

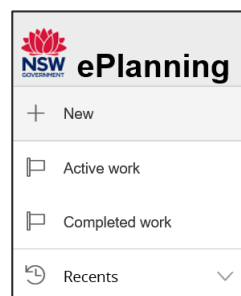
Submitting an Application relating to SEPP Housing for Seniors or People with a Disability

Applicant - Site Compatibility Certificates

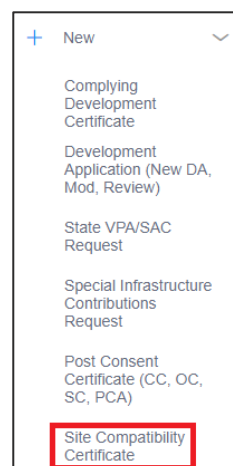
To submit an application via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the *How to Register for an Account* quick reference guide.

Getting started

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



2. **Click** on Site Compatibility Certificate from the list of options.



Selecting the Site of the Development

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

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Applicant - Site Compatibility Certificates

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

Street address	LGA	Lot/Section/Plan	Primary address?	
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input checked="" type="checkbox"/>	

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

4. **Click** Submit.

Submit

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

1. **Applicant Details**

2. Relevance to SEPP

3. Requirements and Uploads

4. Review and submit

Applicant Details

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 *

Submitting an Application relating to SEPP Housing for Seniors or People with a Disability



Applicant - Site Compatibility Certificates

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

Are you applying on behalf of a company?

Yes

No

9. **Indicate** who owns the development site.

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. 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 Relevance to SEPP and consists of information the Site Compatibility Certificate relates to.

1. Applicant Details **2. Relevance to SEPP** 3. Requirements and Uploads 4. Review and submit

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Relevance to SEPP

11. **Select** State Environmental Planning Policy (Housing for Seniors or people with a Disability) 2004.

Select the SEPP under which you are requesting a Site Compatibility Application (SCC) * [What is this?](#)

- State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004
- State Environmental Planning Policy (Infrastructure) 2007
- State Environmental Planning Policy (Affordable Rental Housing) 2009
- State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017

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.

12. **Select** the relevant development form(s) from the list provided.

If Other is selected, you will be prompted to enter a description of the development.

Select any relevant forms of development proposed: *

- Community facilities [What is this?](#)
- Medical centre [What is this?](#)
- Neighbourhood shop [What is this?](#)
- Respite day care centre [What is this?](#)
- Registered club [What is this?](#)
- Recreation facility (indoor) [What is this?](#)
- Recreation facility (outdoor) [What is this?](#)
- Seniors housing [What is this?](#)
- Other (please specify) [What is this?](#)

13. **Enter** a description of the proposed development.

Provide a description of the proposed development *

14. **Enter** the current land use at the proposed development site.

Enter the current land use at the subject site *

15. **Enter** the current approvals at the adjacent land.

Enter the current approvals at the adjacent land *

16. **Enter** the zoning of the adjacent land.

Enter the zoning of the adjacent land *

Submitting an Application relating to SEPP Housing for Seniors or People with a Disability



Applicant - Site Compatibility Certificates

17. **Enter** the proposed height of the building or structures.

Enter the proposed height of building or structures *

18. **Enter** the proposed use of the building or structures.

Enter the proposed use of the building or structures *

19. **Enter** the proposed access details for the building or structure.

Enter the proposed access details for the building or structure *

20. **Enter** the name of the proposal.

Name of the proposal *

21. **Indicate** whether the proposed site adjoins land zoned for urban purposes.

In accordance with clause 24(1)(a), the proposed site adjoins land zoned for urban purposes *

Yes

No

22. **Indicate** whether the proposed site is zoned as 'special uses' under another EPI.

In accordance with clause 24(1)(a), the proposed site is zoned as 'special uses' under another EPI *

Yes

No

23. **Indicate** whether the proposed site is used for the purposes of an existing registered club.

In accordance with clause 24(1)(a), the proposed site is used for the purposes of an existing registered club *

Yes

No

24. **Indicate** whether a site compatibility certificate was issued previously for any of the land to which this application applies.
If Yes, your will be prompted to enter the site compatibility certificate number.

Has a SCC been previously issued for any of the land to which this application applies? *

Yes

No

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Applicant - Site Compatibility Certificates

25. **Indicate** if a cumulative impact study will be submitted with this application.
If Yes, you will be prompted to enter an explanation to support your answer.

Has a cumulative impact study been submitted with this application? *

Yes

No

Pecuniary Interest

26. **Indicate** if the applicant or owner is an employee of the Department of Planning, Industry and Environment.
If Yes, you will be prompted to enter a description of the person including their name and position.

Pecuniary interest What is this?

Is the applicant or owner an employee or officer of the Department of Planning, Industry and Environment? *

Yes

No

27. **Indicate** if the applicant or owner has a relationship with any staff of the Department of Planning, Industry and Environment.
If Yes, you will be prompted to enter a description of the person including their name, position and your relationship to the person.

Does the applicant or owner have a relationship with any staff of the Department of Planning, Industry and Environment? *

Yes

No

Political Donations

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

Political Donations

Persons lodging a planning application are required to declare if any person with a financial interest in the application has made a political donation or gift in the last two years (donations of more than \$1,000). [What is this?](#)

Are you aware of any person who has financial interest in the application who has made a political donation or gift in the last two years? *

Yes

No

Application Fee

29. **Enter** the number of beds / dwellings proposed in the development to calculate the application fee.

Application fee

Number of beds and / or dwellings proposed in this development (Note: this will inform the fee calculation) * [What is this?](#)

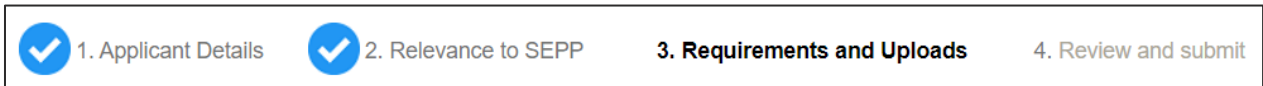
30. **Select** Save and continue.

Save and continue

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



Requirements and Uploads

31. **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.

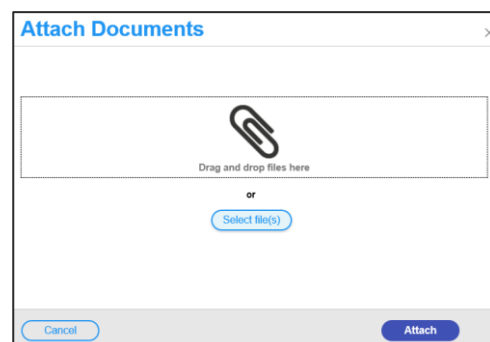
Required documents	
Document type	
Development Concept Plans*	What is this?
Owner's consent*	What is this?
Shadow diagrams*	What is this?
Survey plan*	What is this?

Additional documents	
Document type	
Access report	What is this?

32. **Click Upload.**



33. **Click** select files to search or drag and drop to attach files.



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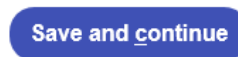
34. Ensure the attached files are placed in their appropriate categories.

Name	File	Category
Development Concept Plans	Approved plans.docx	Development Concept Plans
Shadow Diagrams	Site plans.docx	Shadow diagrams
Survey Plans	Assessment Report.docx	Survey plan
Owners Consent letter	Owners Consent letter.docx	Select...

35. Click Attach.



36. Click Save and continue.



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



Review and Submit

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

Applicant declaration

Declarations *

- I/we hereby, apply, subject to satisfying the relevant requirements under State Environmental Planning Policy (Housing for Seniors or Persons with a Disability) 2004 for a site compatibility application pursuant to clause 50(2A) of the Environmental Planning and Assessment Regulation 2000.
- I/we hereby, provide a description of the proposed seniors housing development and address all matters required by the Secretary pursuant to clause 25(5)(b) of State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004.
- I declare that all the information in the application is, to the best of my knowledge, true and correct.
- I/we understand that if incomplete, the Department of Planning Industry and Environment may request more information, which will result in delays to the application.
- The Department of Planning Industry and Environment may use the information and materials provided for notification and advertising purposes, and materials provided may be made available to the public for inspection at the Department's Customer Service areas and on the Department's website.
- I/we acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information which you provide to it.
- I/we have read and agree to the collection and use of my personal information as outlined in the Privacy Notice.

[Privacy Notice](#)

38. Click Submit.



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Applicant - Site Compatibility Certificates

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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