

Inputting Housing and Productivity Contribution Details

Fact sheet for applicants on inputting contribution details when applying for a DA or CDC in the NSW Planning Portal.

This fact sheet is designed to assist applicants to input the correct development details into the contributions case, when directed to do so, while applying for a development approval through the NSW Planning Portal.

Development requiring contribution

The Housing and Productivity Contribution now applies to development applications for new residential, commercial, and industrial development (including complying development and State Significant Development) in the Greater Sydney, Illawarra Shoalhaven, Lower Hunter and Central Coast regions.

More information regarding the policy can be found on the [Departments website](#) (link).

Applicants should refer to the [Housing and Productivity Contribution Ministerial Order](#) (link) if they are unsure their development meets the criteria below.

What types of development will the contribution apply to?

The Housing and Productivity Contribution applies to development for the purposes of:

- Some residential development including:
 - residential subdivision and some residential strata subdivision
 - residential flat buildings, shop top housing, build-to-rent housing
 - seniors housing independent living units
 - development for the purposes of a manufactured home estate
- commercial development
- industrial development

Housing and Productivity Contributions criteria

	Your development	Contributions case development type	Comment
PROPOSED: Residential subdivision and development	Residential subdivision into Torrens lots e.g. subdivision of an existing lot into several lots which could later be developed into housing	Residential lot (torrens)	Enter the number proposed lots as the number of units.
	Residential subdivision into strata lots for low density development e.g. subdivision of multi dwelling housing or a dual occupancy dwelling	Residential lot (strata low-density)	Do not use if your strata subdivision is for a residential flat building, shop top housing, or for any development defined <u>as high-density residential development</u> under the Order.
	Residential development for: residential flat buildings build to rent dwellings shop to housing seniors housing independent living units	Residential flat building Build to rent Shop top housing Independent living units	Do not enter subdivision details for these uses, even if you are subdividing at the same time.
	Development of a manufactured home estate	Manufactured home estate dwelling site	Charged on the sites in the estate, not on the dwellings that are subsequently developed.
	Lots subdivided for an exempt use e.g. affordable housing being constructed and subdivided in the same development application	Residential lot for an exempt use	Used for lots within your DA that are being developed into a dwelling which <u>is exempt from the contribution</u> . Evidence will be required within the DA.
EXISTING: Residential only	Entering existing development for an application involving torrens subdivision	Existing lot for torrens subdivision	Lots that exist at subdivision get a credit. If your development is a torrens subdivision use 'existing lot for torrens subdivision'. If your development is for strata subdivision use 'existing lot for strata subdivision'.
	Entering an existing for an application involving strata subdivision	Existing lot for strata subdivision	Existing development credits only apply to residential subdivision.

	Your development	Contributions case development type	Comment
PROPOSED: Commercial or industrial development or subdivision	Non-residential development	Use the appropriate development type to describe your development as per your development application	Note commercial and industrial development calculations should be in square metres to help understand new GFA
	Non-residential subdivision e.g. lots that can only be used for commercial or industrial purposes	Non-residential development	Any lot that cannot be used to residential purposes (as per the Order) should be entered as a non-residential lot

Detailed guidance for applicant input in contributions case

The NSW Planning Portal will automatically identify whether the Housing and Productivity Contribution will apply to your development when applying for a complying development certificate (CDC) or development application (DA).

During the application process, the portal will identify if a contribution may be payable. You will be directed to input further information for the development on the 'contributions case' to identify the contribution details.

After entering the information into the contributions case, you will be directed to the DA or CDC application to review and submit the information. Once submitted, the application will be assessed and the information in the 'contributions case' will be checked against the development details.

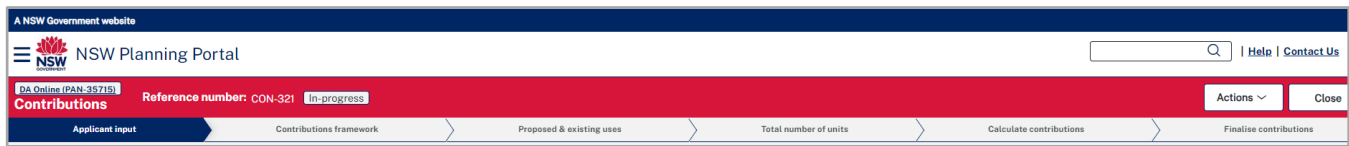
The system will assist the certifier or consent authority in calculating the Housing and Productivity Contribution. The contribution amount will be applied to your application approval as a condition of consent.

The information contained in the 'contributions case' is linked to the original application and can be amended by the consent authority if changes to the proposed development occur during assessment.

Completing the contributions case for a CDC and DA online

The Housing and Productivity Contribution is charged based on certain types of development.

When applying for your DA or CDC, you will be asked to enter the details of your development. If your application falls within a Housing and Productivity region a 'contributions case' may be triggered, depending on the type of development you are proposing. The 'contributions case' will open as part of the application process.



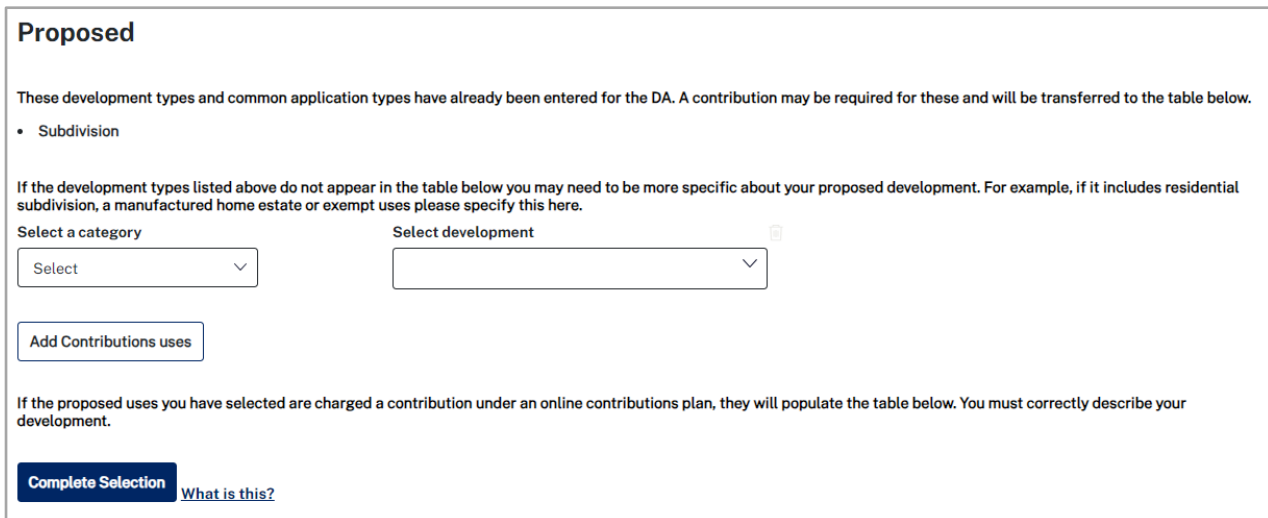
You must accurately answer the questions in the 'contributions case' to ensure that you are charged the correct contributions. The 'contributions case' will be assessed along with your DA or CDC.

Some of the questions in the 'contributions case' may be like the questions you have already answered earlier the development application. This is to confirm the nature of the development for the purposes of calculating the contribution.

Please complete these questions accurately, using the guidance below, even if you feel you have already answered them.

Proposed development

Proposed development means the development that you are seeking approval for in your application.



- The development types and common application types you entered on your application will be carried over into the 'contributions case'.
- More details will be required on your development to accurately calculate your contribution.
- Please input **the details of all components** of your development including where the DA is for:
 - Both subdivision and development
 - A mixture of residential and non-residential development.
- Follow the relevant quick reference guide (links below) for further guidance on how to input details into the contribution case.
 - [Submit a Development Application](#) Quick Reference Guide (link)

- [Submit a Complying Development Certificate Quick Reference Guide \(link\)](#)

Subdivision

If your DA includes any type of subdivision, you will need to input further details. Please input this information even if your DA is for both subdivision and development.

Excluded lots should be identified as ‘non-residential development’. An excluded lot is generally a lot on which residential accommodation is not permitted. For example, a lot that is to be dedicated for use as a public road or drainage reserve, for community land, or where the use of the lot is for a non-residential development. See the [Ministerial Planning Order \(link\)](#) to determine if any of your lots are excluded lots.

Super lots are subject to the contribution and must be entered in at this stage.

Select a category

Subdivision

Select development *

Non-residential development
Residential lot for an exempt use
Residential lot (strata)
Residential lot (torrens)

Add Contributions uses

Contribution Use	How to apply it in the digital tool
Residential lot (torrens)	Select if you are doing any Torrens subdivision for the purposes of residential development. For example, subdivision of an existing lot into several lots which could later be developed into housing.
Residential lot (strata low-density)	Select if you are doing strata subdivision for residential purposes (e.g. multi dwelling housing, strata subdivision of a dual occupancy dwelling) Do not use if your strata subdivision is for a residential flat building, shop top housing, or for any development defined as <i>high-density residential development</i> under the Order .
Residential lot for an exempt use	Use this for any lots within your development application that are simultaneous being subdivided and also developed into a dwelling which is exempt from the Housing and Productivity Contribution.
Non-residential development	Select for any lots or strata lots that will be subdivided and cannot be used for residential purposes, for example lots that can only be used for commercial or industrial purposes.

Residential development

If your DA includes any type of residential development, please input further details. Please input this information even if your DA is for both subdivision and development.

Select a category Residential Accommodation ▾ Add Contributions uses	Select development * ▾ Attached dwelling Boarding house Build-to-rent Co-living Dual occupancy (detached) Dwelling House Group home Group home (permanent) Group home (transitional) Hostel Independent living units Manufacture
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Manufactured home estates

Manufactured home estates are charged per dwelling site. You are not subsequently charged for placing a manufactured home on the site, or for later subdividing any dwelling sites.

Select a category Manufactured home estate ▾ Add Contributions uses	Select development * ▾ Manufactured home dwelling site
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Commercial or industrial development

The Housing and Productivity Contribution applies to commercial and residential development.

You would have already entered a development type as part of your development application information, and this will have carried across to your contributions case.

If you entered a general development type in your DA such as 'commercial development' you may need to enter a more specific one for contributions purposes.

Select a category Industrial Development ▾ Add Contributions uses	Select development * ▾ Agricultural produce industry Artisan food and drink industry Composting facilities and works Creative industry Data centre Extractive Industries (non-mining) Farm building General industry Hazardous Industry Hazardous storage establishment Heavy Industrial Storage Establishment Heavy industry
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Mixed use development

For mixed use development follow the steps above and ensure that each component of your development is shown in your selections before clicking 'Complete Selection'. This includes any subdivision and development components that are part of your DA.

Select a category Residential Accommodation ▼	Select development * Shop Top Housing × ▼
Select a category Commercial Development ▼	Select development * Retail Premise × ▼
Select a category Subdivision ▼	Select development * Non-residential develop... × ▼
Select a category Subdivision ▼	Select development * Residential lot (strata) × ▼
Add Contributions uses	

Existing development (residential development only)

Existing development means the dwellings or residential lots you started with, for example the empty lot you will build on or the super lot you will subdivide.

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

☒ Yes
☐ No

Existing [What is this?](#)

Please enter the details of any existing residential development on the site of your DA.

Select a category	Select development
Please Select... ▼	▼

Add type/use

If the proposed uses you have selected are charged a contribution or receive an exemption under an online contributions plan, they will populate the table below. You must correctly describe your development.

[Complete Selection](#) [What is this?](#)

The Housing and Productivity Contribution is calculated based on the number of additional lots or dwellings created.

For **residential subdivision** it calculates this based on the total number of lots proposed, minus the number of existing lots on your site. You must input existing development for residential purposes. You can input an existing lot if it is a lot:

- that exists when the development application for the Housing and Productivity Contribution development is made,
- on which residential accommodation is permitted.

If your development is a **torrens subdivision**, use 'existing lot for torrens subdivision'. If your development is for **strata subdivision**, use 'existing lot for strata subdivision'.

For **residential development** it calculates this based on the total number of dwellings proposed, minus the number of existing dwellings retained on your site. You must input existing development for residential purposes using the residential development types.

Existing development is not required for any commercial or industrial development.

Existing [What is this?](#)

Please enter the details of any existing residential development on the site of your DA.

Select a category

Existing residential lots

Select development *

Existing lot for strata subdivision

Existing lot for torrens subdivision

Add type/use

Inputting the number of units for calculation

Any development types that have a contribution rate associated with them will appear in the table. You must correctly enter the number of units for each type for both your proposed and existing development.

For example, the number of proposed and existing residential lots, the number of new square meters of non-residential floor space, the number of dwelling sites in a proposed manufactured home estate, the number of dwellings in a proposed build to rent development or residential flat building.

Proposed number of units for calculating contributions What is this?			
Development	Sub types What is this?	Total number of units	Unit of charge
Office Premise			SQM of GFA
Retail Premise			SQM of GFA

Development that is exempt from the contribution

The [Housing and Productivity Contribution Ministerial Order](#) (link) exempts some types of development from being charged. Generally, this includes:

- public housing
- some affordable housing (check the Order to ensure you match the criteria)
- supportive accommodation and specialist disability accommodation for the NDIS
- boarding houses
- group homes
- hostels
- seniors housing (other than a group of independent living units)
- Applicants must check the Order to ensure their specific development is exempt.

If your development has components that are exempt, you can detail these components in the digital tool and they will not be charged. An exempt use exempts both:

- Development of that use (e.g. the construction of some affordable housing dwellings in a residential flat building)
- Subdivision of land for an exempt purpose, only if the development is within the same development application (e.g. subdivision of land and construction of exempt housing in the same development application)

Exempt Use	How to apply it in the digital tool
Development for: • social and affordable housing • supportive accommodation and specialist disability accommodation for the NDIS • boarding houses • group homes • hostels • seniors housing (other than a group of independent living units)	These development types do not have Housing and Productivity Contributions assigned to them. Selecting these will ensure that the component of your development that is for an exempt use is not charged
Residential lot for an exempt use	Use if your development application includes subdivision and development on the subdivided lot for an exempt use. These must be within the same development application. You must select both the development type of the exempt use and include 'residential lot for an exempt use' for the subdivision.

Select a category

Subdivision

▼

Add Contributions uses

Select development *

▼

Non-residential development

Residential lot for an exempt use

Residential lot (strata)

Residential lot (torrens)

Paying the contribution

You must pay the Housing and Productivity Contribution through the NSW Planning Portal.

The amount paid will be automatically updated to reflect any indexation or discounts that may apply.

Applicants who have other arrangements, such as State planning agreements, will need to approach the department to close-off or update the outstanding monetary contribution amounts.

The release of post-consent certificates will be restricted if payment has not been made.

The [Online Payments for Housing and Productivity Contributions](#) (link) Quick Reference Guide provides guidance on how to make the Housing and Productivity Contribution payment.