Development Application Online Applicant Quick Reference Guide

1 Register to the Planning Portal
   2. Click “Create Account”
   3. Enter your account and contact details
   4. Tick the box to verify you are not a robot
   5. Tick the box to agree to Terms and Conditions
   6. Click “Create account”

   *See “HowTo register for a planning portal account” for a more detailed guide

   ! Note: You will be sent a system generated email to your registered email to verify your account.

2 Log in to the online development application service
   2. Enter your registered email address
   3. Enter your password
   4. Click “Log in”

   ! Note: The “What is this?” hyperlink serves as a tooltip for you to use along the workflow

3 Create a new development application
   1. Click on the “New” tab on the left-hand side of your dashboard.
   2. Select “Development application (New DA, Mod, Review)” to open the development application online form.

   ! Note: As you fill in the online form, mandatory fields will be depicted by a gold asterisk (*).

   *See the ‘Development application online - HowTo guide for applicants’ for more detail.

4 Fill in your applicant details
   1. Fill in the required fields with the applicant’s details.

   ! Note: The system will automatically pre-populate details that you have already input upon your registration for a NSW Planning Portal account.

   ! Note: Predictive functionality is indicated by a blue triangle on the bottom right-hand corner of each field box.

2. Select who owns the development site and enter owner details.

   ! Note: Where you have selected that you are an owner, the system will auto-populate your details.

3. Click “Save and Continue” to proceed with filing in the development application form.

   ! Note: You can also “Cancel” or click “Save and exit” to save all the information input to date and return to your dashboard.

5 Input development application details
   1. Select what type of development application type you are applying for and answer prompted questions.

   ! Note: The “What is this?” hyperlink serves as a tooltip for you to use along the workflow

2. Enter in the site address or Lot/Plan/Section number of the development proposed.

3. Tick all the relevant fields that reflect the type of development that you are proposing.

4. Select the suggested range of the estimated cost of this proposed development.

   ! Note: Certain commercial property types will require an input of the proposed hours of operation on a daily basis.

5. For sub-division developments, select the type of subdivision proposed.

   ! Note: The “What is this?” hyperlink serves as a tooltip for you to use along the workflow

6. Click “Save and Continue” to proceed to the next page.
1. Answer “Yes” or “No” to the range of policy and regulation. See series of questions below.

2. Follow the questions and input your answers as prompted.

3. Click “Save and Continue” to proceed forward with the workflow and be redirected to the payer details page.

4. When at least all the mandatory fields are entered, press “Save and continue” to proceed with the upload of required documentation to support your development application.

8. Upload required and supporting documentation

1. Click the “Upload” button.

Note: At this stage of the workflow, you will be prompted to upload mandatory documents required to complete your application.

2. Categorise your document uploads via the drop-down list provided.

Note: Categorisation is mandatory to denote which mandatory documents have been fulfilled as you upload.

3. Click “Attach” to confirm that you want to proceed with your document upload.

4. To upload additional documents, follow the upload process again via the “Upload” button from step 1.

The screen will show you a list of additional supporting documents you can upload.

5. Press “Save and continue” to review your entire application details on the next page.

9. Review, confirm details and submit your development application

1. You will be prompted to review all your input details via the review page.

10. Provide additional information

1. After you have submitted a development application you can provide additional information or the council can request for you to provide additional if a council requires more information.

2. If you would like to provide additional information that has not been requested click the “actions” button at the top right hand of the screen and select “Provide additional information.”

3. If the council has requested additional information go into the Pan—and click on the Additional Information Summary then click “Respond.”

4. Provide a comment in the text field, upload the requested document and select the category the council has asked for.

5. The scroll down and click submit. This will notify the council via email and return the PAN to their active cases.