NSW ePlanning – How to Guide

Griffith City Council

- **STEP 1:** Create an account on NSW planning portal website.
- On the NSW Planning Portal website, https://www.planningportal.nsw.gov.au/, click on

On the resultant screen, click on Don't have an account? Create Account.
Complete the new user account details.

You can prepare and submit a Development Application online via the NSW Planning Portal. You must first register an account in order to access the NSW Planning Portal. To do this, please refer to our *Register for a Planning Portal Account* quick reference guide

Creating a new application

1. **Click** New and **select** Development Application (New DA, Mod, Review) to open the online Development Application form.

Note: When you create a new development application online, the system will assign a unique reference number for you to use to track the application starting with the letters PAN. You will see this number on the top left-hand side of your development application submission page.

Capturing Applicant details

1. Applicant details	2. Application details	3. Related planning information	4. Payer details	5. Requirements and uploads	6. Review and submit

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

2. **Enter** the primary applicant's details.

Note: Your user profile name and contact email address will automatically populate in the applicant's details.

When you enter the applicant's address it will be validated against the registered address database. Select an option from the list to proceed.
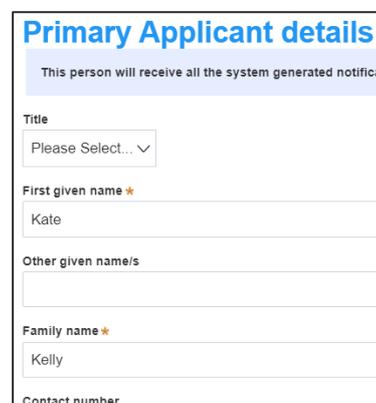
3. **Indicate** if you are applying on behalf of a company.

   If Yes, **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

   Indicate if the company is the nominated applicant for this application.

ACN ⌄	Enter here and search	**Search**

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

Company name
____

ABN   ACN
____

Trading name
____

Is the nominated company the applicant for this application? *
○ Yes
○ No

Note: If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.

4. **Identify** the owners of the development site.

   If you have selected that there are multiple owners **click** Add Owner.

   If you are not one of the owners, you will be required to populate the contact information for all owners. You can add as many additional owners as required by clicking Add Owner.

   If a company or business owns the development site, enter the company name and ABN.

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

Under NSW planning law, providing evidence of owner's consent is no longer a mandatory application r
ultimately granted, you will not be able to act on that consent until you have obtained the required cons

Owners Details

Add Owner

Owner 1
Company name *
Enter registered business name

ABN
____

Note: If you are the sole owner of the site, you will not need to provide additional information.

If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by clicking the Add Owner button.

You may be required to complete a declaration to continue.

☑ 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.

5. **Indicate** if there are any security or site conditions which may impact the inspection.

   If yes you will be prompted to provide further details.

6. To enter the developer details, you can **search** to locate the company / business by a keyword. Use the drop-down menu to select a search option.

7. **Click** Save and continue to progress to the next step.

Note: If you no longer wish to continue with the application, choose Cancel. To save your application to complete later choose Save and exit and you will be redirected to your Active Work. Save and exit will only work if all mandatory fields have been completed.

Capturing Application details

8. **Select** the Development application type from the list.

   If modification is selected you will be prompted to provide details on the type of modification application, the previous consent and a description of the proposed modification.

   If review of determination is selected you will be prompted provide details of the previous consent.

Note: When creating a modification or review of determination application, if the previous application was applied for through the NSW Planning Portal, entering the PAN reference will populate the DA details.

9. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality.
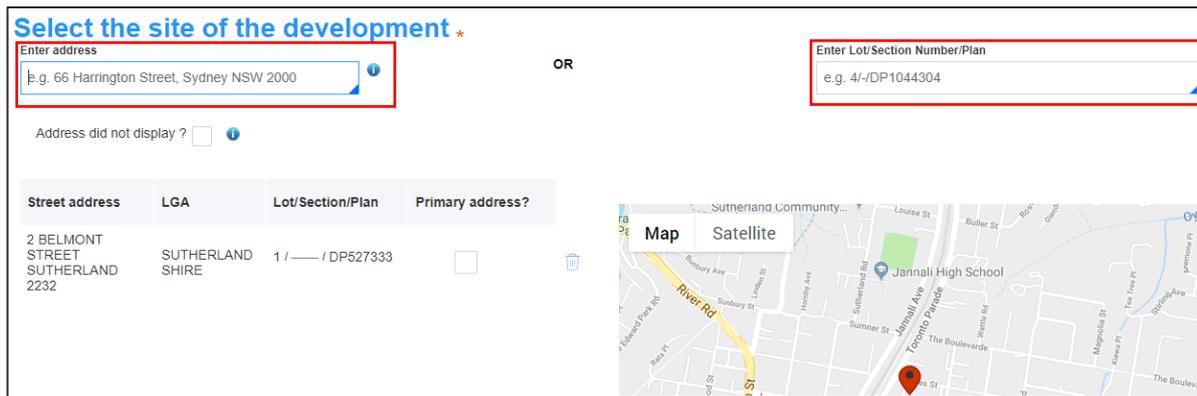

Note: When you enter the address it will be validated against the registered address database. When selecting a registered address, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left.

10. **Indicate** the primary address of the development. This field is mandatory.

    You can delete the address by clicking on the trash icon.
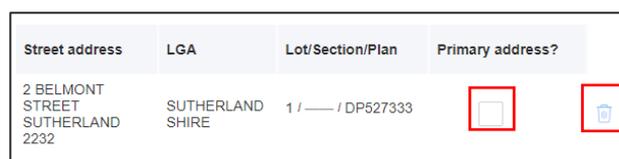
Note: If you cannot locate the address by searching you may select the 'Address did not display?' checkbox and enter the details manually.

This will disable the predictive text feature and map functionality. You must also indicate the primary address of the development and select the relevant Council or Consent Authority.

11. The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address.

Planning controls affecting property

✓ 4 DAMEELI AVENUE KIRRAWEE 2232

Summary of planning controls

| Land Application LEP | Sutherland Shire Local Environmental Plan 2015 |
| Land Zoning | R2: Low Density Residential |

Note: The planning controls will give you an indication whether your application may be referred to other agencies. For example, the development site may be adjacent to a train line in which case the application may need to be referred to Sydney Trains.

12. Select the proposed development type(s) from the list.

- ✓ Dwelling
- ☐ Secondary dwelling
- ☐ Semi-attached dwelling

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.

13. Enter a detailed description of the development that you are proposing.

Please provide a detailed description of the development★
For example: Demolition of existing buildings, construction of a s

Please provide a detailed description of the proposed

14. Enter the proposed hours of operation if prompted based on the development type selected.

Provide the proposed hours of operation

Monday	Tuesday	Wednesday
☐ Proposed to operate 24 hours per day	☐ Proposed to operate 24 hours per day	☐ Proposed to operate 24 hours per day
09:00 AM - 5:00 PM	09:00 AM - 5:00 PM	09:00 AM - 5:00 PM
Thursday	Friday	Saturday
☐ Proposed to operate 24 hours per day	☐ Proposed to operate 24 hours per day	☐ Proposed to operate 24 hours per day

15. Provide details of the proposed development, including number of dwellings/units proposed etc.

Note: Each field has a 4-digit character limit.

Provide details of your proposed development

Dwelling count details

Number of dwellings / units proposed ★	0
Number of storeys proposed	
Number of pre-existing dwellings on site	
Number of dwellings to be demolished	
Existing floor area (sqm)	
Existing site area (sqm)	

16. Indicate if the application is a direct result of an emergency and/or natural disaster as declared by the government.

Is this application the direct result of a matter declared by the government to be an emergency and/or a natural disaster (for example, an application for re-building a home destroyed by bushfire)
- ○ Yes
- ● No

17. Enter an estimated cost of the development inclusive of GST.

Cost of development
Please provide the estimated cost of the development ⋆ What is this?

Enter a numeric value including decimal places. Please do not include a dollar sign ($)

18. Indicate if you have a BASIX certificate.

If Yes, **enter** the BASIX certificate number in the space provided.

Click Add to enter additional BASIX certificate numbers.

BASIX certificate   What is this?
Do you have one or more BASIX certificates? ⋆
- ● Yes
- ○ No

Enter in the BASIX certificate number ⋆

[   ] 🗑

Add

19. Enter the number of existing lots and **indicate** if a subdivision is proposed.

Note: This is not a mandatory item.

Subdivision
Number of existing lots

Is Subdivision proposed?
- ○ Yes
- ○ No

20. Complete the proposed operating details.

Note: This is not a mandatory item.

Proposed operating details

What is the number of additional jobs that are proposed to be generated through the operation of the development?   [   ]

Staff/employees on the site
Proposed number

21. Indicate if the development is to be staged.

If Yes, you will be prompted to enter a description in the space provided.

Concept development
Is the development to be staged?
- ● Yes, this application is for staged development which may include concept and/or multiple stages.
- ○ No, this application is not for concept or staged development.

Please describe the proposed staging of the development ⋆

Please describe the proposed staging of the development (maximum 512 characters)

22. **Indicate** if it is a Crown development.

    If Yes, you will be prompted to enter the NSW government agency in the space provided.

Crown development

Is this a proposed Crown development?   What is this?
- ● Yes
- ○ No

Please identify the NSW government agency ✱

Please identify the NSW government agency (maximum 512 characters)

23. **Click** Save and continue to progress to the next step.

Save and continue

Capturing Registered practitioner details

| ✓ 1. Applicant details | ✓ 2. Application details | **3. Registered practitioner details** | 4. Related planning information | 5. Payer details | 6. Requirements and uploads | 7. Review and submit |

Registered practitioner details may be captured where all or part of the development falls within Class 2 of the Building Code of Australia. Selecting one of the following development types will trigger the registered practitioner details screen:

- Dual Occupany
- Alterations and additional to residential developments
- Manor houses

24. To add registered practitioner details to the application, **click** the corresponding + Add button and enter the details.

Designer   + Add designer

No Designer added

Engineer   + Add engineer

No Engineer added

Building Practitioner   + Add building practitioner

25. **Click** Save and continue.

Save and continue

Capturing Related planning information

26. Indicate if the application is for integrated development.

If Yes, **select** one or more options from the list.

Related planning information

Is the application for integrated development? ★ What is this?
- ● Yes
- ○ No

- ☐ Coal Mine Subsidence Compensation Act 2017
- ☐ Fisheries Management Act 1994

27. Indicate if the proposal is categorised as a designated development.

Is your proposal categorised as designated development? ★
- ○ Yes
- ● No

28. Indicate if the proposal is likely to impact threatened species.

Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats.
- ○ Yes
- ● No

29. Indicate if there is a proposal to vary a development standard.

If Yes, complete the following fields;

- **Indicate** either State Environment Planning Policy (SEPP) or Local Environmental Plan (LEP), then select the relevant instrument from the drop-down list of options.

- **Enter** the variation details in the table provided.

Note: Multiple development standard variation requests can be made by **clicking** on the plus icon.

- **Describe** what the objectives of the zone(s) are.

Does the application propose a variation to a development standard in an environmental planning instrument
- ● Yes
- ○ No

What is the name of the relevant environmental planning instrument? eg. LEP, SEPP ★
- ☑ State Environmental Planning Policy (SEPP)
- ☐ Local Environmental Plan (LEP)

Relevant SEPP

Select... ▽

What is the zone of the land?

Address	Zone
1 BINYA PLACE COMO 2226	R2

Development Standard Variation details

Name of the development standard being varied	Clause number	Numeric value of the standard being varied	Numeric value of the development against this standard	Percentage value of the proposed variation
Height ▽	Please complete	Please complete	Please complete	Please complete

What are the objectives of the zone(s)?

B	I	U	Font ▾	Size ▾	A▾	A▾	⋮≡	¦≡	✔	I̲ₓ

- **Describe** what the objectives of the development standard(s) are.

What are the objectives of the development standard(s)?

| Format | **B** | *I* | U̲ | A̲ ▾ | A̲ ▾ | ▤ | ▤ | ✔ | I̲ₓ |

- **Describe** how compliance with the development standard(s) is unreasonable or unnecessary in the circumstances of this case.

How is compliance with the development standard(s) unreasonable or

- **Describe** if there are sufficient environmental planning grounds to justify variation of the development standard(s).

Are there sufficient environmental planning grounds to justify variatio

- **Describe** any other relevant information to be considered to justify variation of the development standard(s).

Is there any other relevant information to be considered to justify variation of the

---

30. **Select** if the application is accompanied by a Voluntary Planning Agreement (VPA).

   Note: If you answer Yes, you will be required to provide a description and status. Multiple VPAs can be entered by clicking on the plus icon.

Is the application accompanied by a Voluntary Planning Agreement (VPA)? What is this?

● Yes

○ No

Description of the VPA	Status
	Select

+

---

31. **Indicate** if approval under s68 of the Local Government Act 1993 is required.

   If Yes, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.

Section 68 of the Local Governmen

Is approval under s68 of the Local Government Act 1993 required? ★ What is this

● Yes

○ No

Have you already applied for approval under s68 of the Local Government Act? ★

○ Yes

● No

Would you like to apply for approval under s68 of the Local Government Act? ★

● Yes

○ No

Note: If you are applying for the s68 approval and have initiated the application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

32. **Indicate** if you have already obtained a 10.7 Planning Certificate.

    If No, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.

10.7 Certificate

Have you already obtained a 10.7 certificate? ★

○ Yes

● No

Would you like to start a Planning Certificate 10.7 application? ★

☑ Yes

○ No

Note: If you are initiating the 10.7 Planning Certificate application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

33. **Indicate** if tree removal or pruning work is proposed.

    If Yes, **enter** the details of the proposed work.

Tree works

Is tree removal and/or pruning work proposed? ★

● Yes

○ No

Please provide a description of the proposed tree removal and/or

Number of trees to be impacted by the proposed work ★

34. **Identify** if the development site includes an item of local heritage.

Local heritage

Does the development site include an item of environmen

○ Yes

○ No

Are works proposed to any heritage listed buildings?

○ Yes

○ No

Is heritage tree removal proposed?

Yes

35. **Indicate** if the applicant or owner is a staff member or councillor of the council assessing the application.

    If Yes, enter further details in the space provided.

Is the applicant or owner a staff member or councillor of the council

● Yes

○ No

Please provide a description (name of person, role in council) ★

36. Indicate if the applicant or owner has a relationship with any staff or councillor of the council assessing the application.

If Yes, enter further details in the space provided.

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

If Yes, you must complete the political donations or gifts declaration.

38. Click Save and continue to progress to the next step.

Capturing Payer details

The Environmental Planning and Assessment Regulation 2000 and council's adopted fees and charges documents establish how fees are calculated for this application. Once this application form is submitted to the relevant council for lodgement the fees will be calculated by the council. The council will contact the nominated payer to obtain payment. Note that the application may be rejected if the fees are not paid.

39. Indicate if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.

Note: You may be required to search to locate the company / business by a keyword. Use the drop-down menu to select a search option.

40. Click Save and continue to progress to the next step.

Save and continue

Requirements and uploads

| ✓ 1. Applicant details | ✓ 2. Application details | ✓ 3. Registered practitioner details | ✓ 4. Related planning information | ✓ 5. Payer details | **6. Requirements and uploads** | 7. Review and submit |

41. Click Upload and select or drag and drop your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

42. Click Save and continue to progress to the next step.

Save and continue

Reviewing and submitting

| ✓ 1. Applicant details | ✓ 2. Application details | ✓ 3. Registered practitioner details | ✓ 4. Related planning information | ✓ 5. Payer details | ✓ 6. Requirements and uploads | **7. Review and submit** |

The review and submit section allows you to review all of the information entered for your Develement Application by navigating down the page.

43. Complete the declarations and **click** Submit.

Submit your application
Declarations *

☑ 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, and may be provided to other State agencies.

☑ I understand that if incomplete, the consent authority may request more information , which will result in delays to the application.

Previous   Save and exit   Submit

End of steps

What happens Next?

If you have initiated a related application such as a Planning Certificate or Section 68 approval, you must finish completing the 'In Progress' applications available in your Active Work.

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.