

I want to submit a section 4.55 application via the Portal, what development type do I select?

Once you have logged into the Planning Portal, click 'New' and select 'Development application' from the drop-down list. You will be asked to nominate the type of application, at this point select 'Modification application'.

Can I pay the fees related to my development application online?

The relevant council will contact you directly to provide a fee quotation and their preferred method/s of payment. This will take place outside the online development application service.

How do I track the progress of my development application?

If you submitted your development application via the Planning Portal, you can track the status of your application through the status column on your dashboard when you sign into your account.

If you require further information, please contact the relevant council.

What is the process if I want to withdraw my DA?

If you would like to withdraw/cancel your DA prior to submission, no action is needed. The DA will expire after 28 days.

Alternatively, applicants can withdraw a development application (DA) at any time prior to its determination by lodging a notice of withdrawal on the NSW Planning Portal. The 'Provide Additional Info' function within the DA Online's Actions menu is the mechanism used to lodge a notice of withdrawal.

From the Actions menu, choose 'Provide Additional Info' and when prompted to provide your comments you can write that you wish to withdraw your application.

Council will receive a system generated email advising of the additional information provided and it can review your request. Council will withdraw the application on your behalf.

You will be automatically notified, and the system will update the status of the case to Withdrawn. Withdrawn DAs remain visible under your Completed Work queue for future reference.

Why did I receive an email telling me my application would be cancelled in 7 days?

DAs are cancelled after 28 days of inactivity. If you would like to retain your application, please complete an edit to keep it active. Alternatively, you can let the case expire. When you are ready to proceed you can select the button in the top right of your case which says 'copy to new application' which will copy across all information you had previously entered.

Further information

- If your query is not answered by one of the above FAQs, please contact ServiceNSW on 13 77 88 for assistance.