

Submitting an Application relating to SEPP Educational and Child Care Facilities

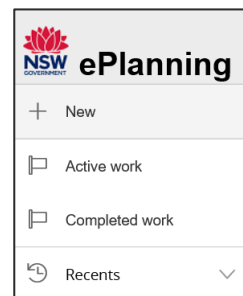


Applicant - Site Compatibility Certificates

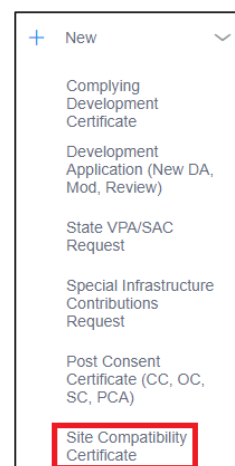
To submit an application via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the *How to Register for an Account* quick reference guide.

Getting started

1. After you have logged in to the NSW Planning Portal, **click** New at the top left of the screen.



2. **Click** on Site Compatibility Certificate from the list of options.



Selecting the Site of the Development

3. **Enter** the address of the site of development.

Enter address

2 BELMONT STREET SUTHERLAND 2232

Note: The Lot/Section Number/Plan can also be used as a search option.

Enter Lot/Section Number/Plan

e.g. 4/-/DP1044304

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Once the address has been located by the system, **click** on the Primary address box.

Street address	LGA	Lot/Section/Plan	Primary address?	
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	☒	

Note: Multiple addresses can be included, however only one address may be selected as the primary address.

4. **Click** Submit.

Submit

Note: The following tabs need to be completed step-by-step, starting with Applicant Details.

1. **Applicant Details**

2. Relevance to SEPP

3. Requirements and Uploads

4. Review and submit

Applicant Details

5. **Select** your Title from the dropdown menu.

Title *

Please Select... ▼

Note: Your name and contact email address will automatically populate based on your User Profile. You may change this information as required.

6. **Enter** your contact number.

Contact number

Mobile number preferred

7. **Enter** your residential / company address, **selecting** the appropriate option from the list.

Address *

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8. Indicate if you are applying on behalf of a company by **selecting** Yes or No.
If you answered Yes, **complete** the Company details.

Are you applying on behalf of a company?

☐ Yes

☐ No

9. **Indicate** who owns the development site.

Who owns the development site?

☒ I am the sole owner of the development site

☐ There are multiple owners of the development site and I am one of them

☐ There are one or more owners of the development site and I am NOT one of them

☐ A company or business owns the development site

Note: If you are the sole owner of the site, you will not need to provide additional information. You can add as many additional owners as required by clicking Add Owner.

If a company or business owns the development site, you will be required to provide the company name and ABN.

Owners Details

[Add Owner](#)

Owner 1

Title [+](#)

Please Select [v](#)

First given name [+](#)

Other given name/s

Family name [+](#)

Contact number

Mobile number preferred

Email [+](#)

Address [+](#)

☐ I declare that I have shown this document, including all attached drawings, to the owner(s) of the land, and that I have obtained their consent to submit this application.

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

Owner 1

Company name [+](#)

Enter registered business name

ABN [+](#)

☐ I declare that I have shown this document, including all attached drawings, to the owner(s) of the land, and that I have obtained their consent to submit this application.

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

10. **Select** Save and continue.

Save and continue

Note: The next tab is Relevance to SEPP and consists of information the Site Compatibility Certificate relates to.



1. Applicant Details

2. **Relevance to SEPP**

3. Requirements and Uploads

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Relevance to SEPP

- 11. Select** the State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017.

Select the SEPP under which you are requesting a Site Compatibility Application (SCC) *

☐ State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004 [What is this?](#)

☐ State Environmental Planning Policy (Infrastructure) 2007

☐ State Environmental Planning Policy (Affordable Rental Housing) 2009

☒ State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017

Note: There is a [What is this?](#) hyperlink corresponding to each category. You can click on this tool tip link for a more detailed explanation of the category definition.

- 12. Select** the relevant development form(s) from the list provided.

If Other is selected, you will be prompted to enter a description of the development.

Select any relevant forms of development proposed: *

☐ Centre-based child care facility [What is this?](#)

☐ Educational establishment [What is this?](#)

☐ Home-based child care [What is this?](#)

☐ School-based child care [What is this?](#)

☐ Other (please specify) [What is this?](#)

- 13. Enter** a description of the proposed development.

Provide a description of the proposed development *

- 14. Enter** the current land use at the proposed development site.

Enter the current land use at the subject site *

- 15. Enter** the current approvals at the adjacent land.

Enter the current approvals at the adjacent land *

- 16. Enter** the zoning of the adjacent land.

Enter the zoning of the adjacent land *

- 17. Enter** the proposed height of the building or structures.

Enter the proposed height of building or structures *

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18. Enter the proposed use of the building or structures.

Enter the proposed use of the building or structures *

19. Enter the proposed access details for the building or structure.

Enter the proposed access details for the building or structure *

Additional uses of certain State land permitted Clause 16(3) of SEPP (Educational Establishments and Child Care Facilities)

20. Indicate whether the purpose of the proposed development is the same as what is permitted on adjacent land.

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

Is the proposed development a purpose permitted with consent under the SEPP on adjacent land by the zoning of that land? Eg. School or TAFE establishment.

☒ Yes

☐ No

Which development and zone? *

Address	Zone
20 BATES DRIVE KAREELA 2232	R2

Identify the environment planning instrument containing the zone. *

Select...

Identify the adjacent land upon which the development is permitted. *

21. Indicate whether the land is not zoned for conservation purposes under an environmental planning instrument.

If Yes, you will be prompted to answer further questions.

Is the land NOT zoned for conservation purposes under an environmental planning instrument? * [What is this?](#)

☐ Yes

☐ No

Note: Depending on how questions are answered, you may receive a message such as the below.

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DO NOT continue filling out this form. A site compatibility certificate will not be issued under site compatibility certificate will not be issued under Clause 57(2).

22. Enter the relevant statements, demonstrating the site suitability for additional uses.

Provide a statement demonstrating whether the site is suitable for additional uses, and that those uses are compatible with surrounding land uses. In doing so, have regard to (at least) the following matters for consideration outlined under clause 37 of the SEPP:

Existing uses and approved uses of land in the vicinity of the proposed development *

The impact that the proposed (including its bulk and scale) is likely to have on the existing uses, approved uses and uses that are likely to be the preferred future uses of the surrounding land. *

The services and infrastructure that are or will be available to meet the demands arising from the development (eg: community, health, education, transport and retail services). *

The likelihood of there being any adverse effect on the environment or unacceptable environmental risks to the land. Consider the nature of the surrounding environment, including known significant environmental values, resources or hazards. *

Pecuniary Interest

23. Indicate if the applicant or owner is an employee or officer of the Department of Planning, Industry and Environment.

If Yes, you will be prompted to enter a description of the person including their name and position.

Pecuniary interest What is this?

Is the applicant or owner an employee or officer of the Department of Planning, Industry and Environment? *

☐ Yes

☐ No

24. Indicate if the applicant or owner has a relationship with any staff of the Department of Planning, Industry and Environment.

If Yes, you will be prompted to enter a description of the person including their name, position and your relationship to the person.

Does the applicant or owner have a relationship with any staff of the Department of Planning, Industry and Environment? *

☐ Yes

☐ No

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Political Donations

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

Political Donations
Persons lodging a planning 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

Application Fee

26. **Enter** the area of land (measured in hectares) to which the site compatibility certificate applies to calculate the application fee.

Application fee
Enter the area of land (measured in hectares) to which a site compatibility certificate is required. (Note: this will inform the fee calculation) *

27. **Select** Save and continue.

Save and continue

Note: The next tab is Requirements and uploads where you may attach the supporting documentation.

☒ 1. Applicant Details	☒ 2. Relevance to SEPP	3. Requirements and Uploads	4. Review and submit
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Requirements and Uploads

28. **Review** the required documents and additional documents that may be provided.

Note: The required documents are mandatory and must be uploaded before continuing to the next stage.

Required documents	
Document type	
Development Concept Plans*	What is this?
Owner's consent*	What is this?
Shadow diagrams*	What is this?
Survey plan*	What is this?
Additional documents	
Document type	
Access report	What is this?

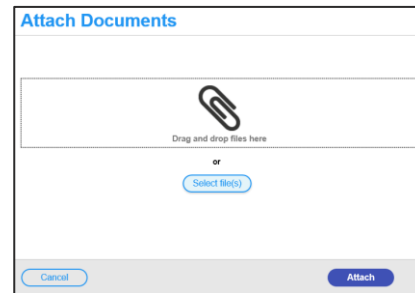
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29. Click Upload.

Upload

30. Click select files to search or drag and drop to attach files.



31. Ensure the attached files are placed in their appropriate categories.

Name	File	Category	
Development Concept Plans	Approved plans.docx	Development Concept Plans	
Shadow Diagrams	Site plans.docx	Shadow diagrams	
Survey Plans	Assessment Report.docx	Survey plan	
Owners Consent letter	Owners Consent letter.docx	Select...	

32. Click Attach.

Attach

33. Click Save and continue.

Save and continue

Note: The final tab in the Review and submit section where you may review all application details prior to submitting your application.



Review and Submit

34. After reviewing all the information provided on the application, **complete** the declaration to submit the application.

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Applicant declaration

Declarations *

- ☐ I/we hereby, apply, subject to satisfying the relevant requirements under State Environmental Planning Policy (Housing for Seniors or Persons with a Disability) 2004 for a site compatibility application pursuant to clause 50(2A) of the Environmental Planning and Assessment Regulation 2000.
- ☐ I/we hereby, provide a description of the proposed seniors housing development and address all matters required by the Secretary pursuant to clause 25(5)(b) of State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004.
- ☐ I declare that all the information in the application is, to the best of my knowledge, true and correct.
- ☐ I/we understand that if incomplete, the Department of Planning Industry and Environment may request more information, which will result in delays to the application.
- ☐ The Department of Planning Industry and Environment 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 the Department's Customer Service areas and on the Department's website.
- ☐ I/we 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/we have read and agree to the collection and use of my personal information as outlined in the Privacy Notice.

[Privacy Notice](#)

35. Click Submit.

Submit

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.

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