

How to lodge a development application

All development applications across NSW are lodged online through the NSW Planning Portal www.planningportal.nsw.gov.au

Use of the NSW Planning Portal became mandatory from July 2021. To help us receive and process your application as quickly as possible, please follow these simple steps:

Step 1: Prepare your supporting documents

Complete our online development application (DA) checklists to prepare your supporting documents. These checklists are located on our website esc.nsw.gov/forms. You will need to save each checklist as a separate PDF document to upload with your DA. To avoid re-submitting your DA and paying another portal service fee, make sure you have addressed all requirements outlined in the checklists. The portal service fee is separate to Council's DA application fee.

If you have any queries about portal service fees, please contact Service NSW 1300 305 695.

Step 2: Lodge your DA and supporting documents on the NSW Planning Portal

After lodging your DA and supporting documents on the planning portal, Council's Development Helpdesk will review your application and notify you of the outcome. If your application has been accepted for assessment, Council will issue you with an invoice for the DA application fee.

Step 3: Pay your application fee

To pay the DA application fee, see payment options detailed on your invoice. Once paid, a planning officer will assess your application and inspect the site. We will contact you if there are any concerns about your proposal or if we need further information. You will have 28 days to provide a response and allow us to continue your application assessment.

Document criteria

Although the planning portal accepts different file formats, our system only accepts PDF documents. Please follow these instructions to correctly format and name your documents:

File format

All documents, plans, application forms etc. must be submitted as PDF files. Documents in a PDF format can consist of numerous pages, however, please do not upload all your supporting documents in one file. You will need to save them as separate PDFs and name them accordingly to upload with your DA.

File names

Your PDF file name should clearly indicate the document content. For example:

- Development Application Checklist
- Plan Set (site, floor, elevations, landscape)
- Statement of Environmental Effects
- BASIX Certificate
- Aboriginal Heritage Due Diligence Assessment
- Bushfire Assessment Report
- Waste Management Plan
- Heritage Impact Assessment
- Biodiversity Assessment Report
- Test of Significance
- Flora and Fauna Specialist Report

Amended documents

You will be contacted if there are concerns about your proposal or if we need further information from you.

Once you have made changes to plans or documents, they will need to be uploaded to the NSW Planning Portal. Please rename all amended files as per example below:

Title of document – revision number – DAY MONTH YEAR.pdf

We can help you ...

If you would like to discuss details of your application or supporting documents, please contact Council's Development Helpdesk on 02 4474 1231 or email development@esc.nsw.gov.au