

# Submit a Development Application

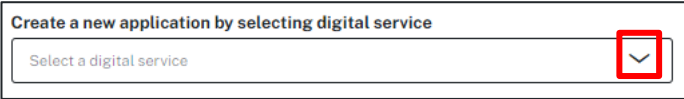
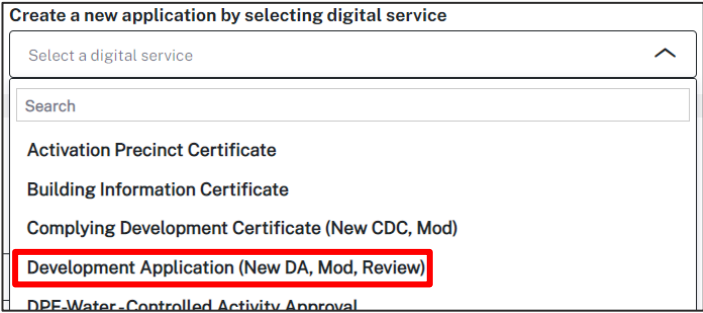

You can prepare and submit a Development Application (DA) online via the NSW Planning Portal (the Portal). You must first register an account to access the Portal. To do this, please refer to our *Register for the NSW Planning Portal* quick reference guide.

Contact the relevant consent authority to discuss supporting document requirements before applying for a DA.

## Sections included in this guide

1. Creating a new application
2. Capture applicant details
3. Capture application details
4. Capture related planning information
5. Sustainable Buildings
6. Capture payer details
7. Requirements and uploads
8. Inputting housing and productivity contribution details
9. Review and submit
10. What happens next?

## Creating a new application

1. Log in to the NSW Planning Portal and select a digital service by <b>clicking</b> on the arrow.	
2. <b>Select</b> Development Application from the list of options.	
3. <b>Select</b> Create new.	

**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 (DA). Most 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. the Minister for Planning and Public Spaces.

The State Environmental Planning Policy (Sustainable Buildings) 2022, and related Regulation Amendments commence on 1 October 2023 with updated standards for residential development under BASIX and new provisions for non-residential developments like schools, offices and hotels.

Questions have been added to this application to determine each development's requirements and to allow applicants to demonstrate compliance.

**DA Online**



The majority of development applications in NSW are assessed and determined by local councils, however, some are assessed and determined by NSW Government. It is recommended that prior to submitting your application, you discuss the supporting documentation requirements with the relevant consent authority. This will minimise delays to the assessment of your application. For background information on your property, you can obtain a Section 10.7 Planning Certificate from the NSW Planning Portal or

Actions

Refresh

Create new Council DA

Create new State DA

4. **Enter** the site of your development using the Address or Lot/Section number/Plan search functionality. Ensure you pause to allow the search function to suggest applicable matching results.  
Repeat as required until all development sites are located.


### Select the site of the development \*

**Enter address**

OR

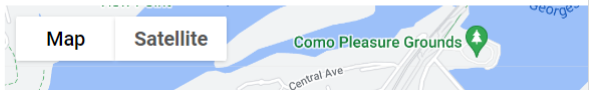
**Enter Lot/Section Number/Plan**

Address did not display ? ☐

Street address	LGA	Lot/Section/Plan	Primary address?	
1 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	21/ — — /DP807516 <input type="checkbox"/>	<input type="checkbox"/>	

Map

Satellite



**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.

**Note:** Addresses may be entered manually by clicking on the Address did not display checkbox. You will be required to input the Local Government Area (LGA) or State Agency.

Address did not display ? ☒



**Enter address \***

**Primary address?**

☐

5. **Indicate** the primary address and relevant lot(s) of the development. These fields are mandatory.

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

Street address	LGA	Lot/Section/Plan		Primary address?	
1 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	21/ — — /DP807516	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	22/ — — /DP807516	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

6. The Planning controls affecting the property can be viewed by **clicking** on the arrow below the heading for planning controls.

**Planning controls affecting property**

 BINYA PLACE COMO 2226

**Summary of planning controls**

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio (n:1)	0.55:1

7. **Click** Submit.

Submit

**Note:** When your DA 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 DA submission page.

## Capture applicant details

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.

8. **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**

Title

Please Select... ▾

First given name \*

Terry

Other given name/s

Family name \*

Trainer

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

If you answered Yes,

- **Search** for the company by choosing an operator, ACN, ABN, or Name.
- **Enter** the search term in the search field.
- **Click** the search icon.
- **Select** a result from the list provided.
- **Indicate** if the company is the nominated applicant for this application.

Are you applying on behalf of a business or company?

☒ Yes  
☐ No

ACN  Enter here and search

Name  
--

ABN ACN  
-- --

Trading name

Is the nominated business or 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.

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

If there are multiple owners, **select** the appropriate button and **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.

**Owner/s details**

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 one or more owners of the development site and the applicant is NOT one of them
- ☐ A company, business, government entity or other similar body owns the development site

**Owners Details**

**Owner 1**

☐ Owner builder?

Title

Please Select...

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

You may be required to complete a declaration to continue.

☒ I have obtained the consent of the owner(s) of the land to submit this application

<b>11. Indicate</b> if it is a Crown development. If Yes, you will be prompted to enter the NSW government agency in the space provided.	<div><b>Crown development</b> Is this development application made by or on behalf of the Crown? <input checked="" type="radio"/> Yes <input type="radio"/> No Please identify the NSW government agency * <input type="text" value="Please identify the NSW government agency (maximum 512 characters)"/></div>
<b>12. Indicate</b> if there are any security or site conditions which may impact the inspection. If yes, you will be prompted to provide further details.	<div><b>Site access</b> Are there any security or site conditions which may impact the person undertaking the inspection? <input checked="" type="radio"/> Yes <input type="radio"/> No Provide details *</div>
<b>13.</b> To enter the developer details, you can <b>search</b> to locate the company/business by a keyword. Use the drop-down menu to select a search option.	<div><b>Developer details</b> <div>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/> <input type="button" value="Clear"/></div><div>ABN <input type="text"/> ACN <input type="text"/></div></div>
<b>14. Click</b> Save and continue to progress to the next step.	<input type="button" value="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 on the current page.

## Capture application details

<b>15. Select</b> the application type from the list. If a 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 a review of determination is selected, you will be prompted provide details of the previous consent.	<div><b>Development application type</b> What is the application type? * <a href="#">What is this?</a> <div><input checked="" type="radio"/> Development application <input type="radio"/> Modification application <input type="radio"/> Review of determination</div></div>
--	---

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

If you are creating a State DA, the Environmental Planning Instrument (EPI) that applies to your application must be identified. You may be asked to identify the State Agency to assess the application.	<div><b>Which Environmental Planning Instrument (EPI) applies to your development application?</b> <div><input type="checkbox"/> State Environmental Planning Policy (State Significant Precincts) 2005. <a href="#">What</a></div><div><input type="checkbox"/> State Environmental Planning Policy (Kosciuszko National Park – Alpine Resorts) 2007. <a href="#">What</a></div><div><input type="checkbox"/> State Environmental Planning Policy (Three Ports) 2013. <a href="#">What</a></div></div>
---	---

16. 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 4 and 5.

### Select the site of the development \*

Enter address

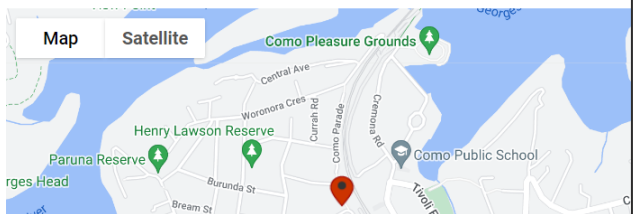
OR

Enter the Lot number / Section number / Plan number e.g. 4/5/DP1044304

Address did not display ? ☐

Street address	LGA	Lot/Section/Plan	Primary address?
1 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	21/ — /DP807516 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Map Satellite



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

### Planning controls affecting property

1 BINYA PLACE COMO 2226

### Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan
Land Zoning	R2: Low Density Residential
Height of Buildings	9.5 m

**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.

18. **Select** a common application type to define associated development categories.

Please select at least one (1) common application type. \*

- ☐ Advertising and signage
- ☐ Alterations or additions to an existing building or structure
- ☐ Change of use of land or a building or the classification of a building under the Building Code of Australia
- ☐ Demolition
- ☒ Erection of a new structure
- ☐ Hours of operation and trading
- ☐ Subdivision

**Note:** Development types are grouped under common application types. Following selection of the common application type(s), associated development type(s) will be displayed, grouped under development categories. There are some development types that may appear across multiple common application types.

If subdivision is chosen, you will be requested to enter details of the proposed subdivision.

**19. Select** the development category to expand the list of associated development types. **Select** all development types that apply to your development.

**Note:** There is a **What is this?** hyperlink corresponding to each development type that you can click on for a definition.

**Development type**  
 Select the development type(s) within the category.
 


> Agriculture  
 > Commercial Development  
 > Industrial Development  
 > **Residential Accommodation**

☒ Dwelling House  
☐ Residential Flat Building  
☐ Shop Top Housing

**Note:** A summary of selected development types will be displayed below and can be edited by clicking on the bin icon or making new selections as required.

> Residential Accommodation  
 > Supporting Development

**Selected development types**  
 The selected development types appear here as a summary and can be edited by clicking on the bin icon.
 

● Dwelling House 

 Please provide a detailed description of the development\*

**20. Indicate** if the proposed pool or spa is equal to or greater than 40,000 litres.

**Note:** This question will only appear if the pool is selected as a development type.

**Is a pool or spa of 40,000 litres or greater proposed? \***  
☐ Yes  
☐ No

**21. 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 new buildings, etc.
 



Please enter a brief description of the activity (max 512 characters)

**22. If applicable, select** the proposed operating days and **enter** the business hours in the corresponding fields.

**Note:** This question will only appear if business-related development type(s) are selected.


Provide the proposed hours of operation by selecting the checkbox beside the day of the week that the business will be open, and entering the corresponding hours.

Monday ☒ Tuesday ☐ Wednesday ☐  
☐ Proposed to operate 24 hours per day

09:00 AM  - 5:00 PM  - -  
 Thursday ☐ Friday ☐ Saturday ☐  
 Sunday ☐

<p><b>23.</b> If applicable, <b>indicate</b> if the proposed development is to be built to rent housing.</p> <p><b>Note:</b> This question will only appear if Multi dwelling housing or Residential flat building development types are selected.</p>	<div> <p>Is the development proposed to be build-to-rent housing? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p><b>24.</b> <b>Indicate</b> if the development includes affordable housing.</p> <p>If Yes, <b>complete</b> the additional questions asked.</p>	<div> <p>Does the development include affordable housing? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p><b>Note:</b> This question will only appear if any of the following development types are selected (Dwelling, Co-living housing, Senior's housing, Independent living units, Residential care facility, Multi dwelling housing and Hostel).</p>	
<p><b>25.</b> <b>Provide</b> details of the proposed development, including number of dwellings/units proposed etc.</p> <p><b>Note:</b> Each field has a 4-digit character limit.</p>	<div> <p><b>Dwelling count details</b></p> <p>Number of dwellings / units proposed * <input type="text"/></p> <p>Number of storeys proposed <input type="text"/></p> <p>Number of pre-existing dwellings on site <input type="text"/></p> <p>Number of dwellings to be demolished <input type="text"/></p> <p>Existing gross floor area (m2) <a href="#">What is this?</a>  <input type="text" value="0"/></p> <p>Proposed gross floor area (m2) <a href="#">What is this?</a>  <input type="text" value="0"/></p> <p>Total site area (m2) <a href="#">What is this?</a>  <input type="text" value="0"/></p> </div>
<p><b>26.</b> <b>Indicate</b> if the application is a direct result of an emergency and/or natural disaster as declared by the government.</p>	
<div> <p>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 by bushfire)</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>	
<p><b>27.</b> <b>Enter</b> an estimated cost of the development inclusive of GST.</p> <p><b>Note:</b> This value may be prepopulated.</p>	<div> <p>What is the estimated cost of work/development, including GST? *</p> <p><input type="text" value="Enter a numeric value including decimal places. Please do not include a do"/></p> </div>
<p><b>28.</b> <b>Enter</b> the Capital Investment Value (CIV) of the development.</p>	<div> <p>Capital Investment Value (CIV) *</p> <p>\$ <input type="text"/></p> </div>
<p><b>Note:</b> Review the information in the <a href="#">What is this?</a> tooltip for further guidance on identifying the Capital Investment Value of a development / project.</p>	



<p><b>29. Indicate</b> if you have a BASIX certificate.</p> <p>If Yes, <b>enter</b> the BASIX certificate number in the space provided.</p> <p><b>Click</b> Add to enter additional BASIX certificate numbers.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3>BASIX certificate</h3> <p>Do you have one or more BASIX certificates? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Enter in the BASIX certificate number *</p> <div style="border: 1px solid #ccc; height: 20px; width: 150px; margin-bottom: 5px;"></div> <div style="text-align: right; margin-bottom: 5px;"></div> <p style="background-color: #003366; color: white; text-align: center; padding: 5px; width: fit-content; margin: 0 auto;">Add</p> </div>
<p><b>30. Complete</b> the proposed operating details including staff/employees on the site and parking and loading information.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3>Proposed operating details</h3> <p>This section relates to operational details post construction.</p> <p>What is the number of additional jobs that are proposed to be generated through the operation of the development? <div style="border: 1px solid #ccc; width: 80px; height: 20px; float: right;"></div></p> <p><b>Staff/employees on the site</b></p> <p>Proposed number <div style="border: 1px solid #ccc; width: 80px; height: 20px; float: right;"></div></p> </div>
<p><b>31. Indicate</b> if the development is to be staged (Council DA).</p> <p>If yes, you will be asked to identify if your application is for a concept only.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3>Concept development</h3> <p>Is the development to be staged? <a href="#">What is this?</a></p> <p><input checked="" type="radio"/> Yes, this application is for staged development which may include concept and/or multiple stages.</p> <p><input type="radio"/> No, this application is not for concept or staged development.</p> </div>
<p><b>32. Indicate</b> if you are intending to submit, or are submitting a concept application.</p> <p>If Yes, you will be prompted to capture further details.</p>	<div style="display: flex; flex-direction: column; align-items: flex-start;"> <div style="margin-bottom: 20px;"> <p><b>Council DA:</b></p> <div style="border: 1px solid black; padding: 10px; width: 100%;"> <p>Is it a concept only application? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Please describe the proposed staging of the development *</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> </div> </div> <div> <p><b>State DA:</b></p> <div style="border: 1px solid black; padding: 10px; width: 100%;"> <h3>Concept development</h3> <p>Are you intending to submit a concept application? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Would this be for the initial concept application? *</p> <p><input type="radio"/> Yes</p> </div> </div> </div>
<p><b>33. Indicate</b> the climate zone(s) the proposed development is in.</p> <p><b>Note:</b> Select all that apply from the dropdown menu.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3>Climate zone</h3> <p>What climate zone/s is the development in? * <a href="#">What is this?</a></p> <p>Climate Zone: select all that apply *</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> </div>

**Note:** You can search for the climate zone(s) for your development using the map tool available via the [What is this?](#) tooltip.

**34. Indicate** if the climate zone has impacted the design of the development.

If Yes, you will be asked to describe how the climate zone has impacted the design.

Has the climate zone impacted the design of the development? \*

- ☒ Yes  
☐ No

Briefly describe how the climate zone has impacted the design of the development. \*

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

Save and continue

## Capture related planning information

**36. Complete** the related planning information questions.

Based on your answers you may be asked to complete further details.

Is the application for integrated development? \* [What is this?](#)

- ☐ Yes  
☒ No

Is your proposal categorised as designated development? \* [What is this?](#)

- ☐ Yes  
☒ No

Is your proposal likely to significantly impact on threatened species, populations or communities, or is it located on land identified as critical habitat? \*

- ☐ Yes  
☐ No

Is this application for biodiversity compliant development? [What is this?](#)

- ☐ Yes  
☐ No

Is this application subject to a private land conservation agreement under the Private Land Conservation Act 2017?

- ☐ Yes  
☐ No

**37. Indicate** if approval under Section 68 of the *Local Government Act 1993* is required.

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

### Section 68 of the Local Government Act

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

**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.

<p><b>38. Indicate</b> if tree removal or pruning work is proposed.</p> <p>If Yes, <b>complete</b> the requested details.</p>	<p><b>Tree works</b></p> <p>Is tree removal and/or pruning work proposed? * <a href="#">What is this?</a></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please provide a description of the proposed tree removal and/or pruning work *</p> <p>e.g. Prune 2 trees, remove 5 trees</p> <p>Number of trees to be impacted by the proposed work *</p>
<p><b>39. Indicate</b> if the development site includes an item of local heritage.</p>	<p><b>Local heritage</b></p> <p>Please contact the relevant consent authority for more information on local heritage items.</p> <p>Does the development site include an item of environmental heritage or sit within a heritage area?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Are works proposed to any heritage listed buildings?</p> <p><input type="radio"/> Yes</p>
<p><b>40. Complete</b> the affiliations and pecuniary interests questions to be reviewed by the consent authority.</p>	<p><b>Affiliations and Pecuniary interests</b> <a href="#">What is this?</a></p> <p>Is the applicant or owner a staff member or councillor of the council assessing the application?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<p><b>41. Indicate</b> 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.</p> <p>If Yes, you must complete the political donations or gifts declaration.</p>	
<p><b>Political Donations</b></p> <p>Persons lodging a development 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). <a href="#">What is this?</a></p> <p>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? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	
<p><b>42. Click</b> Save and continue to progress to the next step.</p>	<p><b>Save and continue</b></p>

## Sustainable Buildings

<p><b>43. Indicate</b> if the development is exempt from the <u>State Environmental Planning Policy (Sustainable Buildings) 2022 Chapter 3</u>, relating to non-residential buildings.</p> <p>If Yes, you will be asked to <b>select</b> a reason for exemption. Once an exemption is chosen you, proceed by <b>clicking</b> save and continue, and <b>navigate</b> to <u>Capture payer details</u>.</p>
--

### Sustainable Buildings [What is this?](#)

Is the development exempt from the [State Environmental Planning Policy \(Sustainable Buildings\) 2022, Chapter 3](#), relating to non-residential buildings? [What is this?](#)

☒ Yes

☐ No

Provide reason for exemption. Is the development any of the following? [Select all that apply](#)



Development that is permitted with or without consent or is exempt or complying development under [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#)



Development that is permitted with or without consent or is exempt or complying development under [State Environmental Planning Policy \(Resources and Energy\) 2021, Chapter 2](#)



Development that is permitted with or without consent or is exempt or complying development under [State Environmental Planning Policy \(Transport and Infrastructure\) 2021, Chapter 5](#)



Development on land wholly in RU1, RU2, RU3, E5, IN3, C1, C2, C3, W1, W2, W3 or W4

**Note:** If none of the exemptions listed apply it is likely that the sustainability provisions in Chapter 3 of the policy apply and the development is not exempt.

**44. Indicate** which general sustainability measures have been proposed for the development, selecting all that apply.

When selecting Other, **enter** details in the space available.

Has the proposed development been designed to enable any of the following sustainability measures? [Select all that apply](#)



The minimisation of waste from associated demolition and construction, including by the choice and reuse of building materials



A reduction in peak demand for electricity, including through the use of energy-efficient technology



A reduction in the reliance on artificial lighting and mechanical heating and cooling through passive design



The generation and storage of renewable energy



The metering and monitoring of energy consumption



The minimisation of the consumption of potable water



Other

Provide details [\\*](#)

**45. Enter** a list of any reports or documents that identify the general sustainability provisions you indicated for the development in the previous question.

List any reports or documents that identify the general sustainability provisions as described above

**46. Indicate** if the development is seeking certification from a sustainability rating system.

If Yes, **select** which rating system(s) are proposed for the development from the list available.

If Other is selected in the list, **enter** the name of the rating system(s) in the space available.

**Enter** the star rating or sustainability level achieved for each rating system.

Is the development seeking certification from a sustainability rating system? \*

☒ Yes

☐ No

Which sustainability rating/s will the development achieve?

☐ NABERS Certification

☒ Green Star Buildings Certification

☐ Green Star Communities Certification

☐ LEED Certification

☐ Passive House Certification

☐ Living Building Challenge Certification

☒ Other

Provide details \*

What star rating or sustainability level will be achieved by the development? \*

**47. Indicate** if you have completed a NABERS Embodied Emissions form for the development.

If Yes, you will be asked to **enter** the details of the qualified person certifying the form.

## Embodied emissions for non-residential development

Does the NABERS Embodied Emissions Materials Form accompany this application?

This is a mandatory document for your development type. \* [What is this?](#)

☒ Yes

☐ No

Provide details of the qualified person certifying the embodied emission amounts disclosed in the form \*

First Name \*

Surname \*

Professional Qualification \*

Registration Details \*

Business Name \*

ABN \*

**Note:** If the NABERS Embodied Emissions form is a mandatory document for your development type, it is required to be uploaded when you reach the Requirements and uploads section of the application.

**48. Indicate** if a voluntary NABERS Agreement to Rate relating to embodied emissions has been prepared for each prescribed large commercial development type applicable to the application.

If Yes, **enter** the relevant Agreement to Rate reference number(s).

Has a voluntary NABERS Agreement to Rate relating to embodied emissions been prepared for each prescribed large commercial development type? \*

☒ Yes

☐ No

Provide details of all relevant Agreement(s) to Rate including reference number in the format AR-12345. \*

**49. Enter** a description of any low emissions construction technologies incorporated in the development.

Describe any low emissions construction technologies incorporated in the development \* [What is this?](#)

Remaining: 2500 characters

**50. Indicate** if the development is designed to retain or reuse an existing building on site.  
If Yes, **enter** the percentage of total development re-used.

Is the development designed to retain or reuse an existing building on site? \*

☒ Yes

☐ No

What percentage of the total development has been re-used? \*

**51. Indicate** if the development is designed to use recycled materials from the site or elsewhere.

Is the development designed to use recycled materials from the site or elsewhere? \*

☒ Yes

☐ No

**52. Indicate** if a whole of Life Cycle Analysis (LCA) has been prepared for this development.

Has a whole of Life Cycle Analysis (LCA) been prepared for this development? \*

☒ Yes

☐ No

**53. Indicate** if the development is a prescribed large commercial development.  
If Yes, further questions will be defined.  
If No, proceed by **clicking** save and continue, and **navigate** to Capture payer details.

### Other consideration for large commercial development

Is the development a prescribed large commercial development that involves any of the following? \* [What is this?](#)

- Office premises with 1000m2 net lettable area (NLA) or greater
- Hotel or motel with 100 rooms or greater
- Serviced apartments with 100 apartments or greater

☐ Yes

☐ No

**54. Indicate** if the development is designed to operate as a net zero development immediately.  
If No, **indicate** if the development is designed to not use on-site fossil fuels after 1 January 2035.

### Net zero statement for non-residential development [What is this?](#)

Is the development designed to operate as a net zero development immediately? \*

☐ Yes

☒ No

Is the development designed to incorporate infrastructure, or space for the infrastructure necessary for the development to not use on-site fossil fuels after 1 January 2035? \*

☐ Yes

☐ No

**55. Select** the net zero provisions the development has incorporated. Select all that apply.  
If Other is chosen, **enter** details in the space provided.

Which of the following net zero provisions has the development incorporated? \*

- ☐ Electric HVAC system
- ☐ Future plant space allocated
- ☐ Location of current plant room enables future conversion
- ☐ Access to plant room enables machinery to be changed over
- ☐ Electrified services and appliances
- ☐ Renewable energy generation and storage
- ☒ Other [please list]

Provide details \*

**56. Enter** the estimated annual energy consumption for the building.

What is the estimated annual energy consumption for the building?

 kWh/m2

**57. Enter** the estimated amount of emissions relating the energy use in the building.

What is the estimated amount of emissions relating to energy use in the building, including direct and indirect emissions?

 kgCO2e/m2 p.a.

**58. Indicate** if a NABERS Agreement(s) to Rate relating to water use has been prepared for each prescribed large commercial use in the development.  
If Yes, **complete** the table.

### Water

Have NABERS Agreement(s) to Rate relating to water use been prepared for each prescribed large commercial use in the development? \*

- ☒ Yes  
☐ No

Enter details of the Agreement(s): \*

Type of Agreement	Targeted Star Rating	Agreement Reference Number
<input checked="" type="checkbox"/> NABERS Agreement to Rate (Office)	<input type="text" value="5"/> Star	<input type="text" value="AR12345"/>
<input type="checkbox"/> NABERS Agreement to Rate (Hotel)		
<input type="checkbox"/> NABERS Agreement to Rate (Motel)		
<input type="checkbox"/> NABERS Agreement to Rate (Service Apartment)		

**59. Indicate** the preferred Section J pathway for the development.

### Energy

What is the preferred Section J pathway for this development? \*

- ☐ J1V1 NABERS Energy
- ☐ J1V2 Green Star
- ☐ J1V3 Verification using a reference building
- ☐ J1V4 Verification of building envelope sealing

**60. Indicate** if the development is in the City of Sydney Local Government Area.

If Yes, check the City of Sydney Development Control Plan for energy requirements and proceed by **clicking** save and continue, and **navigate** to Capture payer details.

If No, further questions will appear.

Is the development in the City of Sydney Local Government Area? \*

- ☒ Yes
- ☐ No

**61. Indicate** if a NABERS Commitment Agreement(s) or Agreement(s) to Rate relating to energy use has been prepared for each prescribed large commercial use in the development.

If Yes, **complete** the table.

Have NABERS Commitment Agreement(s) or Agreement(s) to Rate relating to energy been prepared for each prescribed large commercial use in the development? \* [What is this?](#)

- ☒ Yes
- ☐ No

Enter details of the Agreement(s): \*

Type of Agreement	Targeted Star Rating	Agreement Reference Number
<input type="checkbox"/> NABERS Commitment Agreement (Hotel)		
<input checked="" type="checkbox"/> NABERS Commitment Agreement (Motel)	4 Star	CA1234
<input type="checkbox"/> NABERS Commitment Agreement (Service Apartment)		
<input type="checkbox"/> NABERS Agreement to Rate (Office)		
<input type="checkbox"/> NABERS Agreement to Rate (Hotel)		
<input type="checkbox"/> NABERS Agreement to Rate (Motel)		
<input checked="" type="checkbox"/> NABERS Agreement to Rate (Service Apartment)	4 Star	AR12345
<input type="checkbox"/> NABERS Commitment Agreement (Office)		

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

Save and continue

## Capture payer details

The *Environmental Planning and Assessment Regulation 2021* 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.



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.

### Fee estimates

#### Works

What is the estimated cost of the proposed development? \*

\$20,000

Staged DAs: What is the estimated cost of any staged DA component?

- ☐ The DA is to be referred to a SEPP65 design review panel
- ☐ The DA is Designated Development

#### Subdivision

☐ The DA proposes subdivision

Does the DA involve the opening of a new road?

- ☐ Yes
- ☐ No

**63. Indicate** if the payer is an individual or company, business, government entity or other similar body and complete the required information.

### Select the option that is applicable \*

- ☒ Individual
- ☐ A company, business, government entity or other similar body

**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.

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

Save and continue

## Requirements and uploads

There are certain required documents that must be uploaded to your application. However, there may be additional documents to upload to complete your application. Ensure you satisfy all application requirements required by the consent authority to minimise delays.

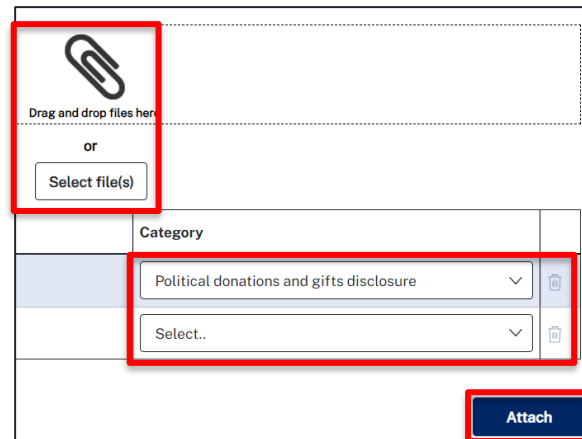
**Note:** Based on your application details, if a housing and productivity infrastructure contribution is identified for the development, a message will display alerting you that a contributions case is created, and you will be prompted to enter further details once you click save and continue.

**i** A contributions case has been automatically created and requires your input to determine the contribution payable. You will be prompted to enter in additional details towards the end of this workflow. Alternatively you can access the Contributions Case via the 'related cases' tab at the bottom of the page. For further information, please contact your council for local infrastructure contributions or the Department for state infrastructure contributions via [our online form](#)

**65. Click** Upload.

Upload

- a) Click Select files (s) or drag and drop your file(s) in the space provided.
- b) Categorise the file type(s).
- c) Click Attach.



**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.

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

Save and continue

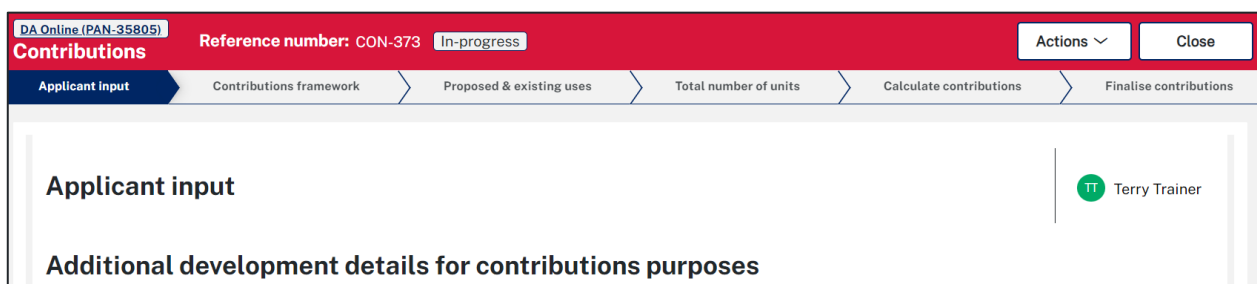
## Inputting housing and productivity contribution details

Certain residential, commercial, and industrial developments will be subject to a housing and productivity contribution (HPC), if the development application (DA) is approved. The development site location and development types entered on your DA will identify if a contribution is required to be applied to your development.

If an HPC is identified, you will be directed to input details of the proposed development for which a contribution is payable.

This section of the guide provides instructions on how to complete the applicant inputs on the contributions case.

If a HPC has not been identified for the development, continue by navigating to [Review and submit](#).



**Note:** While we encourage applicants to enter information on proposed development for contributions, if this information is not understood, you may submit without completing any further details. The consent authority who will assess your DA will finalise the input that is required for the housing and productivity contributions. It is the responsibility of the consent authority to ensure the appropriate contribution amount is calculated and will be imposed as a condition of the consent, if approved.

### Additional development details for contributions purposes

**67. Identify** if a previous payment for contributions or planning agreement applies.

#### Additional development details for contributions purposes

Do any of the following apply: [What is this?](#)

☐ Previous payment made for local contributions
 ☐ Previous payment made for state contributions
 ☐ Local planning agreement applies to the development
 ☐ State planning agreement applies to the development

**Note:** Some previous arrangements may impact contributions for new development. Evidence will be required and can be uploaded.

Each item selected will require supporting documents to be uploaded.

### Proposed development

**Note:** The development types and common application types that are entered on the DA will display. If the listed development(s) which require a contribution do not appear in the table below, capture further contribution uses by following the below steps.

**68. Select** a category from the available list.

#### Select a category

Select

Select

Agriculture

Commercial Development

Existing residential lots

Industrial Development

Infrastructure

Manufactured home estate

Residential Accommodation

Subdivision

Supporting Development

**a. Click** the down-arrow to select a development from the available list.

**Note:** Select as many developments from the available list as relevant. This list will be filtered based on the category selected in the previous step.

#### Select development ★

Retail Premise

Airport

Airstrip

Air transport facility

Air transport premises

Amusement centre

Ancillary commercial development

Animal boarding or training establishment

Animal care premises

Animal shelters

Automatic teller machine

Automotive/truck premises

**Note:** You may click Add Contributions uses and repeat the previous steps to add further contribution uses to the table below.

- b. Click Complete Selection to refresh and update the Proposed number of units for calculating contributions.

Complete Selection

### Proposed number of units for calculating contributions

The development requiring contributions will populate on the table where you may enter the number of units per the unit of charge.

The unit of charge relates to the type of development being proposed. For residential development, the total is calculated by entering the number of units of charge (i.e. the number of new dwelling lots). For commercial and industrial development, the total is calculated by multiplying the units of charge by the square meterage of new gross floor area (GFA) applicable to the development.

#### Proposed number of units for calculating contributions [What is this?](#)

Development	Sub types <a href="#">What is this?</a>	Total	Unit of charge
Office Premise		<input type="text"/>	SQM of GFA
Retail Premise		<input type="text"/>	SQM of GFA

- c. Enter the total number of Units for each development.

Total	Unit of charge
<input type="text"/>	SQM of GFA
<input type="text"/>	SQM of GFA

### Existing development

69. Indicate if you want to add existing development, such as an existing residential lot, that applies to your development.

Do you want to add existing development?

☒ Yes

☐ No

- a. If Yes, select a category from the available list.

Select a category

Existing residential lots ▼

- b. Click the down-arrow to select a development from the available list.

Select development \*

▼

- c. Select Add type/use to add additional existing development, if required.

Add type/use

- d. Click Complete Selection to refresh and update the table for existing number of units for calculating contributions.

Complete Selection

### Existing number of units for calculating contributions

#### Existing number of units for calculating contributions

Development	Sub types <a href="#">What is this?</a>	Total	Unit of charge
Existing lot for torrens subdivision		<input type="text"/>	Lots

- e. Enter the total number of units per unit of charge.

Total	Unit of charge
<input type="text"/>	Lots

### Staged developments

70. Click Add stage to add additional stages for a staged development consent.

Add stage

**Note:** The current selections will be displayed as stage 1.

71. Click to expand each stage and enter the number of units for each stage of development.

> Stage 1  
> Stage 2

**Note:** Additional stages can be entered by clicking Add stage.

72. Once you have finished entering the contribution details, click Submit.

Submit

**Note:** After clicking submit, the contribution details entered will be saved with your application, and you may view the details entered via the file generated and available on the DA documents tab. You will be directed to the final section of the DA, to submit the application. Following submission of your DA, the consent authority will notify you of any contribution amounts payable following their assessment as part of the conditions of consent.

## Review and submit

The review and submit section gives you an opportunity to review all of the information entered for your DA by navigating down the page.

You may navigate to previous sections of the application or close and return to the application later.

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

**Submit your application**

**Declarations \***

☐ Select all

☐ 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 development application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this development application.

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

☐ I understand that the consent authority may use the information and materials provided for notification and advertising purposes, and materials provided may be

End of steps

## What happens next?

- Your application will be sent to the relevant consent authority for review. The consent authority may request additional or revised information.
- If you have initiated a Section 68 approval, you must finish completing the 'In Progress' application available in your active work.
- You may provide additional information on your application, withdraw or request related applications using the local actions available.

## 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.