

Development Application | Applicant

How to request operational consent for a deferred commencement application

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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 operational consent for a deferred commencement application

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Introduction

When a development application with a deferred commencement condition is approved through the NSW Planning Portal, the applicant is required to submit a request for operational consent to the consent authority within the specified period before the development consent can become operational.

This step-by-step guide provides instructions on how to request operational consent via the NSW Planning Portal.



Note: You will need a NSW Planning Portal account to submit your request. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

How to request operational consent for a deferred commencement

 **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.

<div>Active work</div> <div>Completed work</div>						
Application Type						
All						
1	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.

<div>Active work</div> <div>Completed work</div>						
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		
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 wish to request operational consent for, then **select** its reference number to open it. The application status should be 'Deferred commencement'.

Completed work

Application Type
DA Online

Reference number	Submitted Date	LGA Name	Site address	Status
PAN-23198	29/06/26	PENRITH	13 HAND AVENUE PENRITH 2750	Deferred commencement
PAN-23883	7/10/26	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Determined

4. **Select** 'Request for operational consent' from the 'Actions' menu.

DA Online Reference number: PAN-16889 Council Id: 124 Deferred commencement

Copy to new application Request related application Actions Close and home

Pre-lodgement Review Lodgement Assessment Refresh Operational Consent

Request for operational consent

Case Owner: Council Policy

5. **Enter** the due date for evidence about relevant matters, if it has not pre-populated

Request for operational consent JC John Citizen

Due date for evidence about relevant matters: *

22/10/2026

6. Enter the details of how the conditions have been satisfied and/or upload documentation to support your request.

Enter details of how the conditions have been satisfied and/or upload documentation to support your request (max 2000 characters) *

7. **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	Files	Upload status
Aboriginal Cultural Heritage Report	What is this?	
Access report	What is this?	
Acid sulfate soils report	What is this?	
Acoustic report	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 can upload or attach one file at a time.

If you need to amend any attachments, you must have the authority or view the document.

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

Upload

All uploaded files are scanned by our 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

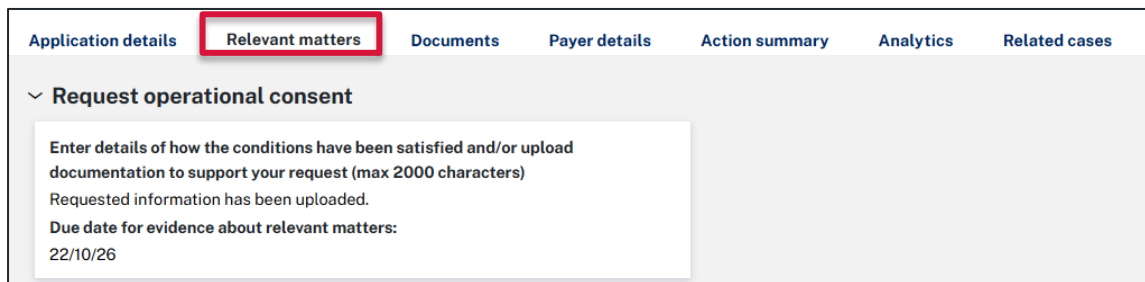
Attach

8. **Select** 'Submit' to continue.

Cancel **Submit**

What happens next?

- The council will be notified of your request.
- The status of the application will change to 'Operational consent requested'.
- Once the council has reviewed your request and provided an outcome, you will receive a notification. You can view their comments on the 'Relevant matters' tab of the application. Any associated documents can be accessed on the 'Documents' tab.



The screenshot shows a web application interface with a horizontal navigation bar at the top. The tabs are 'Application details', 'Relevant matters' (highlighted with a red border), 'Documents', 'Payer details', 'Action summary', 'Analytics', and 'Related cases'. Below the navigation bar, there is a section titled 'Request operational consent' with a downward arrow. Inside this section, there is a text box with the following content: 'Enter details of how the conditions have been satisfied and/or upload documentation to support your request (max 2000 characters)', 'Requested information has been uploaded.', 'Due date for evidence about relevant matters:', and '22/10/26'.

- If the request is declined by the council, you can submit another request for operational consent by repeating the steps outline within this step-by-step guide.

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 register for a NSW Planning Portal account
- How to navigate the NSW Planning Portal dashboard
- How to provide additional information
- How to withdraw a development application
- How to request an extension of a development consent
- How to voluntarily surrender a development consent

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