Not applicable'.

11. To add clauses, select 'Please select a clause to add' to display a list of available clauses.

Clause Selection
Please select clause(s) for integrated development, concurrence and consultation. *
Please select a clause to add

	Clause / Section name	Agency	Type	DCA Recommendation	Comments	
☒	Development near electricity infrastructure	Ausgrid	Consultation	 Not Applicable	Add Comment	
☒	Development in a future infrastructure corridor for previously permitted land uses	DCA	Concurrence	 Agreed	Add Comment	

12. A list of clauses under each corresponding Agency will display, including clauses for review by the Development Coordination Authority. You can use the available filter

options to filter your results by category. Select the clause(s) you wish to add, then click 'Submit'.

Clause Selection

Please select clause(s) for integrated development, concurrence and consultation. *

Please select a clause to add ▾

☐ Development involving excavation in or near a major road corridor
Applies to development that involves ground penetration deeper than 3 metres on or next to a major road corridor. Examples include deep trenching, piling or excavation.

Agency Name: Endeavour Energy

☐ Development near electricity infrastructure
Applies to development near electricity infrastructure, such as power lines, cables, substations and easements.

Agency Name: Essential Energy

☒ Development near electricity infrastructure
Applies to development near electricity infrastructure, such as power lines, cables, substations and easements.

Agency Name: Jemena

☐ Development adjoining a pipeline corridor

Cancel Submit

Type	DCA Recommendation	Comments	
Consultation	Not Applicable	Add Comment	
Concurrence	Agreed	Add Comment	

Save and exit Save and continue

 **Note:** The selected clause(s) will be added to the final list for submission.

- Upload any documentation that you would like the agency(s) to consider by selecting 'Upload documents'.

Comments	>
History log	>
Upload documents	>

- Click 'Upload'.

Upload documents

All uploaded files are scanned as preventive measure, however we recommend that you use appropriate and up-to-date antivirus to protect your computer system.

 Upload

File name	Document type	Uploaded by	Upload date	Upload status
No attachments				

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

Note: The name of the documents 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.

Tip: The agency will have access to documents attached to the development application from the 'Document' tab. You do not need to re-upload those documents.

15. Select 'Save and continue' to progress to the next page.

16. Review the information you have provided. You can amend information by using the previous button at the bottom of the page to return to the relevant section.

Select the 'Documents' tab to ensure all relevant development application information has been uploaded.

17. Complete the declaration by checking the checkboxes.

18. Click 'Submit'.

What happens next?

Referral type	What happens next
DCA referrals	• The CNR case status changes to 'Pending payment'. • The referral request will have a case ID starting with prefix 'DCA-'. • The applicant and payer will receive an email requesting the payment of the related NSW Government Agency consideration fees. • The application will not be available for DCA review until the payment has been made. • External agencies have a 28-day clock to review and provide an outcome to the referral request. • When the DCA provides their consolidated advice, you will receive an email notification. You can action the advice summary from the 'Advice summary' option in the 'Actions' menu within the CNR. For more information, view the <i>'How to access the advice summary and proceed to determination'</i>.
Non-DCA referrals	• The referral request will have a case ID starting with prefix 'A-' • The case will be sent to the Agency for their review and advice. They will receive an email notification. • External agencies have a 28-day clock to review and provide an outcome to the referral request.

- To look at the status of the referral requests, open the 'Agencies' tab within the concurrence and referral case (CNR), or view the status on the 'Related cases' tab.
- You will receive an email when the agency requests additional information, accepts the request or provides an outcome of their review.
- If you need to add another agency to the concurrence and referral request, please view the *'How to edit an Agency referral request'* step-by-step guide.

More information

Need help using the NSW Planning Portal?



View the Support Hub

24/7 access to step-by-step guides, short videos and frequently asked questions.



Submit an online assistance form

Submit a support enquiry via our online form.



Call customer support

For urgent or complex support needs, call the team on 1300 305 695.



Attend a training session

Learn to use the NSW Planning Portal in an online training session.

Recommended step-by-step guides

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

- How to register for a NSW Planning Portal account
- How to navigate the NSW Planning Portal dashboard
- How to exhibit a development application
- How to review and lodge or return a development application
- How to complete the preliminary assessment stage
- How to request additional information
- How to refer a development application to a Sydney/Regional planning panel
- How to invite the Development Coordination Authority to complete a referral check
- How to edit an Agency referral request
- How to re-refer an Agency referral request

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