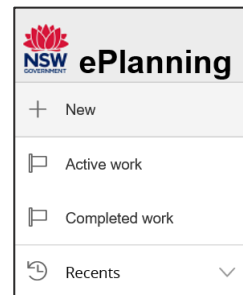


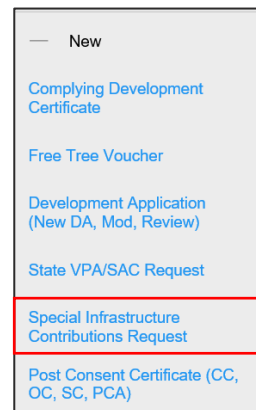
To submit an application via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the Quick Reference Guide *How to Register for an Account*.

Submit a Special Infrastructure Contributions (SIC) Request

1. After you have logged in to the NSW Planning Portal, **click** New at the top left of the screen.



2. **Click** on Special Infrastructure Contributions Request from the list of options.



3. **Enter** the address of the site of development.

Enter address

Note: The Lot/Section Number/Plan can also be used as a search option.

Enter Lot/Section Number/Plan

Submit an Application

Special Infrastructure Contributions - Applicant



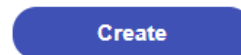
Once the address has been located by the system, **click** on the Primary address box.

Street address	LGA	Lot/Section/Plan	SIC area	Primary address?
55 LODGES ROAD ELDERSLIE 2570	CAMDEN	11 / — / DP1175235	Western Sydney Growth Areas	<input checked="" type="checkbox"/>

Special Infrastructure Contribution Area
Western Sydney Growth Areas

Note: Multiple addresses can be included, however only one address may be selected as the primary address.

4. **Click** Create.



Note: The following tabs need to be completed step-by-step, starting with Applicant Details.

1. Applicant details	2. DA details	3. Capture SIC details	4. Requirements and uploads	5. Review and submit
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5. **Select** your Title from the dropdown menu.

Title *

Please Select... ▼

Note: Your name and contact email address will automatically populate based on your User Profile. You may change this information as required.

6. **Enter** your contact number.

Contact number

Mobile number preferred

7. **Enter** your residential / company address, **selecting** the appropriate option from the list.

Address *

8. Indicate if you are applying on behalf of a company by **selecting** the Yes or No radio button.
If you answered Yes, **complete** the Company details.

Are you applying on behalf of a company?

Yes

No

Submit an Application

Special Infrastructure Contributions - Applicant



9. **Indicate** who owns the development site by **selecting** the appropriate radio button.

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 or business owns the development site

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 **Add Owner**.

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

If a **company or business owns the development site**, you will be required to provide the company name and ABN.

Owners Details

Add Owner

Owner 1

Title *****
Please Select *****

First given name *****

Other given name's

Family name *****

Contact number
Mobile number preferred

Email *****

Address *****

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.

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.

Owner 1

Company name *****
Enter registered business name

ABN *****

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.

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.

10. **Select** Save and continue.

Save and continue

Note: The next tab is DA details and consists of information relating to the development.

1. Applicant details 2. **DA details** 3. Capture SIC details 4. Requirements and uploads 5. Review and submit

11. **Enter** the development application number.

Development application number*

Submit an Application

Special Infrastructure Contributions - Applicant



12. Enter the development application lodgement date.

Development application lodgement date *

13. Enter the development application approval date.

Development application approval date *

14. Enter the DA condition regarding the Special Infrastructure Contribution payment.

Enter the DA condition regarding Special Infrastructure Contribution payment [What is this?](#)

15. Enter a project title that will be used to identify the development name.

Project title * [What is this?](#)

16. Enter a detailed description of the development.

Please provide a detailed description of the development *

For example: Demolition of existing buildings, construction of a single storey dwelling, swimming pool and related landscaping

Please provide a detailed description including any secondary development types (maximum 512 characters)

Remaining: 512 characters

17. Enter the capital investment value as a plain numerical value (no dollar sign).

Capital investment value [What is this?](#)

Submit an Application

Special Infrastructure Contributions - Applicant



18. **Select** the proposed development type/s from the provided list.

Provide details of your proposed development
What type of development are you proposing? *

<input type="checkbox"/>	Dwelling	What is this?
<input type="checkbox"/>	Secondary dwelling	What is this?
<input type="checkbox"/>	Semi-attached dwelling	What is this?
<input type="checkbox"/>	Dual occupancy	What is this?
<input type="checkbox"/>	Alterations and additions to residential development	
<input type="checkbox"/>	Pools / decks / fencing	
<input type="checkbox"/>	Demolition	What is this?

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.

19. **Enter** the dwelling count details.

Provide details of your proposed development
Dwelling count details

Number of dwellings / units proposed * [What is this?](#)

Number of storeys proposed

Number of pre-existing dwellings on site

Number of dwellings to be demolished

20. **Enter** the estimated cost of work / development as a plain numerical value (no dollar sign).

Please provide the estimated cost of the development [What is this?](#)

21. **Enter** the Subdivision details (if required).

Subdivision

Number of existing lots

Is Subdivision proposed?
 Yes
 No

Number of proposed lots (inclusive of strata title)

22. **Indicate** if the development is to be staged.

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.

Submit an Application

Special Infrastructure Contributions - Applicant



If Yes, **enter** a description of the proposed staging.

23. Indicate if the application is a staged DA under 4.21 of the EP&A Act.

Is the Application a Staged DA under 4.21 of the EP&A Act?

Yes

No

24. Indicate if the application includes residential accommodation.

If yes, **enter** the dwelling details.

Does the Application include residential accommodation? (as per Standard Instrument definition)

Yes

No

25. Indicate if the application includes commercial premises.

If yes, **enter** the gross floor area of the commercial premises.

Does the Application include commercial premises? (as per Standard Instrument definition)

Yes

No

26. Enter the amount of local contributions to be charged.

What is the amount of local contributions to be charged?

27. Enter the number of new lots proposed (if required).

Number of New Lots Proposed

Only required for DAs which propose Torrens or community title subdivision. Do not include strata lots

28. Select Save and continue.

[Save and continue](#)

Note: The next tab is the Capture SIC details section.

1. Applicant details 2. DA details **3. Capture SIC details** 4. Requirements and uploads 5. Review and submit

Submit an Application

Special Infrastructure Contributions - Applicant



29. **Select** the relevant option from the list provided.

Note: You can click on the [What is this?](#) hyperlink for a more detailed explanation of each option.

Are you looking for : [★ What is this?](#)

Clearance

Assessment

I don't know

Note: The remaining SIC details may or may not be mandatory to complete depending on your chosen option above.

30. **Select** the proposed lot and DP mode from the list (if required).

Proposed Lot details

Proposed Lot & DP mode

Select ▼

31. **Enter** the stage number (if required).

Note: You can click on the [What is this?](#) hyperlink for a more detailed explanation of this field.

Stage number [What is this?](#)

32. **Enter** the net developable area in hectares (if required).

Total net developable area (in hectares)

33. **Enter** the pre-allocated plan number (if required).

Note: You can click on the [What is this?](#) hyperlink for a more detailed explanation of this field.

Pre-allocated plan number (PPN) [What is this?](#)

Submit an Application

Special Infrastructure Contributions - Applicant



34. **Select** the development type.

What is the development type?*

Industrial

Residential

Other

35. **Enter** additional information in the Notes field (if required).

Notes

36. **Select** Save and continue.

Save and continue

Note: The next tab is Requirements and uploads where you may attach the supporting documentation.

1. Applicant details 2. DA details 3. Capture SIC details **4. Requirements and uploads** 5. Review and submit

37. **Review** the required documents and additional documents that may be provided.

Note: The required documents are mandatory and must be uploaded before continuing to the next stage.

Required documents

Document type

DA consent*

DA approved/stamped plan*

Additional documents

Document type

Net developable area plan [What is this?](#)

Other

Submit an Application

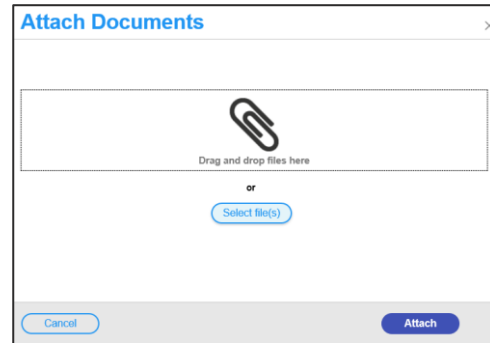
Special Infrastructure Contributions - Applicant



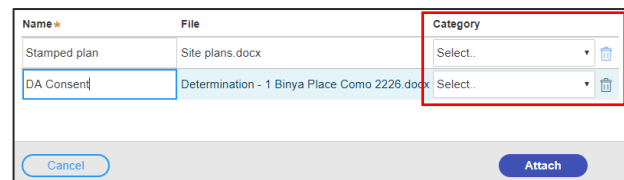
38. Click Upload.



39. Click select files to search or drag and drop to attach files.



40. Ensure the attached files are placed in their appropriate categories.



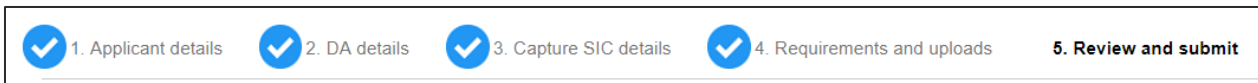
41. Click Attach.



42. Click Save and continue.



Note: The final tab in the Review and complete section where you may review all application details prior to submitting your application.



43. After reviewing all the information provided on the application, **complete** the declaration to submit the application.

Submit your request

Declarations *

- I declare that the information given is true and correct.
- I understand that if incomplete the application may be delayed or rejected.
- I understand that more information may be requested.
- I indemnify the Department in respect of any potential breach of copyright arising from any unauthorised use of any documents lodged with this application.

44. Click Submit.

Submit

End of steps

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.

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