

How to lodge a Development and Associated Applications

1. Make sure you have 'all' the correct documents completed and named as examples below:



Cost Estimate Report



Basix Certificate (if applicable)



Notification Plans



Statement of Environmental Effects



Waste Mgmt Plan (if applicable)



Sediment and Erosion Control Plan



Technical reports eg: Bushfire, Ecological Report (if applicable)



Plans

QUICK TIP



Your documents and plans should be accurate, readable and named correctly, adhering to the below rules

Document type

↓
e.g. Plans

Note: Applications where file names and formats do not comply with these specifications will be charged an additional fee.

2. All plans are saved as one file in pdf format



Site Plan



Floor Plan



Elevations and Section Plans



Contained in one file

QUICK TIP

Plans should adhere to the below specifications

Orientation: A3 Landscape or A1/A2 for large scale developments

Scale: 1:50, 1:100, 1:200 or 1:500

Resolution: 300dpi

Images: jpg format

3. Online lodgement via the NSW Planning Portal



There is an essential way you can lodge your electronic application:
www.planningportal.nsw.gov.au/onlineDA

NEED MORE HELP?

Please contact our Customer Service Officer (Planning) on 02 6643 0200