NSW Planning Portal Information Sheet

A guide for applicants applying for a development application through the NSW Planning Portal

How to use the portal?

For more information see the [Planning Portal quick reference guides.](#)

Before applying for your application using the Planning Portal

1. Use the applicable Council check list to prepare all documents for your application
2. Talk to Council planning staff about your proposed development
3. Scan all documentation – all documents must be in PDF format

Logging in to the Planning Portal

Applicants may use an existing [Service NSW account](#) or register for a [NSW Planning Portal account](#). You will need an email address for this process. If you have any problems please contact Service NSW on 1300 305 695 or email info@service.nsw.gov.au

Start your application

Click "New" to start an application. Fill in the online form and progress through the steps. Upload the required documents to the portal. During this process, you can save your application to come back and complete later. Once you have completed your application and uploaded the required documents, click **SUBMIT.** This will officially lodge your DA to Council.

Application check

Council officers will now review your application in the portal to make sure all documentation is correct. You will be notified by email if more information or documents are needed.

DA lodged for assessment

Once your application has been checked and accepted for lodgement, you will receive an 'Additional Information Request' which will include your fee estimate from Council.

Fees must be paid before your application is formally lodged in Council's system. You will need to confirm that you've paid the fees by clicking 'Respond' to the 'Additional Information Request' in the portal.

Assessment and determination

Once fees have been paid your application will be assessed by Council Officer. Once a decision has been made, the official 'Notice of Determination' together with the stamped plans will be uploaded through the Portal. All uploaded documentation can be found within the 'documents' tab on your application.

Which documents do I need to upload to the portal?

Do not change the name of Council forms when uploading them through the portal.

Refer to the checklists on Council's website to determine what documents are needed for your application type.

Development Application Forms:

Form/Document	Requirements
Plans	Plans are needed for all development. The type of plans needed is determined by your specific application type. See Council's checklist to determine what plans are applicable for your development.
Statement of Environmental Effects (PDF)	A Statement of Environmental Effects is needed for all developments.
BASIX Certificate	Simply enter details about the proposed house or unit such as location, size and building materials. A BASIX is needed for: • all Development Applications and applications for Complying Development Certificates for new residential development, or alterations and additions with a total estimated cost of works of $50,000 • swimming pools or spas with a volume of more than 40,000 litres A BASIX certificate is available online at planningportal.nsw.gov.au/basix.
Potential Land Contamination (PDF)	An assessment for potential land contamination is needed for all developments.
On-site Wastewater Assessment	An On-site Wasterwater Assessment is required for any application needing wastewater treatment that cannot be connected to town sewerage.
Bushfire Hazard Assessment	A bushfire hazard assessment must be completed when the development is located on land that is bushfire prone.