

Electronic Lodgment of Development Applications via the NSW Planning Portal

What is the NSW Planning Portal?

The NSW Planning Portal allows for electronic lodgment of applications and certificates through a portal web interface provided by The Department of Planning, Industry and Environment.

The Portal allows for a more convenient and environmentally friendly process for the lodgment of your application, allowing you to lodge online, anywhere and anytime.

Your personal dashboard in the Portal enables you to track all your applications and certificates lodged through the Portal, regardless of which Council is the approval body. All information relating to your application will be communicated through the Portal.

What are the benefits of using the NSW Planning Portal?

There are several benefits for electronic lodgment of Applications and Certificates through the Portal including:

- Significant time and money saved on document and plan printing
- Environmentally friendly option
- No more multiple emails, USB's or CD's to lodge an application
- Ability to submit an application online, at a time convenient to you
- Standardised application forms across all local government areas
- Ability to copy your current information into new applications

- Automatic notification of application milestone stages throughout the assessment process
- Improved transparency of the application process
- Ease of payment of external agency concurrence fees

What applications can I submit through the NSW Planning Portal?

Wollondilly Shire Council is accepting the following applications through the NSW Planning Portal

- Development Applications
- Section 4.55 Modification Applications
- Complying Development Certificates
- Construction Certificates
- Occupation Certificates
- Section 68 Applications
- Subdivision Certificates
- Subdivision Works Certificates
- Building Information Certificates
- Planning Proposals

How do I lodge an application through the NSW Planning Portal?

1. Access the [NSW Planning Portal](#), quick reference guides on how to register for an account and navigating the NSW Planning Portal are available [here](#).
2. Follow the prompts to lodge your application, if you require assistance please refer to the [Submit a Development Application guide](#). In addition to the minimum documents requested by the Portal applicants should ensure they include the required documents for the type of application being submitted as per Councils Development Application Checklist, Construction Certificate Checklist or S68

Checklist depending on the type of application being applied for. Council also has a DA Pack which includes most of the relevant documents you will need to lodge an application. By ensuring you have submitted all the required documents in the required format will assist in a quicker determination of your application.

3. Once you have submitted the application through the Portal, Council will review the application for completeness within two business days. Based on the information submitted, Council will make a decision to accept the application, request additional information or return the application to you. Should additional information be required, you will receive an email outlining the required information.
4. Fees - Once the application is ready to be accepted, Council will add an additional information request through the Portal and provide a fee quote for the applicable fees. A Customer Service Officer will then call the nominated payee for payment of the fees. Please note that applications are not legally lodged with Council until the application fees have been paid in full.
5. Communications – all communications throughout the assessment of your application will be to the nominated applicant. The progress of the application can also be followed on Councils [DA Tracker](#).
6. Determination – the final determination documents will be saved to the Portal and you will receive an email advising that they are now available. You can then view, save or print your documents.

If you need more information or assistance:

- Review the [Frequently Asked Questions](#)
- Contact [ServiceNSW](#) on 1300 305 695
- Contact Councils Customer Service on (02) 4677 1100