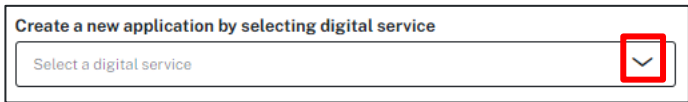
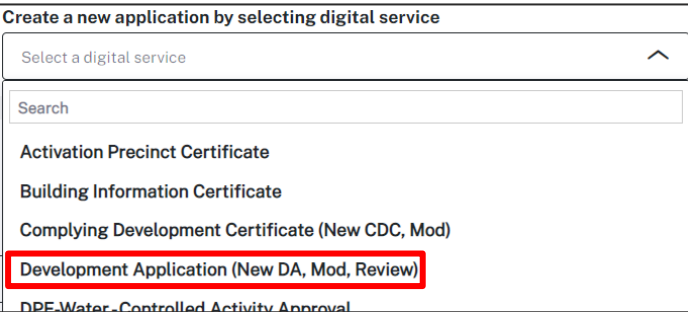



Submit a Development Application

You can prepare and submit a Development Application online via the NSW Planning Portal (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 or video.

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

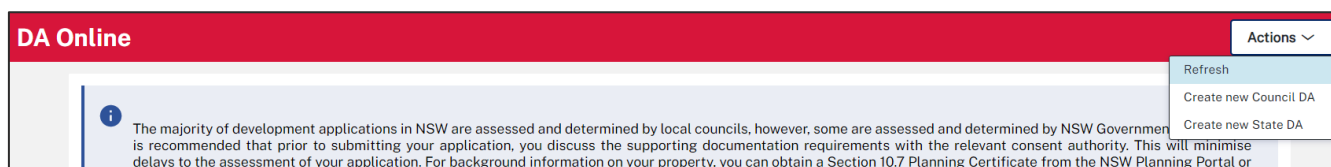
Creating a new application

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



4. **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.

Select the site of the development *


Enter address


e.g. 66 Harrington Street, Sydney NSW 2000

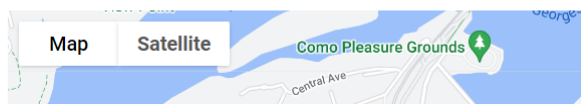
OR

Enter Lot/Section Number/Plan

e.g. 4/5/DP1044304

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"/>	



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?

e.g. 66 Harrington Street, Sydney NSW 2000

☐


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 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.

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

Search

Name

--

ABN ACN

-- --

Trading name

Is the nominated business or company the applicant for this a

☐ 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

Add Owner

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

11. 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 development application made by or on behalf of the Crown?

- ☒ Yes
- ☐ No

Please identify the NSW government agency *

Please identify the NSW government agency (maximum 512 characters)

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

If yes, you will be prompted to provide further details.

Site access

Are there any security or site conditions which may impact the person undertaking the inspection?

- ☒ Yes
- ☐ No

Provide details *

13. 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

14. 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 on the current page.

Capture application details

15. Select 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.

Development application type

What is the application type? [What is this?](#)

- ☒ Development application
- ☐ Modification application
- ☐ Review of determination

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.

Which Environmental Planning Instrument (EPI) applies to your development application?

- ☐ State Environmental Planning Policy (State Significant Precincts) 2005. [What is this?](#)
- ☐ State Environmental Planning Policy (Kosciuszko National Park – Alpine Resorts) 2007. [What is this?](#)
- ☐ State Environmental Planning Policy (Three Ports) 2013. [What is this?](#)

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


e.g. 66 Harrington Street, Sydney NSW 2000

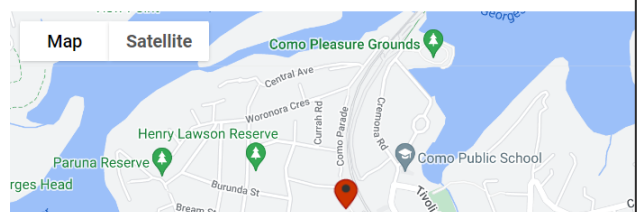
OR

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

e.g. 4/5/DP1044304

Address did not display? ☐ [What is this?](#)

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"/>	



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	9.5m

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.

<p>18. Select the proposed development type(s) from the list.</p> <p>Note: The 'What is this?' a tool tips corresponding to each category are hyperlinks you can click on for a more detailed explanation of the category definition.</p>	<p>Provide details of your proposed development * What type of development are you proposing?</p> <p><input type="checkbox"/> Dwelling</p> <p><input type="checkbox"/> Secondary dwelling</p> <p><input type="checkbox"/> Attached dwelling</p>
<p>19. Indicate if the proposed pool or spa is equal to or greater than 40,000 litres.</p> <p>Note: This question will only appear if the pools / decks / fencing development type is selected.</p>	<p>Is a pool or spa of 40,000 litres or greater proposed? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>20. Enter a detailed description of the development that you are proposing.</p>	<p>Please provide a detailed description of the development * <i>For example: Demolition of existing buildings, construction</i></p> <p>Please enter a brief description of the activity (max 512 characters)</p>
<p>21. 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.</p>	
<p>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.</p> <p>Monday <input checked="" type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/></p> <p><input type="checkbox"/> Proposed to operate 24 hours per day</p> <p>09:00 AM - 5:00 PM</p> <p>Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/></p> <p>Sunday <input type="checkbox"/></p>	
<p>22. Indicate if the proposed development is to be built to rent housing.</p> <p>Note: This question will only appear if Multi dwelling housing or Residential flat building development types are selected.</p>	<p>Is the development proposed to be build-to-rent housing? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>23. Indicate if the development includes affordable housing.</p> <p>If Yes, complete the additional questions asked.</p> <p>Note: 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>Does the development include affordable housing? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>

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

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

Dwelling count details

Number of dwellings / units proposed *

Number of storeys proposed

Number of pre-existing dwellings on site

Number of dwellings to be demolished

Existing gross floor area (m2) [What is this?](#)

0

Proposed gross floor area (m2) [What is this?](#)

0

Total site area (m2) [What is this?](#)

0

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

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 for re-building a home destroyed by bushfire)

☐ Yes

☐ No

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

Note: This value may be prepopulated.

What is the estimated cost of work/development, including GST? *

Enter a numeric value including decimal places. Please do not include a do

27. 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.

BASIX certificate

Do you have one or more BASIX certificates? *

☒ Yes

☐ No

Enter in the BASIX certificate number *

Add

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

If yes, **indicate** the proposed type of subdivision and number of lots.

Subdivision

Number of existing lots

Is Subdivision proposed?

☐ Yes

☐ No

29. Complete the proposed operating details including staff/employees on the site and parking and loading information.

Proposed operating details

Staff/employees on the site

Proposed number

Parking and loading

30. 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? [What is this?](#)

- ☒ 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

Would this be for the initial concept application? *

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

Save and continue

Capture related planning information

32. 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 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 Environmental Planning and Assessment Act 1979?

- ☐ Yes
☐ No

Does the application propose a variation to a development standard in an environmental planning instrument?

- ☐ Yes
☐ No

Is the application accompanied by a Planning Agreement? [What is this?](#)

- ☐ Yes
☐ No

33. 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.

34. Indicate if tree removal or pruning work is proposed.

If Yes, **complete** the requested details.

Tree works

Is tree removal and/or pruning work proposed? [What is this?](#)

☒ Yes

☐ No

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

e.g. Prune 2 trees, remove 5 trees

Number of trees to be impacted by the proposed work *

35. Indicate if the development site includes an item of local heritage.

Local heritage

Please contact the relevant consent authority for more information on local heritage items.

Does the development site include an item of environmental heritage or sit within a heritage area?

☐ Yes

☐ No

Are works proposed to any heritage listed buildings?

☐ Yes

36. Complete the affiliations and pecuniary interests questions to be reviewed by the consent authority.

Affiliations and Pecuniary interests [What is this?](#)

Is the applicant or owner a staff member or councillor of the council assessing the application?

☐ Yes

☐ No

Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application?

☐ Yes

☐ No

37. 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.

Political Donations

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). [What is this?](#)

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? *

☐ Yes

☐ No

38. 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

Advertisement

39. 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.

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

Save and continue

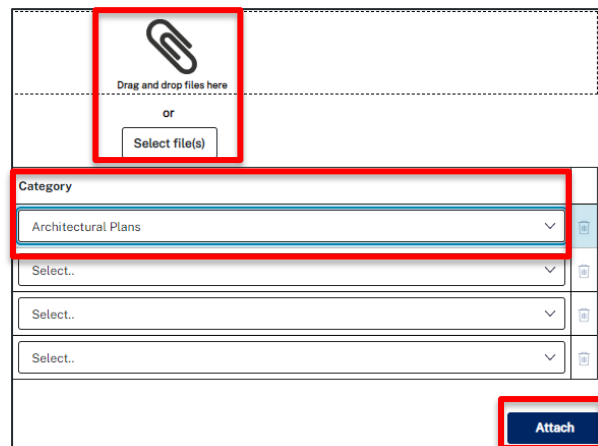
Requirements and uploads

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

41. 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.

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

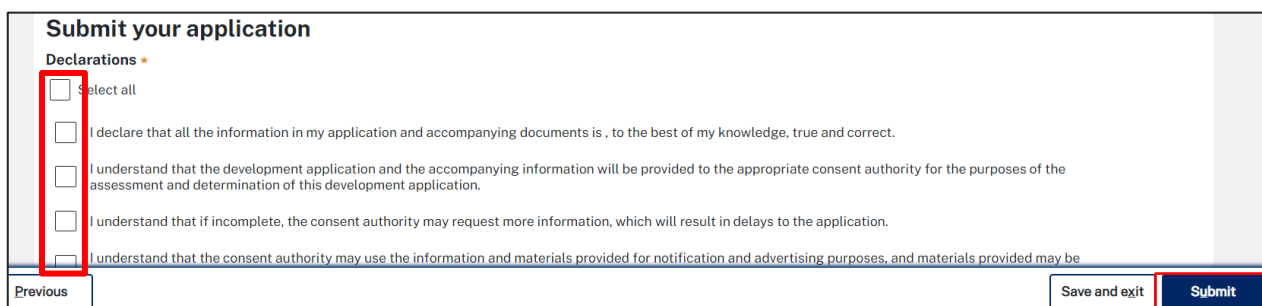
Save and continue

Review and submit

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

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

- 43. Complete** the declarations and **click** Submit.



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.