

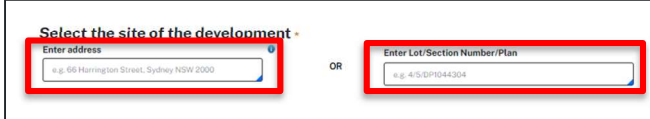
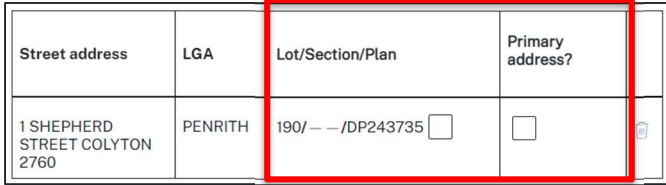



Submit an Activation Precinct Certificate application

To apply for an Activation Precinct Certificate application via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to our *Register for the NSW Planning Portal* quick reference guide or video.

Initiate application

<p>1. Log in to the NSW Planning Portal.</p> <p>Select Activation Precinct Certificate from the list of options within the create a new application drop-down arrow.</p>									
<p>2. Click Create new.</p>									
<p>Note: A new application will be created with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.</p>									
<p>3. Enter the site of your development using the Address or Lot / Section number / Plan search functionality.</p>									
<p>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.</p>									
<p>4. Once the property is located you must select the Lot/Section/Plan and the primary address before continuing.</p>	 <table border="1"><thead><tr><th>Street address</th><th>LGA</th><th>Lot/Section/Plan</th><th>Primary address?</th></tr></thead><tbody><tr><td>1 SHEPHERD STREET COLYTON 2760</td><td>PENRITH</td><td>190/ — /DP243735 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>	Street address	LGA	Lot/Section/Plan	Primary address?	1 SHEPHERD STREET COLYTON 2760	PENRITH	190/ — /DP243735 <input type="checkbox"/>	<input type="checkbox"/>
Street address	LGA	Lot/Section/Plan	Primary address?						
1 SHEPHERD STREET COLYTON 2760	PENRITH	190/ — /DP243735 <input type="checkbox"/>	<input type="checkbox"/>						
<p>Note: For unregistered addresses, there is no auto-populate feature. You need to tick the Address did not display box and enter the address manually.</p> <p>This will disable the predictive text feature and map functionality. You will also need to enter the Lot/Section/Plan number and select the relevant local government area name.</p>									

5. Click Submit.

Submit

Primary applicant details

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

6. Enter the primary applicant's details.

Note: Your user profile name and contact email address will automatically populate in the applicant's details. This information can be updated as required.

Applicant details	
Title	Please Select... ▾
First given name *	Jane
Other given name/s	
Family name *	Doe

As you enter the applicant's address, it will be validated against the registered address database. Select an option from the list to proceed.

7. Indicate if the applicant is a business or company.

If you answer yes,

- Enter the company name and ACN/ABN.
- Indicate if the company is the nominated applicant for this application.

Are you applying on behalf of a business or company?

- ☐ Yes
☐ No

8. 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.

Who owns the development site? *	
<input type="radio"/>	I am the sole owner of the development site
<input checked="" type="radio"/>	There are multiple owners of the development site and I am one of them
<input type="radio"/>	There are one or more owners of the development site and I am NOT one of them
<input type="radio"/>	A company, business, government entity or other similar body owns the development site
An application for a complying development certificate may be made — (a) by the owner of the land on which the development is proposed to be carried out, or (b) by any other person, with the consent of the owner of that land.	
Owners Details	
Add Owner	

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

If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by **clicking** the Add Owner button.

You may be required to complete the declaration below to continue.

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

Activation Precinct Certificate

Applicant



<p>9. Indicate if this application is made on behalf of the Crown.</p> <p>If you answer yes, identify the NSW government agency.</p>	<p>Is this development application made by or on behalf of the Crown?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>10. To enter the developer details:</p> <ul style="list-style-type: none">• Search for the company by choosing ACN, ABN, or Name.• Enter the search term in the search field.• Click the search button.• Select a result from the list.• Enter the developers' address and email address	<p>Developer details</p> <p>ACN <input type="text"/> Enter here and search <input type="button" value="Search"/> <input type="button" value="Clear"/></p>
<p>11. Click Save and continue.</p>	<p><input type="button" value="Save and exit"/> <input type="button" value="Save and continue"/></p>

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.

Application details

<p>12. Select the application type.</p> <p>If you select Request to Modify,</p> <ul style="list-style-type: none">• Enter the original APC number• Enter a description of the proposed modification• Identify whether the APC was applied for via the Portal. If yes, input the relevant Portal reference number.	<p>What is the application type? *</p> <p><input type="radio"/> Activation Precinct Certificate</p> <p><input type="radio"/> Request to Modify</p>
<p>Note: The address details will be pre-populated from the previously entered details.</p>	
<p>13. The Planning controls affecting the property can be viewed by clicking on the arrow next to the site address.</p>	<p>Planning controls affecting property</p> <p>> 22 ROSE STREET PARKES 2870</p>

Activation Precinct Certificate Applicant



14. Select the proposed development type(s) from the list.	<div>Type of development * <input type="checkbox"/> Dwelling house <input type="checkbox"/> Secondary dwelling <input type="checkbox"/> Attached development <input type="checkbox"/> Detached development <input type="checkbox"/> Demolition</div>
15. Enter a detailed description of the development that you are proposing.	<div>Please provide a detailed description of the development * <i>For example: Demolition of existing buildings, construction</i> <div>Please provide a detailed description including any secondary deve</div></div>
16. Enter the dwelling count details as required.	<div>Dwelling count details Number of dwellings / units proposed <input type="text"/> Number of storeys proposed <input type="text"/></div>
17. Indicate if this application is the direct result of a matter declared as an emergency by the government.	<div>Is this application the direct result of a matter declared by the government by bushfire) <input type="radio"/> Yes <input type="radio"/> No</div>
18. Enter the estimated cost of work / development including GST as a plain numerical value (do not include a dollar sign).	<div>What is the estimated cost of work/development, <div>Enter a numeric value including decimal places. Pleas</div></div>
19. Indicate if a subdivision is proposed.	<div>Is Subdivision proposed? <input type="radio"/> Yes <input type="radio"/> No</div>
20. Indicate if this application is part of a staged development. If yes, enter a description of the proposed staging of the development.	<div>Is the development to be staged? What is this? <input type="radio"/> Yes, this application is for staged development <input type="radio"/> No, this application is not for a staged development</div>
21. Click Save and continue.	<div><input type="button" value="Save and exit"/> <input type="button" value="Save and continue"/></div>

APC planning information

22. Enter the total Gross Floor Area of the development in sqm.	<div>Total Gross Floor Area of the development (sqm) * <input type="text"/></div>
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Activation Precinct Certificate Applicant



23. Enter the area of land dedicated to environmental purposes.	Area of land to be dedicated for environmental purposes (sqm) * <input type="text"/>
24. Indicate if the development involves works within any area identified as an environmentally sensitive area.	Does the development involve works within any area identified as an environmentally sensitive area? <input type="radio"/> Yes <input checked="" type="radio"/> No
25. Indicate if the development site includes an item of environmental heritage.	Does the development site include an item of environmental heritage? <input type="radio"/> Yes <input type="radio"/> No
26. Indicate if the development site includes an Aboriginal object or place.	Does the development site include an Aboriginal object or place? <input type="radio"/> Yes <input type="radio"/> No
27. Indicate if the development involves a potentially hazardous or offensive industry.	Is the development a potentially hazardous industry or potentially offensive industry? <input type="radio"/> Yes <input type="radio"/> No
28. Indicate if you are aware of any person who may have a financial interest who has made a political donation in the past two years.	Are you aware of any person who has financial interest in the application? <input type="radio"/> Yes <input type="radio"/> No
29. Click Save and continue.	<div> <input type="button" value="Save and exit"/> <input type="button" value="Save and continue"/> </div>

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.

30. Click Upload.	<div> <input type="button" value="Upload"/> </div>
<ul style="list-style-type: none"> Click Select files (s) or drag and drop your file(s) in the space provided. Categorise the file type(s) 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.

31. Click Save and continue.

Save and exit

Save and continue

Review and submit

32. **Review** the information entered on your application by expanding each of the sections. To do this, click on the arrow beside each section heading.

Note: To edit information, **click** on the relevant progress step within the application form.

1 Applicant Details 2 Application Details 3 APC Planning Information 4 Requirements and Uploads

33. **Complete** the declarations.

☐ Select all.

☐ I declare that all the information in the application and accompanying documents

☐ I understand that the application and the accompanying information will be provided to this application, and may be provided to other State agencies.

☐ I understand that if incomplete, the consent authority may request more information.

34. Click Submit.

Submit

Note: You may Save and exit your application or move to Previous pages and make any adjustments. Once you submit your application, it will be sent to the nominated certifier for review and they will discuss payment and any additional requirements with you directly.

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.