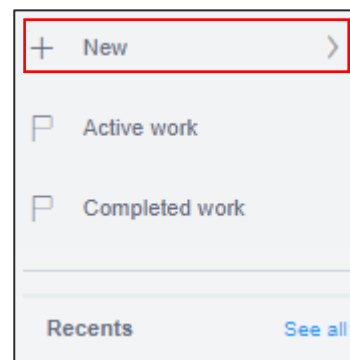## Submit a Development Application Online

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'.
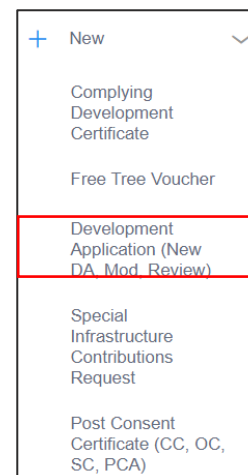
Create new Development Application

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.
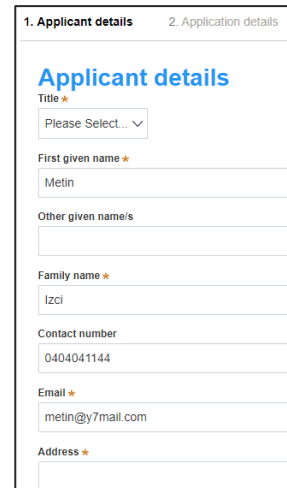

Note: When you create a new development application online, the system will automatically generate a unique reference number for you to use to track. This reference number will begin with "PAN- ". You will see this number on the top left-hand side of your development application submission page.

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.
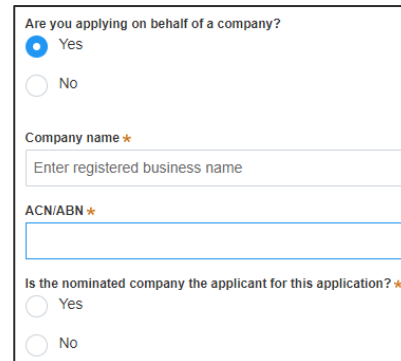
Applicant details

3. **Verify** (and adjust if needed) your full name, contact number and a valid email address. **Type** in your address. The system will suggest addresses based on the information you are keying in. Please select an option from the list to proceed.

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.

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

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'.

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 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.

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

Save and continue

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.
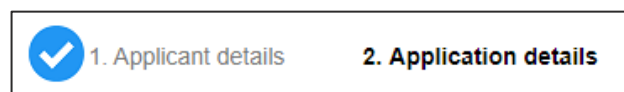
7. Select the Development application type from the list of options:

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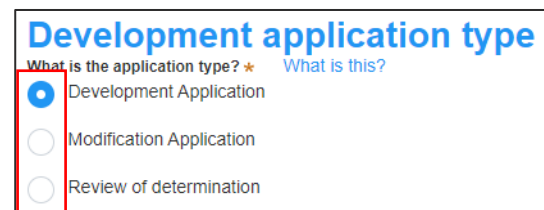
Note: If you select **Modification Application** you need to provide additional information about the type of modification application, the previously approved DA number and a description of the proposed modification (maximum 512 characters).

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

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

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.

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

e.g. 66 Harrington Street, Sydney NSW 2000

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 ? ✔

9. 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.
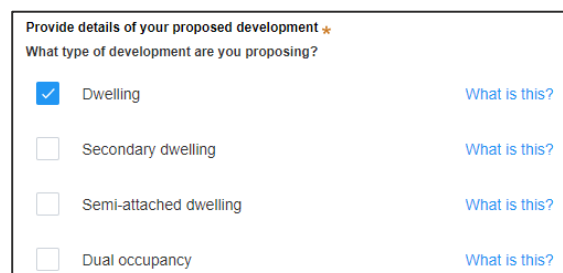
Planning controls affecting property

∨ 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 m²

10. **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?

✔	Dwelling	What is this?
☐	Secondary dwelling	What is this?
☐	Semi-attached dwelling	What is this?
☐	Dual occupancy	What is this?

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

11. **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)

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

13. **Enter** an estimated cost of the development.

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 ($)

14. **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 ★
Add

15. **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

16. Complete the proposed operating details.

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

Proposed operating details
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

17. Select if the development is to be staged. If you select Yes, you will be required 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

18. Select if it is a Crown development. If you select Yes, you will be required 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

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

Save and continue

Related planning information

20. **Select** if the application is for an integrated development. If Yes is selected, you will be required to select from the list of options displayed.

Related planning information

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

- ☐ Coal Mine Subsidence Compensation Act 2017
- ☐ Fisheries Management Act 1994
- ☐ Heritage Act 1977
- ☐ Mining Act 1992

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

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

22. **Select** 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

23. **a) Select** if there will be any variations to development standards. If Yes is selected, an additional mandatory question will be required to be completed.

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

b) Select whether you wish to complete questions or Upload supporting documentation.

Would you like to answer questions in this form to complete the variation request or upload a supporting document? ★
- ● Complete questions
- ○ Upload supporting document

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

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... ⌄

d) The entered address zone will appear. You can enter any objections to the site zoning in the space provided.

What is the zone of the land?

Address	Zone
2 BELMONT STREET SUTHERLAND 2232	R2

What are the objectives of the zone(s)? ★

B *I* U Font ▾ Size ▾ A▾ A▾ ≔ ≔ ✓ I×
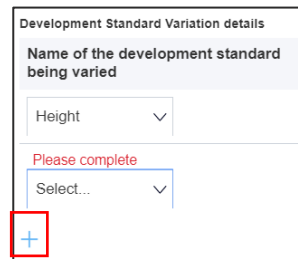
e) The following Development Standard Variation details will display and can be completed if changes are requested:

- Name of the development standard being varied

- Clause number

- Numeric value of the standard being varied
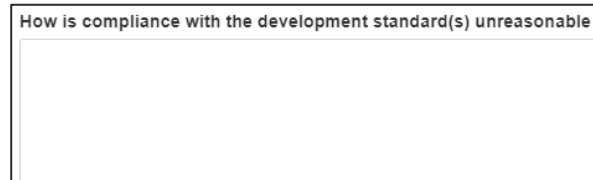
- Percentage value of the standard being varied

Note: Multiple development standard variation requests can be made by **clicking** on the plus icon.
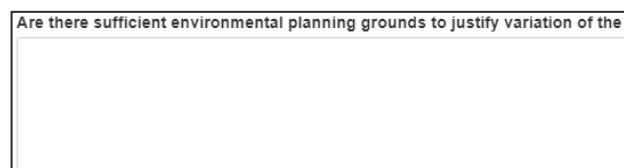
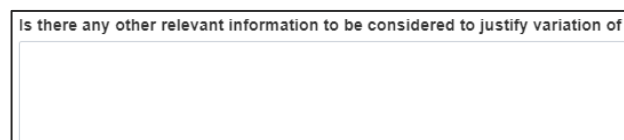**f)** Objectives to the development standards can be placed in the space provided.

g) 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?"

h) 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)?"

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

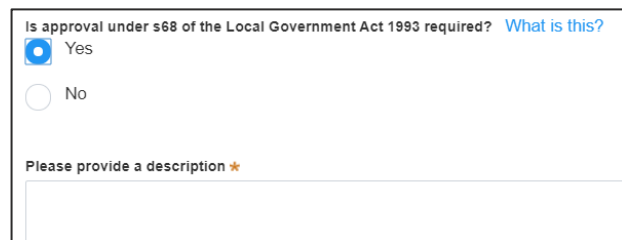**Note:** If you answer Yes, you will be required to provide a description and status. Multiple VPAs can be entered by clicking on the plus icon.

25. **Select** if approval under s68 of the Local Government Act 1993 is required.

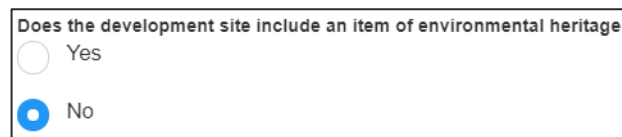**Note:** If you select Yes, you must provide a description in the space provided.

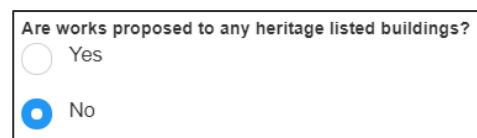26. **Select** if the development site includes an item of environmental heritage.

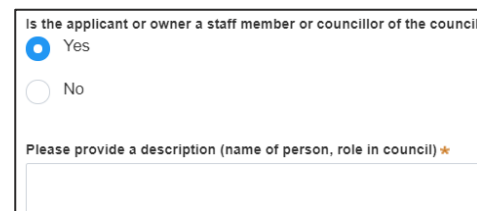27. **Select** if works are proposed to any heritage listed buildings.

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

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

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

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

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

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) ★

31. **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.

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

Are you aware of any person who has financial interest in the application
- ● Yes
- ○ No

Indicate donation or gift	Name of party or person for whose benefit the donation / gift was made	Date of benefit	Value

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

Save and continue

Payer details

33. **Enter** the following details of the person making the payment:

- 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.

First name ★
John

Other given name(s)

Family name ★
Citizen

Contact number ★
0404040404

Email address ★
john@email.com.au

Billing address ★
G 1G 320 PITT STREET SYDNEY 2000

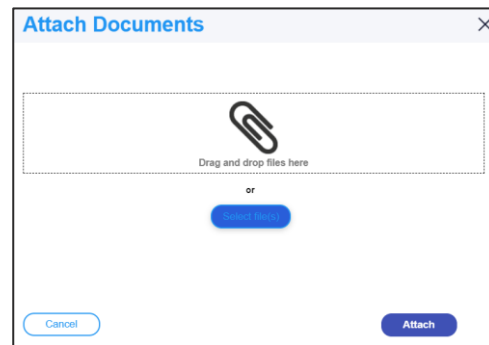34. **Click** Save and continue to progress to the next step.

Save and continue

Requirements and uploads

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

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

37. 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 55 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 55-character limit.
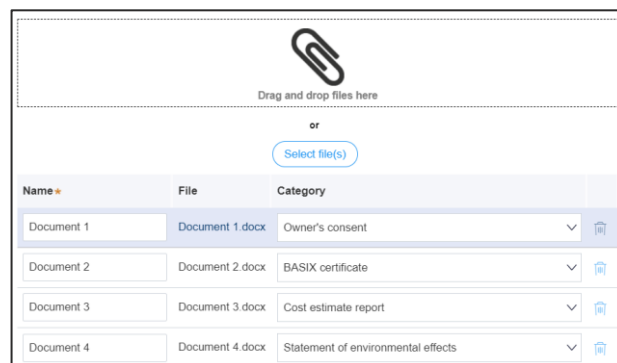
38. Click Attach.

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

Review and submit

40. The review and submit step allows you to review all of the information entered for your Develement 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.

Declarations ★

☑ I declare that all the information in my development application and accompanying documents is, to the best of my knowledge, true and correct.

☑ I understand that the development application and the accompanying information will be provided to the appropriate consent authority for the pur development application.

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

☑ If the consent authority is a Council, that Council may use the information and materials provided for notification and advertising purposes, and m public for inspection at the Council's Customer Service areas and on the Council's website.

☑ I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Gover (GIPA Act) under which it may be required to release information which you provide to it.

☑ I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice.

41. Click on the Submit button to submit the application.

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 -; and / or
- Contact ServiceNSW on 1300 305 695.