

Fact Sheet

How do I lodge a development application (DA)?



This fact sheet will help you lodge a Development Application (DA) via the NSW Planning Portal.

It provides general information and is a guide only.

To get *development consent* from Council, you need to lodge a *development application*.

All development applications must be lodged via the [NSW Planning Portal](#).



NSW Planning Portal

On the NSW Planning Portal, you will be prompted to create an account.

Once your account is created, you can then submit your application via the NSW Planning Portal (note: there is a fee).

For efficiency, try and ensure that you have all of the documentation ready.

The NSW Planning Portal allows you to see what stage your application is at and will email you when Council has made changes / sent message to you, in the Portal. So remember to make a note of your reference (PAN) number so that you can type it into the Portal, when prompted.




Useful documents:

There are several step by step guides on how to submit your Development Application.

Click here for more information about the Portal: [Welcome to the NSW Planning Portal | Department of Planning Housing and Infrastructure](#)

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