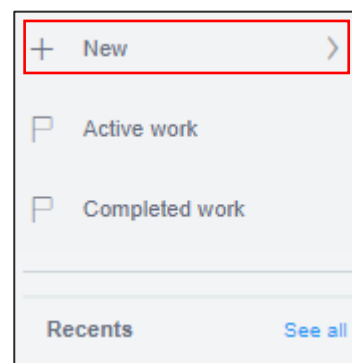


You can prepare and submit a Development Application online via the NSW Planning Portal. You must first register an account in order to access the NSW Planning Portal. To do this, please refer to the Quick Reference Guide '[Register for a Planning Portal Account](#)'.

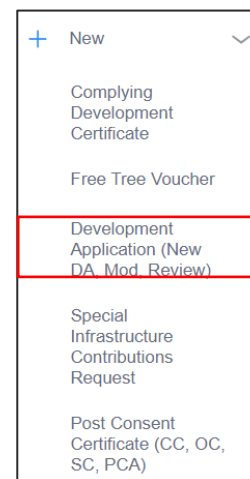
## Create new Development Application

Once you have logged in to the NSW Planning Portal, you can start a new Development Application by following the below steps:

1. **Click** New from the menu options on the left panel.



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



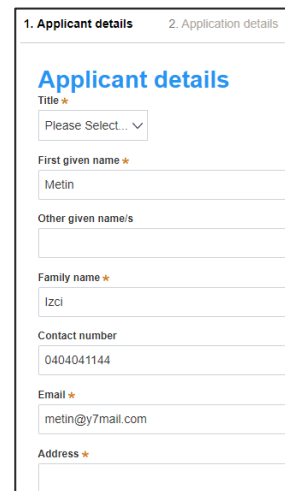
**Note:** When you create a new development application online, the system will automatically generate a unique reference number for you to use to track. This reference number will begin with "PAN- ". You will see this number on the top left-hand side of your development application submission page.

**Note:** The **Applicant Details** screen displays. Some of the fields will be pre-populated based on your registration profile, however you are able to make amendments where necessary.

Throughout the online form, mandatory fields are indicated with an asterisk (\*), and predictive functionality is indicated by a blue triangle on the bottom right-hand corner of the field box.

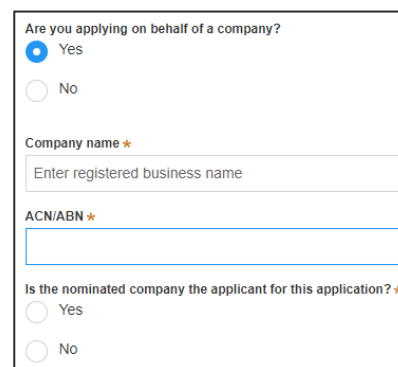
## Applicant details

- 3. Verify** (and adjust if needed) your full name, contact number and a valid email address. **Enter** your address and the system will provide suggestions based on the information provided. Select an option from the list to proceed.



The screenshot shows the 'Applicant details' form with the following fields: Title (dropdown menu), First given name (text input with 'Metin'), Other given names (text input), Family name (text input with 'Izci'), Contact number (text input with '0404041144'), Email (text input with 'metin@y7mail.com'), and Address (text input). The form is titled '1. Applicant details' and '2. Application details'.

- 4. Select** if applying on behalf of a company. If yes, **enter** the company name (max 100 characters), ACN/ABN (max 20 characters) and if the nominated company is the applicant for this application.



The screenshot shows the 'Are you applying on behalf of a company?' form with the following fields: Radio buttons for 'Yes' (selected) and 'No', Company name (text input with 'Enter registered business name'), ACN/ABN (text input), and Radio buttons for 'Is the nominated company the applicant for this application?' with 'Yes' and 'No' options.

- 5. Identify** the owners of the development site.



The screenshot shows the 'Who owns the development site?' form with the following fields: Radio buttons for 'I am the only owner of the development site' (selected), 'There are multiple owners of the development site and I am one of them', 'There are multiple owners of the development site and I am NOT one of them', and 'A company or business owns the development site'. A note at the bottom states: 'Note that evidence of owners consent will be required to support the application.'

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

If there are **multiple owners**, select the appropriate radio button and **click** 'Add Owner'.

**Who owns the development site?**

I am the only owner of the development site

There are multiple owners of the development site and I am one of them

There are multiple owners of the development site and I am NOT one of them

A company or business owns the development site

Note that evidence of owners consent will be required to support the application.

**Owners Details**

Add Owner

**Note:** 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:

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.

**Who owns the development site?**

I am the only owner of the development site

There are multiple owners of the development site and I am one of them

There are multiple owners of the development site and I am NOT one of them

A company or business owns the development site

Note that evidence of owners consent will be required to support the application.

**Owners Details**

Add Owner

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

**Who owns the development site?**

I am the only owner of the development site

There are multiple owners of the development site and I am one of them

There are multiple owners of the development site and I am NOT one of them

A company or business owns the development site

Note that evidence of owners consent will be required to support the application.

**Owners Details**

Add Owner

**Owner 1**

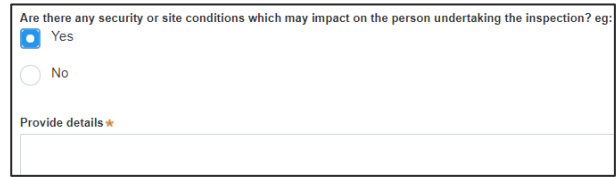
Company name \*

Enter registered business name

ABN/ACN \*

6. **Indicate** if there are any security or site conditions which may impact the inspection (e.g. locked gates or animals).

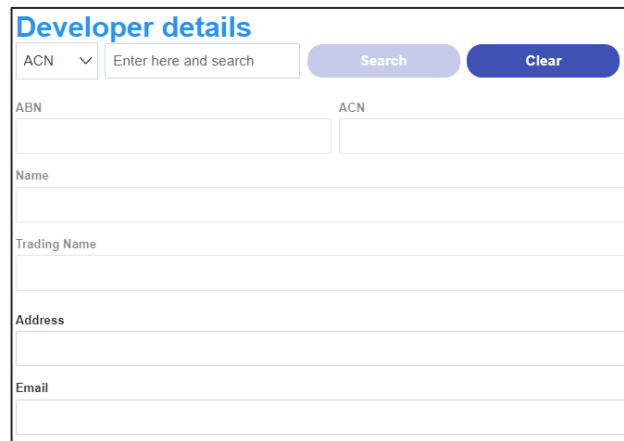
If yes you will be prompted to provide further details.



7. **Search** and **enter** the developer details. Using the drop-down menu as indicated, you have three search options:

- ABN
- ACN
- Name

E.g. If you wish to search by developer name, **select** Name from the drop-down list, then **enter** the developer name in the space and **click** the search icon.



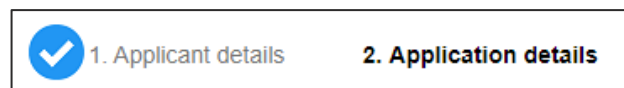
8. **Click** Save and continue to progress to the next step.



**Note:** You can also **click** Cancel to exit, or Save and exit to save all the information input to date, and return to your dashboard. Save and exit will only work if all mandatory fields have been completed.

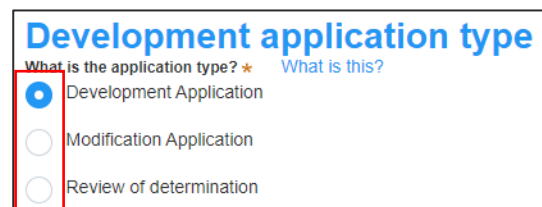
## Application details

**Note:** Once Applicant details have been completed, the Application details screen will display.



9. **Select** the Development application type from the list of options:

- **Development Application** for a new development application.
- **Modification Application** to modify an existing application.



- **Review of determination** to appeal a council determination that has been provided on a previously lodged development application.

**Note:** If you select **Modification Application** you need to provide additional information about the type of modification application, the previously approved DA number and a description of the proposed modification (maximum 512 characters).

You will also be required to capture if the original DA was applied for via the NSW Planning Portal and populate the DA details.

### Development application type

What is the application type? \* [What is this?](#)

Development Application

Modification Application

Review of determination

On what date was the development application to be modified determined? \*

What type of modification application is requested? \* [What is this?](#)

Modifications involving minor error, misdescription or miscalculation

Modifications involving minimal environmental impact

Other modifications

What is the DA number of the approval which is proposed to be modified? \*

Provide a description of the proposed modification \*

Please provide a detailed description of the proposed modification (maximum 512 characters)

**Note:** If you select **Review of determination** you need to provide the council DA reference number and determination date that you wish to appeal or be reviewed (maximum 50 characters).

You will also be required to capture if the original DA was applied for via the NSW Planning Portal and populate the DA details.

### Development application type

What is the application type? \* [What is this?](#)

Development Application

Modification Application

Review of determination

What is the DA number of the determination which is proposed to be reviewed? \*

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

# Submit a Development Application Online



Applicant

**Select the site of the development \***

Enter address  OR Enter Lot/Section Number/Plan

Address did not display ?

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input type="checkbox"/>

**Note:** If the address is registered, 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.

You will be asked to specify whether this is the primary address of the development. This field is mandatory.

You can delete the address by clicking on the trash icon.

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input type="checkbox"/>

For unregistered addresses, there is no auto-populate feature. You need to **tick** the **Address did not display** box and enter the address manually. This will disable the predictive text feature and map functionality. You will also need to specify whether this is the primary address of the development and select the relevant Council or Consent Authority.

**Select the site of the development \***

Enter address

The address you have entered does not belong to a council which has been included in the Phase 1 of the program. Please visit the NSW Planning Portal for more details.

Address did not display ?

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

**Planning controls affecting property**

▼ 2 BELMONT STREET SUTHERLAND 2232

**Summary of planning controls**

Local Environmental Plan/s	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio	0.55:1
Minimum Lot Size	550 m <sup>2</sup>

**12. Click** on the proposed development from the list of options. 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.

Provide details of your proposed development \*

What type of development are you proposing?

<input checked="" type="checkbox"/>	Dwelling	<a href="#">What is this?</a>
<input type="checkbox"/>	Secondary dwelling	<a href="#">What is this?</a>
<input type="checkbox"/>	Semi-attached dwelling	<a href="#">What is this?</a>

**Note:** If selecting any of the following types of development, you will be asked to provide the proposed hours of operation:

- Commercial development
- Alterations and additions to commercial site
- Centre based childcare
- Place of public worship
- Industrial development
- Alterations or additions to industrial site
- Recreational uses
- Change of use
- Other

**13. Provide** a detailed description of the development that you are proposing via the free text field.

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 of the proposed modification (maximum 512 characters)

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

Provide the proposed hours of operation

<b>Monday</b> <input type="checkbox"/> Proposed to operate 24 hours per day 09:00 AM - 5:00 PM	<b>Tuesday</b> <input type="checkbox"/> Proposed to operate 24 hours per day 09:00 AM - 5:00 PM	<b>Wednesday</b> <input type="checkbox"/> Proposed to operate 24 hours per day 09:00 AM - 5:00 PM
<b>Thursday</b> <input type="checkbox"/> Proposed to operate 24 hours per day 09:00 AM - 5:00 PM	<b>Friday</b> <input type="checkbox"/> Proposed to operate 24 hours per day 09:00 AM - 5:00 PM	<b>Saturday</b> <input type="checkbox"/> Proposed to operate 24 hours per day 09:00 AM - 5:00 PM
<b>Sunday</b> <input type="checkbox"/> Proposed to operate 24 hours per day 09:00 AM - 5:00 PM		

**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

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. Select** if you have a BASIX certificate. If you select yes, you will be required to enter the BASIX certificate number in the space provided.

### BASIX certificate

Do you have one or more BASIX certificates?  Yes

No

Enter in the BASIX certificate number

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

**Note:** This is **not** a mandatory field.

### Subdivision

Number of existing lots

Is Subdivision proposed?

Yes

No



**20. Complete** the proposed operating details.

**Note:** This is **not** a mandatory field.

### 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

**Parking and loading**

Number of parking spaces

Number of loading bays

Is a new road proposed?

Yes

No

**21. Select** 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)

Remaining: 512 characters

**22. Select** 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)

Remaining: 512 characters

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

[Save and continue](#)

## Registered practitioner details

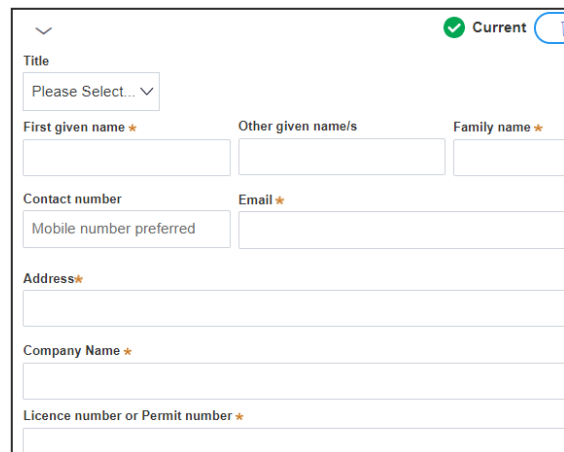
Registered practitioner details may be captured where all or part of the development falls within Class 2 of the Building Code of Australia. Selecting one of the following development types will trigger the registered practitioner details screen;

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

## Designer details (optional)

1. **Click** Add designer and **complete** the relevant information including;

- Title (optional)
- First given name
- Other given name/s (optional)
- Family name
- Contact number (optional)
- Email
- Address
- Company Name
- Licence or permit number.

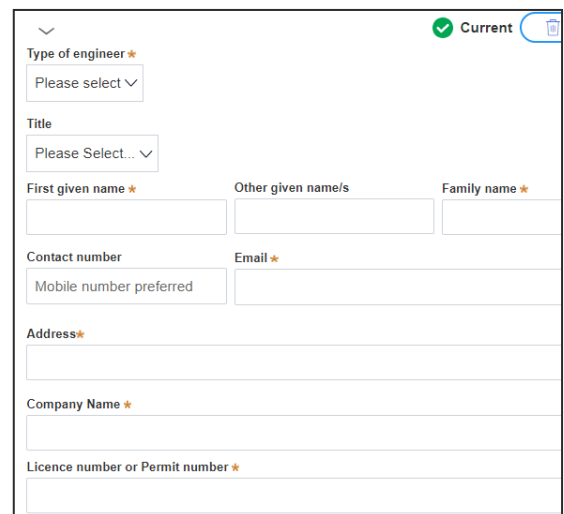


The screenshot shows a form for adding a designer. It includes a dropdown for 'Title' with a 'Please Select...' option. Below are three input fields for 'First given name \*', 'Other given name/s', and 'Family name \*'. There are also input fields for 'Contact number' (with a sub-label 'Mobile number preferred') and 'Email \*'. A text area for 'Address\*' is present. At the bottom, there are input fields for 'Company Name \*' and 'Licence number or Permit number \*'. A green checkmark and the word 'Current' are visible in the top right corner.

## Engineer details (optional)

2. **Click** Add engineer and **complete** the relevant information including;

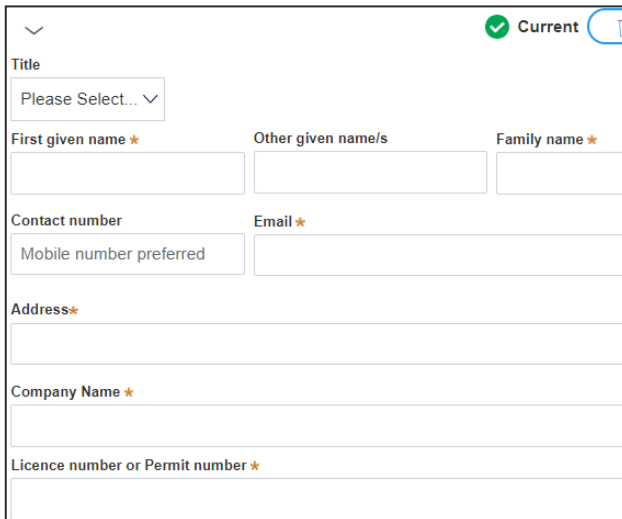
- Type of engineer
- Title (optional)
- First given name
- Other given name/s (optional)
- Family name
- Contact number (optional)
- Email
- Address
- Company Name
- Licence or permit number.



The screenshot shows a form for adding an engineer. It includes a dropdown for 'Type of engineer \*' with a 'Please select' option. Below are three input fields for 'First given name \*', 'Other given name/s', and 'Family name \*'. There are also input fields for 'Contact number' (with a sub-label 'Mobile number preferred') and 'Email \*'. A text area for 'Address\*' is present. At the bottom, there are input fields for 'Company Name \*' and 'Licence number or Permit number \*'. A green checkmark and the word 'Current' are visible in the top right corner.

## Building Practitioner details (optional)

3. **Click** Add building practitioner and **complete** the relevant information including;
- a. Title (optional)
  - b. First given name
  - c. Other given name/s (optional)
  - d. Family name
  - e. Contact number (optional)
  - f. Email
  - g. Address
  - h. Company Name
  - i. Licence or permit number.



The screenshot shows a form titled 'Building Practitioner details (optional)'. It includes a dropdown menu for 'Title' with 'Please Select...' as the current selection. There are three input fields for 'First given name', 'Other given name/s', and 'Family name'. Below these are two input fields for 'Contact number' (with 'Mobile number preferred' as a sub-label) and 'Email'. There is a large text area for 'Address', a text field for 'Company Name', and a text field for 'Licence number or Permit number'. A green checkmark and the word 'Current' are visible in the top right corner of the form.

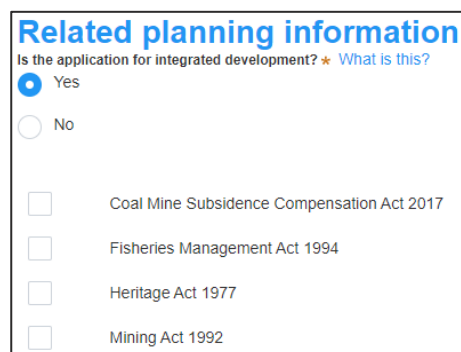
4. **Click** Save and continue.

Save and continue

## Related planning information

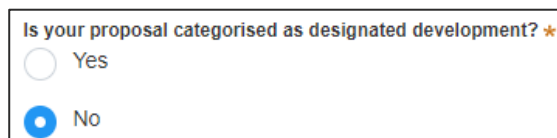
24. **Select** if the application is for an integrated development.

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



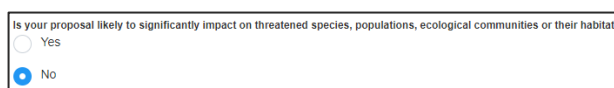
The screenshot shows a form titled 'Related planning information'. It asks 'Is the application for integrated development?' with radio buttons for 'Yes' (selected) and 'No'. Below this, there are four checkboxes for different acts: 'Coal Mine Subsidence Compensation Act 2017', 'Fisheries Management Act 1994', 'Heritage Act 1977', and 'Mining Act 1992'.

25. **Select** if the proposal is categorised as a designated development.



The screenshot shows a form titled 'Is your proposal categorised as designated development?'. It has radio buttons for 'Yes' and 'No' (selected).

26. **Select** if the proposal is likely to impact threatened species.



The screenshot shows a form titled 'Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats.'. It has radio buttons for 'Yes' and 'No' (selected).

**27. Indicate** if there is a proposal to vary a development standard.

If Yes, complete the following fields;

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

**b) Enter** the variation details in the table provided.

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

**c) Enter** the objective of the zone(s).

**d) Enter** the objectives of the development standard.

**e)** Answer the following question in the space provided: “How is compliance with the development standard(s) unreasonable or unnecessary in the circumstances of this particular case?”

**f)** Answer the following question in the space provided: “Are there sufficient environmental planning grounds to justify variation of the development standard(s)?”

**i)** Answer the following question in the space provided: “Is there any other relevant information to be considered to justify variation of the development standard(s)?”

Does the application propose a variation to a development standard in an environmental planning instrument (eg LEP or SEPP)?

Yes

No

Note: For additional guidance please see [Varying development standards: A Guide](#)

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: 1 BINYA PLACE COMO 2226 Zone: 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 <span>▼</span>	Please complete	Please complete	Please complete	Please complete

What are the objectives of the zone(s)?

**B I U** Font ▼ Size ▼ **A-** **A+** **☰** **☷** **✎** **Ix**

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

Format ▼ **B I U** **A-** **A+** **☰** **☷** **✎** **Ix**

How is compliance with the development standard(s) unreasonable or unnecessary in the circumstances of this particular case?

Are there sufficient environmental planning grounds to justify variation of the development standard(s)?

Is there any other relevant information to be considered to justify variation of the development standard(s)?

**28. 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?](#)

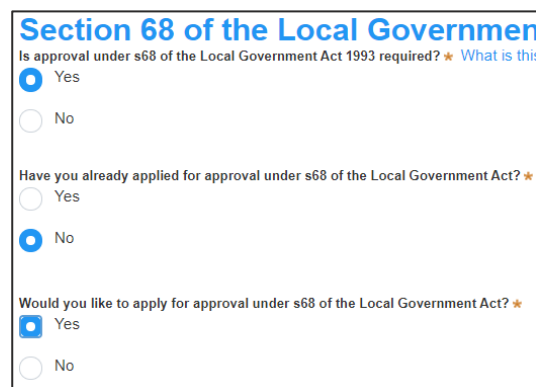
Yes  
 No

Description of the VPA	Status
<input type="text"/>	<input type="button" value="Select"/>

[+](#)

**29. 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 Government Act 1993**

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

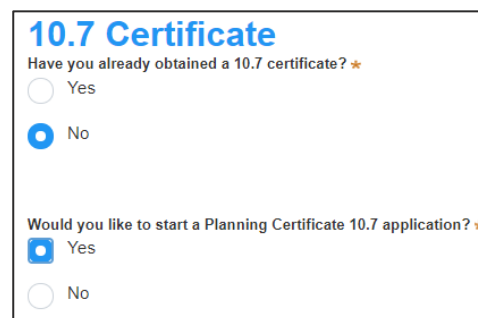
Would you like to apply for approval under s68 of the Local Government Act? \*

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.

**30. 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.

## Applicant

**31. Select** if the development site includes an item of environmental heritage.

Does the development site include an item of environmental heritage

Yes

No

**32. Select** if works are proposed to any heritage listed buildings.

Are works proposed to any heritage listed buildings?

Yes

No

**33. Select** if any heritage tree removals are proposed.

Is heritage tree removal proposed?

Yes

No

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

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) \*

**Note:** If you select Yes, you must provide a description in the space provided.

**35. Select** if the applicant or owner has a relationship with any staff or councillor of the council assessing the application.

Does the applicant or owner have a relationship with any staff or councillor of the council

Yes

No

Please provide a description (name of person, role in council, relationship to the person) \*

**Note:** If you select Yes, you must provide a description in the space provided.

**36. Select** 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.

Are you aware of any person who has financial interest in the application

Yes

No

**Note:** If you answer Yes, you must complete the political donations or gifts declaration.

Indicate donation or gift	Name of party or person for whose benefit the donation / gift was made	Date of benefit	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Save and continue

## Payer details

**38. Enter** the following details of the person making the payment unless already completed correctly:

- First name
- Other given name(s)
- Family name
- Contact number
- Email address
- Billing address

**Note:** Your details will pre-populate based on your account set-up.

<b>First name *</b>	John
<b>Other given name(s)</b>	
<b>Family name *</b>	Citizen
<b>Contact number *</b>	0404040404
<b>Email address *</b>	john@email.com.au
<b>Billing address *</b>	G 1G 320 PITT STREET SYDNEY 2000

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

Save and continue


## Requirements and uploads

**40.** To upload documents, **click** Upload.

Upload

**41. Click** select files to search for files saved to your computer. Alternatively, you can **drag** files directly in the space provided.

Attach Documents



Drag and drop files here

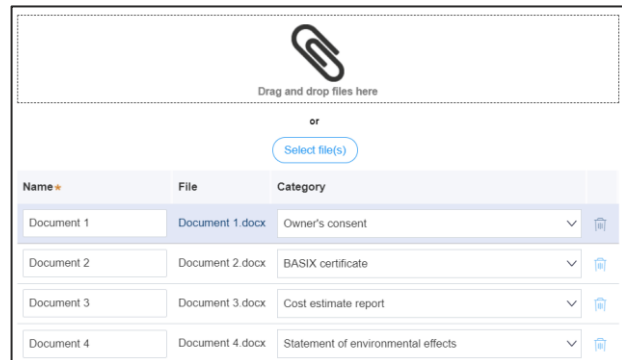
or

Select files

Cancel Attach

**42.** After selecting the relevant files to upload, the files will appear in a list as indicated. You will need to categorise each document by selecting a category from the drop-down menu corresponding to each file.

**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.



Name	File	Category
Document 1	Document 1.docx	Owner's consent
Document 2	Document 2.docx	BASIX certificate
Document 3	Document 3.docx	Cost estimate report
Document 4	Document 4.docx	Statement of environmental effects

**43.** Click Attach.

Attach

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

Save and continue

## Review and submit

**45.** The review and submit step allows you to review all of the information entered for your Development Application. Once you have reviewed all of the information, you will be required to complete the Declarations, which can be located by scrolling to the bottom of the page.

### 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 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.
- The information and materials provided may be used for notification and advertising purposes, and may be made available to the public for inspection.
- I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information Privacy Act (GIPA Act).
- I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice.
- I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection.



46. Click Submit.

Submit

End of steps

## Next Steps

- 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](#) -; and / or
- Contact ServiceNSW on 1300 305 695.