

How to submit a Section 10.7 Planning Certificate application

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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 Section 10.7 Planning Certificate application

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Introduction

If you want to find out if a parcel of land can be developed, you can request a Section 10.7 Planning Certificate. This certificate provides information on any controls, requirements and restrictions that may impact how a property is used.

There are 2 types of Section 10.7 Planning Certificates:

- A **Section 10.7(2) certificate** shows the zoning of the property, its relevant state, regional and local planning controls and other property constraints such as land contamination, level of flooding and bushfire prone land.
- A **Section 10.7(2) and 10.7(5) certificate** provides the same information as above. It also includes advice from *other authorities* and certain information a Council holds on a property that is relevant to the land but is not disclosed in a Section 10.7(2) certificate.

You can apply for a Section 10.7 Planning Certificate via the NSW Planning Portal (Portal) if the site address is within a participating local government area, or directly with the relevant council.

This guide outlines steps on how to use the functionality in the NSW Planning Portal.

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

How to submit a Section 10.7 Planning Certificate application

You can start an application for a Section 10.7 Planning Certificate via the NSW Planning Portal using two different methods:

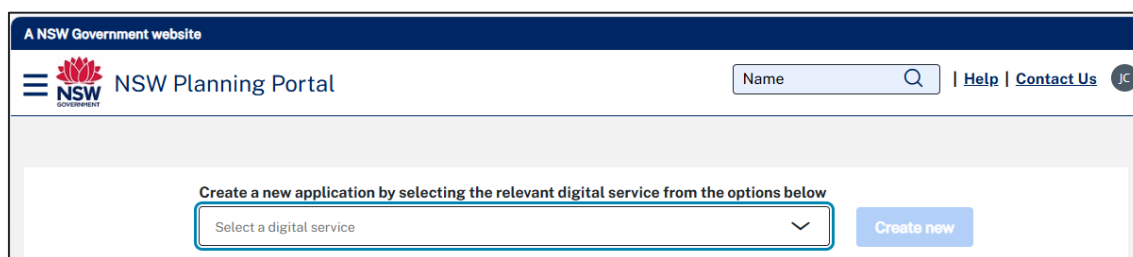
- During the complying development certificate application process by requesting that a Section 10.7 Planning Certificate application be created; or
- Via the 'Create new' button on your NSW Planning Portal dashboard.

1. Create the application from the 'Create new' function

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

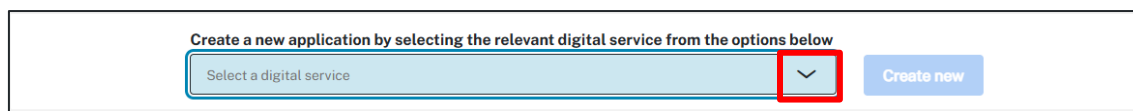
If you have not created a Section 10.7 Planning Certificate application through the complying development certificate application workflow, please use this option.

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



The screenshot shows the NSW Planning Portal interface. At the top, there's a header with the NSW Government logo and the text 'NSW Planning Portal'. Below the header, there's a search bar and links for 'Help' and 'Contact Us'. The main content area features a section titled 'Create a new application by selecting the relevant digital service from the options below'. This section contains a dropdown menu with the placeholder text 'Select a digital service' and a blue 'Create new' button.

2. Select a digital service by clicking on the arrow.



This is a close-up of the dropdown menu from the previous screenshot. The dropdown menu is highlighted with a red box, and the arrow icon is also highlighted with a red box. The text 'Select a digital service' is visible inside the dropdown menu.

3. Select 'Planning Certificate 10.7' from the list of options.

4. Click 'Create new'.

A new application will be created with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.

 **Tip:** The system assigns a unique reference number to the application with the prefix 'PC10.7-'. This number displays at the top of each screen and is included in all system-generated correspondence.

5. Indicate if you are applying on behalf of a company.

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 'Search'.
- Select a result from the list provided.

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

☒ Yes
☐ No

Company details

ABN

Enter here and search

Search

Name

ABN ACN

Trading name

Company email *

Address - postal *

Contact details

Title

Please Select... ▾

First given name *

John

Other given name/s

Family name *

Citizen

Contact number

0412345678

Email *

applicant05@yopmail.com

Address - postal *

6. Verify (and edit, if needed) the applicant contact details.

Contact details

Title

Please Select... ▾

First given name *

John

Other given name/s

Family name *

Citizen

Contact number

0412345678

Email *

applicant05@yopmail.com

Address - postal *

Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required.

 **Note:** The email address provided should be the same email address the applicant uses to log into the Portal. This email address will receive all correspondence sent via the Portal.

7. Select 'Add applicant' to enter further applicant details.

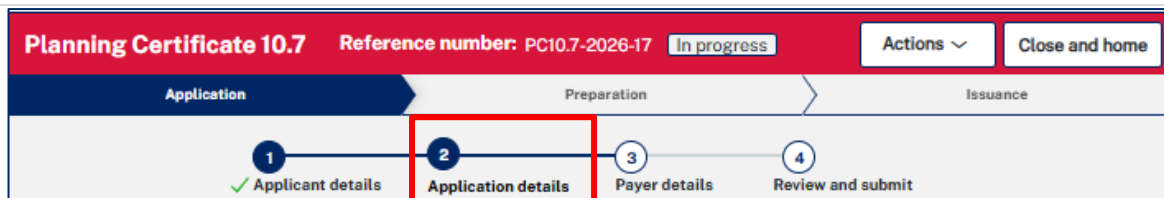
A screenshot of a web form with a single button labeled "Add applicant". The button is highlighted with a red rectangular box.

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

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

A screenshot of a web form showing three buttons: "Cancel", "Save and exit", and "Save and continue". The "Save and continue" button is highlighted with a red rectangular box.

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

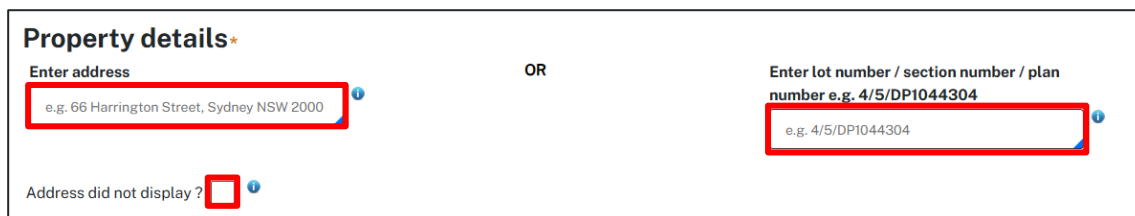
A screenshot of the "Planning Certificate 10.7" application progress bar. The bar shows four steps: 1. Applicant details (completed), 2. Application details (highlighted with a red box), 3. Payer details, and 4. Review and submit. The progress bar is labeled "In progress" and includes buttons for "Actions" and "Close and home".

9. Select the type of certificate being applied for.

A screenshot of the "Certificate type" selection form. It asks the user to "Select the certificate type you would like to apply for?" and provides two radio button options: "S10.7 (2)" and "S10.7 (2 & 5)". The "S10.7 (2)" option is highlighted with a red rectangular box.

10. Enter the site address of your development or Lot/Section number/Plan.

As you type, the system will auto-suggest addresses or the lot/section/plan number based on the information entered. Select the correct address or lot/section/plan number from the list.

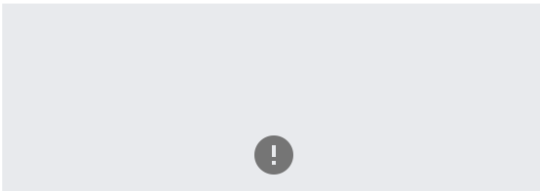
A screenshot of the "Property details" form. It has two input fields: "Enter address" and "Enter lot number / section number / plan number". The "Enter address" field is highlighted with a red rectangular box and contains the text "e.g. 66 Harrington Street, Sydney NSW 2000". The "Enter lot number / section number / plan number" field is also highlighted with a red rectangular box and contains the text "e.g. 4/5/DP1044304". Below the "Enter address" field, there is a checkbox labeled "Address did not display?" which is also highlighted with a red rectangular box.

If the address does not display, select the 'Address did not display?' checkbox and enter the address and local government area/state agency manually in the added text fields.

 **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 and planning controls affecting the property below the address.

11. Select the relevant lot/section/plan number from the drop-down list.

Street address	LGA	Lot/Section/Plan*	
48 KAREELA AVENUE PENRITH 2750	PENRITH	1/-/SP92613	
		Please select..	
		1/-/SP92613	
		2/-/SP92613	
		CP/-/SP92613	



 **Tip:** To delete an address, click on the 'bin icon'.

12. The planning controls affecting the property can be viewed by clicking on the arrow below the heading for planning controls.

Planning controls affecting property

 48 KAREELA AVENUE PENRITH 2750

Summary of planning controls

Land Application LEP	Penrith Local Environmental Plan 2010
Land Zoning	R2: Low Density Residential

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

Cancel

Save and exit

Save and continue

Planning Certificate 10.7 Reference number: PC10.7-2026-17 In progress Actions Close and home

Application

Preparation

Issuance

1

2

3

4

✓ Applicant details

✓ Application details

Payer details

Review and submit

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.

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

Fee payment will be made by:

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



Yes



No

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.

ABN ▾	Enter here and search	Search
Name --		
ABN ACN -- --		
Trading name --		
Company email * 		
Billing address * e.g. 66 Harrington Street, Sydney NSW 2000 ⓘ		

If you answer 'No', enter the details of the person making the payment.

Title Please Select...
First given name * John
Other given name/s
Family name * Citizen
Contact number * 0412345678
Email * applicant05@yopmail.com ⓘ
Enter address 48 KAREELA AVENUE PENRITH 2750 ⓘ

 **Note:** Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required.

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

Cancel

Save and exit

Save and continue

Planning Certificate 10.7

Reference number: PC10.7-2026-17

In progress

Actions

Close and home

Application

Preparation

Issuance

1

2

3

4

✓ Applicant details

✓ Application details

✓ Payer details

Review and submit

16. Review the information entered on your application. To do this, click on the arrow beside each section heading.

Applicant details

Application details

Payer details

>

>

>

 **Note:** This information is read-only. If changes are needed, click the 'Previous' button (bottom left of screen) to navigate to the previous screens.

17. Complete the declarations and the bottom of the page.

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 if incomplete, the consent authority may request more information, which will result in delays to the application.

☐ 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).

☐ I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice.

18. Click 'Submit'.

Previous

Save and exit

Submit

2. Create the application via a complying development certificate

You can create a Section 10.7 Planning Certificate application when you are creating the related complying development certificate. By using this functionality, the application will pre-populate with some of the application details.

Please use this option if you have selected 'Yes' to the question 'Would you like to start a Section 10.7 Planning Certificate?' question within the complying development certificate.

Section 10.7 Planning Certificate

Section 10.7 Planning Certificates provide background information on a property. This can be obtained from the NSW Planning Portal or the relevant Council.

Have you already obtained a Section 10.7 Planning Certificate?

- ☐ Yes
☒ No

Would you like to start a Section 10.7 Planning Certificate application? *

- ☒ Yes
☐ No

Once you press the submit button at the end of this application the system will automatically create a draft Planning Certificate 10.7 application form for you to submit to the council. Please note this will incur an additional charge.

If you have initiated a Section 10.7 Planning Certificate application when completing your complying development certificate application, the confirmation screen will provide you with an 'Outstanding action/s' alert.

1. Select 'Click here' next to the 'Planning Certificate 10.7 application' outstanding action to open the 'in progress' application.

Outstanding action/s

You have the following outstanding actions for this application:

- Complying Development Certificate application ([Click here](#) to complete this application)
- Planning Certificate 10.7 application ([Click here](#) to complete this application)

 **Note:** If you have closed this application, you can either access the Planning Certificate application that was created from the 'Active work' dashboard (filter by 'Planning Certificate 10.7') or from the related cases tab within the related complying development certificate application. Click the relevant reference number to open the application.

Active work

Completed work

Application Type

All

	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
			PC10.7-2026-13	PENRITH	48 KAREELA AVENUE PENRITH 2750	In progress

 **Note:** Information from the related complying development application will be pre-populated in the application where relevant.

2. Click the arrow at the end of each row to view the information.

Case details

Documents

Analytics

Related cases

Applicant details

Application details

Payer details

Declarations

3. To edit the fields, select 'Applicant details' from the 'Actions' menu in the top right-hand corner. This will open the Planning Certificate application. Progress through the steps editing the information as required.

Planning Certificate 10.7

Reference number: PC10.7-2026-13

In progress

Actions

Close and home

Application

Preparation

Refresh

Applicant details

Planning Certificate 10.7

Reference number: PC10.7-2026-17

In progress

Actions

Close and home

Application

Preparation

Issuance

1 Applicant details

2 Application details

3 Payer details

4 Review and submit

4. Indicate if you are applying on behalf of a company.

Please provide the details of the individual or company that is to be recorded as the applicant.

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

☒ Yes
 ☐ No

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 'Search'.
- Select a result from the list provided.

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

☒ Yes
☐ No

Company details

ABN ▾

Enter here and search

Search

Name
--

ABN ACN
-- --

Trading name
--

Company email *

Address - postal *

Contact details

Title
Please Select... ▾

First given name *

Other given name/s

Family name *

Contact number

Email *

Address - postal *

5. Verify (and edit, if needed) the applicant contact details.

Contact details

Title
Please Select... ▾

First given name *

Other given name/s

Family name *

Contact number

Email *

Address - postal *

Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required.

 **Note:** The email address provided should be the same email address the applicant uses to log into the Portal. This email address will receive all correspondence sent via the Portal.

6. Select 'Add applicant' to enter further applicant details.

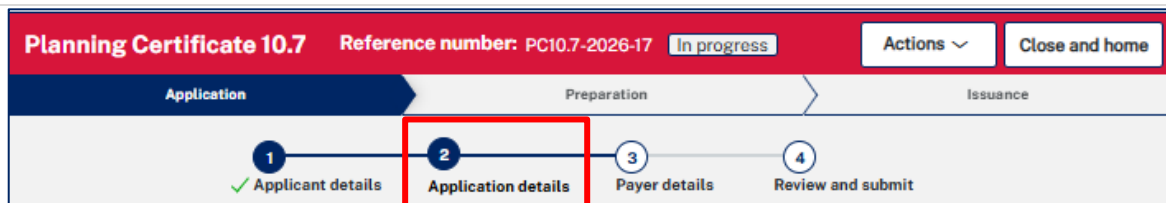
A screenshot of a web form with a button labeled "Add applicant" highlighted by a red rectangular box.

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

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

A screenshot of a web form showing three buttons: "Cancel", "Save and exit", and "Save and continue". The "Save and continue" button is highlighted with a red rectangular box.

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

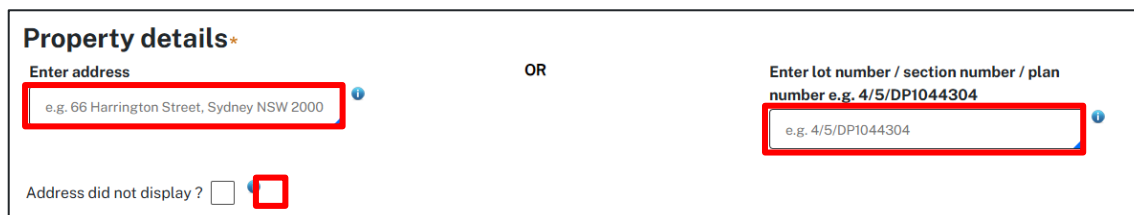
A screenshot of a progress bar for "Planning Certificate 10.7". The progress bar shows four steps: 1. Applicant details (completed), 2. Application details (highlighted with a red box), 3. Payer details, and 4. Review and submit. The top of the bar shows the reference number "PC10.7-2026-17" and the status "In progress".

8. Select the type of certificate being applied for.

A screenshot of a form titled "Certificate type". It asks the user to "Select the certificate type you would like to apply for?" and provides two radio button options: "S10.7 (2)" and "S10.7 (2 & 5)". The "S10.7 (2)" option is highlighted with a red rectangular box.

9. Enter the site address of your development or Lot/Section number/Plan.

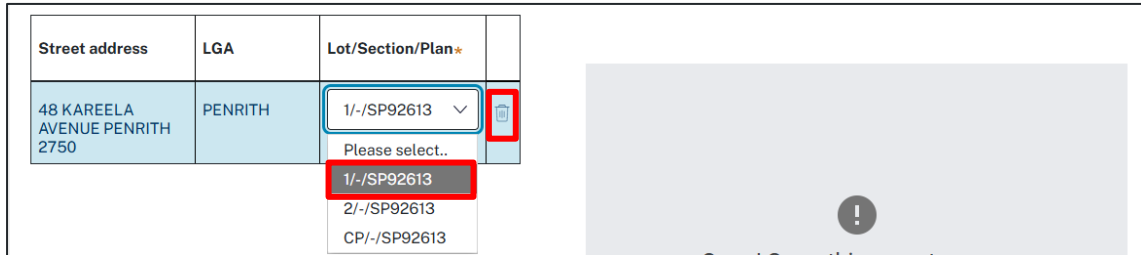
As you type, the system will auto-suggest addresses or the lot/section/plan number based on the information entered. Select the correct address or lot/section/plan number from the list.

A screenshot of a form titled "Property details". It has two input fields: "Enter address" and "Enter lot number / section number / plan number". The "Enter address" field contains the text "e.g. 66 Harrington Street, Sydney NSW 2000" and is highlighted with a red rectangular box. The "Enter lot number / section number / plan number" field contains the text "e.g. 4/5/DP1044304" and is also highlighted with a red rectangular box. Below the input fields, there is a checkbox labeled "Address did not display ?" which is currently unchecked.

If the address does not display, select the 'Address did not display?' checkbox and enter the address and local government area/state agency manually in the added text fields.

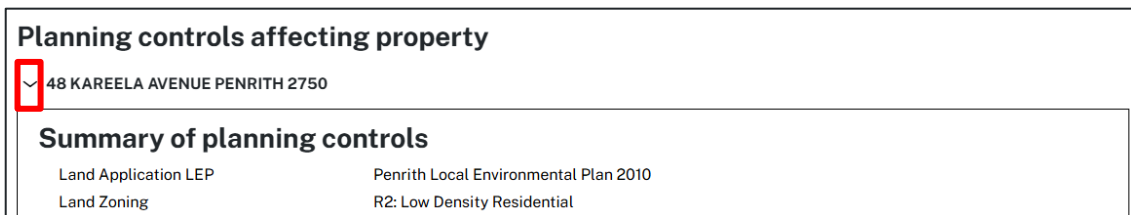
 **Note:** If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left and planning controls affecting the property below the address.

10. Select the relevant lot/section/plan number from the drop-down list.

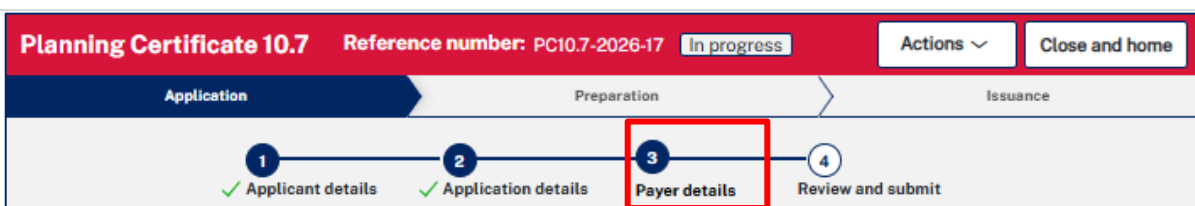


 **Tip:** To delete an address, click on the 'bin icon'.

11. The planning controls affecting the property can be viewed by clicking on the arrow below the heading for planning controls.



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



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.

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

Fee payment will be made by:

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

☒ Yes
☐ No

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.

ABN ▾	Enter here and search	Search
Name --		
ABN ACN -- --		
Trading name --		
Company email *		
Billing address *		
e.g. 66 Harrington Street, Sydney NSW 2000		

If you answer 'No', enter the details of the person making the payment.

Title
Please Select...
First given name *
John
Other given name/s
Family name *
Citizen
Contact number *
0412345678
Email *
applicant05@yopmail.com
Enter address
48 KAREELA AVENUE PENRITH 2750

 **Note:** Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required.

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

Cancel

Save and exit

Save and continue

Planning Certificate 10.7

Reference number: PC10.7-2026-17

In progress

Actions

Close and home

Application

Preparation

Issuance

1

2

3

4

✓ Applicant details

✓ Application details

✓ Payer details

Review and submit

15. Review the information entered on your application. To do this, click on the arrow beside each section heading.

Applicant details

Application details

Payer details

>

>

>

 **Note:** This information is read-only. If changes are needed, click the 'Previous' button (bottom left of screen) to navigate to the previous screens.

16. Complete the declarations and the bottom of the page.

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 if incomplete, the consent authority may request more information, which will result in delays to the application.

☐ 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).

☐ I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice.

17. Click 'Submit'.

Previous

Save and exit

Submit

18. Note: Complete the declarations and the bottom of the page.

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.

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☐ I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice.

19. Click 'Submit'.

Previous

Save and exit

Submit

What happens next?

- The status of the application will change to 'Submitted'.
- The relevant council will receive a system-generated notification to advise them that they have received an application for their review.
- The council will review your application and may request additional documentation to be provided. You will receive a system-generated email advising you of the request.

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 navigate the NSW Planning Portal dashboard

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