



Planning &
Environment

NSW Planning Portal **Council Briefing Session**

September 2016

The Role of the NSW Planning Portal

SIMPLIFYING THE PLANNING PROCESS

Access to land and property based information

The screenshot shows the 'Find a Property' section of the NSW Planning & Environment website. It features a search bar with the text 'Enter a project planning ID, address or LGA name'. Below the search bar, there are tabs for 'Property Details', 'Planning viewer', and 'Legislation information'. The 'Property Details' tab is active, showing a map of the property and a list of planning tools. The 'Legislation information' tab is also visible, showing a list of planning tools.

STREAMLINE THE PLANNING PROCESS

Online submission and lodgement of DAs, CDCs, SSD and SSI

The screenshot shows the 'Find a Property' section of the NSW Planning & Environment website. It features a search bar with the text 'Enter a project planning ID, address or LGA name'. Below the search bar, there are tabs for 'Property Details', 'Planning viewer', and 'Legislation information'. The 'Property Details' tab is active, showing a map of the property and a list of planning tools. The 'Legislation information' tab is also visible, showing a list of planning tools.

PROVIDING GREATER TRANSPARENCY

Application Tracking and LEP Plan Making

The screenshot shows the 'Remediation of Part of Hickson Road' project page on the NSW Planning & Environment website. The page includes a map of the project area, a list of attachments and resources, and a table of key dates and other information.

Attachments & Resources	
Application (2)	Preserve ESRs
Request for DORS (2)	DORS issued
Director-General's Requirements (1)	Exhibition
SSD Application (2)	Passing Reasonable to Submission
Environmental Impact Statement (18)	Assessment
	Determination

Key dates and other information	
Job Status	Project is currently on public exhibition and opportunity for public submissions is available
Assessment Type	SSD
Project Type	State Significant Sites
Application Number	SSD 14/9617
DORS Issued	18/06/2014
Exhibition Start	24/06/2015
Exhibition End	06/11/2015

Location details	
Street	Part of Hickson Road generally adjoining 35-38 Hickson Road, Millers Point and part 25-51 Hickson Road, part 51A Hickson Road, Remington
City	Millers Point
State	NSW
Post Code	2000
Country	Australia

Online Submission and Lodgement via the Planning Portal

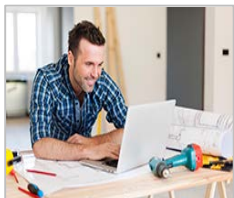
Online submission and lodgement services offered by the Portal are a key component in the delivery of the Premier's target for faster housing approvals.



The investigation services offered by the Planning Portal will facilitate the online lodgement of development applications and complying development certificate applications to Councils.



Staff in Councils will be provided with a Portal page which will provide access to a work queue of Applications and Certificates allocated to Council.

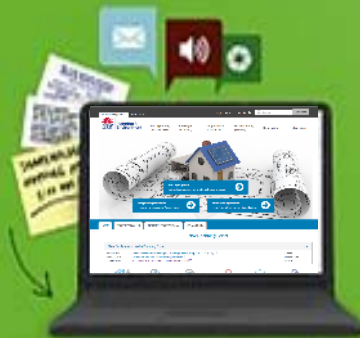


Development applications submitted online will be written to the Planning Portal which will allow council planners to:

- Review details of the submitted application;
- Review plans, maps, drawings and reports accompanying the application;
- Review concurrences and referrals identified for the application; and
- Calculate additional fees and charges to be levied by council under the *EP&A Act* and the *Local Government Act*.

Value Proposition to Councils

Moving traditional paper based systems which involve face-to-face transactions during 'normal business hours' into online transactions



Submit DA's online

New submission requirements guide applicants through the planning application process



Access Anywhere

The Planning Portal works on computers, tablets and smart phones.



Find the information you need fast

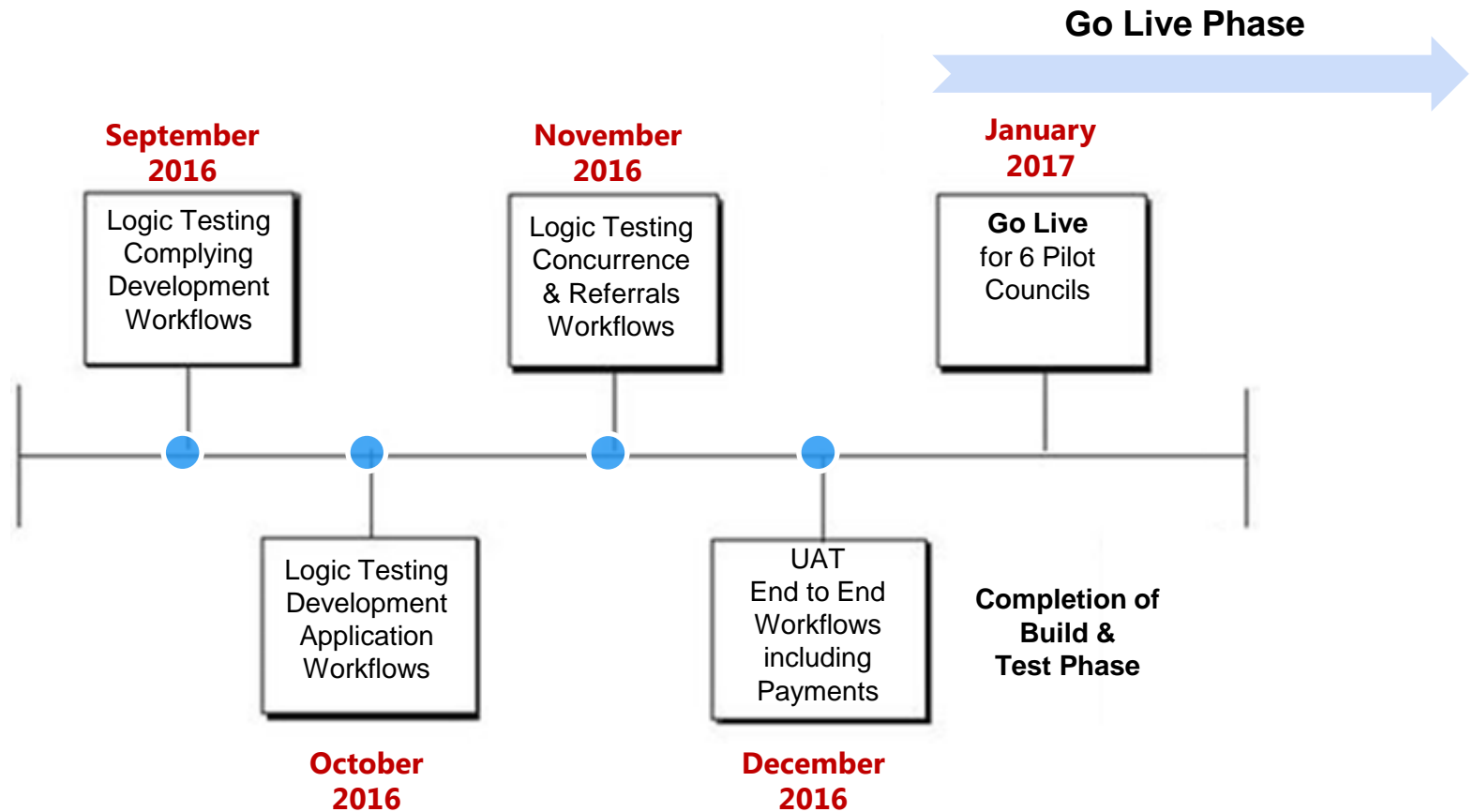
Search by your property or lot address or by a key word.

The Planning Portal makes it easy for council to receive DA's and CDC's submitted online without having to make costly investments in 3rd party software systems.

Benefits of Online Submission and Lodgement to Councils

- **Councils must accept applications submitted via the Portal which meet submission requirements**
- **The Portal will be mandated for online submission of complying development applications**
- **The Portal provides greater visibility for councils of complying developments determined by private certifiers**
- **Aim of the Portal is to submit applications ‘decision ready’**
- The Portal will promote complying development options
- Councils can review all submitted documents before lodgement
- Portal introduces standard submission requirements
- Portal includes an integrated fee calculator and payment gateway
- Facilitates online submission of DAs and CDCs into all councils
- Requires no special software to be installed
- Complements existing investments made by councils in online systems
- Online submission and lodgement assists councils in delivering the Premier's Priority for Faster Housing Approvals
- Councils will issue a fee invoice
- Free to use for all councils in NSW

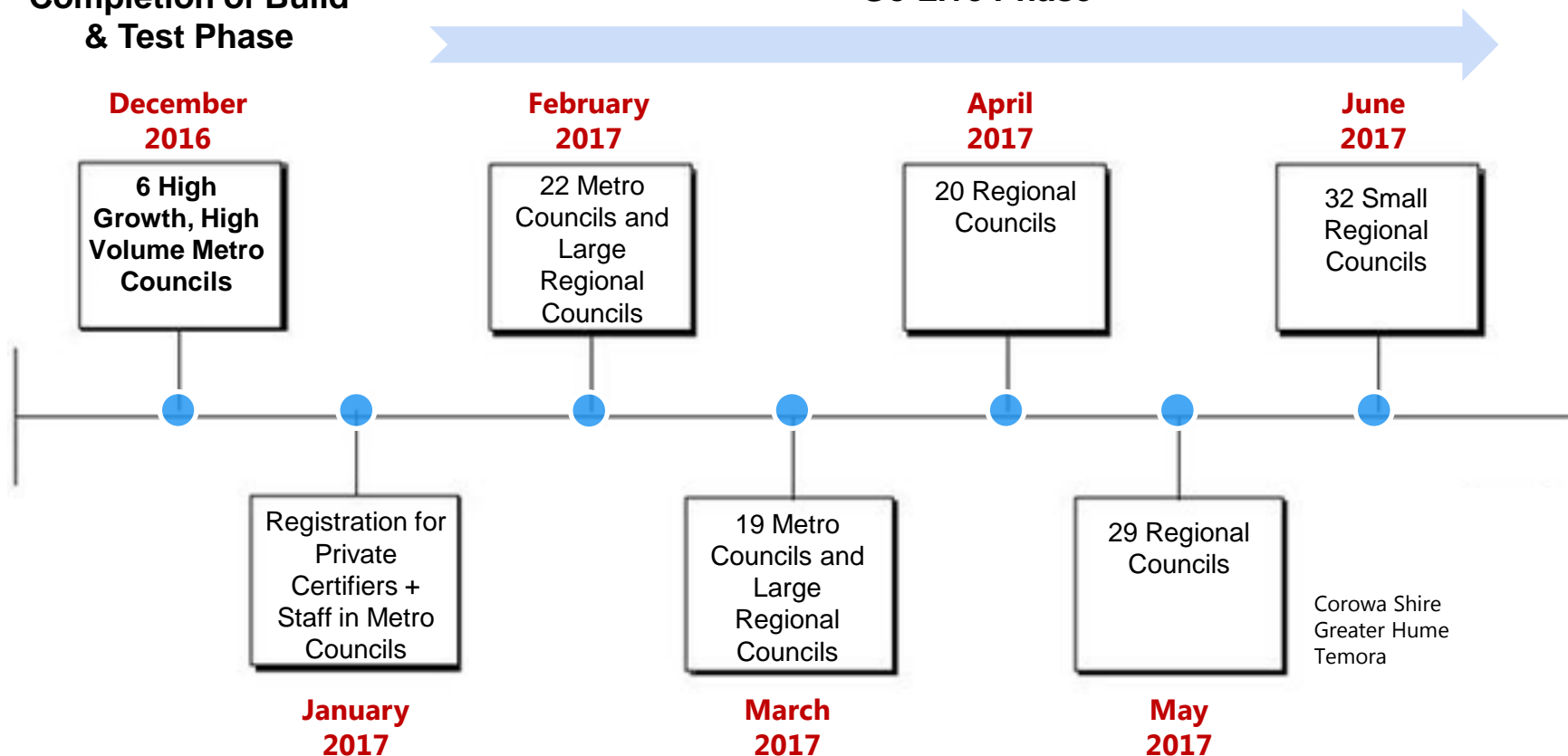
Online Submission and Lodgement Timeline Pilot Councils



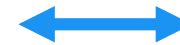
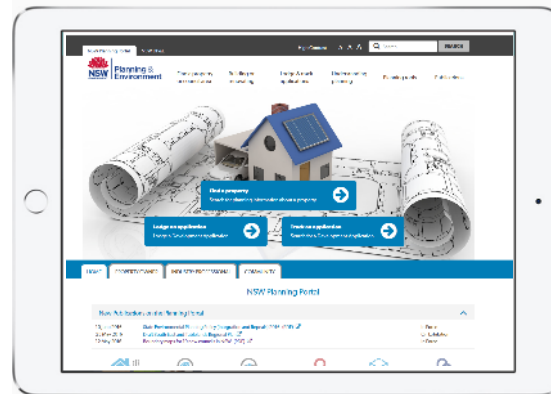
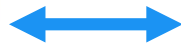
Online Submission and Lodgement Timeline Metropolitan and Regional Councils

Completion of Build
& Test Phase

Go Live Phase



Access Management and Online Payments



Access Management

- Provides access to submission and lodgement services
- Provides enhanced levels of security
- Replaces the need to sign paper forms

Portal Payment Gateway

- Provide a secure means of payment
- Includes credit card, debit card and BPAY
- Apportions payments to councils, certifiers, DP&EE and other State Agencies

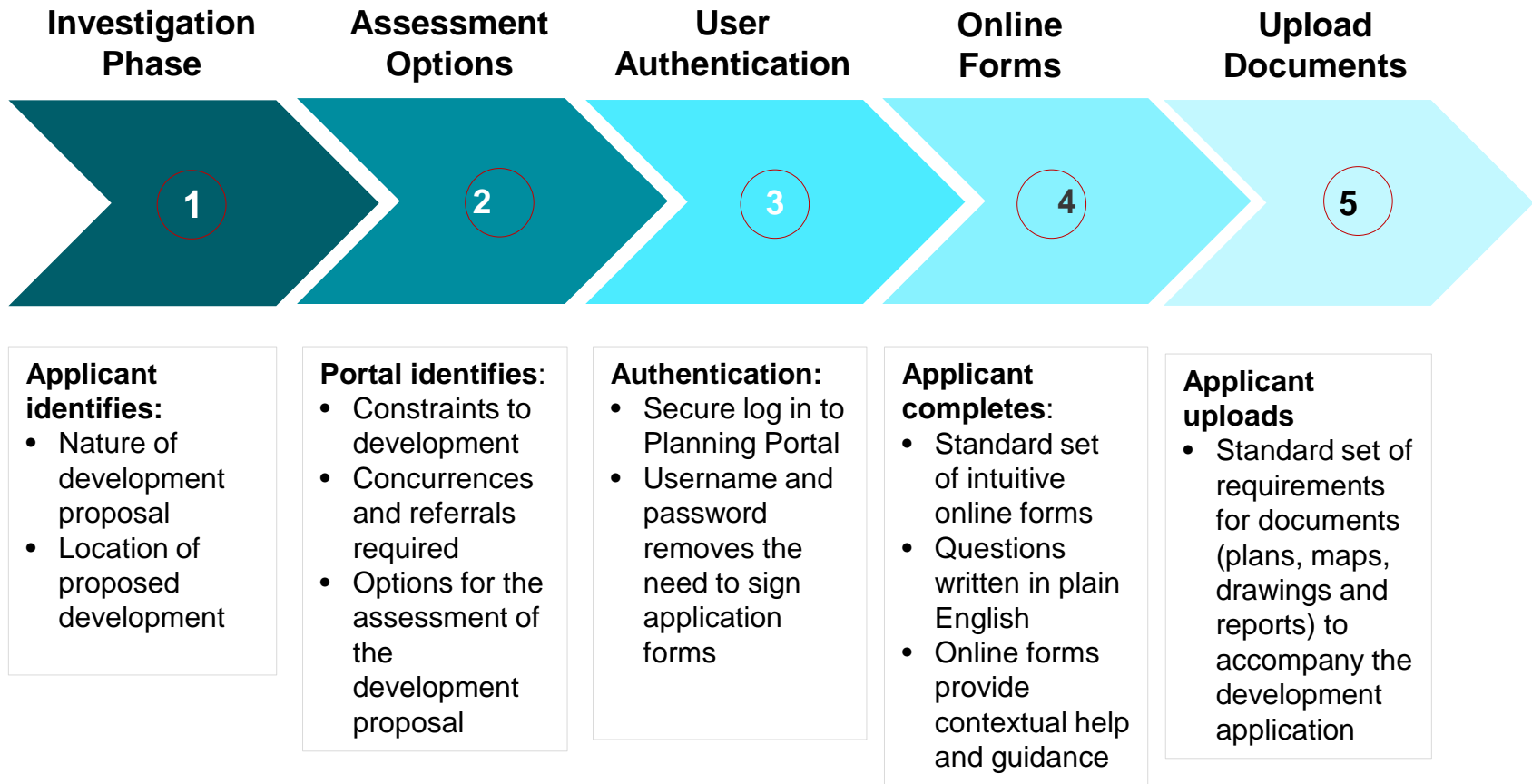


Online Submission via the NSW Planning Portal: Applicant

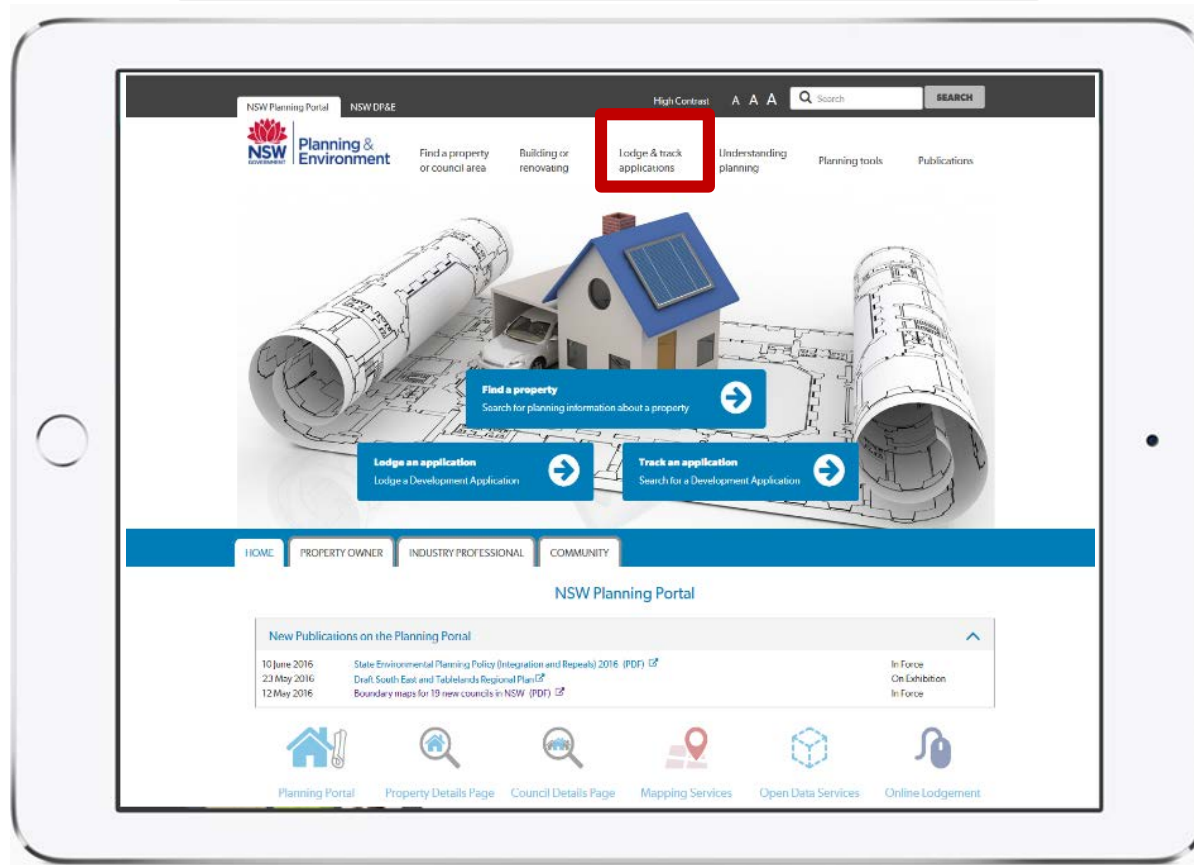
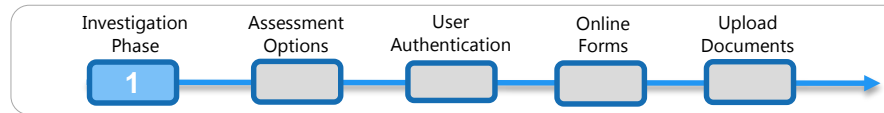


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Environment

Online Submission Workflow for Applicants



Investigation Phase: Applicant accesses the Planning Portal to commence investigation



*Images used for illustrative purposes only.



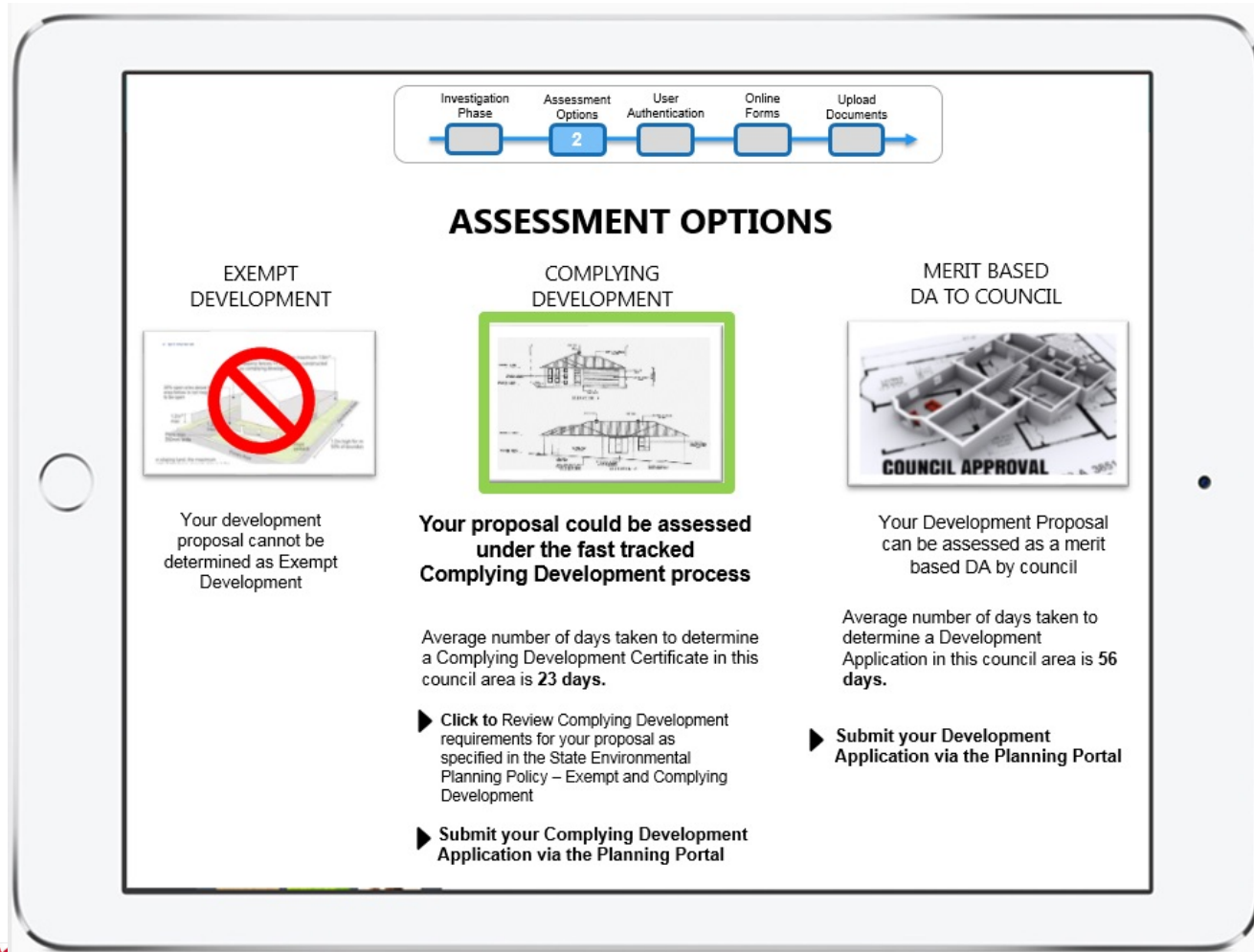
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Investigation Phase: Applicant specifies nature of development and location of development



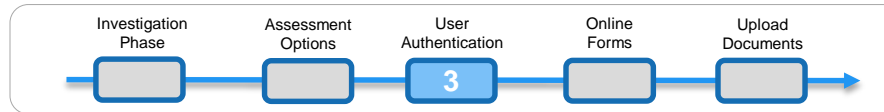
*Images used for illustrative purposes only.

Assessment Options: System advises applicant of assessment options available to them



*Images used for illustrative purposes only.

User Authentication: Applicant is required to sign in to commence application process



NSW Planning Portal NSW DP&E High Contrast A A A Search SEARCH

NSW GOVERNMENT Planning & Environment

Find a property or council area Building or renovating Lodge & track applications Understanding planning Planning tools Publications

Login Required

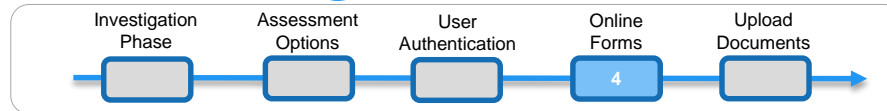
User:

Password:

Login Cancel

*Images used for illustrative purposes only.

Online Forms: Applicant enters contact information using online form



NSW Planning Portal NSW DP&E High Contrast A A A Search SEARCH

Applicant Details [Help](#)

Name/Company

Title (optional)
Mr

First name (optional)
Martin

Surname
Smith

Company name (optional)
Smith Homes PTY LTD

Address
51 Sydney Road

Town / Suburb
Balgowlah

State
NSW

Postcode
2093

[Previous](#) [Next](#)

*Images used for illustrative purposes only.

Online Forms: Applicant may need to answer additional questions regarding the land based restrictions



Biodiversity [Help](#)

a) Protected and priority species (see guidance note):

- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☐ No

b) Designated sites, important habitats or other biodiversity features (see guidance note):

- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☐ No

c) Features of geological conservation importance (see guidance note):

- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☐ No

[Previous](#) [Next](#)

*Images used for illustrative purposes only.

Upload Documents: Applicant is required to upload supporting documentation



Supporting Documents [Help](#)

Supporting Documents that MUST be provided for this application:

Documents which MUST accompany this application	Documents which may be voluntarily submitted
<ul style="list-style-type: none">o Elevationso Floor and Roof planso Sectionso Site Plano Survey plano BASIX Certificateo Statement of Environmental Effectso Stormwater management Plano Acid Sulphate Soils Reporto Flood Studyo Bush Fire Assessment Reporto Koala Management Plano Species Impact Statement	<ul style="list-style-type: none">o Site Analysiso Cost Summary Report

Add Documents [Help](#)

Use this section to upload all mandatory documents and documents you wish to submit voluntarily

Select document type:

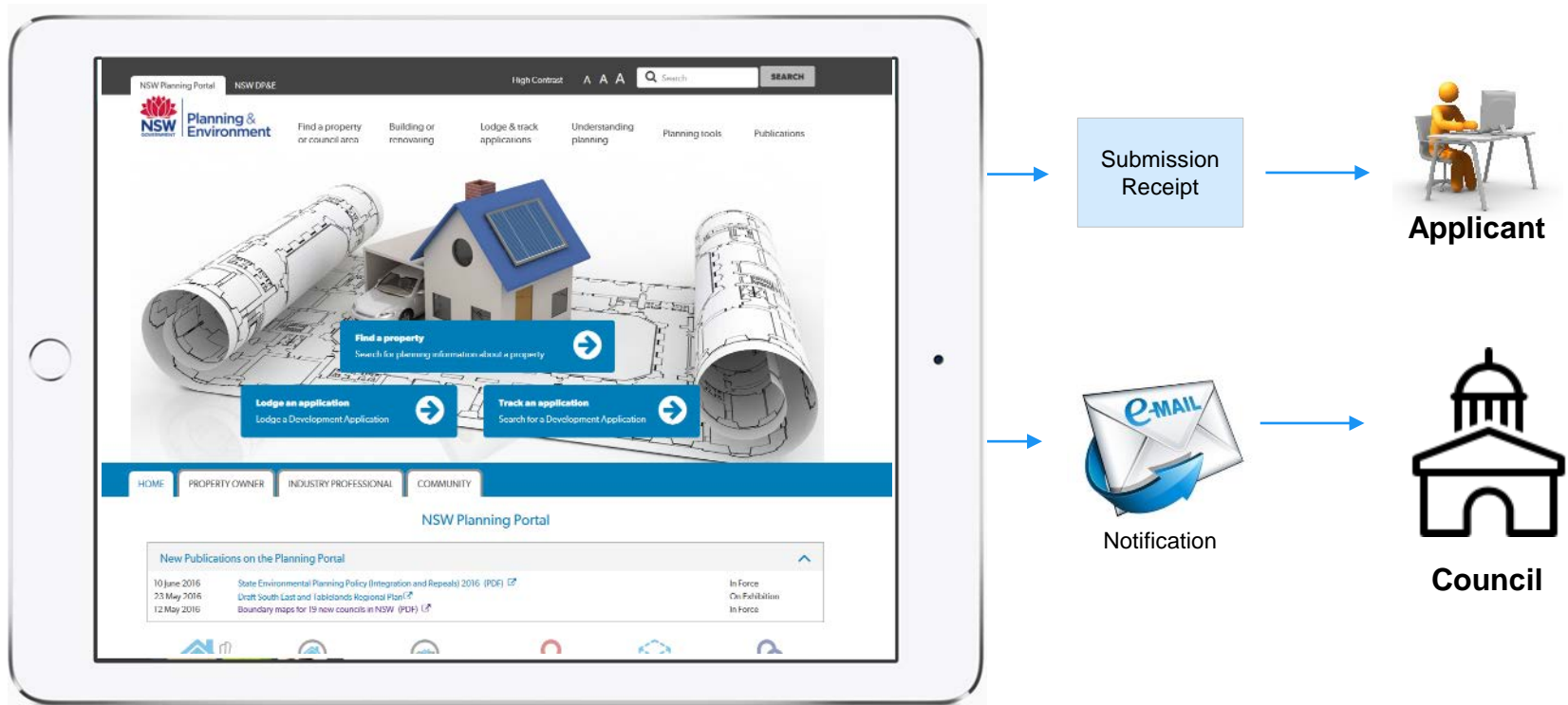
Select document type...

Select files...

[Previous](#) [Next](#)

*Images used for illustrative purposes only.

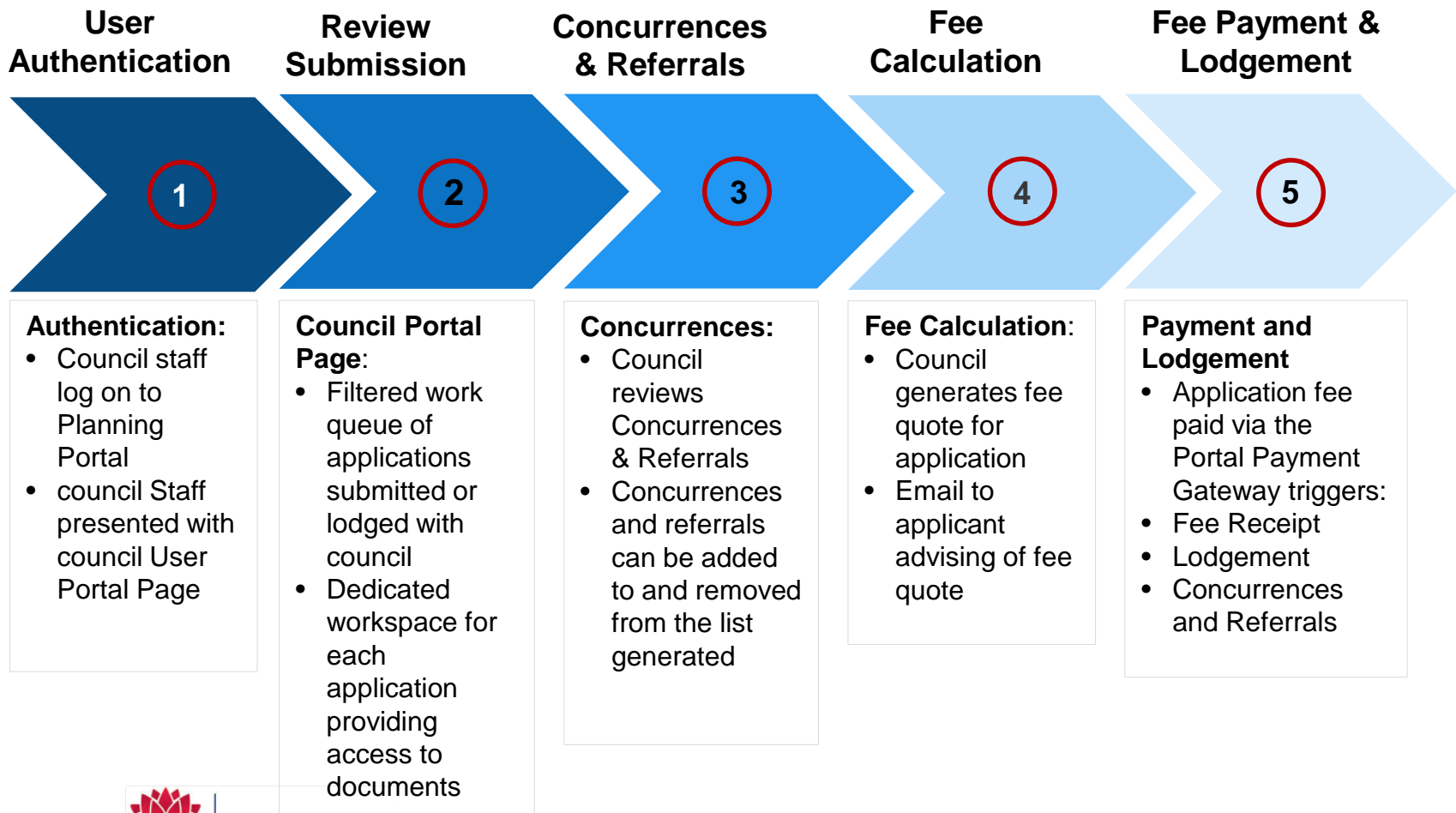
Council will receive an email notifying them of a development application awaiting their review and generation of a fee quote



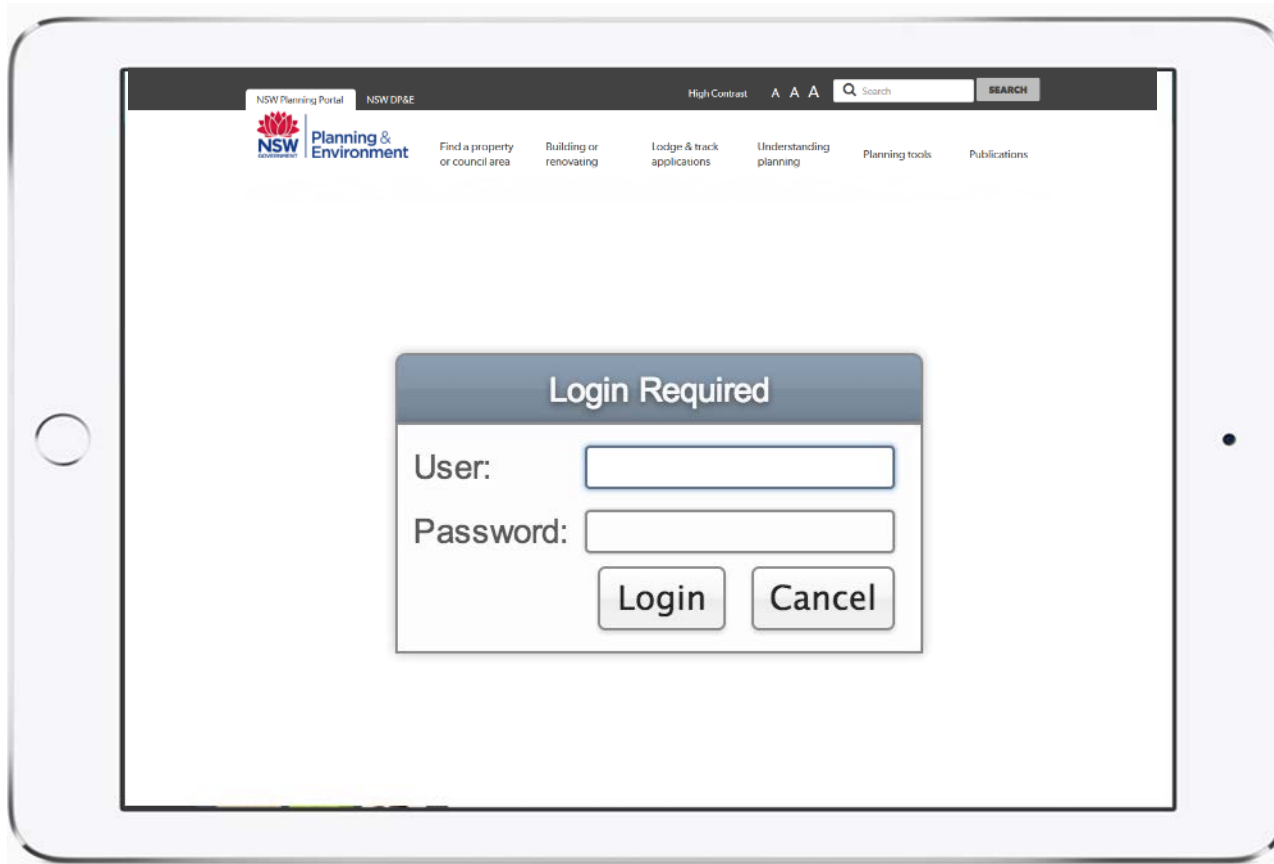
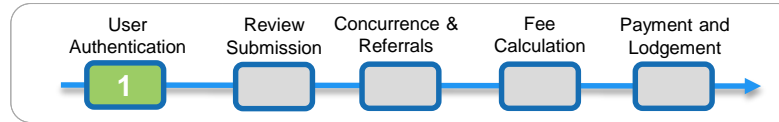


Online Submission via the NSW Planning Portal: Council

Online Lodgement Workflow for Councils

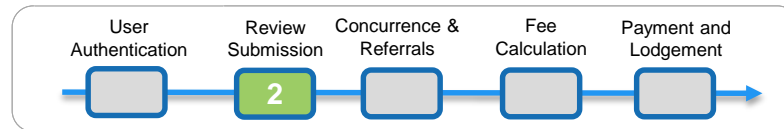


Council staff sign into Planning Portal to view applications awaiting their review



*Images used for illustrative purposes only.

Review Submission: Council selects relevant application from their electronic work queue

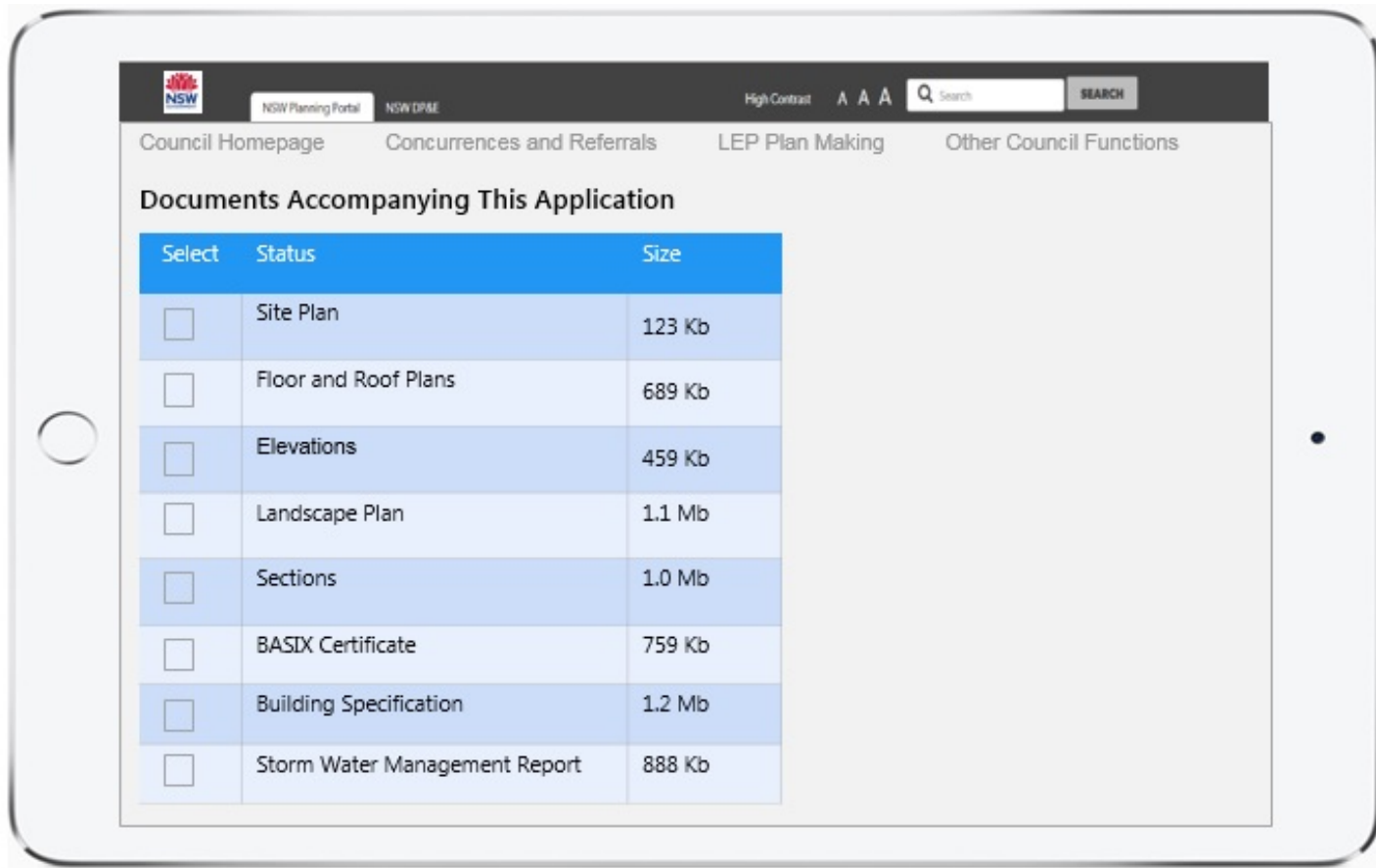


The screenshot shows the NSW Planning Portal interface. At the top, there are navigation links: Council Homepage, Concurrences and Referrals, LEP Plan Making, and Other Council Functions. Below this is a 'Welcome back Council User' message and a 'DA and CDC Work Queue' section. The main content is a table with columns: Select, Type, Status, Portal Reference, Date Submitted, Proposal, and Location. The table contains six rows of data, each with a checkbox in the 'Select' column.

Select	Type	Status	Portal Reference	Date Submitted	Proposal	Location
<input type="checkbox"/>	DA	Submitted	1234567890	15 Aug 2016	Single Storey Dwelling	23 Sydney Road
<input type="checkbox"/>	DA	Submitted	1234567891	12 Aug 2016	Alts and Additions	45 Aylestone St....
<input type="checkbox"/>	DA	Awaiting Fee	1234567889	10 Aug 2016	Two Storey Dwelling	359 Sydney Road
<input type="checkbox"/>	CDC	Awaiting Information	1234567888	9 Aug 2016	Alts and Additions	452 Seaforth Road
<input type="checkbox"/>	DA	Lodged with council	1234567887	5 Aug 2016	Removal of Trees	27 Wanella Street
<input type="checkbox"/>	CDC	Lodged with council	1234567886	4 Aug 2016	Alts and Additions	45 Beach St....

*Images used for illustrative purposes only.

Review Submission: Council reviews the documentation accompanying the application

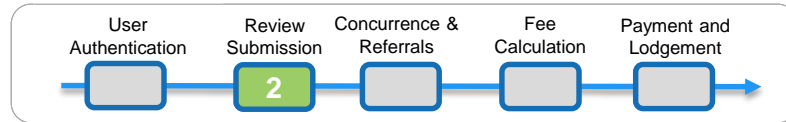


The screenshot displays the NSW Planning Portal interface. At the top, there is a navigation bar with the NSW Government logo, 'NSW Planning Portal', 'NSW DPME', and a search bar. Below this, a secondary navigation bar lists 'Council Homepage', 'Concurrences and Referrals', 'LEP Plan Making', and 'Other Council Functions'. The main content area is titled 'Documents Accompanying This Application' and contains a table with three columns: 'Select', 'Status', and 'Size'. The table lists eight documents, each with a checkbox in the 'Select' column.

Select	Status	Size
<input type="checkbox"/>	Site Plan	123 Kb
<input type="checkbox"/>	Floor and Roof Plans	689 Kb
<input type="checkbox"/>	Elevations	459 Kb
<input type="checkbox"/>	Landscape Plan	1.1 Mb
<input type="checkbox"/>	Sections	1.0 Mb
<input type="checkbox"/>	BASIX Certificate	759 Kb
<input type="checkbox"/>	Building Specification	1.2 Mb
<input type="checkbox"/>	Storm Water Management Report	888 Kb

*Images used for illustrative purposes only.

Review Submission: Council can request revised documents



Development Application Details

Planning Portal Reference: 1234567890
Application Submitted: 15 Aug 2016
Target Date for Fee Quote: 17 Aug 2016

Type of Development: Residential
Nature of Proposal: Single Storey Dwelling
Location: 23 Sydney Road, Balgowlah, 2093

Case Officer: Jane Campbell

Current Status: Revised SEE requested

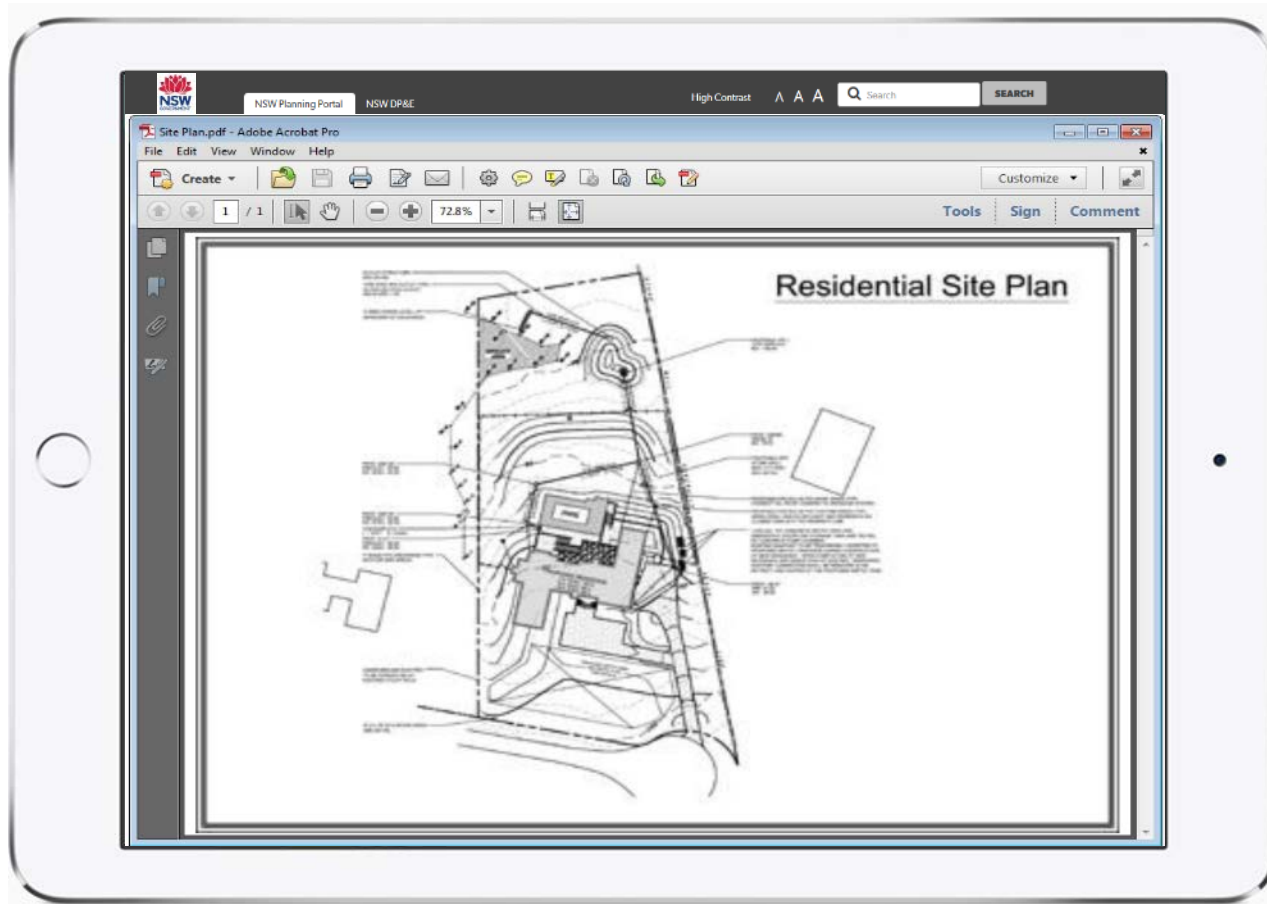
Comments: SEE requested 15 Aug 2016

Review Submission

Plans, Maps, Drawings and Reports | Concurrences and Referrals | Fees and Charges

*Images used for illustrative purposes only.

A typical example of the type of documentation you could expect to see as part of the application



*Images used for illustrative purposes only.

Pre-lodgement phase

Once the application has been reviewed, and any revised information has been requested, the council issues the applicant with a fee quotation and their terms and conditions.

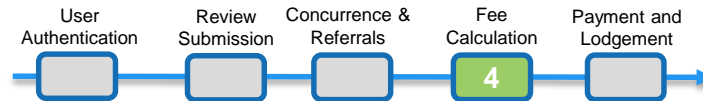
The applicant pays the fee quotation through the Planning Portal using a range of payment methods.

Once the application fee has been paid, the application is lodged with Council and the assessment process commences.

NB: A similar process is followed for complying development applications submitted to Council.

Fees and Charges: Councils

A fee quotation is generated within the Planning Portal



Development Application Details

Planning Portal Reference	1234567890
Application Submitted	15 Aug 2016
Target Date for Fee Quote	17 Aug 2016
Type of Development	Residential
Nature of Proposal	Single Storey Dwelling
Location	23 Sydney Road, Balgowlah, 2093

Case Officer: Jane Campbell

Current Status: Revised SEE requested

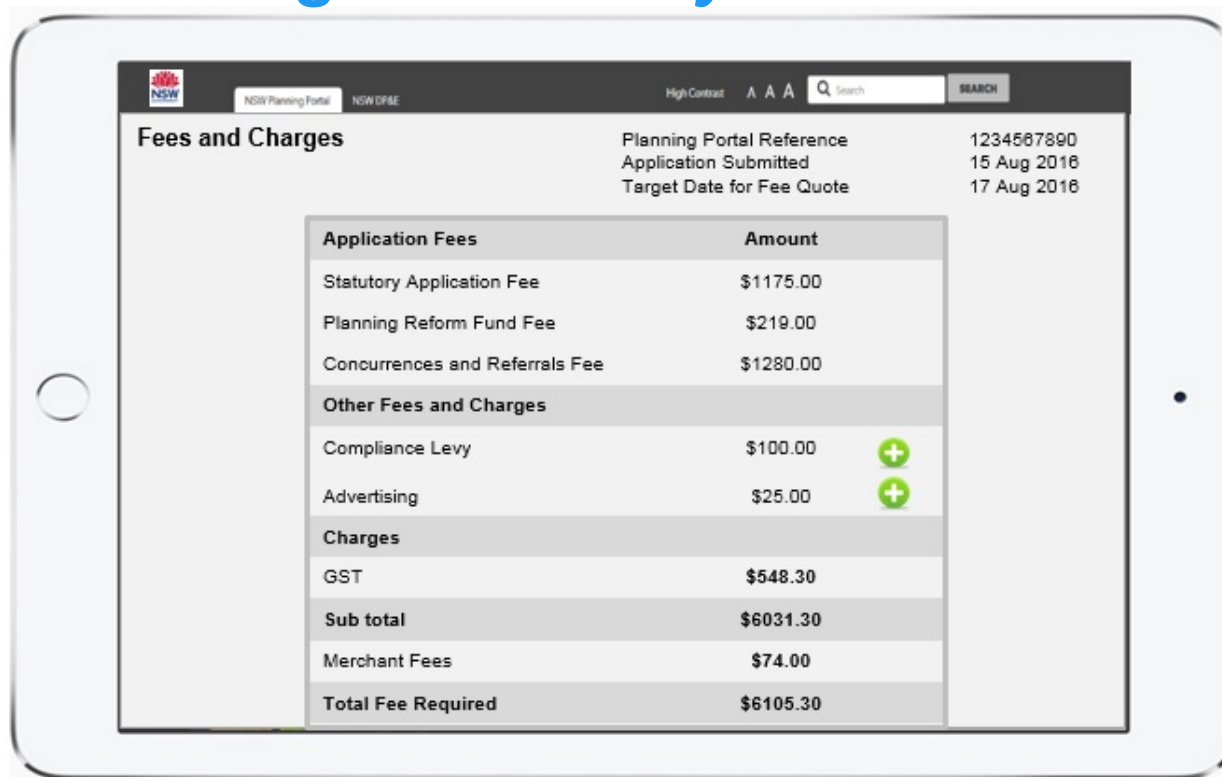
Comments: SEE requested 15 Aug 2016

Review Submission

Plans, Maps, Drawings and Reports | Concurrences and Referrals | **Fees and Charges**

*Images used for illustrative purposes only.

Applicants will receive a fee quotation from Council which will comprise a statutory application fee, planning reform fund fee, concurrences and referrals fee and other fees and charges levied by Council.



Fees and Charges		Planning Portal Reference	1234567890
		Application Submitted	15 Aug 2016
		Target Date for Fee Quote	17 Aug 2016
Application Fees		Amount	
Statutory Application Fee		\$1175.00	
Planning Reform Fund Fee		\$219.00	
Concurrences and Referrals Fee		\$1280.00	
Other Fees and Charges			
Compliance Levy		\$100.00	+
Advertising		\$25.00	+
Charges			
GST		\$548.30	
Sub total		\$6031.30	
Merchant Fees		\$74.00	
Total Fee Required		\$6105.30	

*Images used for illustrative purposes only.

The statutory application fee will be based on the total cost to build, and may use a fee calculator.

The Planning Portal will include an integrated fee calculator

The Planning Portal will calculate a statutory application fee based on total cost to build.

The Department proposes calculating the statutory application fee based on:

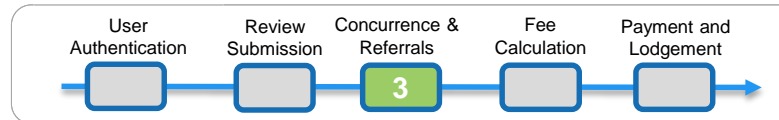
1. The total cost to build specified in a Quantity Surveyors Report accompanying the application; or
2. The total cost to build specified in a contract provided by a builder; or
3. The **total gross floor space** for the new building as constructed or building as extended.

If the applicant provides the total gross floor space of the new building as constructed or building as extended the Department will integrate this figure into the Cordell's Costing Solutions Database to derive a mid range **total cost to build** value for the proposed development.

Concurrences and Referrals will be automatically generated by the Planning Portal

- The Portal will provide councils with a preliminary list of concurrences and referrals which have been identified as part of the online submission process.
- Councils will initiate the concurrence and referrals process through the Planning Portal and will have full visibility of the process including:
 - Contact details for those managing the concurrence and referral in the State Agency;
 - See which agencies have uploaded documents and completed their assessments; and
 - Have visibility of target dates for response.
- Councils will also be able to create new concurrences and referrals
- The integrated fee calculator on the Portal will calculate fees for concurrences and referrals which the applicant will pay as part of a single integrated fee quotation via the Portal Payment Gateway.

Councils review the concurrences and referrals and make any amendments needed



Concurrences and Referrals
Planning Portal Reference 1234567890

Type of Development: Residential
Nature of Proposal: Single Storey Dwelling
Location: 23 Sydney Road, Balgowlah, 2093

State Agency	Fee	Type	
Department of Planning and Environment	\$320	Concurrence	Remove
Roads and Maritime Services	\$320	Concurrence	Remove
Rural Fire Service	\$320	Concurrence	Remove
Sydney Water	\$320	Concurrence	Remove
TOTAL FEES	\$1280		

[Add Additional Concurrence or Referral](#)

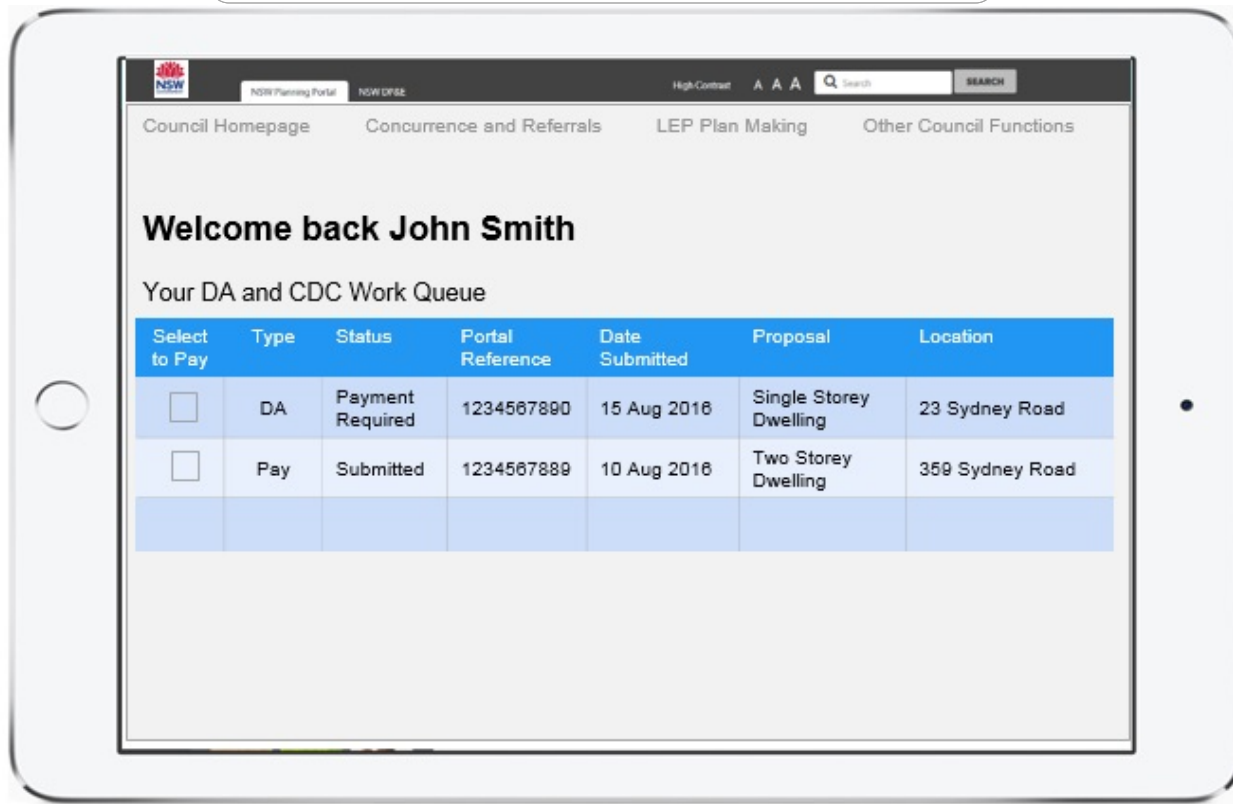
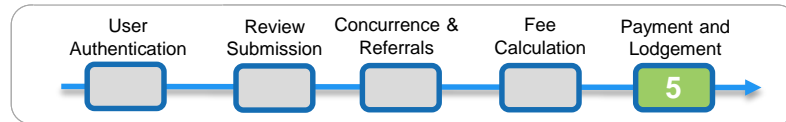
*Images used for illustrative purposes only.

Payment of Fees and Charges: Applicants



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Environment

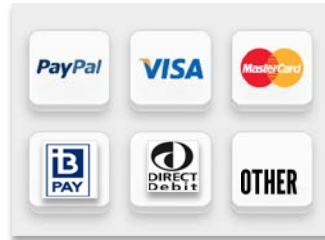
The applicant will review the fees and charges and then pay the quotation through the Planning Portal.



*Images used for illustrative purposes only.

The Planning Portal will include an integrated Payment Gateway

The range of payment options including but not limited to:



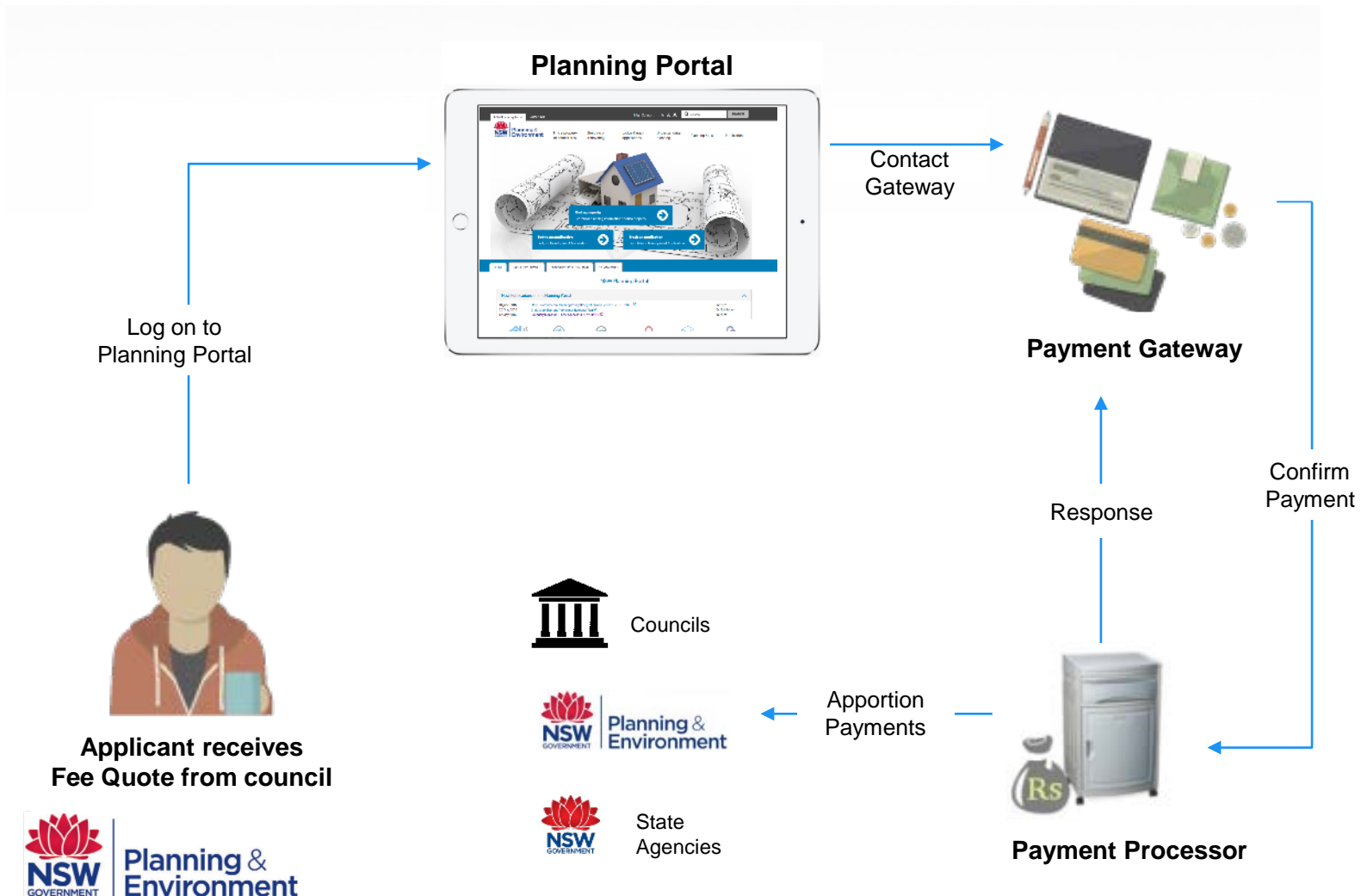
Fees collected by the Payment Gateway will be paid directly to bank accounts of Councils, Private Certifiers and State Agencies involved in the Concurrence and Referrals process.

Applicants will be required to pay a **single application fee** which will be the sum of:

- A statutory application fee;
- A planning reform fund fee;
- Concurrence and referral fees;
- A compliance fee; and
- Other fees and charges levied by the council

Once payment is made the applicant is able to lodge their application.

The Payment Gateway will manage the apportionment of fees to relevant bodies.

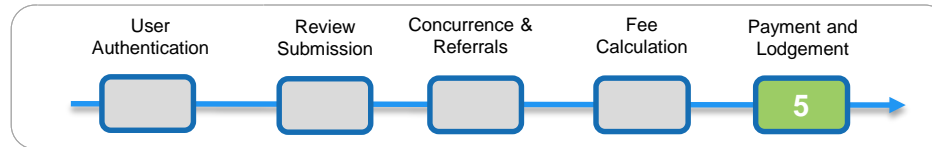


Online Lodgement via the NSW Planning Portal: Councils

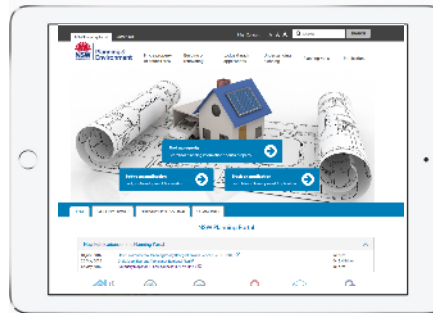


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Environment

Lodged applications will be downloaded to Council Property Information Systems



NSW Planning Portal



Download to
Council Software Systems



civica



Assessing the Development Application

Councils will assess the development application using their current property information systems and 3rd party software systems.

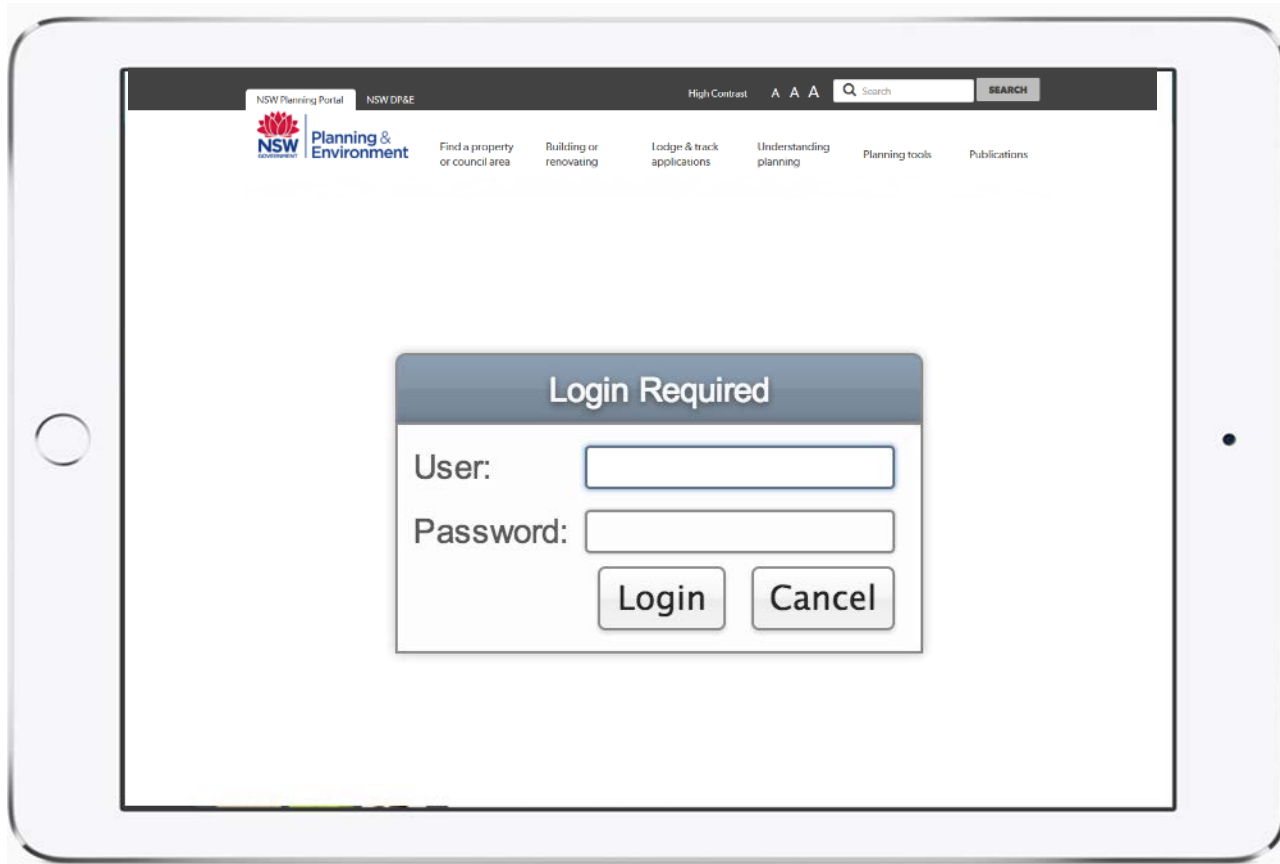
Should a Council need to contact the applicant, they would do so using existing communication channels such as phone or work email.

All payments and additional or revised documentation must be uploaded via the Planning Portal.



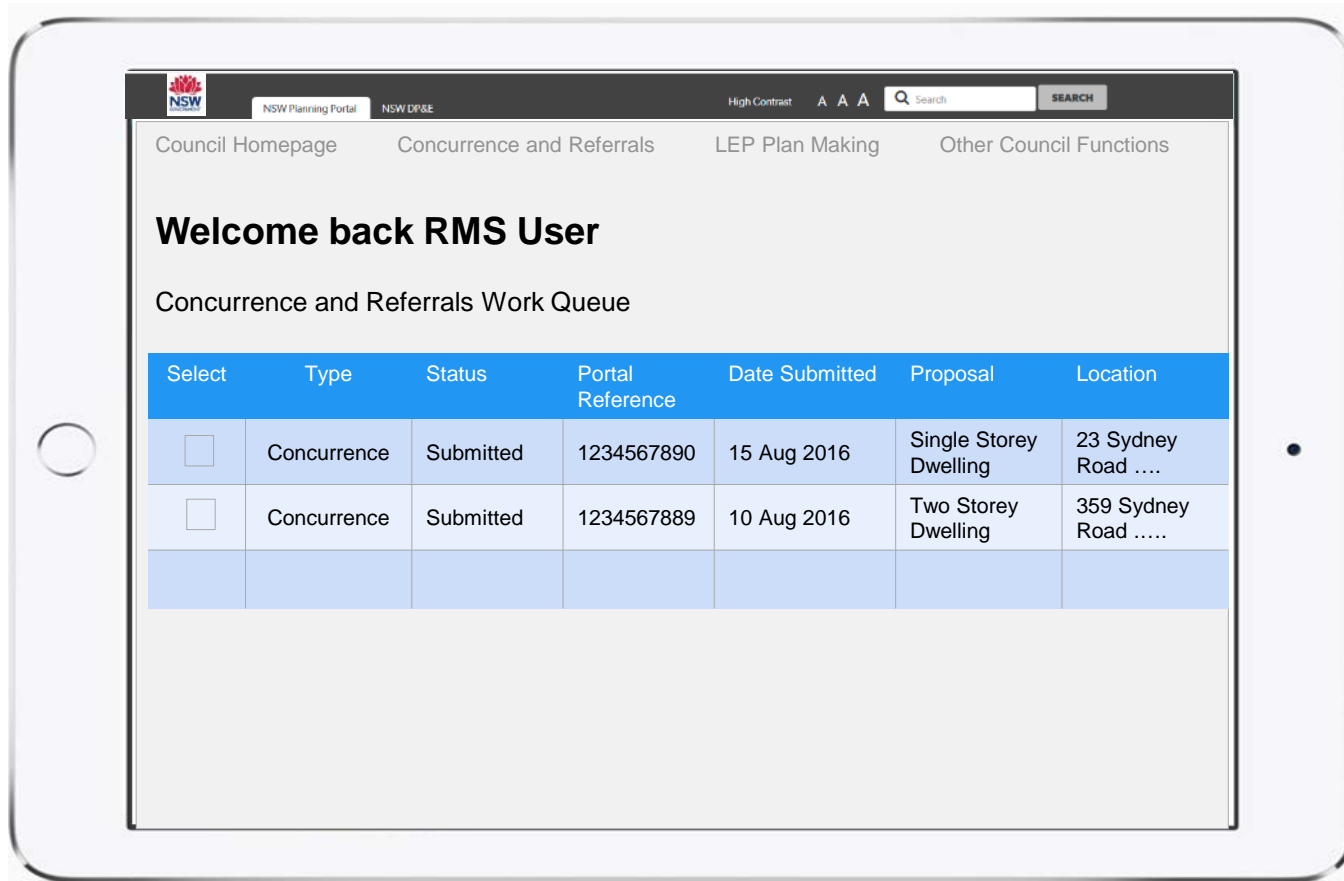
Online Lodgement via the NSW Planning Portal: State Agencies

State Agencies will be required to sign into the Planning Portal to review all Concurrences and Referrals



*Images used for illustrative purposes only.

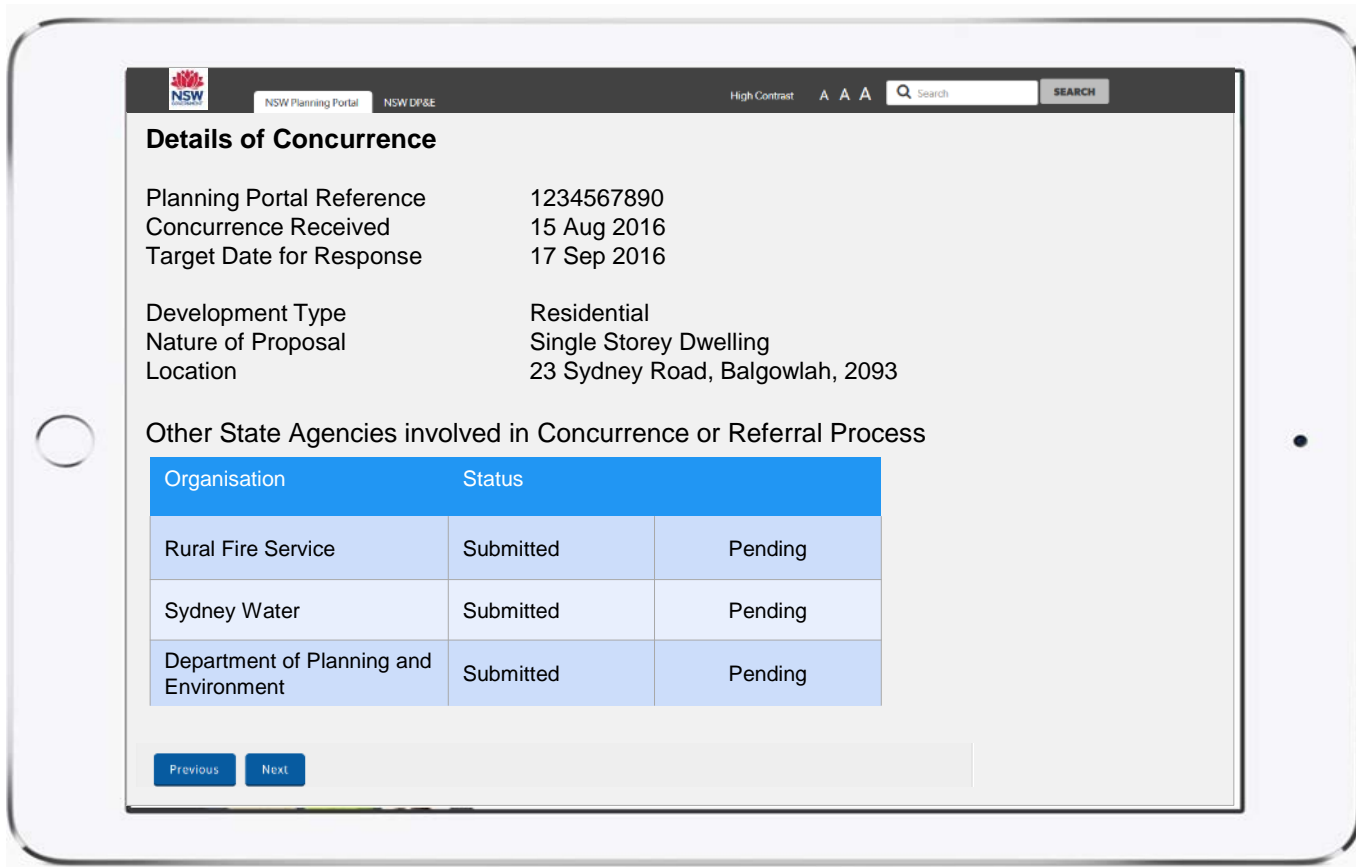
State Agencies will review the application information and Concurrence or Referral request



Select	Type	Status	Portal Reference	Date Submitted	Proposal	Location
<input type="checkbox"/>	Concurrence	Submitted	1234567890	15 Aug 2016	Single Storey Dwelling	23 Sydney Road
<input type="checkbox"/>	Concurrence	Submitted	1234567889	10 Aug 2016	Two Storey Dwelling	359 Sydney Road

*Images used for illustrative purposes only.

State Agencies will be able to see the status of other concurrences and referrals for that application and their target response date



The screenshot displays the NSW Planning Portal interface. At the top, there is a header with the NSW Government logo, navigation links for 'NSW Planning Portal' and 'NSW DP&E', and a search bar. The main content area is titled 'Details of Concurrence'. It lists the following information:

- Planning Portal Reference: 1234567890
- Concurrence Received: 15 Aug 2016
- Target Date for Response: 17 Sep 2016
- Development Type: Residential
- Nature of Proposal: Single Storey Dwelling
- Location: 23 Sydney Road, Balgowlah, 2093

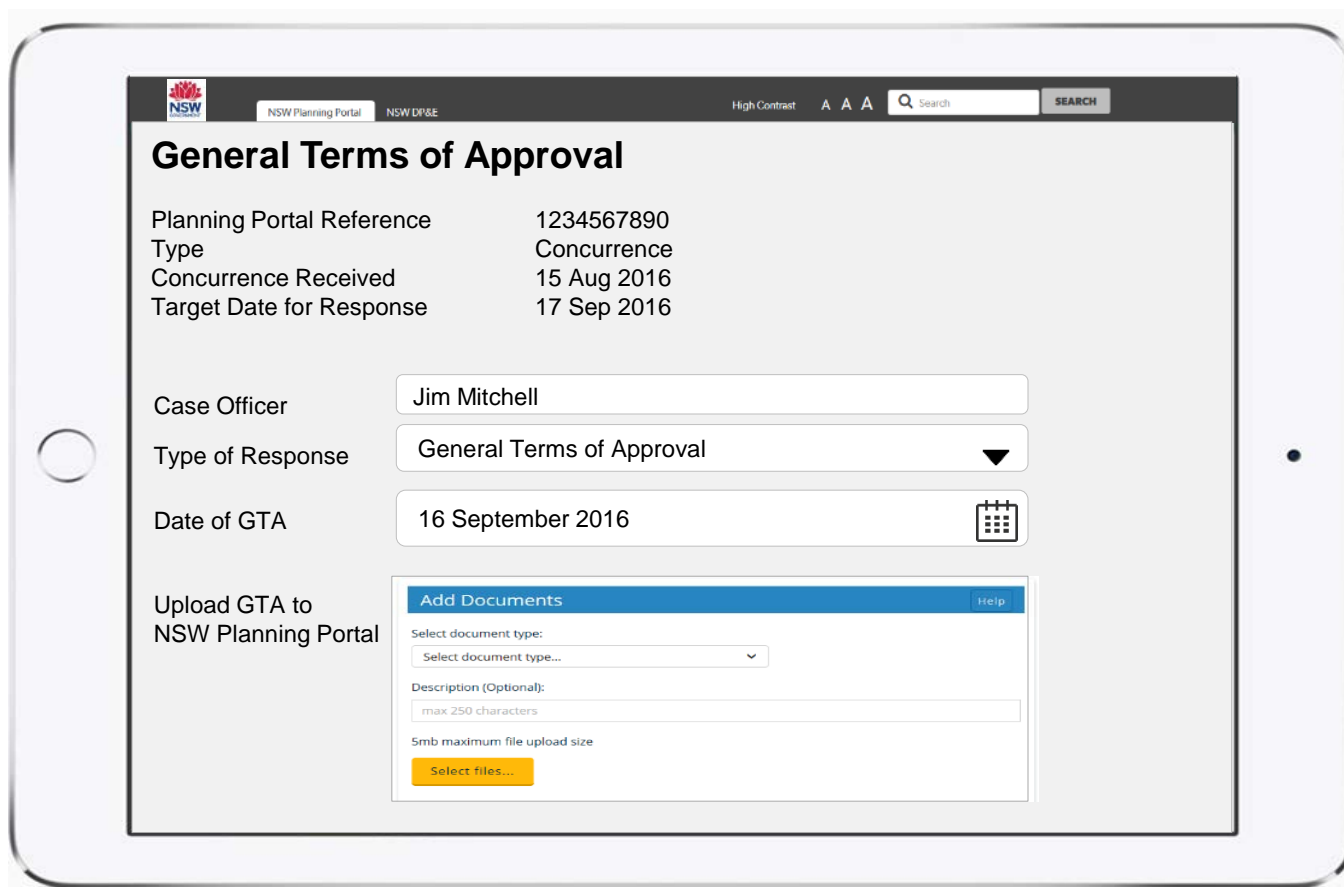
Below this information, there is a section titled 'Other State Agencies involved in Concurrence or Referral Process'. This section contains a table with the following data:

Organisation	Status
Rural Fire Service	Submitted Pending
Sydney Water	Submitted Pending
Department of Planning and Environment	Submitted Pending

At the bottom of the page, there are 'Previous' and 'Next' navigation buttons.

*Images used for illustrative purposes only.

The outcome of their review will be entered into the Planning Portal along with any supporting documentation such as the General Terms of Approval.



The screenshot shows the 'General Terms of Approval' form on the NSW Planning Portal. The form includes the following fields and values:

Field	Value
Planning Portal Reference	1234567890
Type	Concurrence
Concurrence Received	15 Aug 2016
Target Date for Response	17 Sep 2016
Case Officer	Jim Mitchell
Type of Response	General Terms of Approval
Date of GTA	16 September 2016
Upload GTA to NSW Planning Portal	<div><div>Add Documents</div><div>Select document type: Select document type...</div><div>Description (Optional): max 250 characters</div><div>Smb maximum file upload size</div><div>Select files...</div></div>

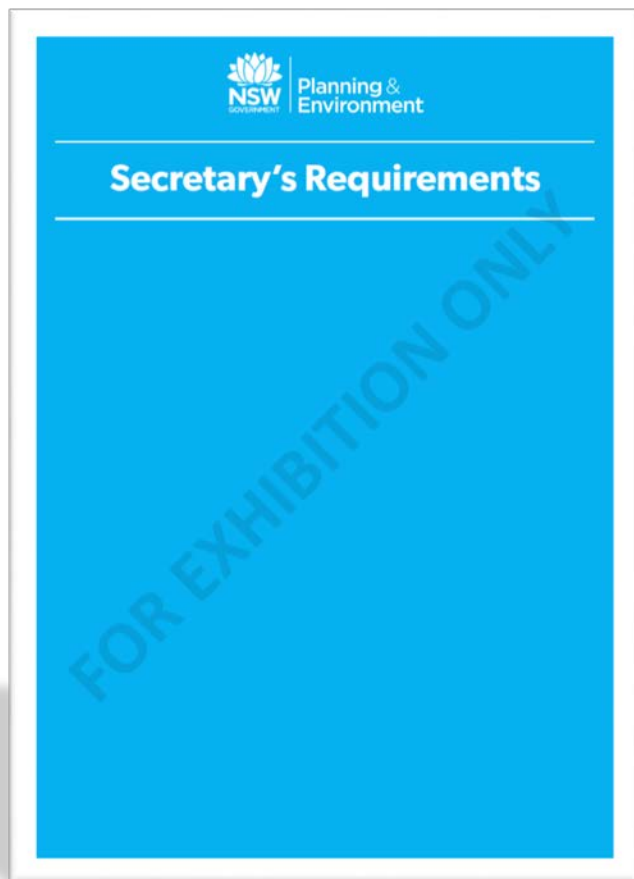
*Images used for illustrative purposes only.



Planning &
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Regulation changes to facilitate online lodgement

Regulation changes to facilitate online lodgement



The Department will consult on the *Environmental Planning and Assessment Amendment (ePlanning) Regulation 2016*

The Regulation change will include:

- The Secretary is to determine the forms to be used to submit development applications and complying development certificate applications.
- The consent of an owner or other person is not required **to be in writing**.
- The application does not require the signature or seal of the applicant or other person consenting to the application, **but must include a statement that the applicant is authorised to make the application and has obtained all necessary consents under clause 49 to make the application**.
- A development application that is lodged on the NSW Planning Portal is only so lodged when an email or other electronic communication is sent to the applicant that acknowledges that the application has been so lodged.

Proposed new standard application forms

There would be a suite of standardised application forms that would be used for all application in NSW.

DA

1.1. Development Application Form
This form is to be completed for all Development Applications submitted to NSW.
Authorised by the Secretary under s.43A of the EP&A Regulation.

1. General

a) Applicant Name

b) Organisation/Company Name (if applicable)

c) Applicant Address
Unit No. House No. Street Suburb Postcode State

d) Site Address
Lot No. Section No. DR/SP and
Same as Applicant Address (circle one)
Unit No. House No. Street Suburb Postcode State

e) Contact Details
Email Phone

2. Development Details
NOTE: 4c, 4d and 4e should be answered using the relevant chapter of Part 3 of the Secretary's Requirements. The submission requirements for the CC can be found in Part 3.

a) Development Type Please select only one of the following:
☐ Residential See Chapter 2.1.
☐ Commercial See Chapter 3.1.
☐ Retail See Chapter 4.1.
☐ Industrial See Chapter 5.1.
☐ Agricultural See Chapter 6.1.
☐ Tourist and Visitor Accommodation See Chapter 7.1.
☐ Community Facilities See Chapter 8.1.
☐ Recreational Facilities See Chapter 9.1.
☐ Temporary Structures, Events and Uses See Chapter 10.1.
☐ Other See Chapter 11.1.
☐ Mixed Use See Chapter 12.1.
☐ Subdivision only (including Boundary Adjustment) (go to d)
☐ Demolition only (go to d) See Chapter 14.1. See Chapter 13.1.
☐ Tree Removal only (go to d) See Chapter 15.1.
☐ Signs/Advertising only (go to d) See Chapter 16.1.

b) Nature of Works Please select only one of the following:
☐ New build
☐ Alterations and Additions
☐ Internal Alterations only
☐ Change of Use (including building works)
☐ Change of Use only

c) Description of Development
e.g. • Dwelling house with carport and driveway
• First floor rear extension to existing office building

d) Amount of Floorspace Proposed (m²)
New Refurbished

e) Estimated Development Cost
\$

NOTE: You can use our online fee calculator to generate your estimated development cost using the amount of floorspace proposed. go to www.epa.nsw.gov.au/development-cost-calculator
Your final council may vary your development cost using this tool.

Combined DA/CC

1.2. Combined Development Application and Construction Certificate (DA and CC) Form
This form is to be completed for all combined DA and CC applications submitted to NSW.
Authorised by the Secretary under s.43A of the EP&A Regulation.

1. General

a) Applicant Name

b) Organisation/Company Name (if applicable)

c) Applicant Address
Unit No. House No. Street Suburb Postcode State

d) Site Address
Lot No. Section No. DR/SP and
Same as Applicant Address (circle one)
Unit No. House No. Street Suburb Postcode State

e) Contact Details
Email Phone

2. Development Details
NOTE: 4c, 4d and 4e should be answered using the relevant chapter of Part 3 of the Secretary's Requirements. The submission requirements for the CC can be found in Part 3.

a) Development Type Please select only one of the following:
☐ Residential See Chapter 2.1.
☐ Commercial See Chapter 3.1.
☐ Retail See Chapter 4.1.
☐ Industrial See Chapter 5.1.
☐ Agricultural See Chapter 6.1.
☐ Tourist and Visitor Accommodation See Chapter 7.1.
☐ Community Facilities See Chapter 8.1.
☐ Recreational Facilities See Chapter 9.1.
☐ Temporary Structures, Events and Uses See Chapter 10.1.
☐ Other See Chapter 11.1.
☐ Mixed Use See Chapter 12.1.
☐ Subdivision only (including Boundary Adjustment) (go to d)
☐ Demolition only (go to d) See Chapter 14.1. See Chapter 13.1.
☐ Tree Removal only (go to d) See Chapter 15.1.
☐ Signs/Advertising only (go to d) See Chapter 16.1.

b) Nature of Works Please select only one of the following:
☐ New build
☐ Alterations and Additions
☐ Internal Alterations only
☐ Change of Use (including building works)
☐ Change of Use only

c) Description of Development
e.g. • Dwelling house with carport and driveway
• First floor rear extension to existing office building

d) Amount of Floorspace Proposed (m²)
New Refurbished

e) Estimated Development Cost
\$

NOTE: You can use our online fee calculator to generate your estimated development cost using the amount of floorspace proposed. go to www.epa.nsw.gov.au/development-cost-calculator
Your final council may vary your development cost using this tool.

S96 Modifications

1.3. Application to Modify Development Application Consent (section 96 and section 96AA)
This form is to be completed for all applications to modify an existing development consent submitted to NSW under s.96 and s.96AA of the EP&A Act 1979.
Authorised by the Secretary under s.43A of the EP&A Regulation.

1. General

a) Applicant Name

b) Organisation/Company Name (if applicable)

c) Applicant Address
Unit No. House No. Street Suburb Postcode State

d) Site Address
Lot No. Section No. DR/SP and
Same as Applicant Address (circle one)
Unit No. House No. Street Suburb Postcode State

e) Contact Details
Email Phone

2. Development Details

a) Original Development Consent Details
Original Development Application Reference Number Date of Determination
Description of Approved Development

b) Type of Modification Please select only one of the following:
☐ i) Minor - s.96(1) - involving trivial error, misdescription or miscalculation
☐ ii) Minor - s.96(1A) - minor change to the development or modification of a condition involving minimal environmental impact
☐ iii) Major - s.96(2) - a modification that does not fall within the two categories above
☐ iv) Court - s.96A(1) - modification by consent authorities of consent granted by the Land and Environment Court

c) Details of the Modification
Please describe the proposed modification in detail, including the reasons for the modification and the proposed conditions of consent.

Proposed standard submission requirements

Development Applications must contain the information, and be accompanied by the documents, specified in the authorised application form including information or documents required by the *EP&A Act* or the *Environmental Planning and Assessment Amendment (ePlanning) Regulation 2016*.

Submission Requirements Checklist	
2.4. Single Dwelling	
<p>This checklist relates to specific development as identified in Chapter 3.3. It should be completed and submitted with your Development Application, along with the required drawings and documents.</p> <p>How to complete this checklist:</p> <p>Is it required? Indicate whether the item is required for your application with a tick or a cross by referring to the relevant appendix:</p> <p><input type="checkbox"/> Drawings (Appendix A)</p> <p><input type="checkbox"/> Documents (Appendix B)</p> <p>Is it provided? Indicate if you have provided the items with a tick if required.</p>	
<p>Mandatory (all applications)</p> <p>These items must be submitted with the application.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elevations <input type="checkbox"/> Floor and Roof Plans <input type="checkbox"/> Sections <input type="checkbox"/> Site Plan <input type="checkbox"/> Survey Plan <input type="checkbox"/> BASIX Certificate <input type="checkbox"/> Statement of Environmental Effects <input type="checkbox"/> Stormwater Management Plan 	<p>Requirement Dependent on Location or Development Details</p> <p>These items must be submitted for your application. Please refer to Appendix A and B for more information.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shadow Diagrams <input type="checkbox"/> Subdivision Plan <input type="checkbox"/> Acid Sulfate Soils Report <input type="checkbox"/> Acoustic Report - External Noise Source <input type="checkbox"/> Arborist Report <input type="checkbox"/> Bush Fire Assessment Report <input type="checkbox"/> Conservation Management Plan/Strategy <input type="checkbox"/> Contamination Report <input type="checkbox"/> Flood Study <input type="checkbox"/> Flora/Fauna Assessment Report <input type="checkbox"/> Geotechnical Analysis <input type="checkbox"/> Heritage Impact Statement <input type="checkbox"/> Koala Management Plan <input type="checkbox"/> Species Impact Statement <p><i>The BASIX report should be completed with a tick or a cross when you have determined if they are required.</i></p> <p><i>The acid sulfate soils report should be completed with a tick for each item that is required.</i></p>
<p>Voluntary</p> <p>These items are not required but can still be submitted if they assist in the assessment of your application.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Photomontage <input type="checkbox"/> Site Analysis <input type="checkbox"/> Cost Summary Report 	
<p>Providing the drawings and documents identified in the tables above are submitted with your application, council will be able to begin the assessment process.</p>	
<p>Post-Submission</p> <p>May be Required as a Condition of Consent</p> <p>These items may be required after development consent is granted.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Building Specifications <input type="checkbox"/> Structural Report 	<p>Not Required</p> <p>Only the drawings and documents identified in the tables above are required to be submitted with your application.</p>
<p>NOTE: There may be circumstances where your council requires additional information to be submitted before a determination can be made on an application. If required, the council will contact you, setting out the reasons and the timetable for providing it.</p>	

Submission Requirements Checklist	
3.4. New Commercial Building(s)	
<p>This checklist relates to specific development as identified in Chapter 3.3. It should be completed and submitted with your Development Application, along with the required drawings and documents.</p> <p>How to complete this checklist:</p> <p>Is it required? Indicate whether the item is required for your application with a tick or a cross by referring to the relevant appendix:</p> <p><input type="checkbox"/> Drawings (Appendix A)</p> <p><input type="checkbox"/> Documents (Appendix B)</p> <p>Is it provided? Indicate if you have provided the items with a tick if required.</p>	
<p>Mandatory (all applications)</p> <p>These items must be submitted with the application.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elevations <input type="checkbox"/> Floor and Roof Plans <input type="checkbox"/> Sections <input type="checkbox"/> Site Analysis <input type="checkbox"/> Site Plan <input type="checkbox"/> Survey Plan <input type="checkbox"/> Access Report <input type="checkbox"/> Statement of Environmental Effects 	<p>Requirement Dependent on Location or Development Details</p> <p>These items must be submitted for your application. Please refer to Appendix A and B for more information.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shadow Diagrams <input type="checkbox"/> Subdivision Plan <input type="checkbox"/> Acid Sulfate Soils Report <input type="checkbox"/> Acoustic Report - Impact of Development <input type="checkbox"/> Acoustic Report - External Noise Source <input type="checkbox"/> Arborist Report <input type="checkbox"/> Bush Fire Assessment Report <input type="checkbox"/> Conservation Management Plan/Strategy <input type="checkbox"/> Contamination Report <input type="checkbox"/> Fire Safety Schedule <input type="checkbox"/> Flood Study <input type="checkbox"/> Flora/Fauna Assessment Report <input type="checkbox"/> Geotechnical Analysis <input type="checkbox"/> Heritage Impact Statement <input type="checkbox"/> Koala Management Plan <input type="checkbox"/> Social Impact Statement <input type="checkbox"/> Species Impact Statement <input type="checkbox"/> Traffic and Transport Assessment <p><i>The BASIX report should be completed with a tick or a cross when you have determined if they are required.</i></p> <p><i>The acid sulfate soils report should be completed with a tick for each item that is required.</i></p>
<p>Voluntary</p> <p>These items are not required but can still be submitted if they assist in the assessment of your application.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Photomontage <input type="checkbox"/> 3D Model <input type="checkbox"/> Cost Summary Report <input type="checkbox"/> Outdoor Report 	
<p>Providing the drawings and documents identified in the tables above are submitted with your application, council will be able to begin the assessment process.</p>	
<p>Post-Submission</p> <p>May be Required as a Condition of Consent</p> <p>These items may be required after development consent is granted.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Building Specifications <input type="checkbox"/> Stormwater Management Plan <input type="checkbox"/> Structural Report 	<p>Not Required</p> <p>Only the drawings and documents identified in the tables above are required to be submitted with your application.</p>
<p>NOTE: There may be circumstances where your council requires additional information to be submitted before a determination can be made on an application. If required, the council will contact you, setting out the reasons and the timetable for providing it.</p>	



The land owner consent will no longer be in the form of a written signature

The application form will capture the details of the land owner/s and a declaration that the applicant is aware of the application and has provided consent for the application to be lodged. Failure to receive this consent will be a criminal offence.

b) Ownership					
<input type="radio"/> I am the sole owner of the development site <i>proceed to c)</i>					
<input type="radio"/> There are multiple owners of the development site and I am one of them <i>provide details of other owners below</i>					
<input type="radio"/> I am NOT the owner (e.g. I am an agent) <i>provide details of the owner(s) below</i>					
Owner 1 Name		Owner 2 Name		Owner 3 Name	
Address		Address		Address	
Email		Email		Email	
Date of Consent		Date of Consent		Date of Consent	
<small>If there are more than 3 owners, please provide the additional details on the additional sheet at 1.7.</small>					
<input type="radio"/> I declare that all owners are aware of this application and I have the consent of all owners to lodge this application. Please be aware that it is a criminal offense to knowingly mislead by providing false information on this form.					

*Images used
for illustrative
purposes only.

Public Consultation Phase

- The Department will shortly consult on the *draft Environmental Planning and Assessment Amendment (ePlanning) Regulation 2016* and a *draft Secretary's Requirement for online submission*.
- These materials will be made available via the Planning Portal and the Department's website.
- We encourage you to review the information and provide your feedback by the submission date.
- Comments and feedback received will be taken into consideration before the final version of the regulation and requirement are published.



Planning &
Environment

Managing Change

The Department has reviewed the impacts of change in Council processes against the four pillars of Technology, Process, People and Data

Technology



What are the technology implications for councils?

What do I need to be able to use the technology?

- What is new?
- What does that mean for you?
- How to prepare

Process



How will processes change from the new technology?

Do I need to re-engineer current processes?

- What is new?
- What does that mean for you?
- How to prepare

People



Will there be a change in skills required to perform a job or job function

- What is new?
- What does that mean for you?
- How to prepare








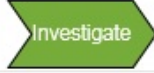







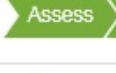



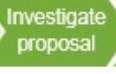



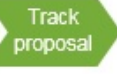


Data







What data format is required to support the new technology?

- What is new?
- What does that mean for you?
- How to prepare





The Department has developed a Portal Service Catalogue which documents the activity lifecycle for each service delivered by the Portal (snapshot)

Planning Portal Services	Intent	Category	Type	Activity lifecycle
	 I want to access information and guidance	<ul style="list-style-type: none"> Planning controls Published data and reports 	<ul style="list-style-type: none"> Plans Applications Regulation Planning outcomes/ performance reports Demographics and economic indicators 	    
	 Investigate a Development Proposal	<ul style="list-style-type: none"> Exempt Development Complying Development Development Application 		
	 Submit an Application	<ul style="list-style-type: none"> Major development Non-major development 	<ul style="list-style-type: none"> Exempt Development Complying Development Development Application Permitted with Consent Prohibited 	       
	 I want to review and comment	<ul style="list-style-type: none"> Local Environmental Plan Development application 		     
	 I want to access technical support	<ul style="list-style-type: none"> Bug or defect in system Assistance User access issues 		

The Department has identified the nature of change and its impact on current business processes in Councils

	Activity	How it's done today	Via the Planning Portal	Nature of the change	Managing change
	Investigate: Development Proposals	Applicants speak to council front counter staff or duty planner. Log on to NSW Planning Portal for information on land zoning, exempt and complying development using tools such as the Property Details search, Interactive Buildings and the Electronic Housing Code.	Investigate assessment options for a development proposal	Interactive Buildings and the Electronic Housing Code will be combined together to provide a new investigation service on the Portal. The service will cover exempt development, complying development and merit based DAs to councils, all in one service.	Council staff will be retrained to assist applicants to navigate the Portal and submit applications. The investigation service will be heavily promoted.
	Investigate: Assessment Options	Not available	The investigation service will present users with assessment options available for their development proposals	Assessment options will be identified based on the type of development proposed and the associated property address or Lot/DP. Complying development will be promoted where it is an option.	Council staff will be trained in the use of the Investigation service
	Submission: Application Forms	Most DAs are submitted on paper forms to councils. There is variation in the content of forms. Some DAs are currently submitted online.	Standard application forms will be introduced. Can be submitted online or on paper.	Councils will be required to adopt new standardised application forms. Councils will not be required to further develop their property information systems to hold more data.	DP&E will work with councils and software providers to minimise the impact of new standard application forms on property information systems
	Submission: Plans, Maps, Drawings and Reports	Councils specify the documents required to accompany applications. There is variation and inconsistency in what is required.	Plans, maps, drawings and reports which must accompany a DA or CDC will be standardised and outlined.	Councils will be required to adopt the standard plans, maps, drawings and reports which must accompany a development application or complying development application.	Documents uploaded via the Portal will be virus scanned, have a naming convention and metadata appended.

... and the Department will assist councils in managing change.

	Activity	How it's done today	Via the Planning Portal	Nature of the change	Managing change
	Concurrences and Referrals	Concurrences and referrals are currently treated separately.	Concurrences and referrals will be integrated into the submission process.	Concurrences and referrals will be identified by the applicant's answers to the questions and by spatial intersects.	Councils will be able to add and remove concurrences and referrals as required. Fees will be automatically calculated.
	Fee Quotation	Council issue fee quotation.	Councils will continue to issue fee quotations via the Portal. Fees will be paid via a payment gateway.	Application fees will be calculated using an integrated fee calculator. Cost to build will be derived from average cost to build value provided by Cordell's.	DP&E will update Cordell's database on the first day of each new financial year.
	Lodgement	Application written into council's property information system. Clock starts.	Application is written into the council's property information system. Clock starts.	Application details will be presented to council software systems in a standard format.	DP&E will work with councils and software providers to minimise the impact on property information systems.
	Additional documentation	Submitted directly to council.	Additional documentation submitted via the Portal.	Additional documentation be submitted via the Portal.	Applicants will be provided with functionality to submit additional documents



Planning &
Environment

Initiatives aimed at reducing the burden of reporting on councils

Reducing the burden on councils

- The Department will consult on reducing requests for information on development applications to the **real time collection of application data**.
- The collection of annual Local Development Performance Monitor (LDPM) data will be automated to reduce the burden on councils through the automated acquisition of data using XML schemas and GEO RSS feeds.
- Online lodgement and the introduction of submission standards (forms and attachments) reduces the burden on council admin resources and frees up council planners to focus on Assessment.



eBusiness

Department of Planning and Environment

Email: eplanning@planning.nsw.gov.au
Phone: 02 8289 6063



**Planning &
Environment**