

E-PLANNING NSW PLANNING PORTAL SUBMITTING AN ONLINE APPLICATION



From the 1st January 2021, all development related applications and post consent certificates must be submitted with Cootamundra-Gundagai Regional Council (CGRC) through the NSW Planning Portal.

These include:

- Development Applications (DA's)
- Section 4.55 Applications to modify a Development Consent, and
- Complying Development Certificates, Construction Certificate, Occupation Certificates and Subdivision Certificates where Council is nominated to complete the assessment or is appointed as the Principal Certifier for a development.

The **NSW Planning Portal** is an online platform where community, industry and government can work together to provide a digital experience that supports effective planning and decision making under the *Environmental Planning and Assessment Act 1979*.

HOW TO LODGE YOUR APPLICATION

To submit an application through the NSW Planning Portal, you will need to register and verify your account. If you have already have an account, simply login.

You will require the following documents to complete your submission:

Owner Details and Consent - to authenticate that you have the consent of all owners to lodge the application

Estimated Costs of Works - the document guides you in how to authenticate the value of the development.

DA Checklist - All documents and plans are to be uploaded to the portal. Please refer to DA document checklist which provides details about the information required to be submitted with your application.



NEED HELP SUBMITTING AN APPLICATION?

If you require assistance submitting an application via the Portal, it is recommended that you utilise the [Quick Reference Guides](#) created by Service NSW. A variety of topics are available including:

- Registering for an Account
- Navigating the Portal
- Submitting applications and
- Providing additional information

While every effort has been made to ensure accuracy, Council provides this information with the understanding it is not guaranteed to be accurate, correct or complete. The user of the information assumes all liability and responsibility for their dependence on it, any conclusions drawn from it, or damages, injury, or loss incurred in the event that any information is incorrect, incomplete or omitted.

THE LODGEMENT PROCESS

Once you have submitted your application via the Portal, Council will be notified. Council staff will then review your application to determine if the application is complete or if any additional information is required. If any additional information is required, you will receive a notification from the Portal to submit the additional information via the Portal.

When Council is satisfied with the documentation and application, you will receive a notification generated from the Portal requesting fees to be paid for your application.

Once fees are paid, your application will be formally lodged with Council and progress through the assessment process. You will be able to monitor the progress of the application via the portal.

If the application involves integrated development, this fee is paid via the NSW Planning Portal directly to the external agency. This fee will not be requested until the concurrence/referral is actioned from Council.

Do I have to use the Portal?

On the 1st of January 2021, all applications listed below will only be able to be lodged with CGRC (and 42 other Local Government areas) via the NSW Planning Portal.

- Development Applications
- Section 4.55 Modification Applications
- Request to review a determination
- Complying Development Certificates
- Construction Certificates
- Occupation Certificates
- Subdivision Certificates
- Appointments of Council as a Principal Certifier

It is recommended that applicants obtain a log on and familiarise themselves with the operations of the Planning Portal before 1st January 2021.

How do I pay my application fees?

Once Council has reviewed your application and is satisfied that all relevant documentation has been submitted, you will receive an email notification requesting fees to be paid to finalise lodgement of your application. The email will direct you to log into the Portal where you will find an invoice and instructions on how to make your payment.

Please note: your application will not progress to lodgement until fees are paid.

How do I submit additional information requested on my application?

Council staff may request additional information to support the assessment of the application. This additional information must be submitted via Portal. No emails or hardcopies will be accepted.

For detailed steps on how to submit additional documentation via the Portal, please refer to the relevant **Quick Reference Guide** on the Services NSW website.

I'm having technical issues with the Portal, who can help?

Service NSW are available to provide technical support for the NSW Planning Portal. All enquiries can be referred to Service NSW by either emailing eplanning@planning.nsw.gov.au or calling 1300 305 695.

What information is publicly available on applications?

The **NSW Application Tracker** can be used by the general public to search for applications that have been submitted via the NSW Planning Portal. The information publicly available on the Application Tracker includes the Council to which the application was submitted, the type and status of the application submitted, the Planning Portal application number and the type of development.

