



DEVELOPMENT AND ENVIRONMENT DIVISION

# ELECTRONIC APPLICATION LODGEMENT FACT SHEET

## UNDERSTANDING THE NSW PLANNING PORTAL

### WHAT IS THE NSW PLANNING PORTAL?

The NSW Planning Portal allows for the electronic lodgement of applications and certificates through a portal web interface provided by the Department of Planning, Industry and Environment.

The NSW Planning Portal allows for a more convenient and environmentally friendly process for the lodgement of your application, allowing you to lodge online – anywhere, anytime.

Your dashboard will allow you to track all your applications and certificates lodged through the portal. All information relating to your application will be communicated through the NSW Planning Portal.

### WHAT ARE THE BENEFITS OF USING THE NSW PLANNING PORTAL?

There are several benefits for electronic lodgement of applications and certificates through the NSW Planning Portal, including:

- Significant time and money saved on document and plan printing;
- Environmentally friendly option;
- Ability to submit an application online, at a time convenient to you;
- Standardised Application Form fields across local government areas;
- Greater consistency in submission requirements across local government areas;
- Automatic notification of application milestone stages throughout the assessment process; and
- Improved transparency of the application process.

### WHAT APPLICATIONS CAN I SUBMIT THROUGH THE NSW PLANNING PORTAL

Dubbo Regional Council allows for the following applications and certificates to be submitted with the NSW Planning Portal:

- Development Applications
- Section 4.55 Modification Applications
- Complying Development Certificates
- Construction Certificates
- Occupation Certificates
- Subdivision Certificates
- Section 68 Applications
- Subdivision of Works Certificate
- PC Appointment
- Building Information Certificate

### WHAT DO I NEED TO SUBMIT WITH AN APPLICATION THROUGH THE NSW PLANNING PORTAL

You will be required to [Register](#) with the NSW Planning Portal. Once you have registered and verified your account, you will have access to your user dashboard.

From 1 July 2021 mandatory fees will be introduced on certain applications which are required to be paid when submitting the application via the NSW Planning Portal - *Environmental Planning and Assessment Amendment (Planning Portal) Regulation 2021*. These fees are imposed by the State Government and are additional to Council's application fees.

If you require a breakdown of Council fees prior to submitting your application, email Dubbo Regional Council – [online.applications@dubbo.nsw.gov.au](mailto:online.applications@dubbo.nsw.gov.au). Please ensure this quote is included as part of your application.

### HOW DOES IT WORK?

On the Portal you will complete an electronic application form. You will be required to submit your applications in accordance with Dubbo Regional Council's Application Information Matrix for Minor Residential Development or Other Development, which outlines the required documents and plans for differing application types. All documents are to be submitted in PDF format and titled as 'Document Type' (name as listed on the portal attachments) then the property address. For example:

## ELECTRONIC APPLICATION LODGEMENT (CONTINUED)

- Statement of Environmental Effects – 70 Church Street Dubbo
- Floor Plan – 70 Church Street Dubbo

There are a number of required documents which will be required through the portal, including:

- Statement of Environmental Effects
- Cost Estimate Report - you will be required to provide a genuine cost of the development.

There are also multiple additional documentation types which can be uploaded as supporting documentation.

### Note:

- Other documents such as *Heritage Impact Statements* and *Voluntary Planning Agreements* will appear as mandatory supporting documents when you select **Yes** to the relevant question during the application process.

For further information and instructions regarding the NSW Planning Portal, please see [Applicant Resources](#).

If your application has been identified as incomplete it will be returned to you through the Planning Portal with details on what is required to proceed to lodgement.

If your application has been identified as complete it will be accepted for lodgement. An invoice will be emailed to you for payment. **Please note that applications are not legally lodged with Council until the application fees have been paid in full.**

During the assessment of your online application, if Council requires additional information this will be communicated to you through the Planning Portal. All additional information you provide to Council must be submitted through the Planning Portal and NOT emailed to the assessing officer directly.

At determination stage, you will be notified via the portal, where you will be able to download your Notice of Determination and your stamped associated documents.

### DUBBO REGIONAL COUNCIL AND THE NSW PLANNING PORTAL

From the 1 July 2021 it will be mandatory throughout the state to submit Development Applications, Complying Development Certificates and post determination certificates by the NSW Planning Portal. Council cannot accept applications via email, over the counter or by post after this date.

Council's Customer Experience Branch (Dubbo and Wellington) will be available to assist members of the public who do not have access to the internet via a self-service kiosk located in Council's Customer Service Area, but it will remain the applicant's responsibility to submit the application via the NSW Planning Portal.

Duty Building and Planning Officers will be available by appointment for advice relating to applications but will not be checking applications before they are submitted through the NSW Planning Portal. The checking of applications will be preformed by Council Officers within the Planning Portal after applications have been submitted.

If you are having difficulty using the NSW Planning Portal, please refer to the [quick reference guides](#) or contact ServiceNSW on 1300 305 695.

### Important Notes:

- **Accuracy:** Electronic documents submitted via the NSW Planning Portal must be exact and fully legible reproductions of the original documents or plans.
- **File Format:** All documents which are uploaded through the NSW Planning Portal must be submitted in PDF or PDF/A format, which is viewable in Adobe Acrobat. All security settings such as password protection and editing restrictions must be disabled.
- **Plans:** Plans must be to scale, orientated to 'landscape' with the scale clearly displayed on all plan sheets. All architectural plans are required to be submitted as a single PDF file as per the 'Development Type'.
- **Documents:** You must submit your application in accordance with Dubbo Regional Council's Application Information Matrix for Minor Residential Development or Other Development to ensure your application is complete to submit.



**Dubbo.nsw.gov.au**



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