

**Post Consent Certificate 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 Complying Development, Subdivision and Subdivision Works, Construction
Certificate and Occupation Certificate 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 regard to your proposed building works, generally information you have already provided on your Development Approval Application. If this was 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 a site plan, design plans and building specifications. Your builder / engineer should be able to provide you with electronic versions of your plans and specifications that can be uploaded to the Planning Portal.

You will be required to provide information about the various building materials used in your building works; the height of your building works; the size in m^2 of your proposed building works and of your property.

The Department will require a Portal fee of up to \$40.00 from you for lodgement of your application through the Planning Portal.

The Planning Portal notes your Local Government Area from the information you have provided in regard to your proposed building works and once the Application is completed and the supporting information and documents uploaded, sends email advice to Council and provides details of your application if you have selected Council as your certifying authority.

Council will then contact you to acknowledge your lodgement and arrange for payment of the relevant lodgement fees and request any further information required to accept lodgement and consider assessment of your application.

If you have selected a registered certifier where applicable, lodgement advice will be forwarded to your nominated certifier.

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.