



Planning &
Environment

NSW Planning Portal

Private Certifier Briefing Sessions

September 2016

The Role of the NSW Planning Portal



Planning &
Environment

Access to land and
property based information

[illegible]

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

Planning NSW
1300 285 285

Planning & Environment

Link a company to an external website
Building an external website
Link a firm's application
Understanding planning
Planning a project

Need a company?
Need for planning information about a property

Link a company to an external website

Need an application?
Need for a Development Application

Note: Applicant details refers to the project owner not to the consultant details.

Name:

▼

First Name

Last Name

Daytime Phone

Fax

Mobile

Email *

Note: An email confirming the receipt of this request will be sent to this email address. if (eg. consultant) please enter that address.

Company/Organisation *

AEN *

Street Address:

Street

Suburb or Town

NSW

State

Postcode


Postal Address:

☐ As above


Street/PO Box

Suburb or Town

Application Tracking and LEP Plan Making


Planning & Environment

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[Building or renovating](#)
[Licence & class applications](#)
[Understanding planning](#)
[Planning tools](#)



[Read the property history for planning information about your property](#)

[Licence an application](#)

[Read the application](#)

Remediation of Part of Hickson Road

EIS Exhibition

Remediation of part of Hickson Road, to address EPA Remediation Site Declaration 21122, in accordance with approved Voluntary Management Proposal.

Attachments & Resources


- [Application \(7\)](#)
- [Request for DGRS \(2\)](#)
- [Director-General's Requirements \(1\)](#)
- [SSD Application \(2\)](#)
- [Environmental Impact Statement \(19\)](#)

Key dates and other information

	EIS Exhibition
Job Status	Project is currently on public exhibition and opportunity for public submissions is available
Assessment Type	SSD
Project Type	State Significant Site
Application Number	SSD 14,9617
DGRS Issued	18/08/2014
Exhibition Start	24/09/2015
Exhibition End	06/11/2015

Location details

Street	Part of Hickson Road generally adjoining 20-28 Hickson Road, Millers Point and part 29-51 Hickson Road, part 51A Hickson Road, Barangaroo
City	Millers Point
State	NSW
Post Code	2000
Country	Australia



Online Submission via the Planning Portal

Online submission 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 identify when complying development is an assessment option and will facilitate the online lodgement of complying development certificates to certifiers.



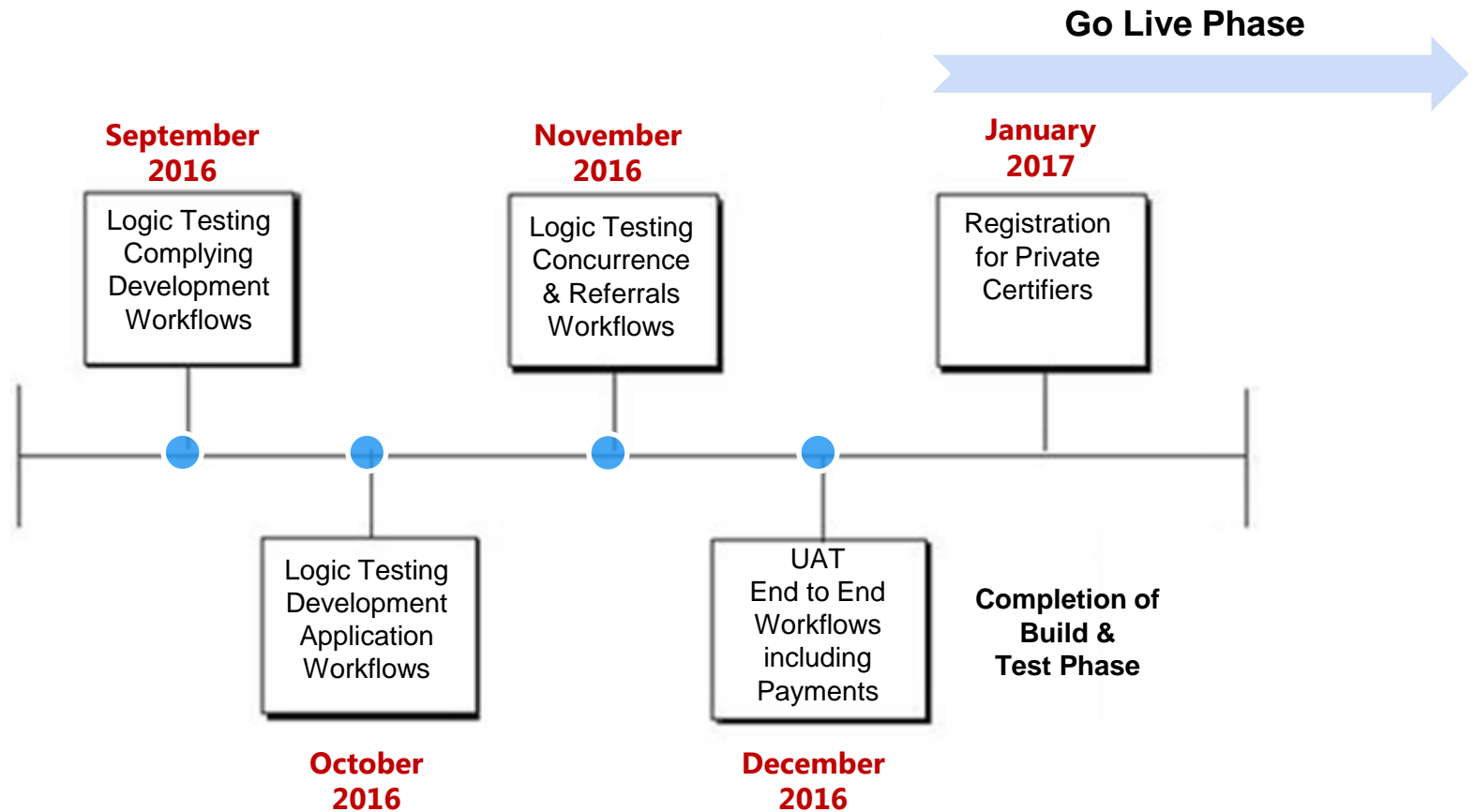
Certifiers will be provided with a Certifiers Portal page which will provide access to a dynamic work queue of Complying Development Certificates.



Complying Development Certificates submitted online will be written to the Planning Portal which will allow certifiers to:

- Review details of the submitted application;
- Review plans, maps, drawings and reports accompanying the application

Online Submission and Lodgement Timeline

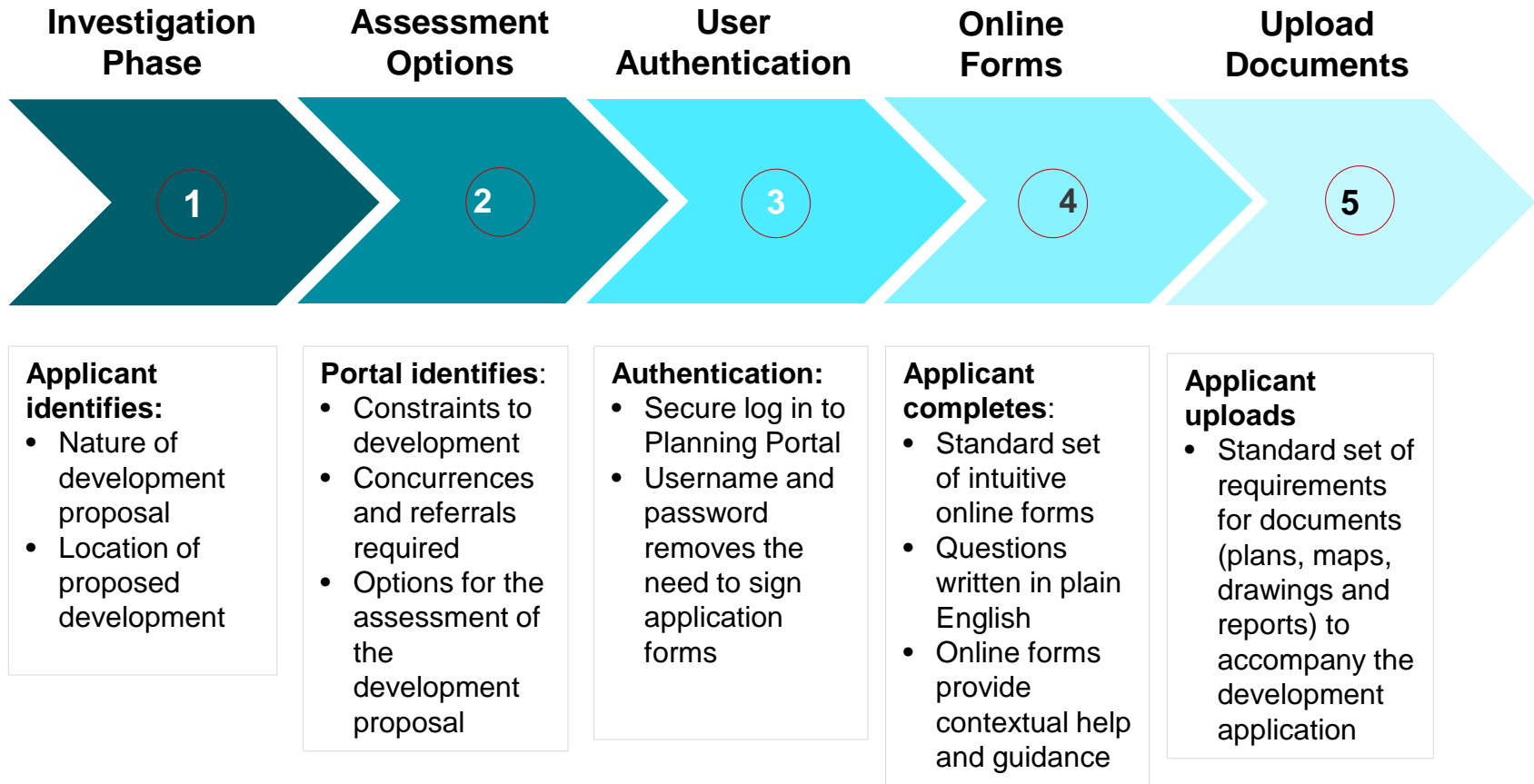


Online Submission via the NSW Planning Portal: Applicant

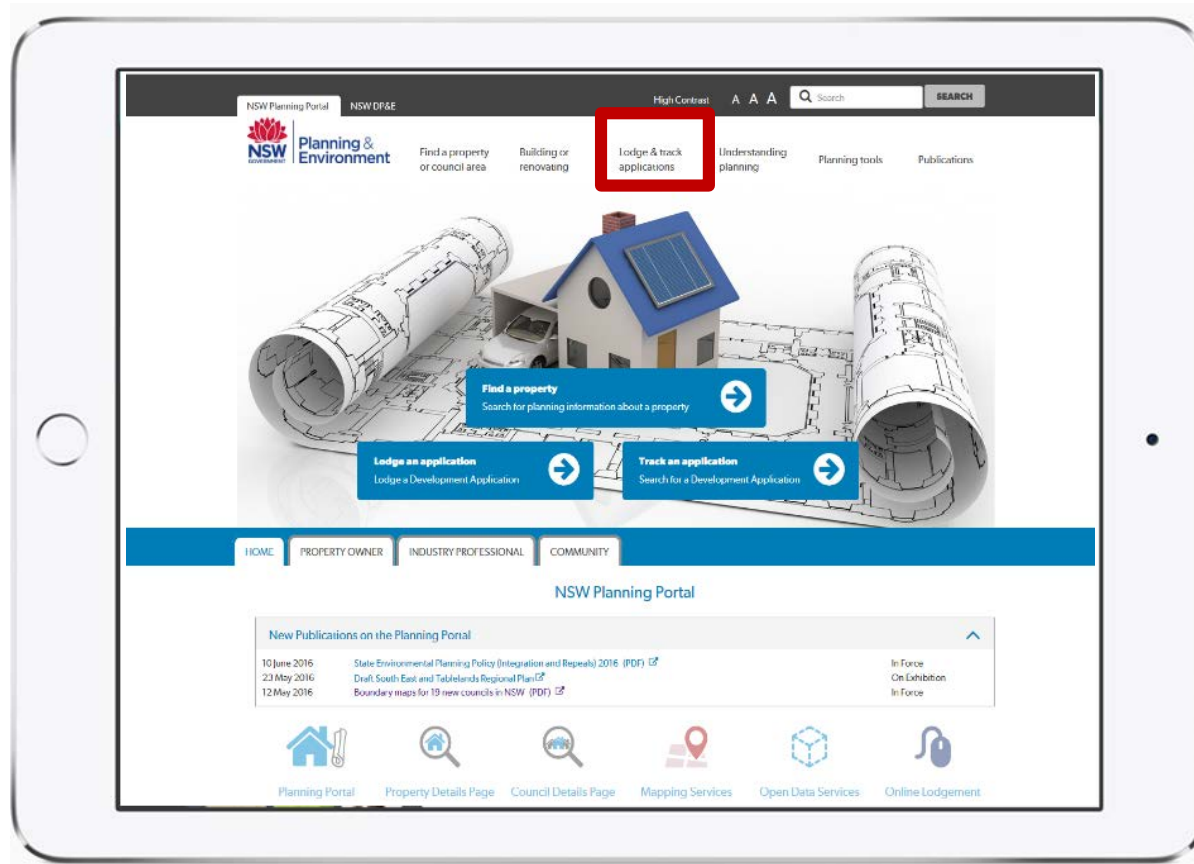
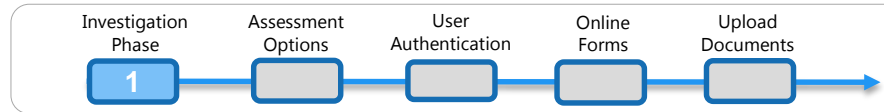


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Applicant Online Submission Workflow



Investigation Phase: Applicant accesses the Planning Portal to commence investigation

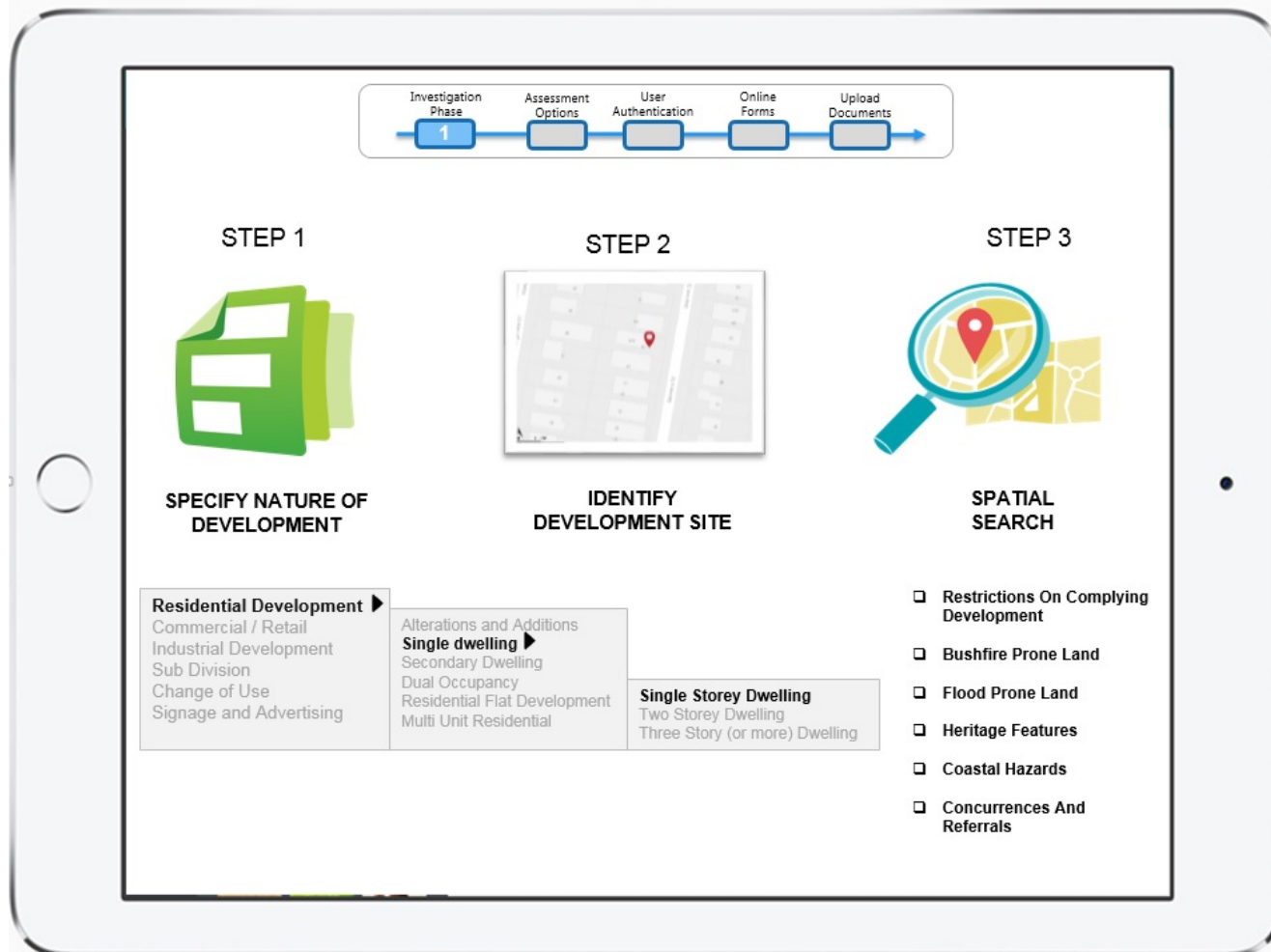


*Images used for illustrative purposes only.



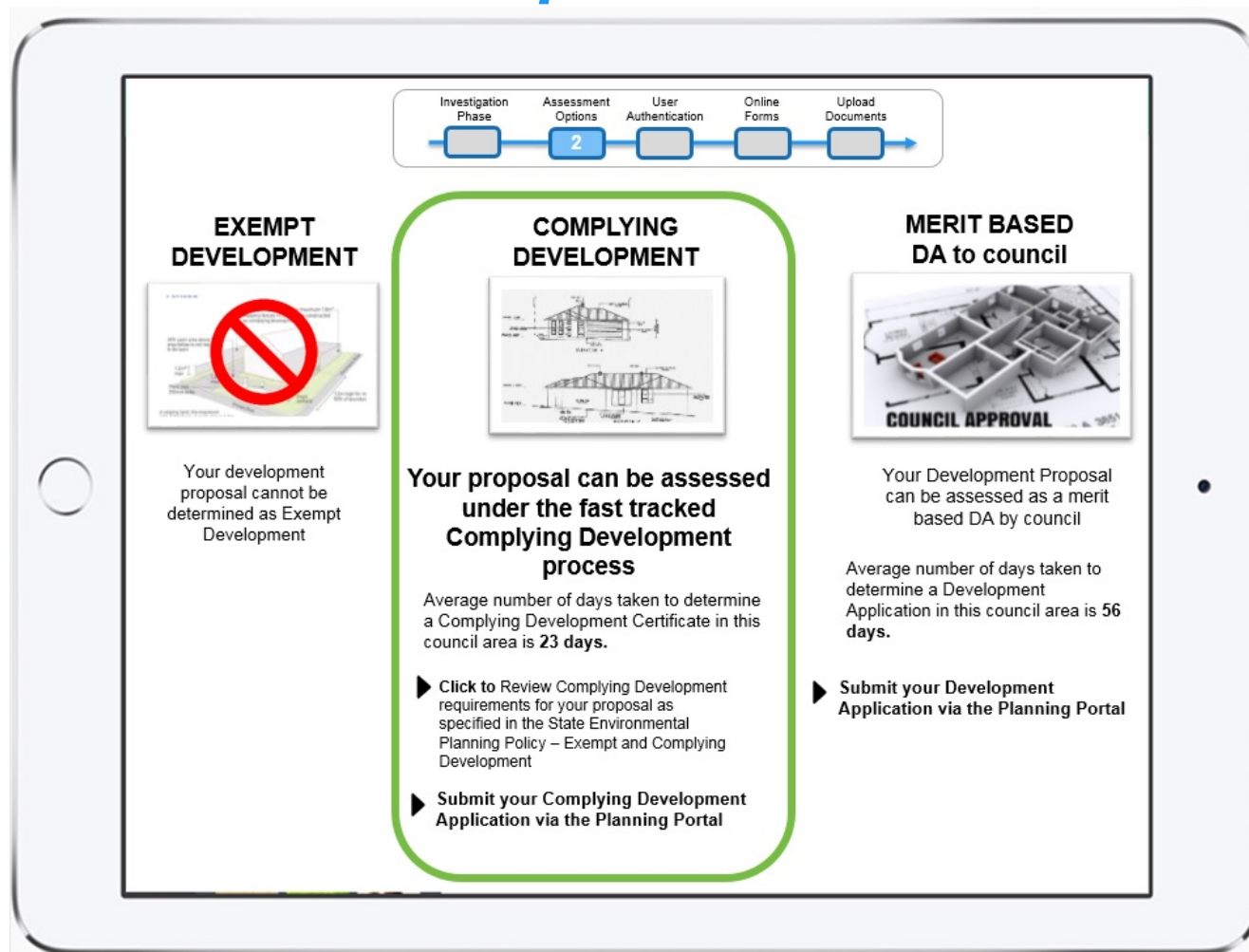
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Investigation Phase: Applicant specifies nature of development and completes spatial search



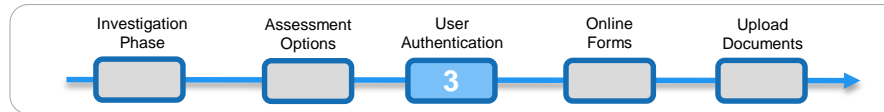
*Images used for illustrative purposes only.

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 DR&E High Contrast A A A Search SEARCH

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

Login Required

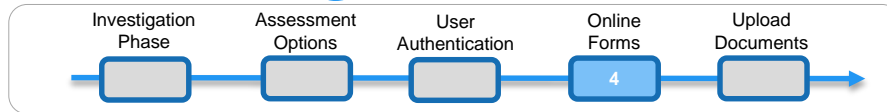
User:

Password:

Login Cancel

*Images used for illustrative purposes only.

Online Forms: Applicant enters contact information using online form



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

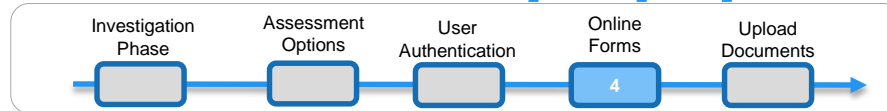
State
NSW

Postcode
2093

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

*Images used for illustrative purposes only.

Online Forms: Applicant selects a council or private certifier from a prepopulated list



Select the Certifier

It is also a requirement that a PCA be appointed before the commencement of work. The PCA must be an Accredited Certifier and will carry out mandatory critical stage inspections, and any other inspection requirements, in accordance with s.81A of the EP&A Act. The PCA may also issue an Occupation Certificate which permits occupation or use of a building or part.

Please select a Principle Certifying Authority

Certifier in Local Council		<input type="checkbox"/>
Hough	Gregory	<input type="checkbox"/>
Warwick	Hunter	<input type="checkbox"/>
Anthony	Kane	<input type="checkbox"/>
Daniel Paul	Keato	<input type="checkbox"/>
Anthony	Krilich	<input type="checkbox"/>
Michael	Ludlow	<input type="checkbox"/>
Adam	Mainey	<input type="checkbox"/>
Michael	Makki	<input type="checkbox"/>
Michael	Maluf	<input type="checkbox"/>
Michael	Manning	<input type="checkbox"/>

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*Images used for illustrative purposes only.

Upload Documents: Applicant uploads required supporting documentation



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

Supporting Documents [Help](#)

Supporting Documents that **MUST** be provided for this application:

- Elevations
- Floor and Roof plans
- Sections
- Site Plan
- Survey plan
- BASIX Certificate
- Statement of Environmental Effects
- Stormwater management Plan
- Acid Sulphate Soils Report
- Flood Study
- Bush Fire Assessment Report
- Koala Management Plan
- Species Impact Statement

Documents which may be voluntarily submitted

- Site Analysis
- Cost Summary Report

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

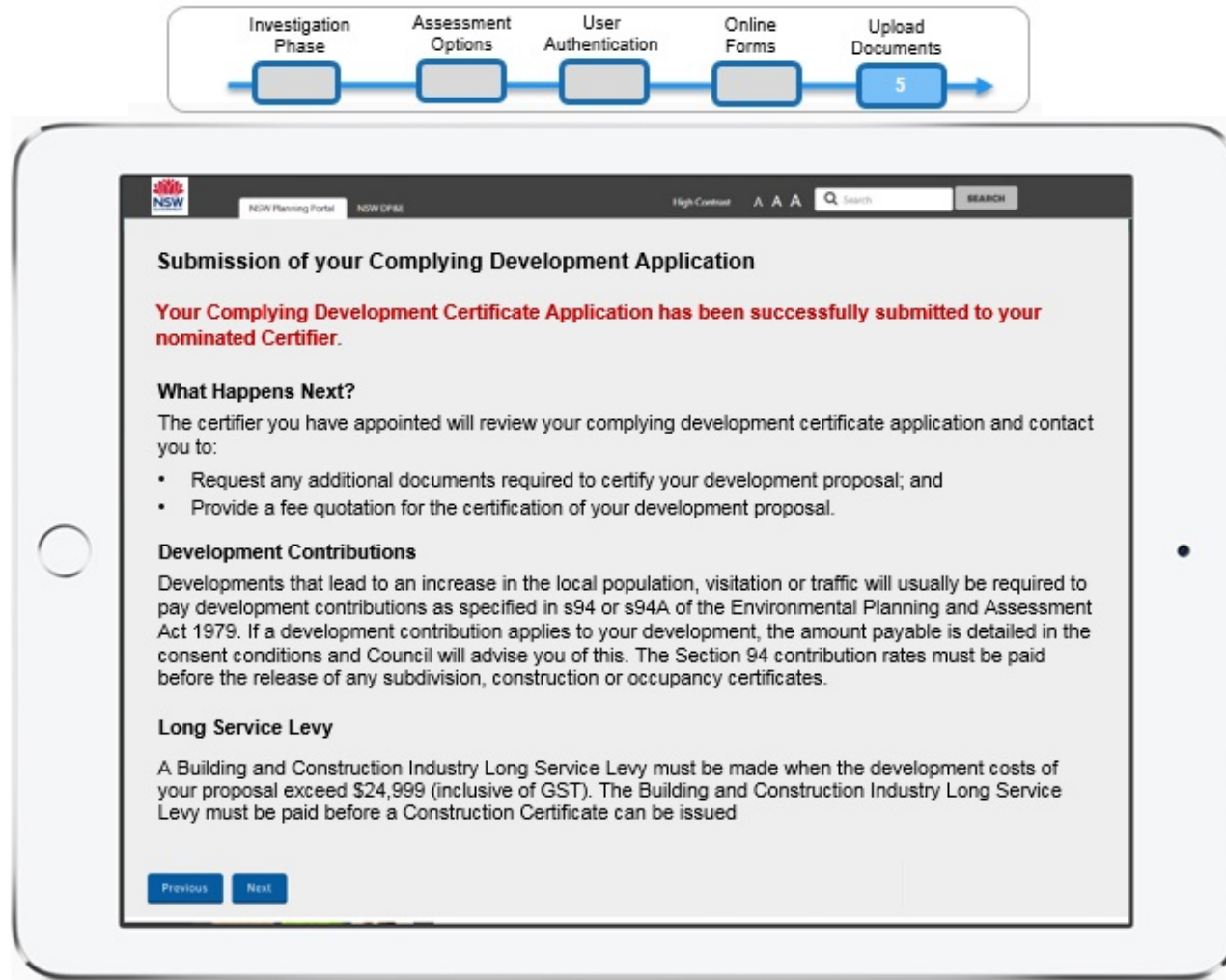
Select document type:

Select document type...

Select files...

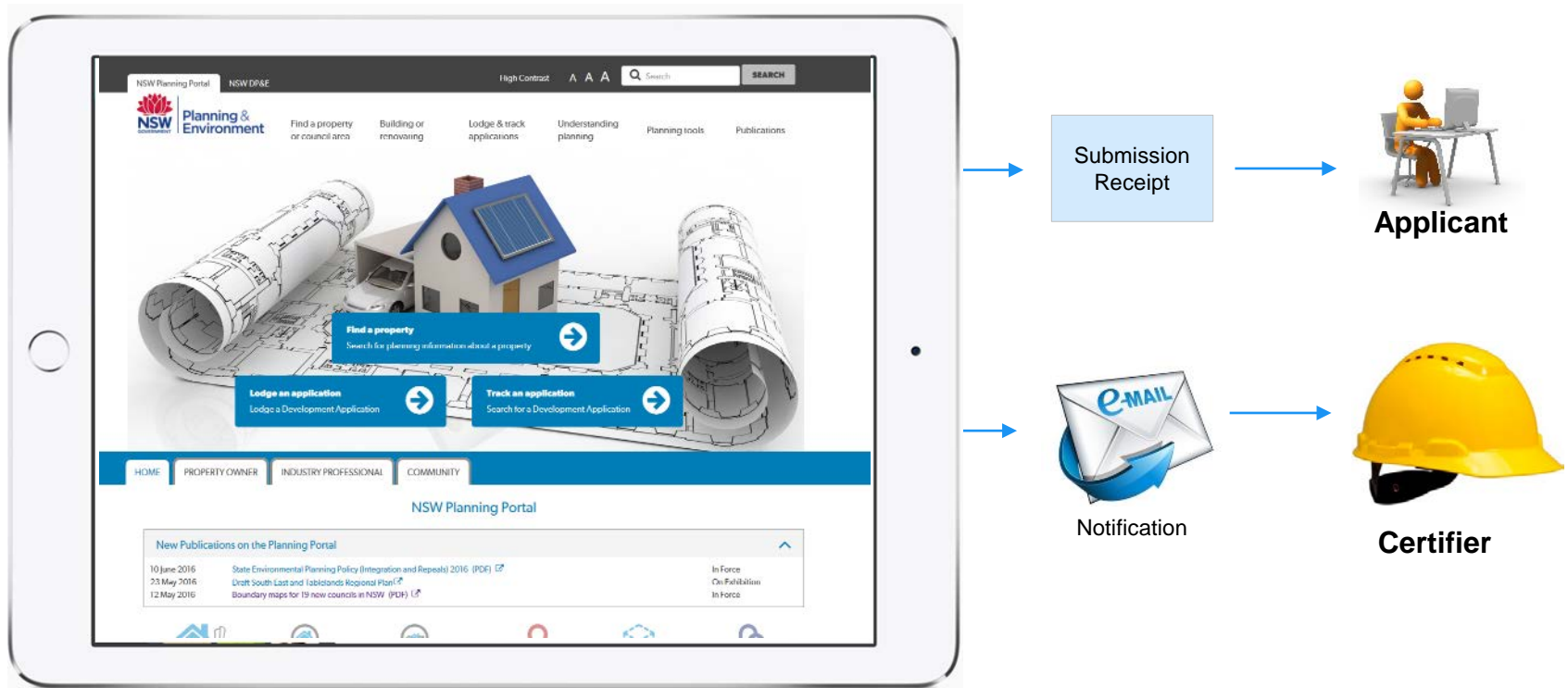
*Images used for illustrative purposes only.

Applicant submits application for consideration by nominated certifier/s



*Images used for illustrative purposes only.

The nominated certifier/s receive an email, notifying them of an application awaiting their review and generation of a fee quote



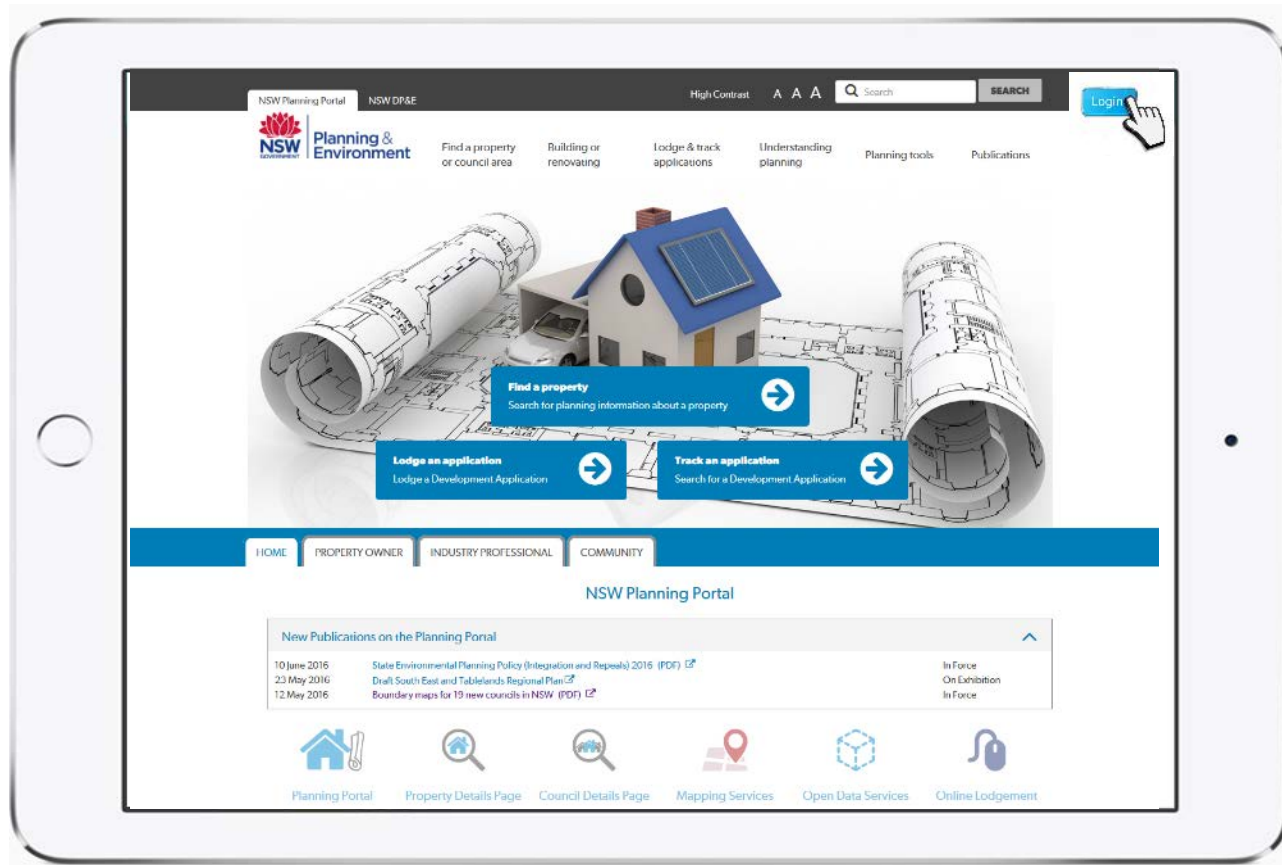


Online Lodgement via the NSW Planning Portal: Certifier



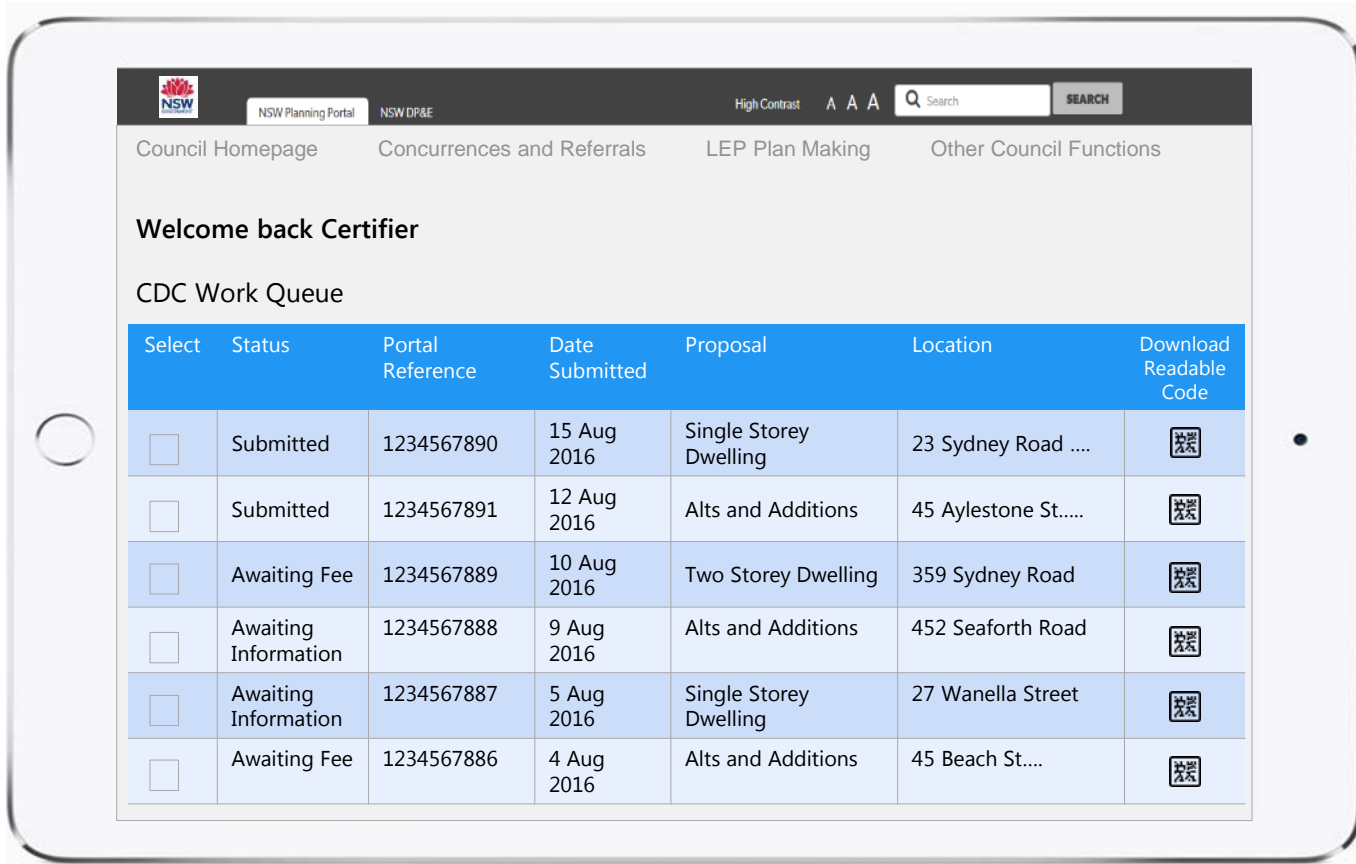
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


Certifier signs into Planning Portal to view applications awaiting their review



*Images used for illustrative purposes only.

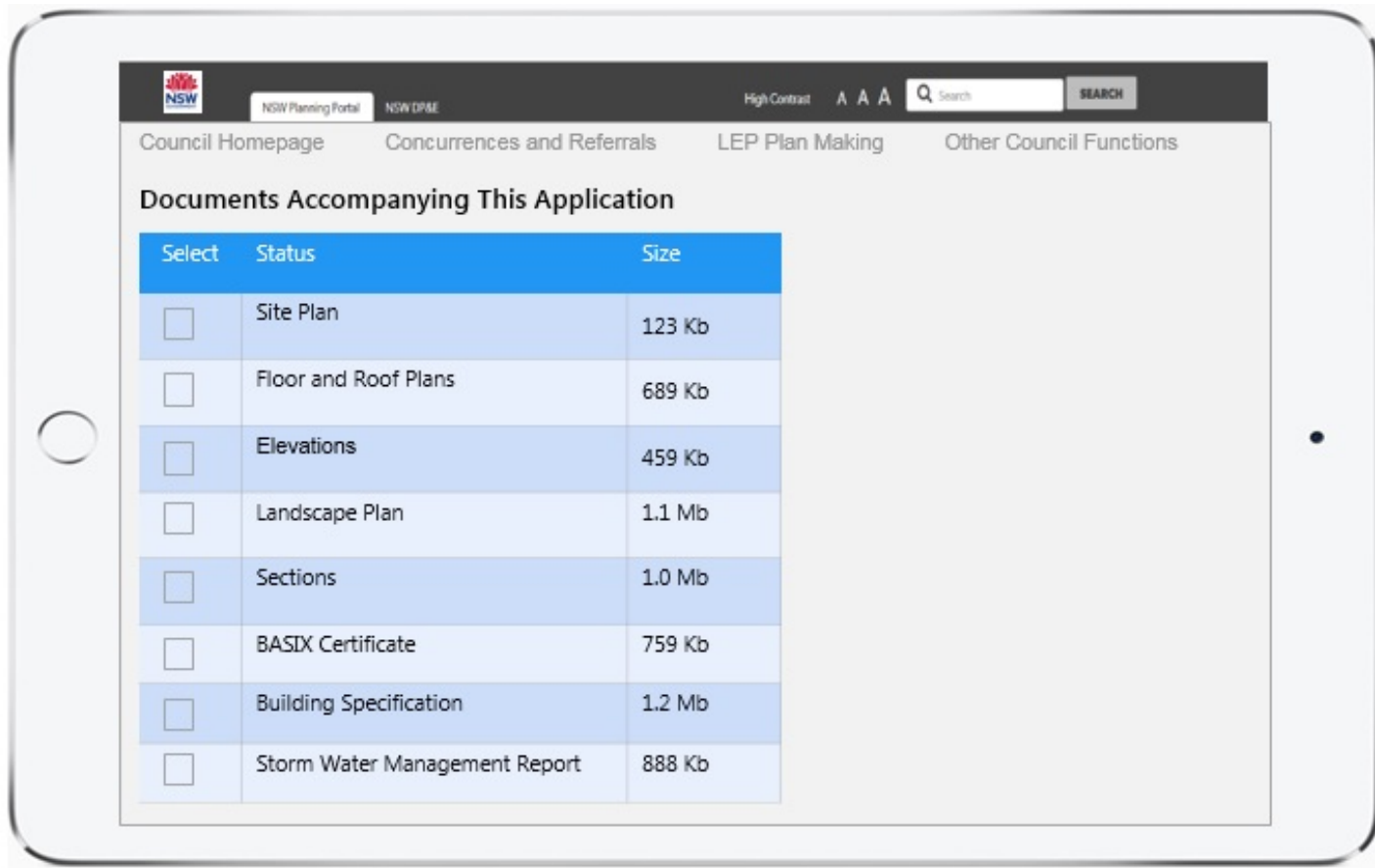
Certifier selects relevant application from their work queue



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

*Images used for illustrative purposes only.

The certifier reviews the documentation accompanying the application and requests any additional information

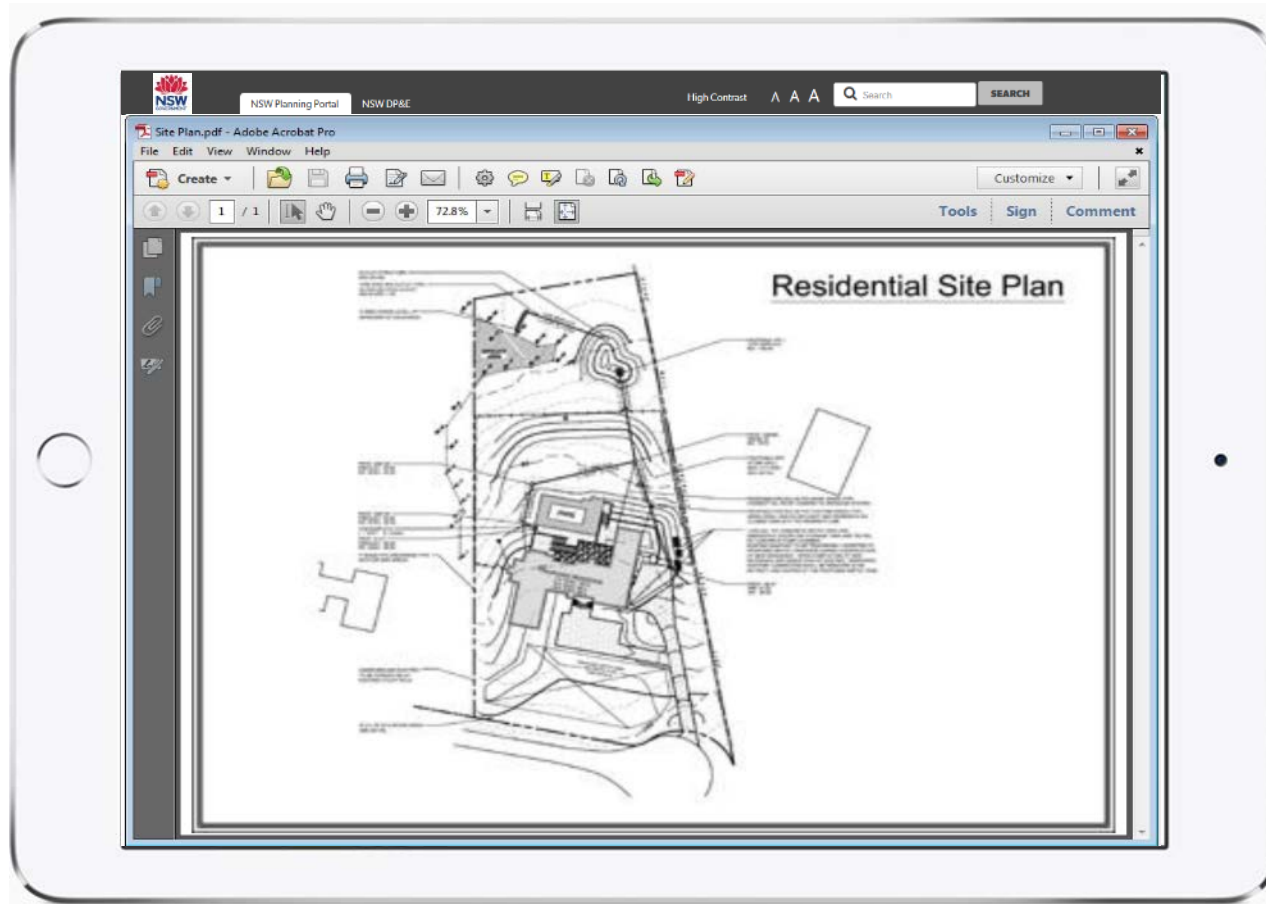


The screenshot displays the NSW Planning Portal interface. At the top, there is a navigation bar with the NSW Government logo, 'NSW Planning Portal', 'NSW DPME', and a search bar. Below this is a secondary navigation bar with links: 'Council Homepage', 'Concurrences and Referrals', 'LEP Plan Making', 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 an unchecked 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.

An 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 additional information has been requested, the certifier issues the applicant with a fee quotation and their terms and conditions.

If the applicant does not wish to utilise a particular certifiers' services, they are able to reject the fee quotation and select another certifier from the prepopulated list.

If the applicant accepts the fee quotation and the associated terms and conditions, the applicant pays the certification fees and officially lodges the application through the Planning Portal. NB: The applicant can only accept the fee quotation of one certifier per application.

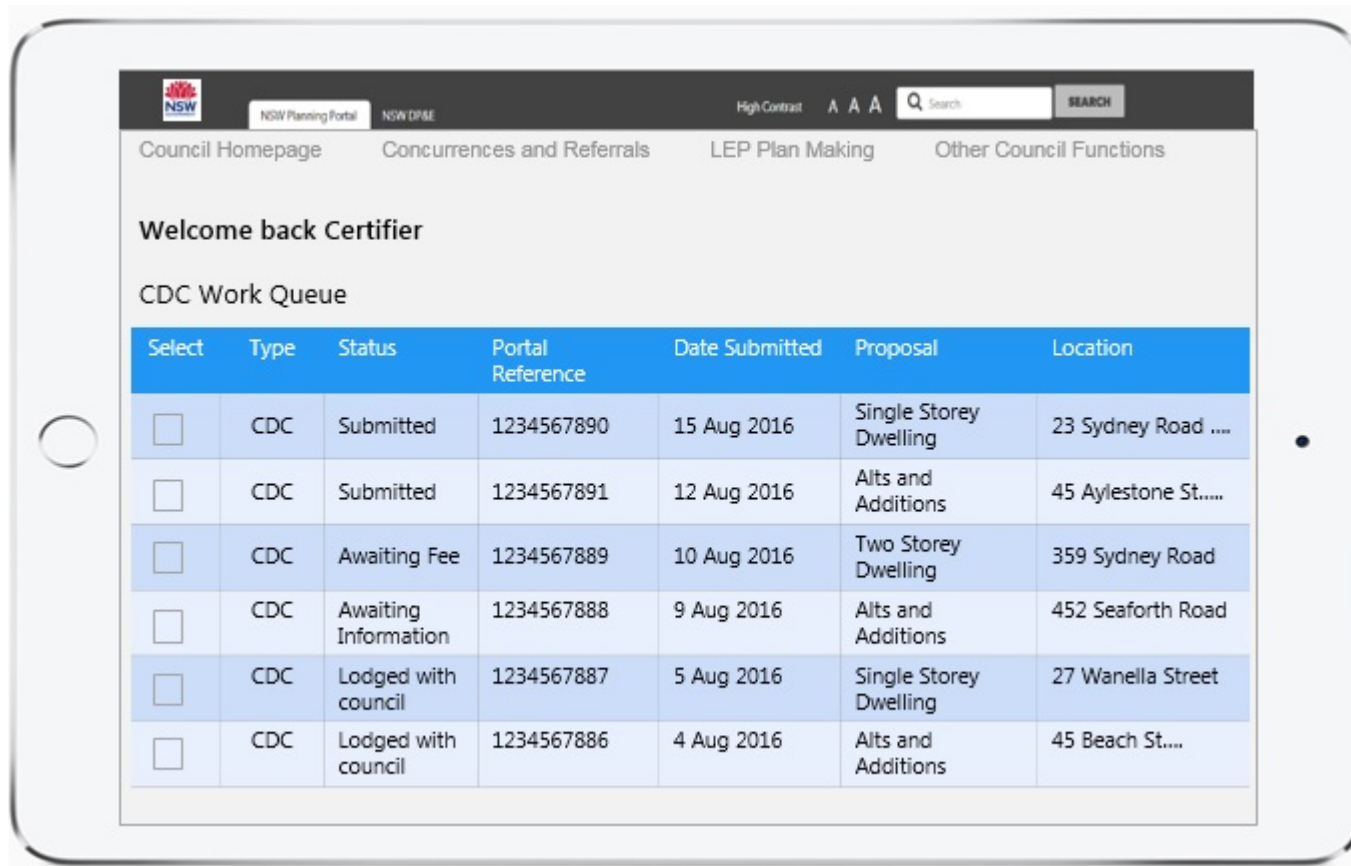
Prior to lodgement, the applicant is also required to pay the Long Service Levy and Council Record Management fee via the Planning Portal. These funds are automatically transferred to the Long Service Levy Corporation and the relevant council respectively.

Certification ○



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Once the assessment has been completed, private certifiers must input the determination on the Planning Portal.

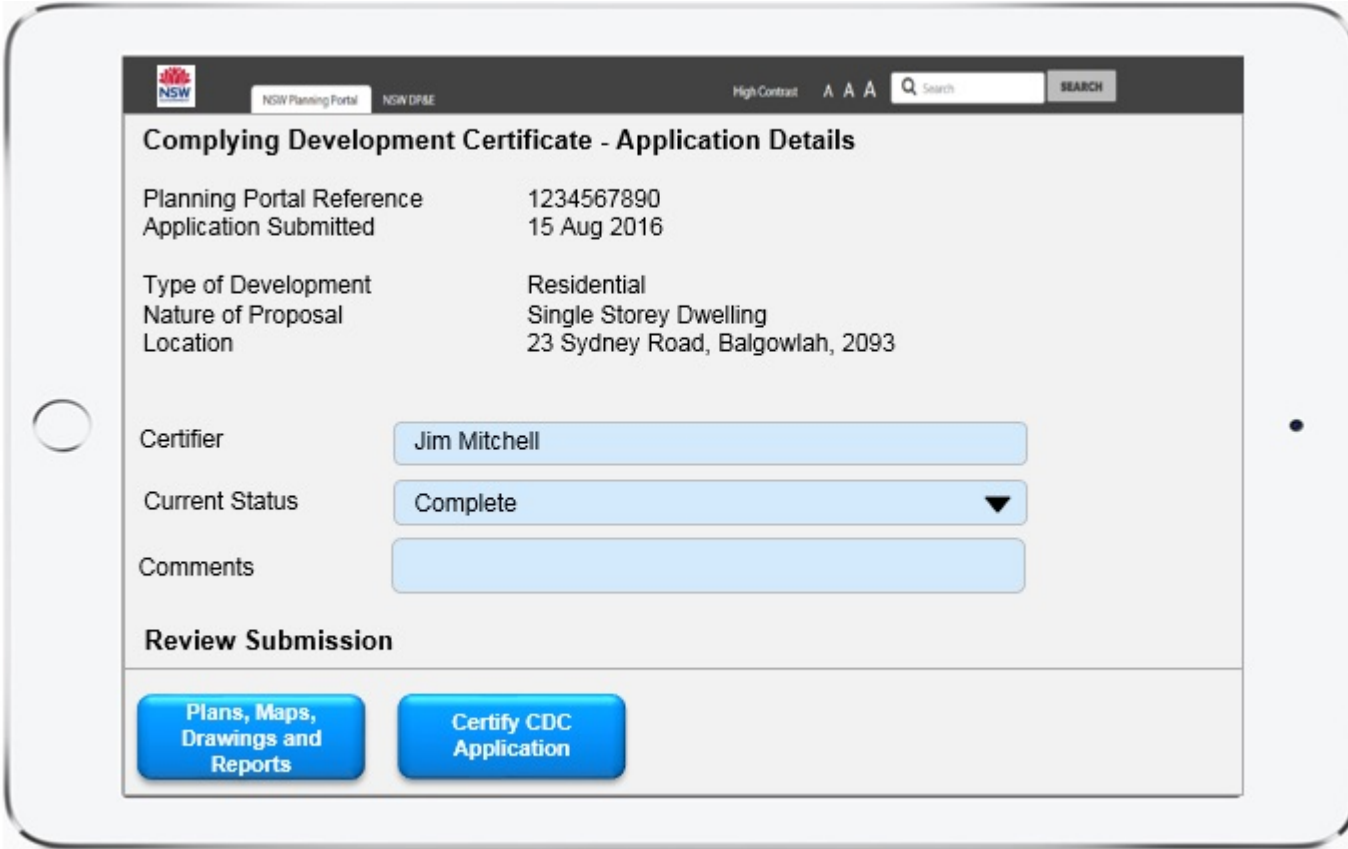


The screenshot displays the NSW Planning Portal interface. At the top, there is a navigation bar with the NSW Government logo, 'NSW Planning Portal', 'NSW DPME', and links for 'Council Homepage', 'Concurrences and Referrals', 'LEP Plan Making', and 'Other Council Functions'. A search bar is also present. Below the navigation bar, a message reads 'Welcome back Certifier'. The main section is titled 'CDC Work Queue' and contains a table with the following data:

Select	Type	Status	Portal Reference	Date Submitted	Proposal	Location
<input type="checkbox"/>	CDC	Submitted	1234567890	15 Aug 2016	Single Storey Dwelling	23 Sydney Road ...
<input type="checkbox"/>	CDC	Submitted	1234567891	12 Aug 2016	Alts and Additions	45 Aylestone St....
<input type="checkbox"/>	CDC	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"/>	CDC	Lodged with council	1234567887	5 Aug 2016	Single Storey Dwelling	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.

The certifier selects the relevant application from their work queue and amends the status of the application to “Complete”.



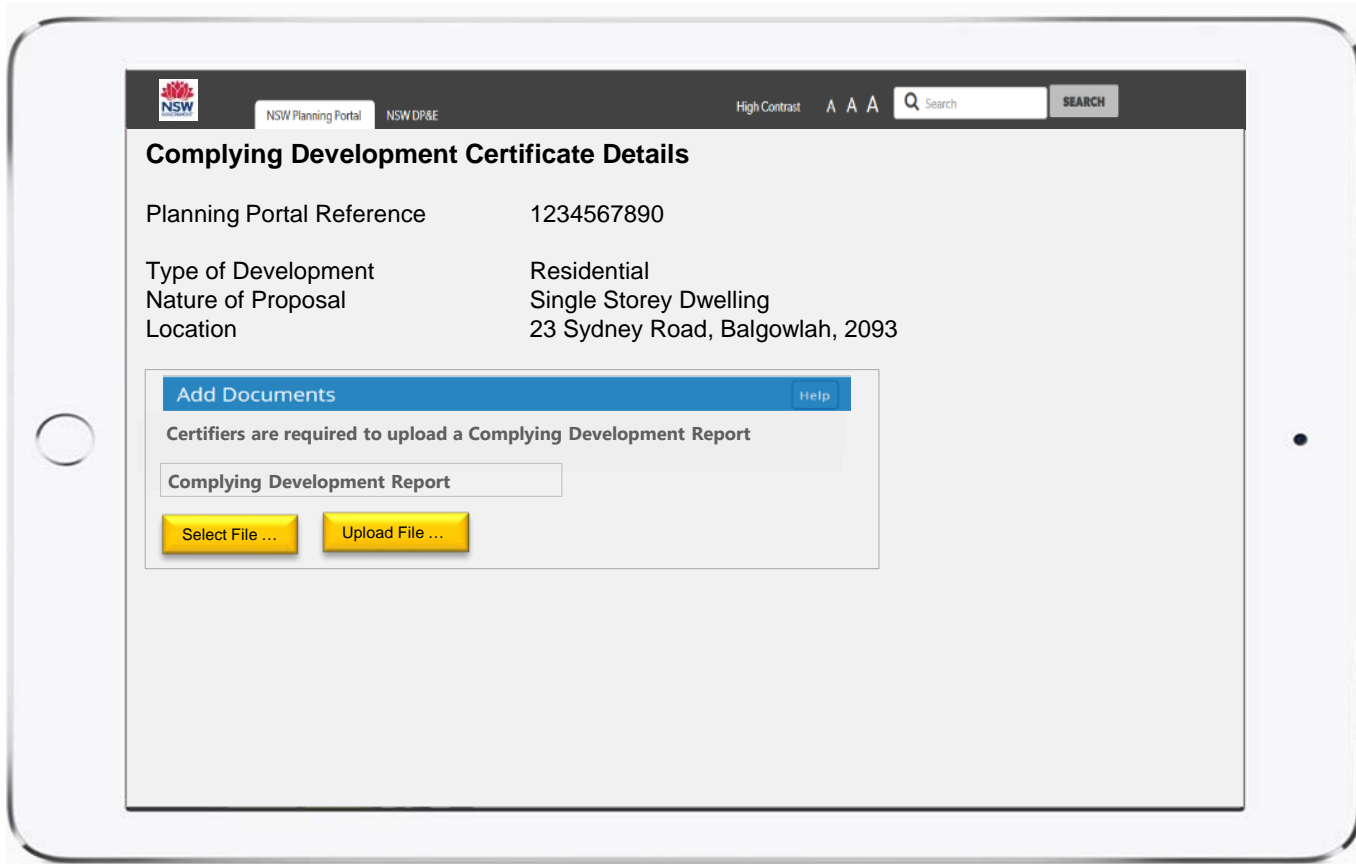
The screenshot displays the NSW Planning Portal interface on a tablet. The page title is "Complying Development Certificate - Application Details". The interface includes a header with the NSW Government logo, "NSW Planning Portal", "NSW DP&E", and a search bar. The main content area shows application details in a table-like format. Below this, there are input fields for "Certifier" (Jim Mitchell), "Current Status" (Complete), and "Comments". At the bottom, there are two buttons: "Plans, Maps, Drawings and Reports" and "Certify CDC Application".

Complying Development Certificate - Application Details	
Planning Portal Reference	1234567890
Application Submitted	15 Aug 2016
Type of Development	Residential
Nature of Proposal	Single Storey Dwelling
Location	23 Sydney Road, Balgowlah, 2093
Certifier	<input type="text" value="Jim Mitchell"/>
Current Status	<input type="text" value="Complete"/>
Comments	<input type="text"/>

Review Submission

*Images used for illustrative purposes only.

At this point the certifier uploads the complying development report ...



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

Complying Development Certificate Details

Planning Portal Reference	1234567890
Type of Development	Residential
Nature of Proposal	Single Storey Dwelling
Location	23 Sydney Road, Balgowlah, 2093

Add Documents Help

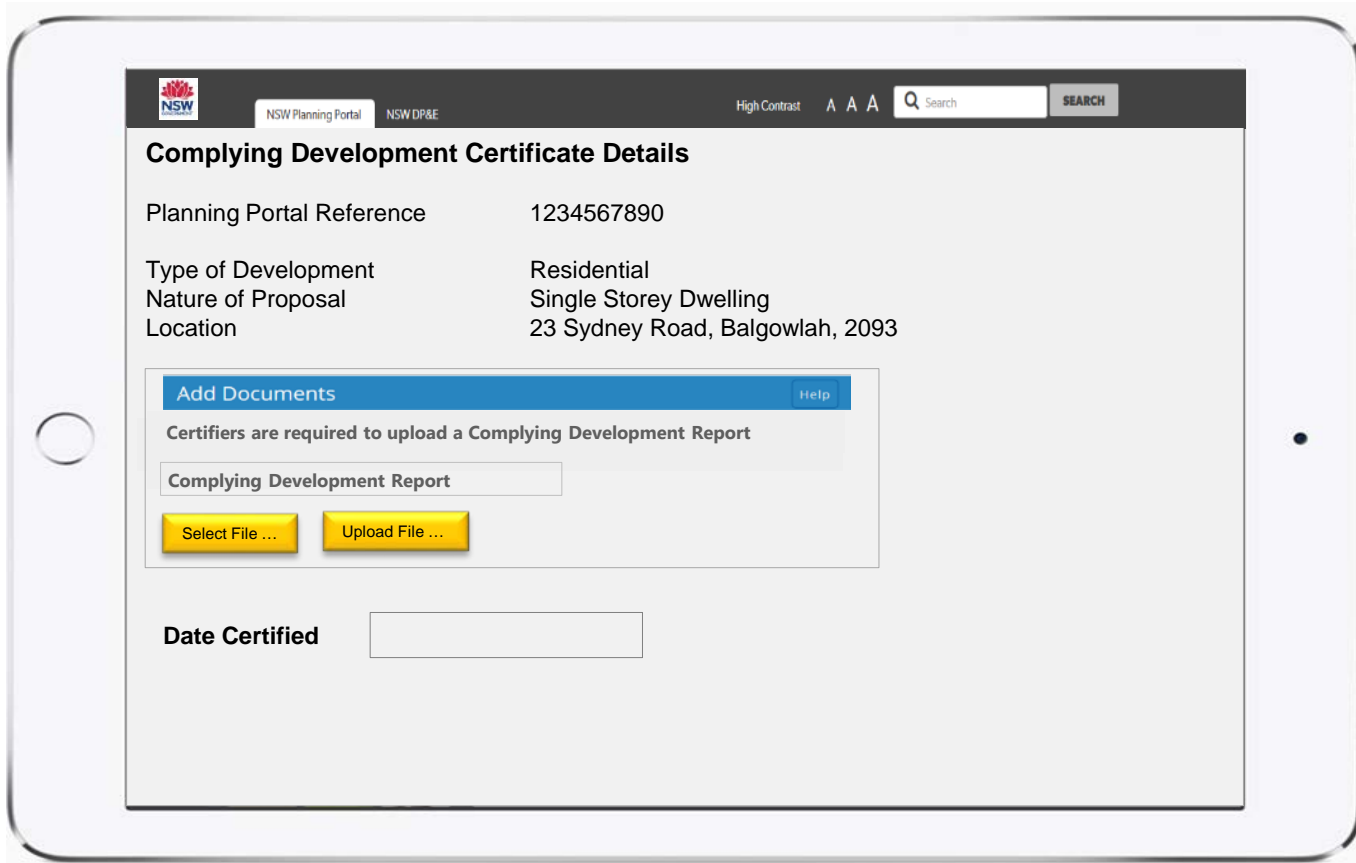
Certifiers are required to upload a Complying Development Report

Complying Development Report

Select File ... Upload File ...

*Images used for illustrative purposes only.

... and enters the date the application was determined.



The screenshot shows a tablet displaying the NSW Planning Portal. The page title is 'Complying Development Certificate Details'. It contains the following information:

Planning Portal Reference	1234567890
Type of Development	Residential
Nature of Proposal	Single Storey Dwelling
Location	23 Sydney Road, Balgowlah, 2093

Below the details is a section titled 'Add Documents' with a 'Help' link. It states: 'Certifiers are required to upload a Complying Development Report'. There is a text input field labeled 'Complying Development Report' and two yellow buttons: 'Select File ...' and 'Upload File ...'.

At the bottom, there is a label 'Date Certified' followed by an empty text input field.

*Images used for illustrative purposes only.

What happens next?

- Once the determination has been input into the Planning Portal by the certifier, the applicant is advised that their application has been determined and they are able to review the final documentation on the Planning Portal.
- The private certifier does not need to send the determination information to council. The Planning Portal will automatically advise council of the determination, and the \$36 Council Record Management fee will be automatically transferred to them.



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Requirements of the Secretary's Guidelines

**Standardised Application Forms and
Supporting Documentation**

New Standard Application Forms

Complying Development Certificate Form

1.1. This form is to be completed for all Complying Development Certificate applications submitted to NSW. Authorised by the Secretary under s. 47A of the EPA Regulation.

1. General

a) Applicant Name		b) Organisation/Company Name (if applicable)	
c) Applicant Address		d) Site Address	
Unit No.	House No.	Lot No.	Section No.
Street		D/R/SP	
Suburb		and	
Postcode		<input type="radio"/> Same as Applicant Address <input type="radio"/> Different	
State		Unit No.	House No.
		Street	
		Suburb	Postcode
e) Contact Details			
Email			
Phone			

2. Development Details

NOTE: all Part 2 should be answered using the Minimum Chapter 2 of the Secretary's Requirements.

a) Description of Complying Development

i) Please select the type of Complying Development proposed. More than one can be selected:

Residential	Commercial/Industrial	Other
<input type="checkbox"/> New Residential Building	<input type="checkbox"/> New Industrial Building	<input type="checkbox"/> Fire Safety
<input type="checkbox"/> Alterations and Additions	<input type="checkbox"/> Alterations and Additions	<input type="checkbox"/> Temporary Development
<input type="checkbox"/> Ancillary Development	<input type="checkbox"/> Use of Premises	<input type="checkbox"/> Demolition only
<input type="checkbox"/> Subdivision		
<input type="checkbox"/> Additional Use		

ii) Please provide a detailed description of the proposal selected above:

a) Pre-Application Advice

If written advice was received, please provide a copy with the application documents.

Have you received any pre-application advice from the Council or an Agency? ☐ No ☐ Yes

Officer Name	Reference Number	Date

NOTE: Please confirm that the proposed development type is allowed based on the specific set of criteria that must be met. If you are unsure, please contact your local Council.

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

- The Secretary is to determine the form of a complying development certificate application.
- 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.

New Standard Document Requirements

Residential

This checklist relates to specific development as identified in Chapter 2.1. It should be completed and submitted with your Complying Development Certificate application, along with the required drawings and documents.

How to complete this checklist:

Is it required? Indicate whether the item is required for your application (with a tick or a cross) by referring to the relevant appendix:

☐ Drawings (Appendix A)
☐ Documents (Appendix B)

Is it provided? Indicate if you have provided the items with a tick (if required).

Mandatory (all applications)	Requirement Dependent on Location or Development Details
<small>These items <u>must</u> be submitted with the application.</small>	<small>These items <u>may</u> be required for your application. Please refer to Appendices A and B for more information.</small>
New Residential Building	
<input checked="" type="checkbox"/> Elevations <input checked="" type="checkbox"/> Floor and Roof Plans <input checked="" type="checkbox"/> Landscape Plan <input checked="" type="checkbox"/> Sections <input checked="" type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Survey Plan <input checked="" type="checkbox"/> BASIX Certificate <input checked="" type="checkbox"/> Building Specifications <input checked="" type="checkbox"/> Stormwater Management Plan <input checked="" type="checkbox"/> Structural Report	<input type="checkbox"/> Subdivision Plan
Alterations and Additions	
<input checked="" type="checkbox"/> Elevations <input checked="" type="checkbox"/> Floor and Roof Plans <input checked="" type="checkbox"/> Landscape Plan <input checked="" type="checkbox"/> Sections <input checked="" type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Survey Plan <input checked="" type="checkbox"/> Building Specifications <input checked="" type="checkbox"/> Stormwater Management Plan <input checked="" type="checkbox"/> Structural Report	<input type="checkbox"/> Subdivision Plan <input type="checkbox"/> BASIX Certificate
Subdivision	
<input type="checkbox"/> Subdivision Plan	<small>» The <u>first column</u> should be completed with a tick or a cross when you have determined if they are required. » The <u>second column</u> should be completed with a tick for each item that is required.</small>
Additional Use	
<input checked="" type="checkbox"/> Floor and Roof Plans <input checked="" type="checkbox"/> Site Plan	<small>Providing the drawings and documents identified in the tables above are submitted with your application, the certifier will be able to begin the assessment process.</small>

Not Required

Only the drawings and documents identified in the tables above are required to be submitted with your application.

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.

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

Complying Development Certificate Applications must:

- Contain the information, and be accompanied by the documents, specified in the authorised application form (including information or documents required by the Act or the Environmental Planning and Assessment Amendment (ePlanning) Regulation 2016

What happens next?

- The Department will shortly be released the Environmental Planning and Assessment Amendment (ePlanning) Regulation 2016 and the Requirements of the Secretary's Guidelines for review and consultation.
- These materials will be made available via the Department's website and the Planning Portal.
- We encourage you to review the information and provide your feedback by the submission date.
- This feedback will then be reviewed and considered.



eBusiness

Department of Planning and Environment

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Phone: 02 8289 6063



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