![Central Darling Shire Council logo]

NSW Government
Planning Portal

A simple "how to" guide for:

⇒ **Builders**

⇒ **Renovators**

⇒ **Extensions**

⇒ **Sheds**

⇒ **Farm buildings**

LODGING A
DEVELOPMENT
APPLICATION

A message from Central Darling Shire Council

In 2020 the NSW State Government, through the Department of Planning, Industry and Environment, enacted legislation that made it mandatory for all planning related applications to be lodged through the new electronic planning system, known as the NSW Planning Portal.

Central Darling Shire Council has now enabled this service.

While Council is still the certifying authority for planning related issues, residents, builders and developers need to apply through the NSW Planning Portal. Council can no longer accept applications in any form.

This booklet has collated the Quick Reference Guides developed by the Department of Planning, Industry and Environment to help guide you through the application process.

Please be aware, Council staff are not able to enter information for you. This ensures there is no conflict of interest.

The NSW Planning Portal is administered by the Department of Planning, Industry and Environment, and Council is unable to assist users with site faults.

Please contact the site administrators on 1300 305 695 if you have problems accessing or using this site.

WHEN USING THE PLANNING PORTAL

Council recommends you check your address, including DP and Lot Number prior to commencing your application. This can be done through the Planning Portal's address identification.

If your address details do not match up with those listed on the Planning Portal, you will not be able to advance your application.

PRINCIPAL CERTIFIER

You will need to nominate a Principal Certifier who will inspect your construction and issue Construction, Occupation and other certificates required to progress your build.

You can select your own principal certifier if you have one, or nominate Council as the Principal Certifying Authority.

If you choose Council as your Principal Certifier, please use the following details.
PRINCIPAL CERTIFIER: Geoff Laan
PCA NUMBER: BPB 1701

DISCLAIMER

Information has been provided by the NSW Planning Portal. A comprehensive range of Quick Reference Guides (QRG) is available on the Planning Portal website at www.planningportal.nsw.gov.au/support/how-guides

Advice on using the Planning Portal including registration, access and lodgement advice must be directed to ServiceNSW on 1300 305 695.

Central Darling Shire Council has limited ability to assist residents with their applications.

All information is current at time of publication. No responsibility will be taken by Central Darling Shire Council for errors or omissions in information provided or incorrect lodgement of applications

To access the NSW Planning Portal digital services, you will need an account. This guide outlines each step of the registration process.

Applicants who represent a larger consultancy firm or developer may find it beneficial to create and then register an account using a generic / shared email address. This will allow for greater transparency and visibility of applications submitted through the NSW Planning Portal for your organisation.
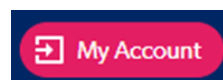
If you register using a shared email address, to mitigate security concerns, consider changing the password for this account when someone with access leaves the company.

Getting started

1. **Click** on the link.

   https://www.planningportal.nsw.gov.au/

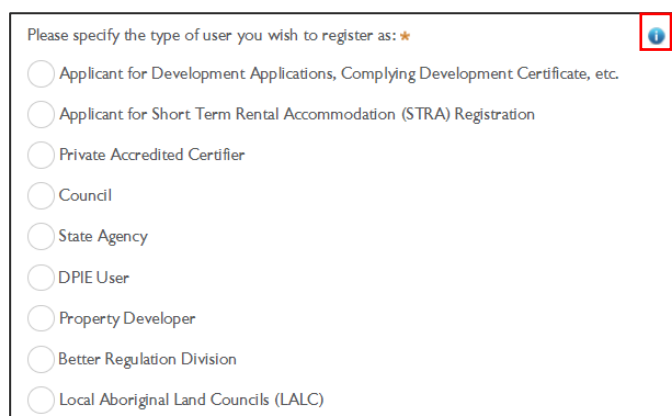2. **Select** My Account in the top right-hand corner to be directed to the login page.

3. **Click** the Create account link to start the registration process.
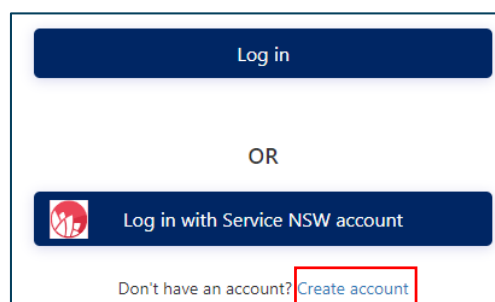
4. **Select** the type of user you are registering.

   - If you are unsure you can hover over the information icon to view the account type descriptions.

Note: Selecting the user type will define the registration information you must provide and the type of user access that can be applied to your account. Following the selection of the user type, the create account area will open.

Short Term Rental Accommodation Registration

Both the 'Applicant for Development Applications, Complying Development Certificates etc' and 'Applicant for Short Term Rental Accommodation (STRA) Registration' types have the same user privileges and these users need only register for one NSW Planning Portal account.
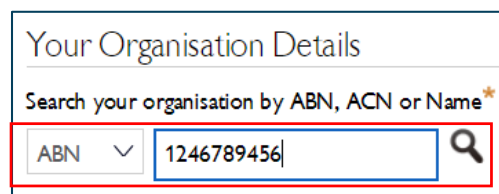
STRA applicants with an existing Planning Portal applicant account need not register again as they can use their existing account for their STRA registration requirements. The same applies for registered STRA users, who will be able to use their account for DAs, CDCs and other applicant services.

Property developers

Developers and builders are only required to create a property developer account if they are intending to lodge a strata building bond with NSW Fair Trading. If this does not apply to you, create an applicant account instead.

5. **Search** to locate your organisation by ACN, ABN or Name and **select** a result from the list.
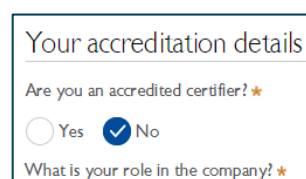
   Once your organisation is located you will be prompted to enter further company details such as address and email.

Private accredited certifiers

If you are a private accredited certifier or part of a principal certifying organisation, follow the property developer step above and the steps below to register your account.

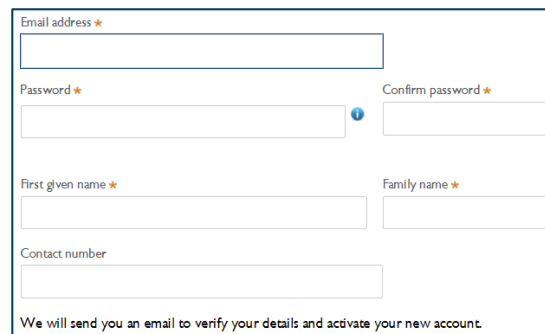6. **Complete** your accreditation details.

All account types

Follow the below steps when creating any account type including those mentioned above.

7. **Enter** the email address for the account.

Note: This will be your username and any system-generated notifications will be sent to this email address.

8. **Enter** and confirm your password (which must contain the following):

   Passwords must:

   - Be at least eight characters long

   - Have a maximum of 16 characters

   - NOT contain parts of the email address that exceeds two consecutive characters

   - Use uppercase letters (A through Z), lowercase letters (a through z), numbers (0 through 9), and the following non-alphabetic characters: ~! @ # $ % ^ & * ( ) _ + - = { } [ ] | \ : ; " ' < > ? , . /

9. **Enter** the account name and contact number (work number is preferred).

10. Agree to the Terms and Conditions by **selecting** the tick box. You may also review the privacy notice at this point.

11. **Verify** you're not a robot, and correctly complete a question such as 'Select all images with crosswalks' to proceed.
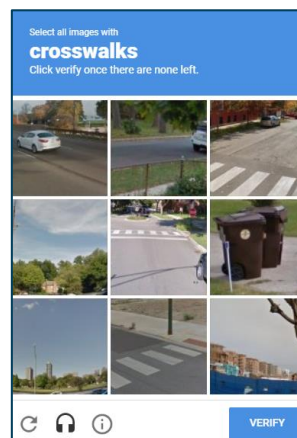
12. **Click** the Create account button.

13. You will be sent a system-generated email to your registered email account to verify your account. Once you receive this email you have 24 hours to click on the link to verify your account.
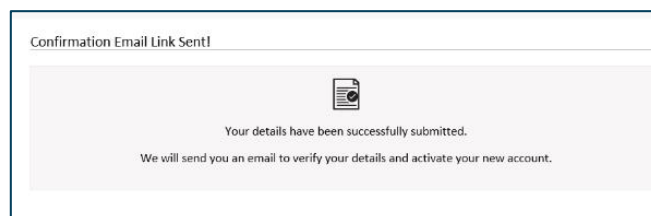
Note: Your NSW Planning Portal account will not be created until you have successfully verified your registration. After verifying your account, you will receive a system-generated confirmation email to your registered email address.

Accessing your council or agency dashboard

14. Contact your council or agency admin account holder who can provide you with access to your organisation's dashboard.

15. You are now able to log into your dashboard. Enter the registered email address and password for this account.

Note: Use the Forgot password hyperlink and follow the prompts to reset or change your password at any time.

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.

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 our *Registering for the NSW Planning Portal Account* quick reference guide
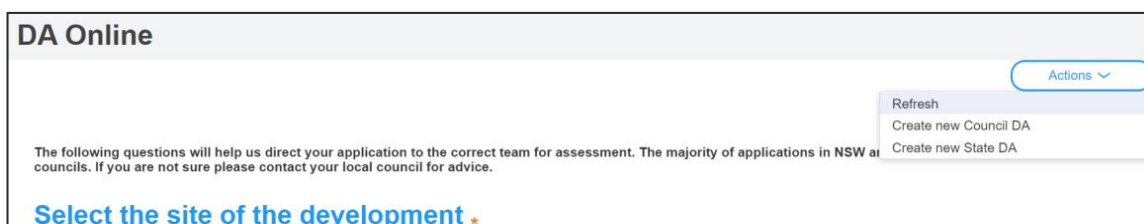
Creating a new application

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

Note: The next few steps will help to direct your application to the right consent authority for assessment. If you know the consent authority for your application, you can choose the appropriate option from the Actions menu to start your development application. The majority of applications are assessed by local councils.

Council DAs are assessed by the local council of the site of development.

State DAs are assessed by the state government consent authority responsible for the selected site of development. E.g. Minister for Planning and Public Spaces

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

   Repeat as required until all development sites are located.

Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

Select the site of the development *

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

OR

Enter Lot/Section Number/Plan

e.g. 4/-/DP1044304

Address did not display ?

Street address	LGA	Lot/Section/Plan	Primary address?	
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / —— / DP527333		

3. **Indicate** 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		

Note: If you cannot locate the address by searching you may select the 'Address did not display?' checkbox and enter the details manually.

This will disable the address validation, predictive text feature and map functionality. You must also indicate 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 ? ✔

4. If prompted, **enter** the Capital Investment Value for the development.

Capital Investment Value (CIV) *

Note: The capital investment value (CIV) field will be defined based on the address entered above. The CIV will help identify the appropriate consent authority for the application. If you do not see this field continue to the next step.

5. **Click** Submit.

Submit

Note: When your development application is created, based on your selections and entries the system will determine if the application is a council or state DA. The heading of your DA will

indicate the type that is being created. The system will also assign a unique reference number for you to use to track the application starting with the letters PAN. You will see this number on the top left-hand side of your development application submission page.
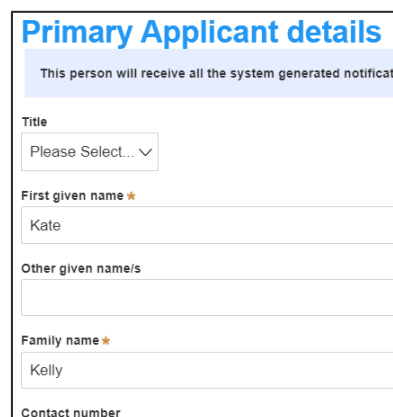
Capturing Applicant details

1. Applicant details	2. Application details	3. Related planning information	4. Payer details	5. Requirements and uploads	6. Review and submit

Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required by the consent authority.

6. **Enter** the primary applicant's details.

Note: Your user profile name and contact email address will automatically populate in the applicant's details.

When you enter the applicant's address it will be validated against the registered address database. Select an option from the list to proceed.

Primary Applicant details

This person will receive all the system generated notificat

Title

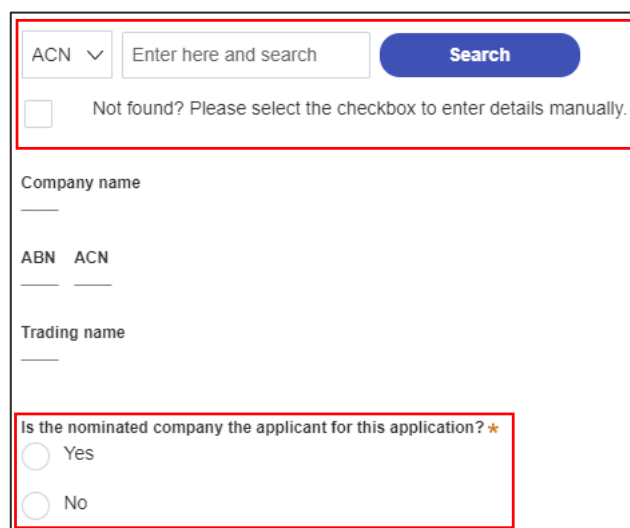Please Select... ∨

First given name *

Kate

Other given name/s

Family name *

Kelly

Contact number

7. **Indicate** if you are applying on behalf of a company.

If Yes, **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

Indicate if the company is the nominated applicant for this application.

ACN ∨ Enter here and search **Search**

☐ Not found? Please select the checkbox to enter details manually.

Company name

ABN   ACN

Trading name

Is the nominated company the applicant for this application? *
○ Yes
○ No

Note: If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.

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

   If you have selected that there are multiple owners **click** Add Owner.

   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.

   If a company or business owns the development site, enter the company name and ABN.

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, business, government entity or other similar body owns the development site

Under NSW planning law, providing evidence of owner's consent is no longer a mandatory application r ultimately granted, you will not be able to act on that consent until you have obtained the required cons

Owners Details

Add Owner

Owner 1
Company name ★

Enter registered business name

ABN

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 the Add Owner button.

You may be required to complete a declaration to continue.

☑ 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.

9. **Indicate** if there are any security or site conditions which may impact the inspection.

   If yes you will be prompted to provide further details.

Are there any security or site conditions which may impact on the person undertaking the inspection? eg:
- ◉ Yes
- ○ No

Provide details ★

10. To enter the developer details, you can **search** to locate the company / business by a keyword. Use the drop-down menu to select a search option.

Developer details

| ACN ▾ | Enter here and search | Search | Clear |

ABN   ACN

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

Save and continue

Note: If you no longer wish to continue with the application, choose Cancel. To save your application to complete later choose Save and exit and you will be redirected to your Active Work. Save and exit will only work if all mandatory fields have been completed.

Capturing Application details

1. Applicant details   **2. Application details**   3. Related planning information   4. Payer details   5. Requirements and uploads   6. Review and submit

12. Select the Development application type from the list.

If modification is selected you will be prompted to provide details on the type of modification application, the previous consent and a description of the proposed modification.

If review of determination is selected you will be prompted provide details of the previous consent.

Note: When creating a modification or review of determination application, if the previous application was applied for through the NSW Planning Portal, entering the PAN reference will populate the DA details.

13. If you are creating a State DA, the SEPP that applies to your application will be identified based on the site of development. This should be correct. You can adjust if necessary.

14. The site of development may be pre-populated based on the information entered when you initiated the application. If this field is blank you can follow steps 2 and 3.

Select the site of the development *

Enter address

`e.g. 66 Harrington Street, Sydney NSW 2000`

OR

Enter Lot/Section Number/Plan

`e.g. 4/-/DP1044304`

Address did not display?

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / ——— / DP527333	

Map   Satellite

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

Planning controls affecting property
∨ 4 DAMEELI AVENUE KIRRAWEE 2232

Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

Note: 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.

16. Select the proposed development type(s) from the list.

☑ Dwelling

☐ Secondary dwelling

☐ Semi-attached dwelling

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.

17. Enter a detailed description of the development that you are proposing.

Please provide a detailed description of the development *
For example: Demolition of existing buildings, construction of a s

`Please provide a detailed description of the proposed`

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

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

Note: Each field has a 4-digit character limit.

20. Indicate if the application is a direct result of an emergency and/or natural disaster as declared by the government.

21. Enter an estimated cost of the development inclusive of GST.

Note: The CIV may be prepopulated. You may complete if necessary.

22. Indicate if you have a BASIX certificate.

If Yes, **enter** the BASIX certificate number in the space provided.

Click Add to enter additional BASIX certificate numbers.

23. Enter the number of existing lots and **indicate** if a subdivision is proposed.

Note: This is not a mandatory item.

Subdivision

Number of existing lots

Is Subdivision proposed?
- Yes
- No

24. Complete the proposed operating/project details.

Note: This is not a mandatory item.

What is the number of additional jobs that are proposed to be generated through the operation of the development?

Staff/employees on the site

25. Indicate if the development is to be staged (Council DA), or

Indicate if you are intending to submit a concept application (State DA).

If Yes, you will be prompted to capture further details.

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)

Concept development

Are you intending to submit a concept application? *
- Yes
- No

26. Indicate 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)

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

Save and continue

Capturing Registered practitioner details

| 1. Applicant details | 2. Application details | **3. Registered practitioner details** | 4. Related planning information | 5. Payer details | 6. Requirements and uploads | 7. Review and submit |

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

28. To add registered practitioner details to the application, **click** the corresponding + Add button and enter the details.

Designer	+ Add designer
No Designer added	
Engineer	+ Add engineer
No Engineer added	
Building Practitioner	+ Add building practitioner

29. **Click** Save and continue.

Save and continue

Capturing Related planning information

30. **Indicate** if the application is for integrated development.

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

Related planning information

Is the application for integrated development? ★ What is this?

- ● Yes
- ○ No

☐ Coal Mine Subsidence Compensation Act 2017

☐ Fisheries Management Act 1994

31. **Indicate** if the proposal is categorised as a designated development.

Is your proposal categorised as designated development? ★

- ○ Yes
- ● No

32. Indicate 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

33. Indicate if there is a proposal to vary a development standard.

If Yes, complete the following fields;

> Does the application propose a variation to a development standard in an environmental planning instrument
> ● Yes
> ○ No

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

- **Enter** the variation details in the table provided.

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

> 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...

Address			Zone	
1 BINYA PLACE COMO 2226			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	Please complete	Please complete	Please complete	Please complete

- **Describe** what the objectives of the zone(s) are.

> What are the objectives of the zone(s)?
> **B** *I* U | Font | Size | A▾ A▾ | ☰ ☰ | ⟂ Iₓ

- **Describe** what the objectives of the development standard(s) are.

> What are the objectives of the development standard(s)?
> Format | **B** *I* U | A▾ A▾ | ☰ ☰ | ⟂ Iₓ

- **Describe** how compliance with the development standard(s) is unreasonable or unnecessary in the circumstances of this case.

> How is compliance with the development standard(s) unreasonable or

- **Describe** if there are sufficient environmental planning grounds to justify variation of the development standard(s).

> Are there sufficient environmental planning grounds to justify variatio

- **Describe** any other relevant information to be considered to justify variation of the development standard(s).
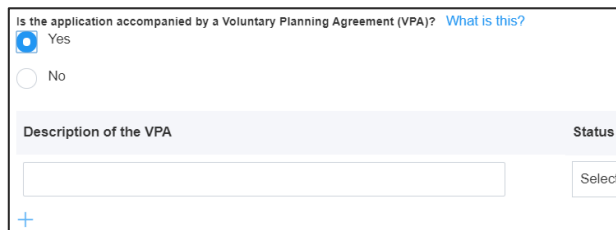
> Is there any other relevant information to be considered to justify variation of the

34. 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.
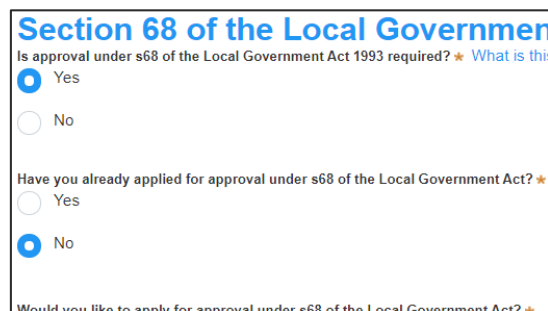

35. Indicate if approval under s68 of the Local Government Act 1993 is required.

If Yes, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.

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.

36. 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.

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.

37. **Indicate** if tree removal or pruning work is proposed.

    If Yes, **enter** the details of the proposed work.

    Tree works

    Is tree removal and/or pruning work proposed? *

    ● Yes
    ○ No

    Please provide a description of the proposed tree removal and/or

    Number of trees to be impacted by the proposed work *

38. **Identify** if the development site includes an item of local heritage.

    Local heritage

    Does the development site include an item of environme

    ○ Yes
    ○ No

    Are works proposed to any heritage listed buildings?

    ○ Yes
    ○ No

    Is heritage tree removal proposed?
    ○ Yes

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

    If Yes, enter further details in the space provided.

    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) *

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

    If Yes, enter further details in the space provided.

    Does the applicant or owner have a relationship with any staff or councillor of th
    ● Yes
    ○ No

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

41. **Indicate** 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.

    If 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

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

Capturing Payer details

The Environmental Planning and Assessment Regulation 2000 and the consent authorities adopted fees and charges documents establish how fees are calculated for this application. Once this application form is submitted to the relevant consent authority for lodgement the fees will be calculated by the consent authority. The consent authority will contact the nominated payer to obtain payment. Note that the application may be rejected if the fees are not paid.

43. Fee estimates will appear for all state DAs. You may identify if any of the fee components apply or leave blank. The consent authority will provide the final fee calculation before accepting the application for assessment.

Note: This section does not apply for Council DAs, you can continue to the next step.

44. Indicate if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.

Note: You may be required to search to locate the company / business by a keyword. Use the drop-down menu to select a search option.

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

Requirements and uploads

1. Applicant details	2. Application details	3. Registered practitioner details	4. Related planning information	5. Payer details	**6. Requirements and uploads**	7. Review and submit

46. Click Upload and select or drag and drop your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

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.

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

Save and continue

Reviewing and submitting

1. Applicant details	2. Application details	3. Registered practitioner details	4. Related planning information	5. Payer details	6. Requirements and uploads	**7. Review and submit**

The review and submit section allows you to review all of the information entered for your Develement Application by navigating down the page.

48. Complete the declarations and **click** Submit.

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 determination of this application, 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.

Previous   Save and exit   Submit

End of steps

What Happens Next?

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 - https://www.planningportal.nsw.gov.au/support/frequently-asked-questions and / or contact ServiceNSW on 1300 305 695.

When a development application with a deferred commencement condition is approved through the NSW Planning Portal the applicant is required to submit a request for operational consent to the consent authority within the specified period before the development consent can become operational.

This guide provides instructions on how further details can be provided to the consent authority via the NSW Planning Portal and what to do when council responds.

Requesting operational consent

1. Once logged in to the NSW Planning Portal, **locate** and **open** the development application with the deferred commencement in your Active Work.

	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
ℹ	59	29/03/21	PAN-3790	SNOWY MONARO REGIONAL	12 BANJO DRIVE THREDBO 2625	Deferred commencement

Active work

2. **Select** Request Operational Consent from the Actions dropdown menu.

Actions ⌄
Refresh
Request Operational Consent
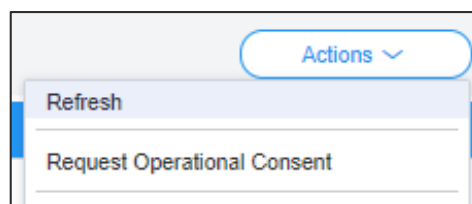
DA Online   Reference number: PAN-1850   DA number: DA202012341   Deferred commencement

✓ Pre-lodgement Review   ✓ Lodgement   ✓ Assessment   Determination

Request Operational Consent   KA Kea Allerby

3. **Enter** the details of the request.

Request Operational Consent

Please provide request details *

4. To upload a document, you may **click** Upload and select or drag and drop your file(s). Categorise the file type(s) before **clicking** Attach.

Upload	
All uploaded files are scanned as a preventative measure, however we	
Document type	
Compliance with conditions of consent	What is this?
Other	What is this?

5. **Click** on the Submit button.

Submit

What Happens Next?

Once the consent authority has reviewed your request and provided an outcome you may either;

- Submit another request for operational consent by following the above steps, or
- Review consent documents on the development application in your Completed Work.

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.

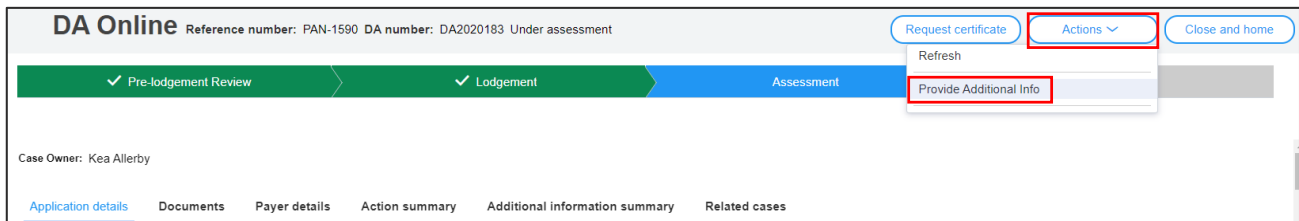# Withdrawing a Development Application

Applicant

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.

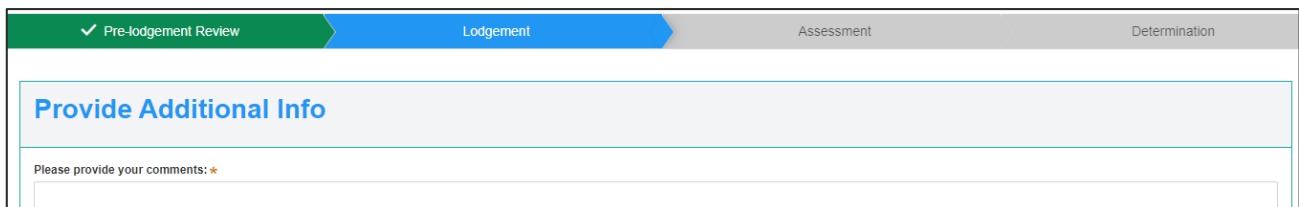Follow the below steps to submit the notice of withdrawal.

Lodging a Notice to Withdraw a DA

1. When the application is open, **click** Actions and **select** Provide Additional Info from the dropdown list.

2. The 'Provide Additional Info' screen will display. **Enter** your comment requesting to withdraw the development application into the asterisked field asking you to provide your comments.

3. **Click** Submit.

End of steps

What Happens Next?

- 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.

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/support/frequently-asked-questions and / or contact ServiceNSW on 1300 305 695.

Responding to Additional Information Requests

Additional or revised information can be requested by the consent authority on the NSW Planning Portal application prior to the development application being lodged or at any time during assessment. If information is requested by the consent authority, you will receive a system generated email advising you of the request for information. To view and action this request, follow the below steps.

1. Login to the NSW Planning Portal and open the relevant case that requires an additional information response.

2. Review the comments from the consent authority by **clicking** on the Additional information summary tab.

Note: If an attachment has been provided by the consent authority to support the request, it will be available for download in the Documents tab.

Tip! Look for a document with the most recent date that has not been uploaded by you in the uploaded date column.

3. When you are ready to provide the response to the consent authorities request, **click** Respond on the Additional information summary tab.

4. The 'Provide Additional Information' screen will display. **Enter** any comments into the Response Comments field.

5. **Click** Select file(s) or **drag and drop** your file(s). Categorise the file type(s) before **clicking** Attach.

6. **Click** Submit to complete the information request.
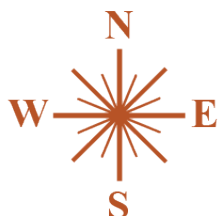
Providing Additional Information

You can also provide additional information to the consent authority at any time from your Actions drop down menu. This option must not be used when the consent authority has initiated the request as you will not be resolving the outstanding request, the system will create a new one.

Note: The consent authority will receive a system-generated email advising of the additional information provided and can review your comments and attachments included.

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/support/frequently-asked-questions and / or contact ServiceNSW on 1300 305 695.