

# How to register a non-portal consent or certificate

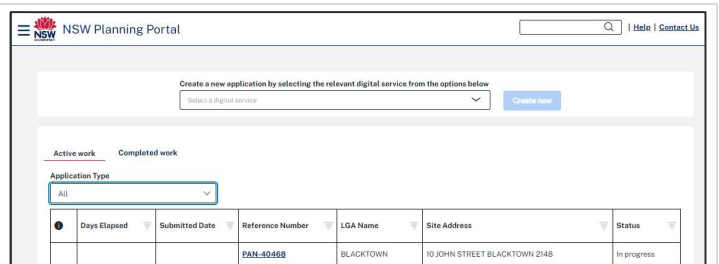
You can register a non-portal approved consent or certificate on the NSW Planning Portal. The purpose of this service allows you to create a NSW Planning Portal reference number for a previously approved consent or certificate and is only applicable for the following consents or certificates:

- Development Application (DA).
- Complying Development Certificate (CDC).
- State Significant Development (SSD).
- State Significant Infrastructure (SSI).
- Construction Certificate (CC).

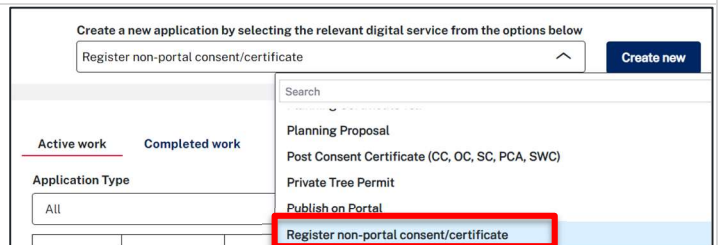
**Note:** You will need to register the non-portal consent or certificate to submit a post-consent certificate application.

## Step 1: Initiate an application

1. **Log in** to the NSW Planning Portal to display your dashboard.



2. **Select** the “Register non-portal consent/certificate” option from the drop-down list.



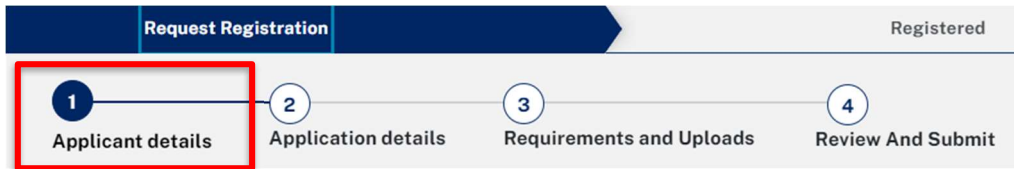
3. **Click** “Create new”.



**Note:** A new application will be created with a status of ‘In progress’ and a portal reference number ‘ROC-XXXX’. The status will remain as ‘In progress’ until the registration is completed.

## Step 2: Enter the applicant details

Tip: Mandatory fields are marked with an \*asterisk. You must complete all mandatory fields on the application and any desired fields as required.



### 4. Enter the applicant details.

Note: Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required.

Title	Please Select ▾
First given name *	Engagement
Other given name/s	
Family name *	Team
Contact number	0412345678
Email *	applicant05@yopmail.com
Address *	

### 5. Click "Continue".

Save	Continue
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## Step 3: Enter the application details



### 6. Select what type of determination or approval you would like to register.

<b>What type of determination or approval would you like to register?</b>
<input type="radio"/> Development Application
<input type="radio"/> Complying Development Certificate
<input type="radio"/> State Significant Development
<input type="radio"/> State Significant Infrastructure
<input type="radio"/> Construction Certificate

Note: The steps demonstrated in this quick reference guide will follow the registration of a development application. The required information may vary based on the application you are seeking to register.

7. **Indicate** if this determination or approval is the result of a modification.

Is this a determination or approval as a result of a modification?

Yes

No

If yes, **enter** the portal application number (PAN) of the modification application in the space provided.

Is this a determination or approval as a result of a modification? \*

Yes

No

Please note that only approved development consent can be registered.

Please provide PAN reference of the original development consent \* [What is this?](#)

PAN-XXXX

8. **Enter** the site address of your development or Lot/Section number/Plan. As you type, the system will auto-suggest addresses or the lot/section/plan number based on the information entered. **Select** the correct address or lot/section/plan number from the list. Repeat as required until all development sites have been added.

**Select the site of the development \***

Start typing your address to select from the drop-down list: OR Enter lot number / section number / plan number e.g. 4/5/DPI044304

e.g. 66 Harrington Street, Sydney N e.g. 4/5/DPI044304

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 and planning controls affecting the property below the address.

If the address does not display, select the 'Address did not display?' tick-box and **enter** the address and local government area/state agency manually in the added text fields.  
**Tip:** To add an address **click** on the + below the address.

Address did not appear in the drop-down list above or lot number not found

Enter address or lot number / section number / plan number e.g. 4/5/DPI044304 \*

e.g. 66 Harrington Street, Sydney NSW 2000 or 4/5/DPI044304 Primary address or lot/DP?


+

Select the Local Government area or State Agency \*

Local Government name or State Agency name

The manual address or lot number you have entered will be validated by the Consent Authority at a future stage.

9. Click the tick boxes to indicate the primary address for this application, the lot/section/plan number, and relevant lot(s) of the development. These fields are mandatory.

**Tip:** To delete an address, click on the bin icon .

Street address	LGA	Lot/Section/Plan	Primary address?	
1 SHEPHERD STREET COLYTON 2760	PENRITH	190/ -- /DP24373	<input type="checkbox"/>	<input type="checkbox"/>

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

### Planning controls affecting property

▼ 1 SHEPHERD STREET COLYTON 2760

#### Summary of planning controls

Land Application LEP	Penrith Local Environmental Plan 2010
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio (n:1)	NA
Minimum Lot Size	550 m <sup>2</sup>
Heritage	NA

11. Enter the consent authority DA reference number.

Please enter the consent authority's DA reference number

12. Enter the type(s) of development.

Please provide the type of development in accordance with the consent

13. Enter a detailed description of the development in accordance with the consent.

Please provide a detailed description of the development \*

*For example: Demolition of existing buildings, construction of a single storey dwelling, swimming pool and related landscaping.\**

Please provide a detailed description including any secondary development types (maximum 512 characters)

Remaining: 512 characters

14. Select the determining authority.

Please provide the determining authority \*

- Council
- State agency

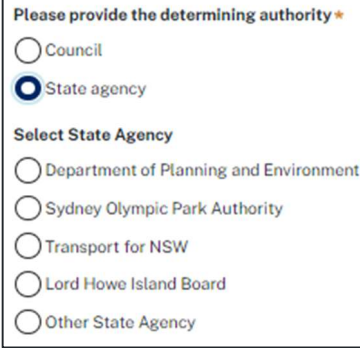
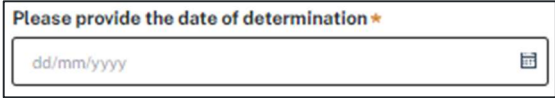

If council is the determining authority, enter the council name in the space provided.

Please provide the determining authority \*

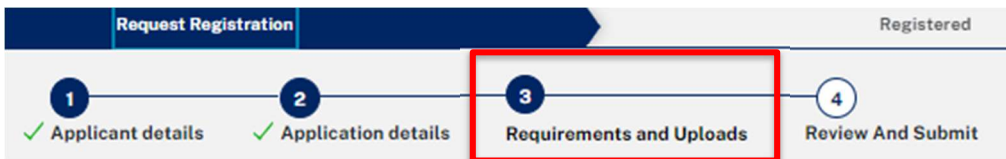
- Council
- State agency

Select council \*


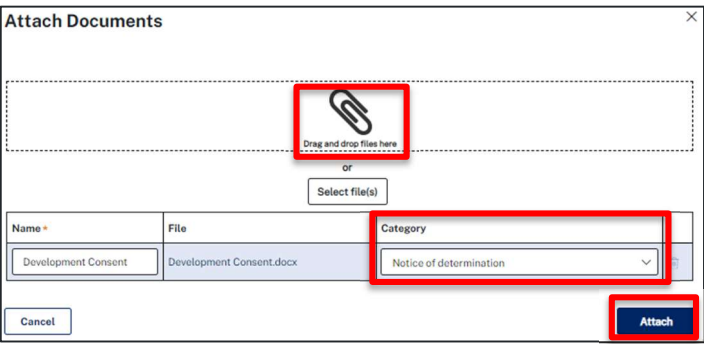
Council Name

<p>If the determining authority is a state agency, <b>select</b> the relevant state agency in accordance with the consent.</p>	 <p>Please provide the determining authority *</p> <p><input type="radio"/> Council</p> <p><input checked="" type="radio"/> State agency</p> <p>Select State Agency</p> <p><input type="radio"/> Department of Planning and Environment</p> <p><input type="radio"/> Sydney Olympic Park Authority</p> <p><input type="radio"/> Transport for NSW</p> <p><input type="radio"/> Lord Howe Island Board</p> <p><input type="radio"/> Other State Agency</p>
<p>15. Enter the date of determination.</p>	 <p>Please provide the date of determination *</p> <p>dd/mm/yyyy</p>
<p>16. Click “Continue”.</p>	 <p>Save Continue</p>

## Step 4: Upload documentation



Note: Whilst you are only required to upload the “Notice of determination”, it is recommended that you also provide additional documents to support future related applications.

<p>17. Click “Upload”.</p>	 <p>Upload</p>						
<p>a) Click “Select files (s)” or drag and drop your file(s) in the space provided.</p> <p>b) <b>Categorise</b> the file type(s) by selecting the relevant category from the drop-down list.</p> <p>c) Click “Attach”.</p>	 <p>Attach Documents</p> <p>Drag and drop files here</p> <p>or</p> <p>Select file(s)</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>Development Consent</td> <td>Development Consent.docx</td> <td>Notice of determination</td> </tr> </tbody> </table> <p>Cancel Attach</p>	Name	File	Category	Development Consent	Development Consent.docx	Notice of determination
Name	File	Category					
Development Consent	Development Consent.docx	Notice of determination					

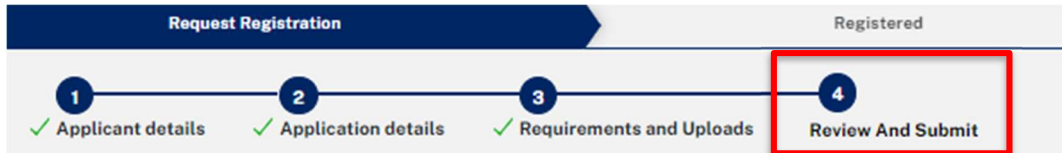
Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

18. Click continue.

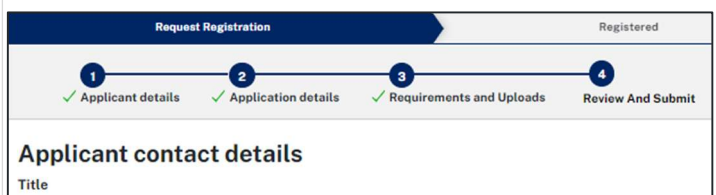
Save

Continue

## Step 5: Review and submit the registration

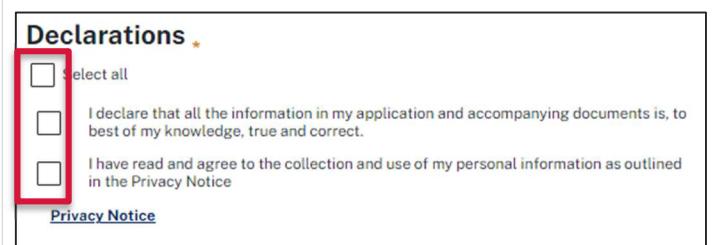


19. **Review** the information entered on your application by scrolling down the page. This information is read-only. To edit information, click on the relevant progress step within the application form.



The screenshot shows the 'Applicant contact details' section. At the top, there is a progress bar with four steps: 1. Applicant details, 2. Application details, 3. Requirements and Uploads, and 4. Review And Submit. Below the progress bar, the section is titled 'Applicant contact details' and has a 'Title' field.

20. **Complete** the declarations at the bottom of the screen by **selecting** each tick-box or **clicking** “Select all”.



The screenshot shows the 'Declarations' section. It has a title 'Declarations' and a 'select all' checkbox. Below it are two checkboxes with text: 'I declare that all the information in my application and accompanying documents is, to best of my knowledge, true and correct.' and 'I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice'. A 'Privacy Notice' link is also visible.

21. Click “Finish”.

Save

Finish

## What happens next?

- The NSW Planning Portal will generate the relevant portal reference number:
  - PAN-XXXX for a Development Application
  - CDC-XXXX for a Complying Development Certificate
  - CFT-XXXX for a Construction Certificate
- You will receive a system generated notification to confirm the registration of your non-portal consent, which will include the new NSW Planning Portal reference number.
- The request to register the non-portal consent (ROC-XXX) will be transferred to the Completed Work tab for future reference.
- When applying for a related certificate on the Portal, use the reference number generated as part of this registration process in the field “Please provide NSW Planning Portal application number”.

## More information

We have developed a range of support materials, including Quick Reference Guides for other services and Frequently Asked Questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the [Help and Resources section](#) of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the NSW Planning Portal Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the [Information and Training sessions page](#) of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or [submit an enquiry online](#). If you are calling from outside Australia, please call +61 2 8894 1555.