



# NARRABRI SHIRE ePLANNING

## NSW PLANNING PORTAL SUBMITTING APPLICATIONS

From the 1 July 2021, all development related applications and post consent certificates must be submitted to Narrabri Shire Council through the NSW Planning Portal.

These include:

- Development Applications
- Section 4.55 Modification Applications
- Request to review a determination
- Complying Development Certificates
- Construction Certificates
- Occupation Certificates
- Subdivision Certificates
- Appointments of Council as a Principal Certifier
- Planning Proposals

The [NSW Planning Portal](#) is an online platform where community, industry and government can work together to provide a digital experience that supports effective planning and decision making under the Environmental Planning & Assessment Act 1979.

### HOW TO LODGE YOUR APPLICATION

To submit an application through the NSW Planning Portal, you will need to register and verify your account. If you already have an account, simply [login](#).

You will require the following documents to complete your submission:

- [Estimated cost of works](#)
- [DA checklist](#)
- [Statement of Environmental Effects](#)

### NEED HELP SUBMITTING AN APPLICATION?

If you require assistance submitting an application via the Portal, it is recommended that you utilise the [how to guides](#) created by Service NSW. A variety of topics are available including:

- Registering for an account
- Navigating the Portal
- Submitting Applications
- Providing additional information

### HOW DO I PAY MY APPLICATION FEES?

Once Council has reviewed your application and is satisfied that all of the relevant documentation has been submitted, you will receive an email notification requesting fees to be paid to finalise lodgement of your application. The email will direct you on how to finalise your payment. Please note, fees are payable directly to Council via cash, eftpos or cheque, you are unable to pay the requested fees via the Portal.

Please note that your application will not progress to lodgement until fees are paid.

### HOW DO I SUBMIT ADDITIONAL INFORMATION REQUESTED ON MY APPLICATION?

Council staff may request additional information to support the assessment of the Application. This additional information must be submitted via the Portal. No emails or hard copies will be accepted.

For details on how to submit additional information via the Portal, please refer to the relevant [how to guides](#) on the Service NSW website.

# ePLANNING LODGEMENT PROCESS



## LOG IN OR REGISTER FOR AN ACCOUNT

[Create an account or log in](#) to the [NSW Planning Portal](#)



## COLLECT ALL REQUIRED DOCUMENTATION

- [Estimated cost of works](#)
- [DA checklist](#)
- [Statement of Environmental Effects](#)



## SUBMIT YOUR APPLICATION

Once you have submitted your Application via the Portal, Council will be notified. Council staff will then review your application to determine if the Application is complete or if any additional information is required. If any additional information is needed, you will receive a notification from the Portal to submit the additional information via the Portal. Please do not email this information to Council.



## PAY APPLICATION FEES

When Council is satisfied with the documentation and Application, you will receive a notification generated from the Portal requesting fees to be paid for your Application. Fees are payable directly to Council via cash, eftpos or cheque.

Once fees are paid, your Application will be formally lodged with Council and will progress through the assessment process. You will be able to monitor the progress of the Application via the Portal.

If the Application involves integrated development, this fee is paid via the NSW Planning Portal directly to the relevant external Agency. This fee will not be requested until the concurrence/referral is actioned from Council.



## SUBMIT ADDITIONAL INFORMATION REQUESTED

Council staff may request additional information to support the assessment of the Application, submit this via the Portal.



## OUTCOME DETERMINED

You will be able to monitor the progress of the application via the portal. The application will then be assessed which can include; site inspections, community consultation and/or public exhibition. Following the end of any consultation period, Council will consider all submissions. If the application is approved, you will be issued with a development consent via the portal which outlines the conditions of consent for the development.



FOR FURTHER INFORMATION,  
VISIT COUNCIL'S WEBSITE OR  
SCAN THE QR CODE

