

**Development Applications must be lodged through the NSW Planning Portal
NSW Council offices are not permitted to accept lodgement of applications from 1 July 2021
This includes Section 4.55 modifications and Review Applications**

To help applicants and developers to use the NSW Planning Portal, the Department of Planning, Industry & Environment (DPIE) have compiled a comprehensive list of resources available on their website.

Select [here](#) to access and read about the information DPIE have designed to help applicants.

You will need to create an account to be able to use the Planning Portal and to do this you will be required to provide your email address. This may require you to set up an email account if you do not have one already.

In addition to the comprehensive resources provided, DPIE have set up a support team to address any questions applicants may have and to guide them through using the Planning Portal. The support team is accessed through Services NSW on **1300 305 695** and is available from 7:00 am to 7:00 pm.

The Planning Portal will require you to provide information in regards to your proposed development.

For modification and review application of a Development application lodged through the Planning Portal, a number of fields will self-populate using that information.

Prescribed information and documents will need to be uploaded to the Planning Portal in accordance with the *Environmental Planning and Assessment Regulation 2000*. These vary depending on the type of Application however typically include applicant details, Land owners consent, Statement of Environmental Effects, site plan, elevation plan, floor plan, title search and BASIX certificate(if applicable). Your drafts person, builder and/or manufacturer should be able to provide you with electronic versions of your plans that can be uploaded to the Planning Portal. If the plans are hand drawn, they will need to be scanned for uploading onto the portal.

The Department will require a Portal fee (paid through the portal) for the following development application types:

- Section 4.55 modification application: \$40.00
- Review application: \$5

The Planning Portal notes your Local Government Area from the information you have provided in regard to your proposed development and once the Application is completed and the supporting information and documents uploaded, sends email notification to Council.

Council will then contact you through the portal to request any further information required to accept lodgement. Once ready for lodgement, council will contact you to arrange for payment of the relevant lodgement fees.

Once your lodgement is accepted, your application will move to the next step in the process – assessment of your application. Any requests for further information required prior to issuing Approval will be through the Portal with email advice to you notifying you of what is required.