

Online Payments for Housing and Productivity Contributions

For Development Applications (DA) or Complying Development Certificates (CDC) applications that trigger a Housing and Productivity Contribution, applicants must initiate payment via the NSW Planning Portal (the portal), then complete the payment on the ServiceNSW payment gateway.

This quick reference guide (QRG) will outline the steps required to make the payment on the portal.

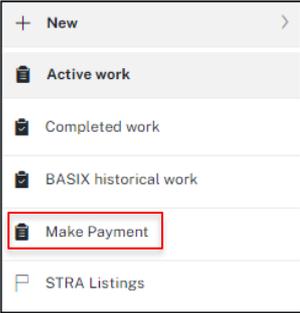
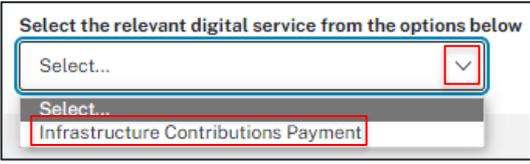
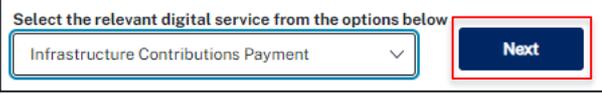
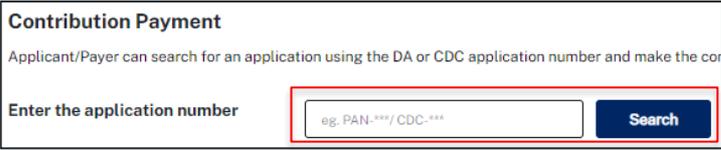
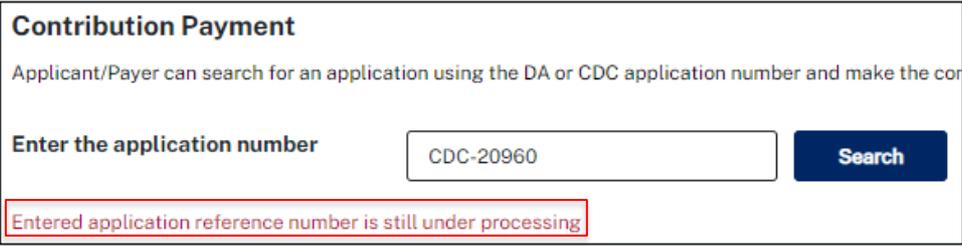
It is important to note that the payment must be made before the specified time frame as indicated via the timing of payment by the consent authority or certifier.

Getting started

To access the payment option, you must first log into the portal.	
1. Click on the link.	https://www.planningportal.nsw.gov.au/
2. Enter your username and password.	
Note: You will need to create an account on the NSW Planning Portal to make online payments. Please refer to the Quick Reference Guide Register for a NSW Planning Portal Account.	

Accessing the case

3. Click the menu icon (three horizontal lines) to the left of the NSW Government logo.	
--	--

<p>4. Click Make Payment from the main menu.</p>	
<p>5. Click on the arrow to reveal the list of options, then select Infrastructure Contributions Payment.</p>	
<p>6. Click Next.</p>	
<p>7. Enter the DA (PAN) or CDC portal reference number in the space provided, then click search.</p>	
<p>Note: The HPC payment can only be made once the DA or CDC have been determined and issued. If you attempt to make a payment on a DA or CDC that is yet to be determined or issued, you will receive the below error message, indicating that the application reference number is still under processing, even if the contribution case has been resolved/completed.</p>	
	
<p>Note: When a determined and issued DA or CDC portal reference number is entered, the Contribution Payments screen will display.</p>	

Contribution Payments

CDC-20912 - WOLLONDILLY - 10 VANDERVILLE STREET THE OAKS 2570 - Make Payment

Ref #	Plan Name	Payable prior to	Contribution amount at consent	Indexed amount	Amount paid to date	Discounts applicable	Net amount due	Select contribution items to be paid
CDC-20912	GreaterSydney_HPC_23082023	Subdivision certificate	\$24,000.00	\$24,000.00		0%	\$24,000.00	<input type="checkbox"/>
Total			\$24,000.00	\$24,000.00			\$24,000.00	
Total selected for payment			\$0.00	\$0.00			\$0.00	

Note: In instances where there is a staged development, multiple sections will appear and the applicant can select the line items they wish to make payment for. This can be for more than one stage, if desired.

8. Select the contribution items to be paid by checking the box.

Net amount due	Select contribution items to be paid
\$24,000.00	<input checked="" type="checkbox"/>

Note: Once the contribution item has been selected, the options to Generate Payment Advice and Make Payment become available.

Contribution Payments

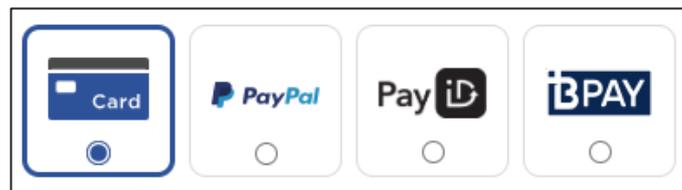
CDC-20912 - WOLLONDILLY - 10 VANDERVILLE STREET THE OAKS 2570 - Make Payment

Ref #	Plan Name	Payable prior to	Contribution amount at consent	Indexed amount	Amount paid to date	Discounts applicable	Net amount due	Select contribution items to be paid
CDC-20912	GreaterSydney_HPC_23082023	Subdivision certificate	\$24,000.00	\$24,000.00		0%	\$24,000.00	<input checked="" type="checkbox"/>
Total			\$24,000.00	\$24,000.00			\$24,000.00	
Total selected for payment			\$24,000.00	\$24,000.00			\$24,000.00	

Note: When you click on Generate Payment Advice, the portal will create a pdf payment advice document which will be available via the document tab. This is a point in time payable amount as the HPC may be subject to indexation and changing discount rates over time.

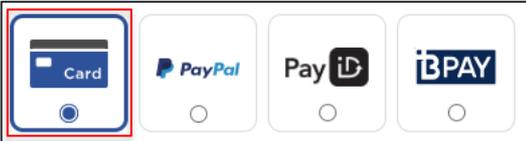
<p>9. To make the payment for the selected contribution item, click Make Payment.</p>	
<p>10. Click Next to proceed.</p>	
<p>11. Click Pay now.</p>	

Note: You will be directed to the ServiceNSW payment gateway to make the necessary payment. Payments can be made by either of the following options:



Making Payment

Credit card

<p>12. Click the credit card icon.</p>	
---	--

<p>13. Input the credit card details including:</p> <ul style="list-style-type: none"> • Credit card number. • Expiry date. • 3-digit CVN. 	<div style="border: 1px solid black; padding: 10px;"> <p>Card number Test environment</p> <input style="width: 95%;" type="text"/> <p>Expiry date</p> <div style="display: flex; justify-content: space-between;"> <input style="width: 40%;" type="text"/> / <input style="width: 40%;" type="text"/> </div> <p>CVN <small>ⓘ</small></p> <input style="width: 95%;" type="text"/> </div>
<p>14. Click Validate card</p>	<div style="border: 1px solid black; text-align: center; padding: 5px; width: fit-content; margin: auto;"> <p>Validate card</p> </div>
<p>15. Click Pay now when ready to proceed with payment.</p>	<div style="border: 1px solid black; text-align: center; padding: 5px; width: fit-content; margin: auto;"> <p>Pay now</p> </div>

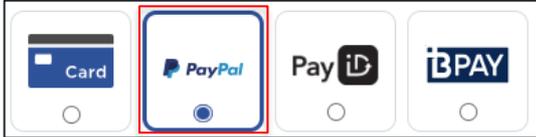
Note: After a successful payment has been made, the contributions summary will indicate a zero net amount to be paid.

Ref #	Plan Name	Payable prior to	Contribution amount at consent	Indexed amount	Amount paid to date	Discounts applicable	Net amount due
CDC-20912	GreaterSydney_HPC_23082023	Subdivision certificate	\$24,000.00	\$24,000.00	\$24,000.00	0%	\$0.00

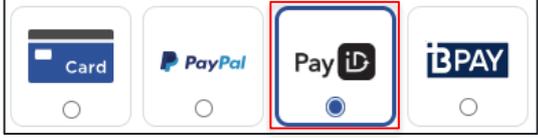
The related cases tab will display the Infrastructure Contributions Payment and the CDC case as both complete.

Description	ID	Status
Infrastructure Contributions Payment	MP-115	Paid
Payment	P-44516	Paid
Complying Development Certificate	CDC-20912	Approved
Contributions	CON-338	Resolved-Completed

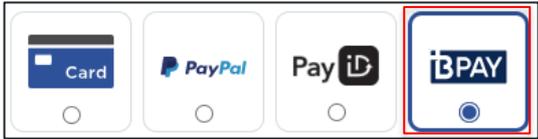
PayPal

<p>16. Click on the PayPal icon.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;">  </div>
<p>17. Click Pay with PayPal and follow the prompts to log in to your PayPal account to complete the transaction.</p>	<div style="border: 1px solid black; text-align: center; padding: 5px; width: fit-content; margin: auto;"> <p>Pay with <i>PayPal</i></p> </div>
<p>18. Click Pay now when ready to proceed with payment.</p>	<div style="border: 1px solid black; text-align: center; padding: 5px; width: fit-content; margin: auto;"> <p>Pay now</p> </div>

Pay iD

<p>19. Click on the Pay iD icon.</p>	
<p>Note: To make a Pay iD payment, you need to complete the payment from your online banking. Follow the instructions on the screen to complete the payment.</p>	

BPAY

<p>20. Click on the BPAY icon.</p>	
<p>21. Enter a valid email address where the payment instructions can be sent.</p>	<div data-bbox="879 891 1318 1032"> <p>Email address</p> <input type="text"/> </div>
<p>22. Check the box acknowledging that payment can take up to 3 business days to process.</p>	<div data-bbox="751 1077 1449 1160"> <input type="checkbox"/> I select BPay and acknowledge the payment can take up to 3 business days to process </div>
<p>23. Click Pay now when ready to proceed with payment.</p>	<div data-bbox="903 1205 1297 1272"> <p>Pay now</p> </div>
<p>24. To make a BPAY payment, enter the Biller Code and Ref number via your bank for financial institution.</p>	<div data-bbox="783 1323 1417 1749"> <p>Complete payment with BPAY</p> <hr/> <p>BPAY Details</p> <p>Biller code: 297533</p> <p>Reference: 8615789446</p> <p>Amount: \$10,000.00</p> </div>
<p>Note: When a payment is made using BPAY, the applicant will be able to download a 'payment confirmation document' from the Transaction History section.</p>	

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.