

Development Application | Council

How to review and process a request to extend a development consent

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How to review and process a request to extend a development consent

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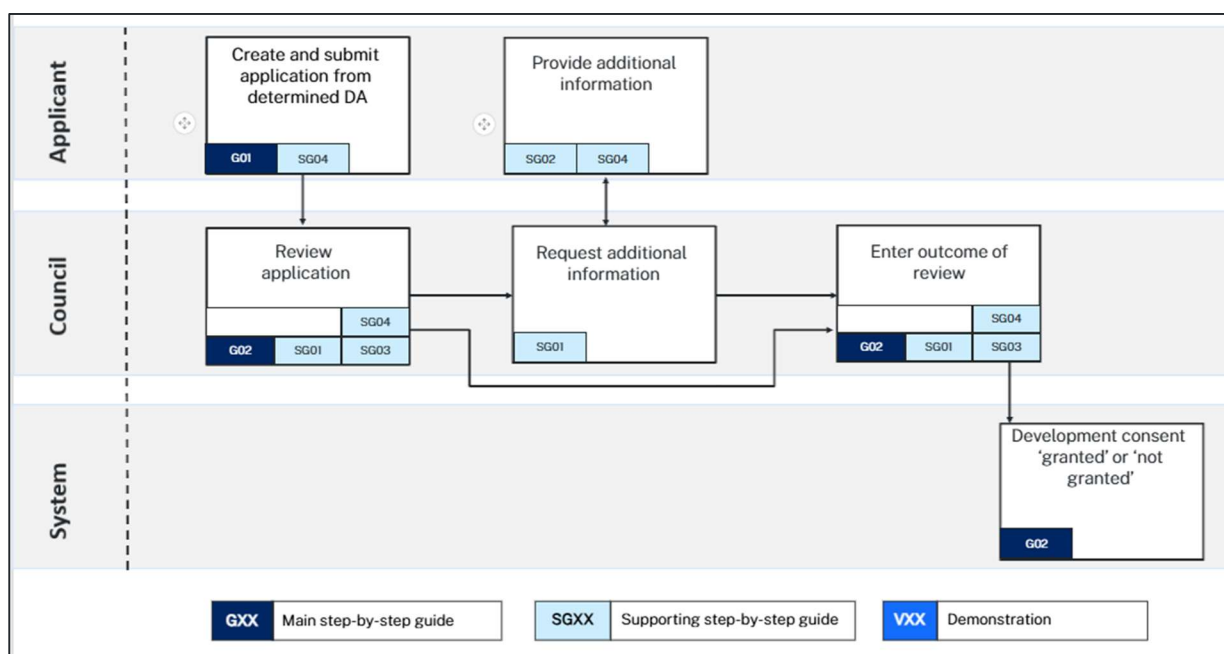
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Introduction

An applicant can submit a request to extend their development consent through the NSW Planning Portal. Submitted requests appear in the council's 'DA Council' work basket, where they can be assigned to a council officer for assessment.

This guide explains how to review an extension request, record the outcome and upload an optional assessment outcome document.

Workflow



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

 **Note:** A development consent can only be extended once, for up to 12 months. The NSW Planning Portal will show a warning if more than five years have passed, but council must check the new lapse date meets the relevant requirements.

Steps

 **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.

Active work Completed work Unassigned tasks 3742 Assigned tasks Case status						
Application Type						
All						
Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	
		ROC-1661			In progress	
		CNR-16672	BLACKTOWN	32 CHRISTY DRIVE SCHOFIELDS 2762	Pending Referral Submission	

2. **Select** the 'Unassigned tasks' tab, then **select** the 'DA Council WB' workbasket.

Active work Completed work Unassigned tasks 3742 Assigned tasks Case status	
 Certificate Register - Council WB	1,575
 Certificate WB	893
 Complying Development Certificate (CDC)	649
 DA Council WB	468
 PP Council WB	92
 Relevant Matters WB	38
 S.68 WB	27

3. **Locate** the 'Extension of development consent' request, then **click** the reference number to open it.

DA Council WB199

1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		17/09/26	EXR-47	WOLLONDILLY	25 ARGYLE STREET PICTON 2571	Under Consideration	Extension of development consent
		13/07/26	AMDR-536	WOLLONDILLY	10 HADDON PLACE PICTON 2571	Under Consideration	Amendment request

4. Click the 'Assign to me' button.

The screenshot shows the top of a web form. The header is red and contains the text 'Extension of development consent', 'Reference number: EXR-47', and a status dropdown set to 'Under Consideration'. To the right are 'Actions' and 'Close and home' buttons. Below the header is a blue progress bar with two steps: 'Extension submission' (marked with a checkmark) and 'Outcome of notice'. A grey box below the progress bar contains the text: 'Please find the details related to this case in the tabs below. If you need to re-assign this case to yourself, click the "Assign to me" button.' Below this text is a button labeled 'Assign to me' which is highlighted with a red rectangle.

5. Select 'Assign this task to me' checkbox, then click 'Submit'.

The screenshot shows a modal titled 'Assign this task to me'. It contains a checkbox labeled 'Assign this task to me' which is highlighted with a red rectangle. Below the checkbox are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangle. There is also a 'Save and exit' button next to the 'Submit' button.

6. **Verify** the 'Current lapse date' matches the lapse date in the Notice of Determination. If it does not match, update the 'Current lapse date' before recording the assessment outcome.

The screenshot shows the 'Outcome of review' section. On the right, there is a council logo and the text 'Council 14 UAT 0925'. Below the title, there is a section for 'Current lapse date' with a star icon. Below this is a text box that says 'The current lapse date must match the lapse date shown in the notice of determination.' Below the text box is a date input field containing '30/09/2029' and a calendar icon. The date input field is highlighted with a red rectangle.

 **Note:** If the current lapse date is more than five years old, the NSW Planning Portal will display a warning. The request can still be processed, but approval is subject to council's assessment and decision.

7. **Indicate** if the extension has been granted or not granted

The screenshot shows a question: 'Has the extension of lapsing period been granted?'. Below the question are two radio buttons: 'Granted' and 'Not granted'. The 'Granted' radio button is highlighted with a red rectangle.

If 'Granted' enter date the development consent will lapse.

The screenshot shows the same question as before, but now the 'Granted' radio button is selected. Below the radio buttons is a text box labeled 'Date the development consent will lapse' with a star icon. Below the text box is a date input field which is highlighted with a red rectangle.

If 'Not granted' **provide** reason.

Has the extension of lapsing period been granted?*

☐ Granted

☒ Not granted

Reason for not granting extension*

Remaining: 2000 characters

 **Note:** If an extension is 'Not granted', the applicant can submit another extension request. The new lapse date must be later than the current lapse date. It cannot be the same date or an earlier date.

8. If required, **click 'upload'** to attach the assessment outcome 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
Assessment outcome		

a. Select the file or drag and drop it into the 'Attach Documents' screen

Document uploads

Please upload files in one of the following file formats: PDF, Word, Excel, JPEG, PNG or ZIP. Please ensure the ZIP file does not include any executable (.exe or .osx) file types. The maximum file size is 300 MB.

The file name can be up to 150 characters.

If you want to upload the same document at a time.

If you need to amend any attachments, click the 'Edit' button.

For more information on the document upload process, see the [Environmental Planning and Development Act 2017](#).

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

Assessment outcome

Attach Documents

Drag and drop files here

or

Select file(s)

Cancel **Attach**

- b. Categorise the file type before clicking 'Attach'.

×

Attach Documents



Drag and drop files here

or

Select file(s)

Name*	File	Category	
Assessment outcome	Assessment outcome.pdf	Assessment outcome	 

Cancel

Attach

9. Click 'Submit' to complete outcome of request.

Cancel

Save and exit

Submit

10. Select 'Close and home' to return to your dashboard.

Extension of development consent

Reference number: EXR-47

Granted

Actions

Close and home

✓ Extension submission

✓ Outcome of notice

✓ You have provided the outcome of your review

What happens next?

- The status of the extension request will update to 'Granted' or 'Not granted', depending on the outcome selected.
- The applicant will receive a system-generated email advising them of the outcome.
- If the extension is granted, the email will include the new lapse date.
- The extension request can be accessed from the 'Related cases' tab of the original development application.
- The completed extension request will be available from the 'Completed work' tab on the dashboard.
- Details of the extension request can be viewed in the review harness.



- If the extension is granted, the status of the original development application will not change. However, the new lapse date and extension activity will be recorded against the 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
G02	How to review and process a request to extend a development consent
SG01	How to request additional information
SG04	How to withdraw a development application

Note: the reference numbers are from the workflow in the introduction.

These documents can be found on the NSW Planning Portal Support Hub.