



LODGE AN APPLICATION

If you are planning to build, renovate or subdivide, it is likely that you will need to submit an application to gain consent from Council. The following applications can be submitted via the NSW Planning Portal:

- Development Application
- Construction Certificate
- Complying Development Certificate
- Appointment of Principal Certifier
- Subdivision Certificates
- Subdivision of Works Certificate
- Occupation Certificates
- Section 68 Application

1. CREATE A NSW PLANNING PORTAL LOGIN

To apply for an application online, you will be required to create a NSW Planning Portal account.



Create an account

2. GATHER YOUR DOCUMENTS

The type of information that accompanies an application will vary depending on your proposal and site. This may include:

- Statement of Environmental Effects
- Plans of the proposed development (including site plan, floor plans, elevations and sections)
- Subdivision plans (if subdivision is proposed)
- BASIX Certificate

To view the list of all documents that are required, refer to the Matrix located under the Supporting Documentation.

3. SUBMIT

Once you have all the required documentation, you are ready to submit your application. These documents need to be electronic pdf versions in order to complete your application. After submission, a Council Officer will review your application and documents, if your application is considered incomplete, you will receive details on what is required via the NSW Planning Portal - Additional Information.

[Login to your account](#)

4. PAY

Lodgement fees will be calculated by Council staff and an invoice will be provided to you for payment. This will be sent via the NSW Planning Portal as further information. For your convenience, there are two payment options available:

1. Payment via our website using your credit card (preferred option).
2. BPay (please note, this may take longer to show in Council's account).

PLEASE NOTE: THE APPLICATION WILL NOT BE LODGED OR ASSESSED UNTIL PAYMENT IS RECEIVED IN FULL.

NEED HELP?

For advice on your application, contact Councils Duty Planners or Building Officers via phone (02) 6801 4000 or in person at our Customer Experience Centres between 1 pm to 4:30 pm, Monday to Friday, by booking an appointment.

Book an appointment

If you are having difficulty using the NSW Planning Portal, please refer to the Quick Reference Guides, or contact ServiceNSW on 1300 305 695.

SUPPORTING DOCUMENTATION

- Matrix - Other Development
- Matrix - Minor Residential Development
- DRC Owners Consent Form (if required)
- DRC Cost Estimate Form
- Council's Fees & Charges (4.1MB)
- Statement of Effects for Class 1 and 10
- Statement of Effects for Minor Development within Dubbo and Wellington Central Business Districts (CBD)
- Contract of Engagement, which is required for:
 - Construction Certificate
 - Complying Development Certificate
 - Appointment of Principal Certifier (PC)
 - Occupation Certificate
- Fact Sheet - Electronic Application Lodgement - Understanding the NSW Planning Portal (1.1MB)

[CLICK HERE TO RETURN HOME](#)

Last Edited: 19 Jul 2023