

Development Application | Applicant

How to request an extension of a development consent

Version: 1

Last Updated: September 2026



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 request an extension of a development consent

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Introduction

An applicant can submit an extension request for a development consent granted for less than 5 years via the NSW Planning Portal using two different methods:

- as a related application (this will pre-populate information from the original development application into the extension request), or
- as a new standalone surrender notice from the 'Create new' functionality on the dashboard.



Note: You can only submit one extension request during the life of a development consent, and you must lodge the extension request before the consent expires.

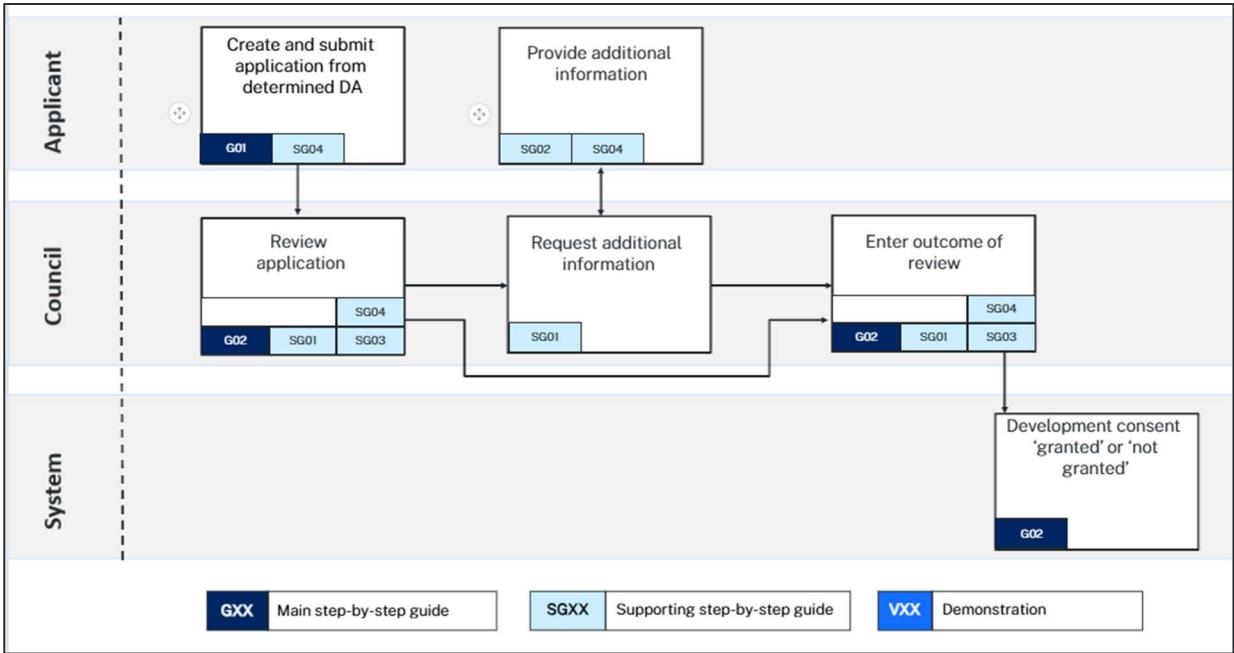
Once submitted, the request will be sent to the relevant consent authority for assessment.

The consent authority may:

- grant the extension and provide a new lapse date
- not grant the extension and provide a reason for its decision
- request additional information to support its assessment.

This guide explains how to request an extension, upload supporting documents and view the outcome in the NSW Planning Portal.

Workflow



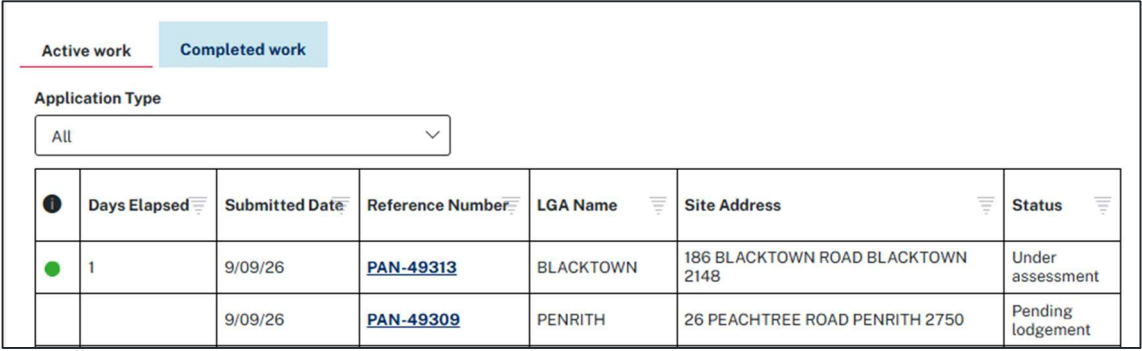
Caption: This workflow includes references to the related support resources, the details of which are in the ‘More information’ section of this guide.

How to create and submit an extension request from a development consent

This section outlines the process for creating and submitting an application from an existing development consent. When using this method, information from the development consent will pre-populate the extension request.

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

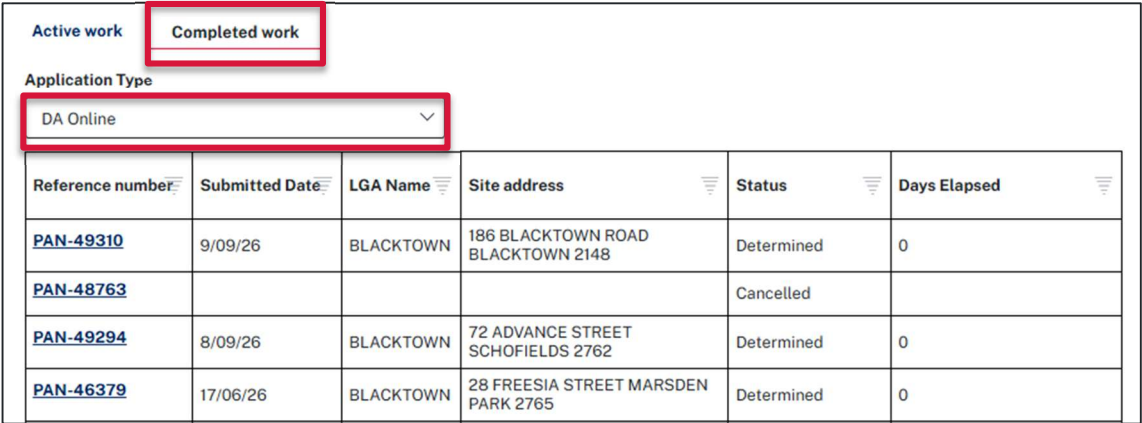
1. **Log in** to the NSW Planning Portal to display your dashboard.



The screenshot shows the 'Completed work' tab selected. Below the tabs is an 'Application Type' dropdown menu set to 'All'. A table displays a list of applications with columns for Days Elapsed, Submitted Date, Reference Number, LGA Name, Site Address, and Status.

	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
	1	9/09/26	PAN-49313	BLACKTOWN	186 BLACKTOWN ROAD BLACKTOWN 2148	Under assessment
		9/09/26	PAN-49309	PENRITH	26 PEACHTREE ROAD PENRITH 2750	Pending lodgement

2. **Select** the 'Completed work' tab, then select 'DA Online' from the 'Application type' drop-down menu.



The screenshot shows the 'Completed work' tab selected. The 'Application Type' dropdown menu is now set to 'DA Online'. The table below shows a list of applications with columns for Reference number, Submitted Date, LGA Name, Site address, Status, and Days Elapsed.

Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed
PAN-49310	9/09/26	BLACKTOWN	186 BLACKTOWN ROAD BLACKTOWN 2148	Determined	0
PAN-48763				Cancelled	
PAN-49294	8/09/26	BLACKTOWN	72 ADVANCE STREET SCHOFIELDS 2762	Determined	0
PAN-46379	17/06/26	BLACKTOWN	28 FREESIA STREET MARSDEN PARK 2765	Determined	0

3. Locate the determined development application you want to extend, then **select** its reference number to open it.

Application Type					
DA Online					
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed
PAN-49310	9/09/26	BLACKTOWN	186 BLACKTOWN ROAD BLACKTOWN 2148	Determined	0
PAN-48763				Cancelled	

4. **Select** 'Extension of development consent' from the 'Request related application' drop-down menu.

DA Online Reference number: PAN-49310 Council Id: BT-123 Determined

Copy to new application Request related application Actions Close and home

Pre-lodgement Review Lodgement Determination

Case Owner: Black town

Request Certificate
S.68 of the Local Government Act
Roads Act
Modification or surrender of development consent
Extension of development consent

Extension of development consent

i If you need to apply for a Post Consent Certificate or appoint a Principal certifier, use the "Request related application" button above. Also use this button if your application requires a s68 of the Local Government Act or Roads Act application. If no option is displayed for

- Note:** This option will not be available if there is an existing approved extension request or the consent has already lapsed.

5. A new Extension of Development Consent request will open. Review the applicant details and complete or update all mandatory fields

Applicant details

Primary applicant details

First given name*
John

Other given name/s

Family name*
Smith

Contact number
Mobile phone number preferred. Format: xxxxxxxxxx

Email*
John.Smith@yopmail.com

Address*
186 BLACKTOWN ROAD BLACKTOWN 2148

 **Note:** Information is automatically populated from the related development application. Check that the information is correct and update any details that have changed.

6. **Select** whether 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', **complete** the additional questions.

ACN Enter here and search

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

Name
--

ABN ACN
-- --

Trading name
--

7. **Select** who owns the development site.

Who owns the development site?

☒ I am the only 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 the applicant is NOT one of them

☐ A company, business, government entity or other similar body owns the development site

If you select 'There are multiple owners of the development site and I am one of them', provide the details for each owner.

Who owns the development site?

☐ I am the only 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 the applicant is NOT one of them

☐ A company, business, government entity or other similar body owns the development site

If owner's consent is required and has not been obtained, the extension of the development consent may not be granted.

 **Note:** If the required owner's consent has not been obtained, the extension request may not be granted.

To add another owner, **click** 'Add Owner'. **Select** the checkbox to confirm that you have obtained consent from all owners of the development site.

Add Owner

Owner 1

☐ Owner builder?

Title

Please Select... ▾

First given name*

John

Other given name/s

Family name*

Smith

Contact number

Mobile phone number preferred. Format: xxxxxxxxxx

Email*

John.Smith@yopmail.com

Address*

186 BLACKTOWN ROAD BLACKTOWN 2148

☐ I have obtained the consent of the owner(s) of the land 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.

If you select 'There are one or more owners of the development site and the applicant is not one of them', provide the details for each owner.

Who owns the development site?

☐ I am the only 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 the applicant is NOT one of them

☐ A company, business, government entity or other similar body owns the development site

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☐ Owner builder?

Title

Please Select... ▾

First given name*

John

Other given name/s

Family name*

Smith

Contact number

Mobile phone number preferred. Format: xxxxxxxxxx

Email*

John.Smith@yopmail.com

Address*

186 BLACKTOWN ROAD BLACKTOWN 2148

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 **Note:** If the required owner's consent has not been obtained, the extension request may not be granted.

If you select 'A company, business, government entity or other similar body owns the development site', provide the organisation's details.

Who owns the development site?

- ☐ I am the only 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 the applicant is NOT one of them
- ☒ A company, business, government entity or other similar body owns the development site

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 **Note:** If the required owner's consent has not been obtained, the extension request may not be granted.

Add Owner

Owner 1

☐ Owner builder?

Title

Please Select... ▾

First given name*

John

Other given name/s

Family name*

Smith

Contact number

Mobile phone number preferred. Format: xxxxxxxxxx

Email*

John.Smith@yopmail.com

Address*

186 BLACKTOWN ROAD BLACKTOWN 2148 ?

☐ I have obtained the consent of the owner(s) of the land 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.

8. Select 'Save and continue' to move to the next page.

Cancel

Save and continue

The development consent details are automatically populated from the related development application.

9. Enter the current lapse date. This can be found in the notice of determination.

Current lapse date *

The current lapse date must match the lapse date shown in the notice of determination.

9/09/2027

📅

Note: This field will only be pre-populated if it was entered into the NSW Planning Portal when the application was determined.

Note: If the current lapse date has passed, you will be unable to continue.

Current lapse date *

The current lapse date must match the lapse date shown in the notice of determination.

23/09/2026



 **The development consent has lapsed and is no longer eligible for an extension.**

10. Enter the reasons for requesting an extension.

Reasons for request *

Please provide reasons showing good cause to request an extension to the development consent. If you are unsure, please contact your council



Remaining: 2000 characters

11. Click 'Save and continue'.

12. Click 'Upload' to add required or supporting documents.



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

Document type		File name	Upload status
Notice of determination *	What is this?	NoticeOfDetermination.pdf	
Owner's consent	What is this?		
Other	What is this?		

a. **Select** your files, or drag and drop them into the upload area.

Requirements and uploads

Please upload files in one of the following file types. The maximum file size is 10MB. Files cannot include any executable (.exe or .osx) file types. The maximum file name can be up to 150 characters.

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

If you need to amend any attachments, you must delete the attachment first.

For more information on the documents you can upload, see the [Environmental Planning and Assessment Act 1979](#).

Upload

All uploaded files are scanned by a computer system.

Document type

Notice of determination*

Attach Documents

Drag and drop files here

or

Select file(s)

Attach

Upload status

✓

- b. Select a document type, then click 'Attach'.

Requirements and uploads

Attach Documents

Drag and drop files here

or

Select file(s)

Name*	File	Category
Owner's consent	Council DA checklist.pdf	Owner's consent

Attach

13. Select 'Save and continue' to continue.

Previous **Save and exit** **Save and continue**

14. **Review** the information and ensure it is correct. Scroll to the bottom of the 'Review and submit' page and complete all 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 application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this 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](#)

15. Select 'Submit' to lodge the extension request.

16. Select 'Close and home' to return to your dashboard. You can reopen the request from the Active Work tab to view its details, documents and status.

Extension of development consent Reference number: EXR-102 Under Consideration Actions

✓ Extension submission Outcome of notice

Please provide your feedback

Documents Action summary Related cases

How to create and submit an extension request using the ‘Create new’ functionality

This section outlines the process for creating and submitting an application using the ‘Create new’ functionality on the NSW Planning Portal dashboard.

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

Active work						
Completed work						
Application Type						
All						
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
1	1	9/09/26	PAN-49313	BLACKTOWN	186 BLACKTOWN ROAD BLACKTOWN 2148	Under assessment
		9/09/26	PAN-49309	PENRITH	26 PEACHTREE ROAD PENRITH 2750	Pending lodgement

2. **Select** ‘Development application (New, Mod, Review, Surrender, Extension)’ from the application drop down, and click ‘Create new’.

A NSW Government website

NSW Planning Portal

Search | Help | Contact Us

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

Select a digital service

Search

- Activation Precinct Certificate
- BASIX
- Building Information Certificate
- Complying Development Certificate (New CDC, Mod)
- Concurrence and Referral
- Cumberland Plains Conservation Plan
- DCCEEW-Water Group - Controlled Activity Approval
- Development Application (New, Mod, Review, Surrender, Extension)**
- Planning Certificate 10.7
- Planning Proposal

Active work

Application Type

DA Online

Reference num

[PAN-20417](#)

[PAN-16531](#)

Days Elapsed

-1

1289

Create new

3. Select 'Extension of development consent' as the application type.

Application type

What is the application type? *
You can find more information about each application type by selecting it

☐ Development application

☐ Modification application

☐ Review of determination

☒ Extension of development consent

☐ Notice of modification or surrender of development consent

4. Enter the NSW Planning Portal application number (PAN) you would like to surrender.

To continue, you'll need your Planning Portal application number (PAN). If the development consent wasn't submitted through the NSW Planning Portal, [register non-portal consent](#) to get one.

Provide NSW Planning Portal application number (PAN) * ⓘ

For example, PAN-1234

5. Click 'Find application' to relate the application.

Provide NSW Planning Portal application number (PAN) * ⓘ

For example, PAN-1234

If the application reference number is valid, the application will be pre-populated with the details from that development consent.

6. A new Extension of Development Consent request will open. Review the applicant details and complete or update all mandatory fields

Applicant details
Primary applicant details
First given name *

Other given name/s

Family name *

Contact number

Email *

Address *

 **Note:** Information is automatically populated from the related development application. Check that the information is correct and update any details that have changed.

7. **Select** whether 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', **complete** the additional questions.

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

Name
-- --
ABN ACN
-- -- --
Trading name
-- --

8. **Select** who owns the development site.

Who owns the development site?

- ☒ I am the only 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 the applicant is NOT one of them
- ☐ A company, business, government entity or other similar body owns the development site

If you select 'There are multiple owners of the development site and I am one of them', provide the details for each owner.

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If owner's consent is required and has not been obtained, the extension of the development consent may not be granted.

 **Note:** If the required owner's consent has not been obtained, the extension request may not be granted.

To add another owner, **click** 'Add Owner'. **Select** the checkbox to confirm that you have obtained consent from all owners of the development site.

Add Owner

Owner 1

☐ Owner builder?

Title

Please Select... ▾

First given name*

John

Other given name/s

Family name*

Smith

Contact number

Mobile phone number preferred. Format: xxxxxxxxxx

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Address*

186 BLACKTOWN ROAD BLACKTOWN 2148

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186 BLACKTOWN ROAD BLACKTOWN 2148 ⓘ

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☐ Owner builder?

Title

Please Select... ▾

First given name*

John

Other given name/s

Family name*

Smith

Contact number

Mobile phone number preferred. Format: xxxxxxxxxx

Email*

John.Smith@yopmail.com

Address*

186 BLACKTOWN ROAD BLACKTOWN 2148 ⓘ

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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.

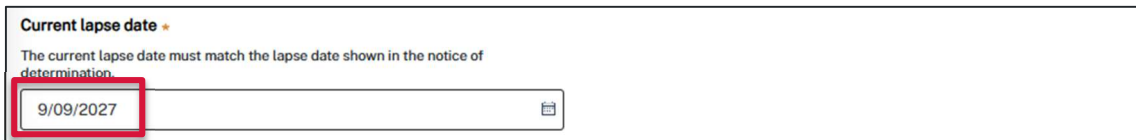
9. Select 'Save and continue' to move to the next page.



Cancel Save and continue

The development consent details are automatically populated from the related development application.

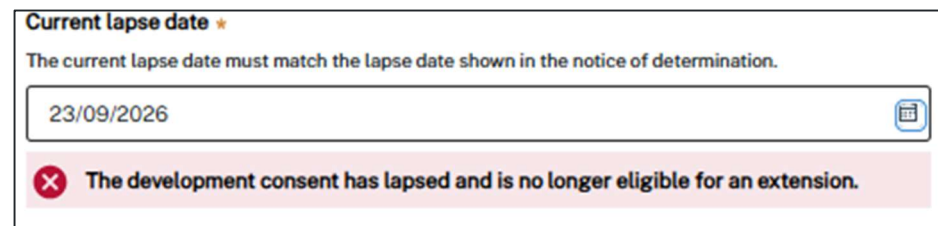
10. Enter the current lapse date. This can be found in the notice of determination.



Current lapse date *
The current lapse date must match the lapse date shown in the notice of determination.
9/09/2027

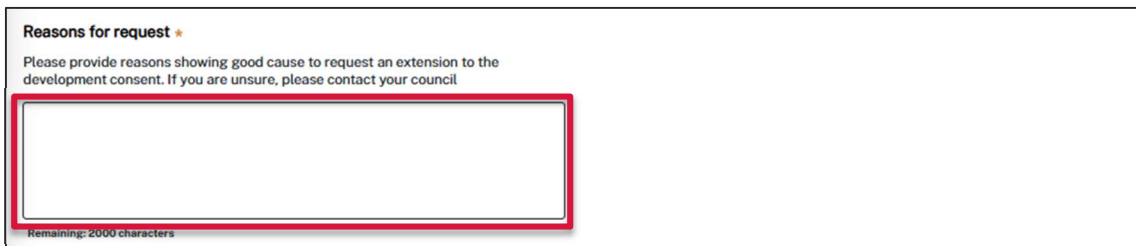
Note: This field will only be pre-populated if it was entered into the NSW Planning Portal when the application was determined.

Note: If the current lapse date has passed, you will be unable to continue.



Current lapse date *
The current lapse date must match the lapse date shown in the notice of determination.
23/09/2026
✕ The development consent has lapsed and is no longer eligible for an extension.

11. Enter the reasons for requesting an extension.



Reasons for request *
Please provide reasons showing good cause to request an extension to the development consent. If you are unsure, please contact your council
Remaining: 2000 characters

12. Click 'Save and continue'.



Previous Save and exit Save and continue

13. Click 'Upload' to add required or supporting documents.

Upload

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

Document type		File name	Upload status
Notice of determination *	What is this?	NoticeOfDetermination.pdf	✓
Owner's consent	What is this?		
Other	What is this?		

- c. Select your files, or drag and drop them into the upload area.

Requirements and uploads

Please upload files in one of the following file types. The maximum file size is 10MB.

The file name can be up to 150 characters.

If you want to upload the same file multiple times, you must upload or attach one file at a time.

If you need to amend any attachments, you must upload or attach one file at a time.

For more information on the documents, see the [Environmental Planning and Assessment Act 1979](#).

Upload

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

Document type		File name	Upload status
Notice of determination *	What is this?	NoticeOfDetermination.pdf	✓
Owner's consent	What is this?		
Other	What is this?		

Attach Documents



Drag and drop files here

or

Select file(s)

Cancel

Attach

- d. Select a document type, then click 'Attach'.

Requirements and uploads

Please upload files in one of the following file types. The maximum file size is 10MB.

The file name can be up to 150 characters.

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Document type		File name	Upload status
Notice of determination *	What is this?	NoticeOfDetermination.pdf	✓
Owner's consent	What is this?		
Other	What is this?		

Attach Documents



Drag and drop files here

or

Select file(s)

Name *	File	Category	
Owner's consent	Council DA checklist.pdf	Owner's consent	✕

Cancel

Attach

14. Select 'Save and continue' to continue.

Previous

Save and exit

Save and continue

15. **Review** the information and ensure it is correct. Scroll to the bottom of the 'Review and submit' page and complete all 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 application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this 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](#)

16. **Select** 'Submit' to lodge the extension request.

Previous

Save and exit

Submit

17. **Select** 'Close and home' to return to your dashboard. You can reopen the request from the Active Work tab to view its details, documents and status.

Extension of development consent Reference number: EXR-102 Under Consideration Actions **Close and home**

✓ Extension submission Outcome of notice

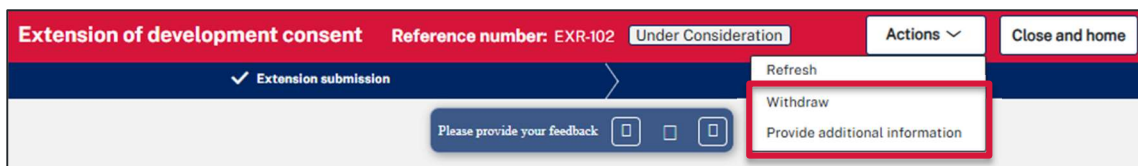
Please provide your feedback

Application details Documents Action summary Related cases

What happens next?

After you submit the extension request:

- The request will be sent to the relevant consent authority for assessment.
- The status will change to 'Under consideration'.
- You will receive an email confirming that the request has been submitted, and the request can be viewed from your NSW Planning Portal dashboard.
- While the request is under consideration, you can provide additional information if requested by the consent authority, or withdraw the request if it was submitted in error.



- Once the consent authority has completed its assessment, you will receive an email advising whether the extension has been granted. If it is granted, the email will include the new lapse date.
- You can open the extension request in the NSW Planning Portal to view its details and any documents uploaded by the consent authority. The request and outcome will also be recorded against the original development application.

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:

Reference	Title
G01	How to request an extension of a development consent
SG02	How to provide additional information
SG04	How to withdraw a development application

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