

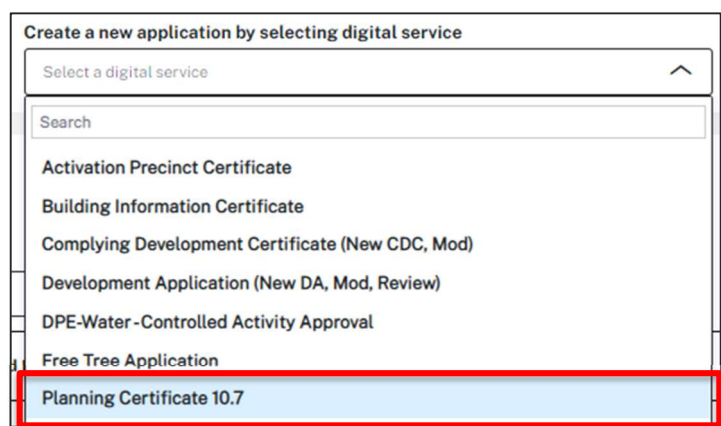
Using the online Section 10.7 Planning Certificate service

You can apply for a Section 10.7 Planning Certificate via the NSW Planning Portal (Portal) if the site address is within a participating local government area.

To apply, 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.

Getting started

1. Log in to the NSW Planning Portal and **select** Planning Certificate 10.7 from the list of options within the create a new application drop-down menu.



Create a new application by selecting digital service

Select a digital service

Search

- Activation Precinct Certificate
- Building Information Certificate
- Complying Development Certificate (New CDC, Mod)
- Development Application (New DA, Mod, Review)
- DPE-Water -Controlled Activity Approval
- Free Tree Application
- Planning Certificate 10.7**

2. Click Create new.

Create new

Note: When you create a new application, the system will automatically generate a unique reference number which is visible at the top of the application. This reference number will begin with PC10.7.



Planning Certificate 10.7 Reference number: PC10.7-2023-4 In progress

Actions Close and home

Application Preparation Issuance

- 1 Applicant details
- 2 Application details
- 3 Payer details
- 4 Review and submit

Applicant details

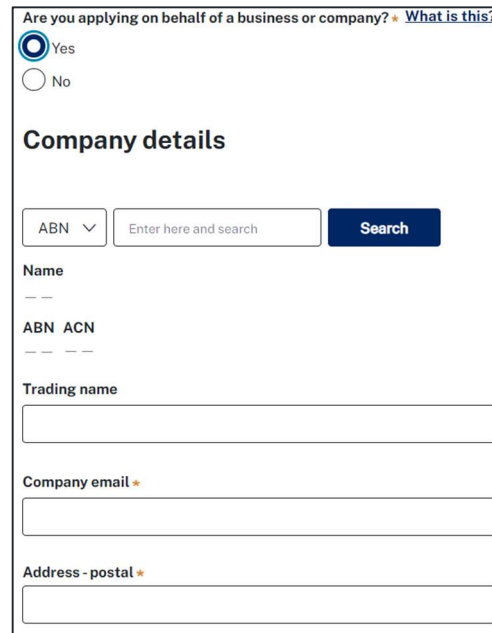
Some of the fields will be pre-populated based on your registration profile, however you are able to make amendments where necessary.

Note: Throughout the form, mandatory fields are indicated with an asterisk (*), and predictive functionality is indicated by a blue triangle on the bottom right-hand corner of the field box.

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

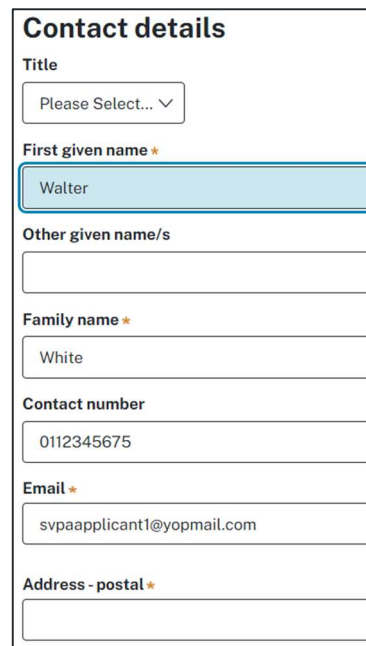
If you answer Yes;

- **Search** for the company by choosing an operator, ACN, ABN, or Name.
- **Enter** the search term in the search field.
- **Click** the search button.
- **Select** a result from the list.
- **Enter** the Company email and postal address



4. Verify (and adjust if needed) the application contact details including first and family name, contact number and a valid email address.

Enter your postal address. The system will provide suggestions based on the information entered. **Select** an option from the list to proceed.



5. Select Add applicant to enter further applicant details.



Note: If you are adding more than one applicant to this application, follow the prompts to nominate the additional applicants information.

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



Note: You can also click Cancel to exit, or Save and exit to save all the information input to date, and return to your dashboard. Save and exit will only work if all mandatory fields have been completed.

Application details

Planning Certificate 10.7
Reference number: PC10.7-2023-4 In progress

Actions ▾
Close and home

Application
Preparation
Issuance

1
✓ Applicant details

2
Application details

3
Payer details

4
Review and submit

Certificate type

7. Select the type of certificate being applied for.

Select the certificate type you would like to apply for? * [What is this?](#)

- S10.7 (2)
- S10.7 (2 & 5)

8. Enter the property details using the Address or Lot /Section number/Plan search functionality.

Property details*

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

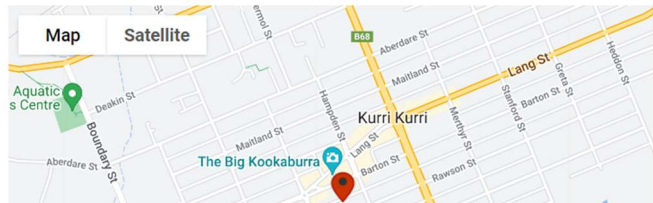
Address did not display?

OR

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

e.g. 4/5/DP1044304

Street address	LGA	Lot/Section/Plan*	
123 RAWSON STREET KURRI KURRI 2327	CESSNOCK	Please select.. ▾	



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.

9. Once the property is located you must **identify** the Lot/Section/Plan from the dropdown list before continuing.

Street address	LGA	Lot/Section/Plan*	
123 RAWSON STREET KURRI KURRI 2327	CESSNOCK	Please select.. ▾	

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.

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.

Property details*

Enter address

OR

Address did not display?

Enter address*

Lot/Section/Plan*

Local government area name*

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

Planning controls affecting property

▼ 123 RAWSON STREET KURRI KURRI 2327

Summary of planning controls

Land Application LEP	Cessnock Local Environmental Plan 2011
Land Zoning	R3: Medium Density Residential

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

Save and continue

Payer details

Schedule 4 of the *Environmental Planning and Assessment Regulation 2021* and council's adopted fees and charges documents, establish how fees are calculated for this application.

Once the application is submitted to the relevant council, they will calculate the fees and will contact the nominated payer to obtain payment. **Note:** The application may be rejected if the fees are not paid.

Planning Certificate 10.7 Reference number: PC10.7-2023-4 In progress Actions Close and home

Application Preparation Issuance

1

✓ Applicant details

2

✓ Application details

3

Payer details

4

Review and submit

Payer details

11. Indicate if the payer is a Company, Business, Government entity or other similar body.

If you answer Yes;

- **Search** for the company by choosing an operator, ACN, ABN, or Name.
- **Enter** the search term in the search field.
- **Click** the search button.
- **Select** a result from the list.
- **Enter** the Company email and billing address.

Is payer a Company, Business, Government entity or other similar body ? *

Yes

No

ABN ▼

Name

ABN ACN

Trading name

Company email *

Billing address *

If you answer No, **enter** the following details of the person making the payment unless already completed correctly:

- First name
- Other given name(s)
- Family name
- Contact number
- Email address
- Billing address

Note: Your details will pre-populate based on your account set-up.

Title	Please Select... ▾
First given name *	Walter
Other given name/s	
Family name *	White
Contact number *	0112345675
Email *	svpaapplicant1@yopmail.com
Billing address *	18 HARRY AVENUE LIDCOMBE 2141

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

Save and continue

Review and submit

Planning Certificate 10.7 Reference number: PC10.7-2023-4 In progress Actions Close and home

Application Preparation Issuance

1 Applicant details ✓ 2 Application details ✓ 3 Payer details ✓ 4 Review and submit

Applicant details >

13. 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.

Application Preparation Issuance

1 Applicant details ✓ 2 Application details ✓ 3 Payer details ✓ 4 Review and submit

14. Complete the Declarations at the bottom of the page.

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

I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act).

I have read and agree to the collection and use of my personal information as outlined in the [Privacy Notice](#)

15. Click Submit.

Submit

End of steps

What happens next?

- Your application will be sent to the respective council to review.
- You will receive email notifications advising you of the progress of the application and if further action is required.

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.