



# Walgett Shire Council

ABN 88 769 076 385

## Guide to using the NSW Planning Portal

This guide has been created by Walgett Shire Council to assist you in using the NSW Planning Portal to lodge various planning applications.

### Creating an account

**Step 1:** Log onto the NSW Planning Portal on <https://www.planningportal.nsw.gov.au/> and create an account by clicking “My Account”.

A NSW Government website

Find a Property [Find a Property](#) [My Account](#)

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## NSW Planning Portal

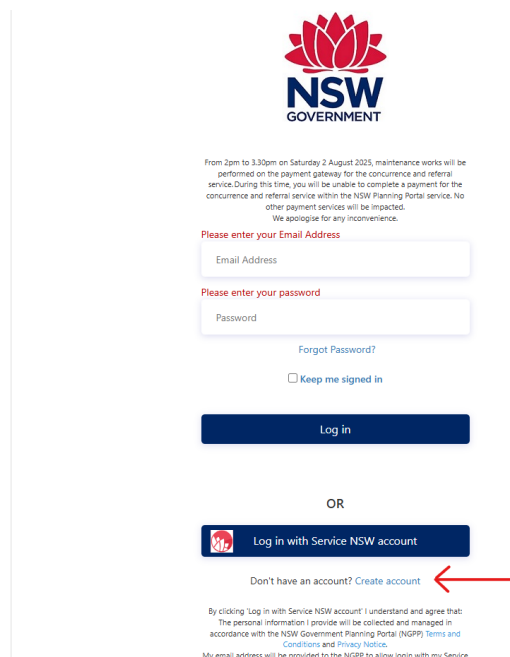
Find information, access services and have your say.

Search the NSW Planning Portal

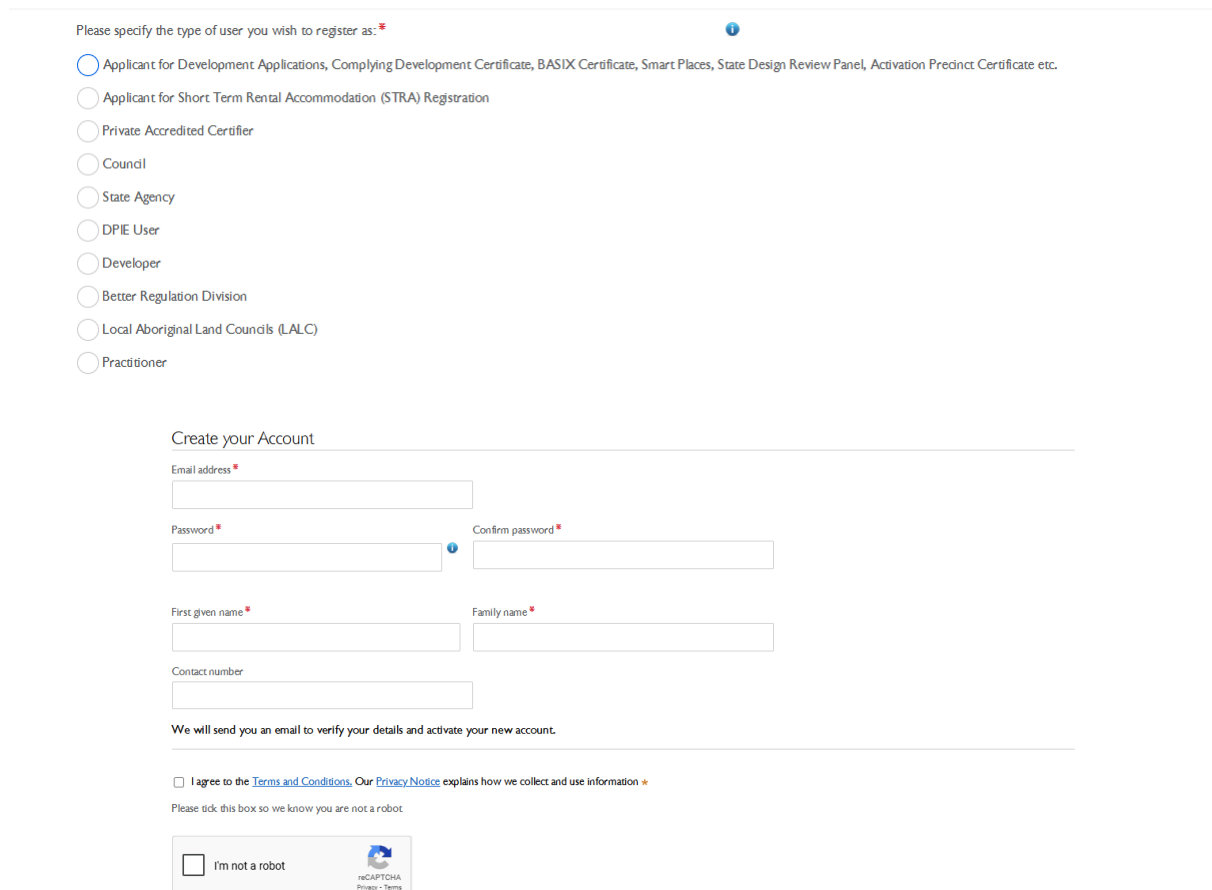
[Find out more about the NSW Planning Portal](#)

- myHome Planner**  
Explore guides that walk you through the process of different build projects
- Council league table**  
View the latest council performance data
- Housing Targets**  
View the housing targets for 43 councils
- Planning NSW**  
Visit the Planning site for more information

**Step 2: You may choose to log in with your existing Service NSW Account. Otherwise, please click on Create Account to create a new account with the NSW Planning Portal.**



**Step 3: Select the first category when specifying the type of user you wish to register as and enter your personal details on the following page.**



# Lodging a Development Application (DA)

## Essential documents and information that must be lodged with DAs:

| Document/Information   | Reason   |
|--|--|
| Legal description of site (e.g. Lot and DP number)   | To ensure clarity of the site of your proposed development and any planning controls relevant to it.   |
| Statement of Environmental Effects   | To allow Council to assess any potential environmental impacts of your proposed development and steps you have taken to minimize or mitigate them. |
| Breakdown of cost estimate report for your proposed development.   | To allow Council to appropriately charge relevant fees as prescribed by planning legislation.  |
| Owner's consent  | To confirm that all landowners of the site of your proposed development consent to the lodgement of your DA.                                       |
| Site plans showing details (e.g. Orientation, elevation views, cross sectional views, street frontage, setback distances, neighbouring lots and roads) | To provide a visual context of your proposed development to Council's Town Planning team for accurate assessment of your DA.                       |

**Step 1: From the dropdown menu on the NSW Planning Portal's main menu, please select Development Application (New DA, Mod, Review) and click Create new.**

The screenshot shows the NSW Planning Portal interface. At the top, there is a header with the text 'Create a new application by selecting the relevant digital service from the options below'. Below this is a search bar and a dropdown menu. The dropdown menu is open, showing a list of digital services. The service 'Development Application (New DA, Mod, Review)' is highlighted in blue. To the right of the dropdown menu is a 'Create new' button. On the left side of the screen, there is a sidebar with tabs for 'Active work' and 'Completed work'. Under 'Active work', there is a section for 'Application Type' with a dropdown menu set to 'All'. Below this is a table with columns for 'Days Elapsed' and 'Submitted'. The table is currently empty, showing 'No Items'. At the bottom of the sidebar, there is a section for 'Additional services' with a button for 'STRA Listings'.

Step 2: Please enter the street address OR legal description (e.g. Lot and DP number) of the site of your proposed development below.

DA Online

Actions

To ensure that your application is submitted to the correct consent authority, please complete the following information:

1

The **State Environmental Planning Policy (Sustainable Buildings) 2022**, and related **Regulation Amendments** commence on 1 October 2023 with updated standards for residential development under BASIX and new provisions for non-residential developments like schools, offices and hotels.

All non-residential developments affected by the Sustainable Buildings SEPP are required to:

• Report on general sustainability measures and responsible sourcing of key materials;

• Disclose embodied emissions by submitting a NABERS Embodied Emissions Materials Form

Further provisions apply to prescribed non-residential developments, including:

• Achieving or working towards Net Zero;

• Achieving energy and water standards.

Questions have been added to this application to determine each development's requirements and to allow proponents to demonstrate compliance.

Select the site of the development \*

Start typing your address to select from the drop-down list:

e.g. 66 Harrington Street, Sydney NSW 2000

OR

Enter lot number / section number / plan number e.g. 4/5/DP1044304

e.g. 4/5/DP1044304

Address did not appear in the drop-down list above or lot number not found

Step 3: Please confirm the legal site description of your DA. If your DA involves multiple lots, please nominate one as the primary address. Please note the lot below is only an example for illustration purposes.

Select the site of the development \*

Start typing your address to select from the drop-down list:

e.g. 66 Harrington Street, Sydney NSW 2000

OR

Enter lot number / section number / plan number e.g. 4/5/DP1044304

e.g. 4/5/DP1044304

Address did not appear in the drop-down list above or lot number not found

| Street address                 | LGA     | Lot/Section/Plan | Primary address?                    |                          |
|--------------------------------|---------|------------------|-------------------------------------|--------------------------|
| 48 WEE WAA STREET WALGETT 2832 | WALGETT | 25/ — /DP539526  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Map

Satellite

**Step 4: Please complete the following fields to continue with the DA lodgement process. It is VERY important to keep note of the reference number in the top left corner of the page as it is a unique identifier of your DA, which always starts with PAN.**

NSW Planning Portal

DA Online Reference number: PAN-558036 In progress

Actions Close and home

Pre-lodgement Review Lodgement Assessment Determination

1 Applicant details 2 Application details 3 Related planning information 4 Sustainable Buildings 5 Payer details 6 Requirements and uploads 7 Review and submit

**Primary applicant details**

First given name\*

Other given name/s

Family name\*

Contact number

Mobile phone number preferred. Format: xxxxxxxxxx

Email\*

example@gmail.com

NSW Planning Portal

DA Online Reference number: PAN-558036 In progress

Pre-lodgement Review Lodgement

1 Applicant details 2 Application details 3 Related planning information

**Primary applicant details**

First given name\*

**Step 5: Please clarify the ownership of the site of your DA. Please note that proof of consent from all parties must be obtained if you are not the sole owner of the site.**

### Owner/s details

Who owns the development site?

- ☒ I am the only owner of the development site
- ☐ There are multiple owners of the development site and I am one of them
- ☐ There are one or more owners of the development site and the applicant is NOT one of them
- ☐ A company, business, government entity or other similar body owns the development site

**Step 6: For new DAs, please select Development Application and continue to Step 8. To lodge a modification application (aka S4.55 application), please proceed to Step 7.**

## Development application type

What is the application type? \* [What is this?](#)

- ☒ Development application
- ☐ Modification application
- ☐ Review of determination

**Step 7: If lodging a modification application, please select the modification application button. Please also ensure you have details on your original DA ready, including the date of determination and its Reference Number if it was also lodged via the NSW Planning Portal.**

☒ Modification application

☐ Review of determination

On what date was the development application to be modified determined? \*

What type of modification application is requested? \*

[What is this?](#)

- ☐ S4.55(1) - Modification to correct a minor error, misdescription or miscalculation made in the consent
- ☐ S4.55(1A) - Modification involving minimal environmental impact, where the development will remain substantially the same as the development that was originally approved
- ☐ S4.55(2) - Other modification, where the development will remain substantially the same as the development that was originally approved
- ☐ S4.56 - Modification to a development consent granted by the NSW Land and Environment Court, where the development will remain substantially the same as the development that was originally approved

Provide a description of the proposed modification \*

Please provide a detailed description including any secondary development types (maximum 512 characters)

Was the DA applied for via the NSW Planning Portal? \*

- ☐ Yes
- ☐ No

**Step 8: Please continue through the online application form and select the most appropriate response for each question.**

**Related planning information**

Is the development on land which is subject to a wilderness protection agreement or conservation agreement within the meaning of the Wilderness Act 1987?

☐ Yes  
☐ No

Is the application for integrated development? \* [What is this?](#)

☐ Yes  
☐ No

Is your proposal categorised as designated development? \* [What is this?](#)

☐ Yes  
☐ No

Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats, or is it located on land identified as critical habitat? \*

☐ Yes  
☐ No

**Step 9: Upon reaching the Requirements and uploads section, you are required to upload the compulsory documents below before the application could be finalized.**

#### Requirements and uploads

Please upload files in one of the following file formats: PDF, Word, Excel, JPEG, PNG or ZIP. Please ensure the ZIP file does not include any executable (.exe or .osx) file types. The maximum file size is 300 MB.

The file name can be up to 150 characters long.

If you want to upload the same file in multiple categories, you will need to either name the files differently to complete a bulk upload or attach one document at a time.

If you need to amend any attachments please delete and upload a replacement document.

For more information on the documents that need to be submitted with your application, please contact the relevant consent authority or view the [Environmental Planning and Assessment Regulation 2021](#).

[Upload](#)

All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.

#### Secretary's approved form required documents

| Document type                       |                               | File name | Upload status |
|-------------------------------------|-------------------------------|-----------|---------------|
| Cost estimate report*               | <a href="#">What is this?</a> |           |               |
| Site plans*                         | <a href="#">What is this?</a> |           |               |
| Statement of environmental effects* | <a href="#">What is this?</a> |           |               |

**Step 10: Please confirm all your entered details are correct before clicking submit to finalize your DA.**

**Submit your application**

**Declarations**

☐ Select all

☐ I declare that all the information in my application and accompanying documents is, to the best of my knowledge, true and correct.

☐ I understand that the development application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this development application.

☐ I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

☐ I understand that the consent authority may use the information and materials provided for notification and advertising purposes, and materials provided may be made available to the public for inspection at its Offices and on its website and/or the NSW Planning Portal

☐ I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information which you provide to it.

☐ I agree to appropriately delegated assessment officers attending the site for the purpose of inspection.

☐ I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice

[Privacy Notice](#)

[Previous](#) [Save and exit](#) [Submit](#)



# Applying for a Section 10.7 Planning Certificate

**Step 1: From the dropdown menu on the NSW Planning Portal's main menu, please select Planning Certificate 10.7 and click Create new.**

The screenshot shows the NSW Planning Portal main menu. On the left, there are tabs for 'Active work' and 'Completed work'. Below these is a table with columns for 'Application Type', 'Days Elapsed', and 'Status'. The 'Application Type' dropdown is set to 'All'. Below the table is a section for 'Additional services' with a link for 'STRA Listings'. On the right, a dropdown menu is open, showing a list of services. 'Planning Certificate 10.7' is highlighted in blue. A 'Create new' button is visible in the top right corner of the dropdown menu.

**Step 2: Please follow the prompts on the application page. Your application for a Section 10.7 Planning Certificate also comes with a unique reference number starting with PC10.7 on the top left of the screen. This is handy to keep note of when referring to your application.**

The screenshot shows the application page for a Section 10.7 Planning Certificate. At the top, there is a red banner with the text 'Planning Certificate 10.7' and 'Reference number: PC10.7-2025-'. Below the banner is a progress bar with four steps: 1. Applicant details, 2. Application details, 3. Payer details, and 4. Review and submit. The first step, 'Applicant details', is currently active. The form contains a question: 'Are you applying on behalf of a business or company?' with radio buttons for 'Yes' and 'No'. Below this is a section for 'Contact details' with fields for 'Title' (dropdown menu), 'First given name\*', 'Other given name/s', and 'Family name\*'. At the bottom of the form are buttons for 'Cancel', 'Save and exit', and 'Save and continue'.



**Step 2: Please specify whether you wish to apply for a Section 10.7(2) or a Section 10.7(2&5) Planning Certificate.**

**Section 10.7(2) Planning Certificate:** Contains compulsory information as prescribed by the *Environmental Planning & Assessment Regulation 2021*.

**Section 10.7(2&5) Planning Certificate:** In addition to the above, the more comprehensive version includes additional relevant information on the lot that Council is aware of. Please note that Council will charge more for a Section 10.7(2&5) Planning Certificate.

In addition, you will also need to provide the legal description of the site you wish to inquire in your Planning Certificate application (i.e. Lot and DP number).

The screenshot shows the 'Application' stage of the online form. A progress bar at the top indicates four steps: 1. Applicant details (completed), 2. Application details (current step), 3. Payer details, and 4. Review and submit. The main content area is titled 'Certificate type' and asks the user to 'Select the certificate type you would like to apply for?'. There are two radio button options: 'S10.7 (2)' and 'S10.7 (2 & 5)'. Below this is a section titled 'Property details' with two input fields separated by 'OR'. The first field is 'Enter address' with a placeholder 'e.g. 66 Harrington Street, Sydney NSW 2000'. The second field is 'Enter lot number / section number / plan number' with a placeholder 'e.g. 4/5/DP1044304'. There is a checkbox for 'Address did not display?' and a 'Previous' button at the bottom left. At the bottom right are 'Save and exit' and 'Save and continue' buttons.

**Step 3: Please continue through the online application form and verify all details are correct to finalize your Section 10.7 Planning Certificate application. Upon receipt of the application, Council will be in touch to arrange for payment.**

The screenshot shows the 'Application' stage of the online form, continuing from Step 2. The progress bar now shows all four steps completed: 1. Applicant details, 2. Application details, 3. Payer details, and 4. Review and submit. The main content area is titled 'Declarations' and contains four checkboxes with corresponding text: 'Select all', 'I declare that all the information in my application and accompanying documents is to the best of my knowledge, true and correct.', 'I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.', and 'I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act)'. There is also a checkbox for 'I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice.' and a link to the 'Privacy Notice' at the bottom left.

# Lodging a Section 68 Approval Application

## Essential documents and information that must be lodged with Section 68 Applications:

| <u>Document/Information</u>  | <u>Reason</u>   |
|--|---|
| Legal description of site (e.g. Lot and DP number)   | To ensure clarity of the site of your proposed activity and its appropriateness.  |
| Owner's consent  | To confirm that all landowners of the site of your proposed development consent to the lodgement of your Section 68 application.              |
| Site plans showing details (e.g. Orientation, elevation views, cross sectional views, street frontage, setback distances, neighbouring lots and roads) | To provide a visual context of your proposed activity to Council's Town Planning team for accurate assessment of your Section 68 application. |

**Step 1: From the dropdown menu on the NSW Planning Portal's main menu, please select S.68 of the Local Government Act and click Create new.**

The screenshot shows the NSW Planning Portal interface. At the top, there's a header with the NSW Government logo and 'NSW Planning Portal'. Below this, a dropdown menu is open, displaying a list of digital services. The service 'S.68 of the Local Government Act' is highlighted in blue. To the right of the dropdown, there is a 'Create new' button. On the left side of the portal, there are sections for 'Active work' and 'Completed work', each with a table showing application details like 'Application Type', 'Days Elapsed', and 'Status'. The 'Active work' table shows one application in progress, and the 'Completed work' table is empty. Below these, there's a section for 'Additional services' with a link to 'STRA Listings'.

**Step 2: Please continue to follow the prompts on the online application form. It is VERY important to keep note of the reference number in the top left corner of the page as it is a unique identifier of your S68 application, which always starts with S68. The reference number in the screenshot below is only an example.**

The screenshot shows the 'Applicant details' form within the 'Section 68 of the Local Government Act' application system. The top header bar is red and contains the title, a reference number 'S68-2025-14-2', and an 'In progress' status. Below the header is a progress bar with six steps: 1. Applicant details (active), 2. Application details, 3. Worker details, 4. Payer details, 5. Requirements and uploads, and 6. Review and submit. The main content area is titled 'Applicant details' and includes a prompt to provide details of the individual or company. It asks 'Are you applying on behalf of a business or company?' with radio buttons for 'Yes' and 'No' (selected). Below this is the 'Contact details' section with a 'Title' dropdown menu (set to 'Mr'), a 'First given name' text field, an 'Other given name/s' text field, and a 'Family name' text field. At the bottom of the form are three buttons: 'Cancel', 'Save and exit', and 'Save and continue'.

**Step 3: Please select the most appropriate choice of your Section 68 application. For new Section 68 applications, please select Section 68 application and continue to Step 5. You will also be asked if this Section 68 application is related to another application (e.g. Complying Development Certificate, DA). To apply for a modification of an existing Section 68 application, please proceed to Step 4.**

The screenshot shows the 'Application type' form within the 'Section 68 of the Local Government Act' application system. The top header bar is red and contains the title, a reference number 'S68-2025-14-2', and an 'In progress' status. Below the header is a progress bar with six steps: 1. Applicant details, 2. Application details (active), 3. Worker details, 4. Payer details, 5. Requirements and uploads, and 6. Review and submit. The main content area is titled 'Application type' and includes a prompt to select the application type. It asks 'What is the application type?' with radio buttons for 'Section 68 application' (selected), 'Section 68 modification application', and 'Section 68 review of determination'. Below this is the 'Related application' section, which asks 'Is this Section 68 application related to a development application or complying development certificate?' with radio buttons for 'Complying Development Certificate (CDC)', 'Development Application (DA)', and 'No related application'. At the bottom of the form are three buttons: 'Cancel', 'Save and exit', and 'Save and continue'.

**Step 4: When applying for a modification of a Section 68 application, you are required to provide details of the original Section 68 application, as well as a description of your proposed modification.**

| Pre-lodgement   | Lodgement | Determination |
|---|-----------|---------------|
| <p>What is the application type? * <a href="#">What is this?</a></p> <p> <input type="radio"/> Section 68 application<br/> <input checked="" type="radio"/> Section 68 modification application<br/> <input type="radio"/> Section 68 review of determination         </p> <p>Was the Section 68 approval applied for via the NSW Planning Portal? *</p> <p> <input checked="" type="radio"/> Yes<br/> <input type="radio"/> No         </p> <p>Please provide portal reference number *</p> <input type="text"/> |           |               |
| <p>On what date was the Section 68 approval to be modified determined? *</p> <p>---</p>   |           |               |
| <p>Provide a description of the proposed modification *</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Remainig: 512 characters</p>  |           |               |

**Step 5: Please confirm the legal site description for your Section 68 application. If your application involves multiple lots, please nominate one as the primary address. Please note the lot below is only an example for illustration purposes.**

Pre-lodgement

Lodgement

Determination

☐ No related application

### Select the site of the development\*


Enter address

OR

Enter lot number / section number / plan number  
e.g. 4/5/DP1044304

Address did not display ? ☐


Please select "Land adjacent to selected lot" checkbox if there is proposed work to be located on land adjacent to the selected lot(s) eg a driveway crossing of the footpath?

| Street address                    | Land adjacent to selected lot? | Lot/Section/Plan                                       | Primary address *                   |   |
|-----------------------------------|--------------------------------|--|-------------------------------------|---|
| 48 WEE WAA STREET<br>WALGETT 2832 | <input type="checkbox"/>       | 25/ -- --/DP539526 <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |

Local Government area WALGETT

Map

Satellite



**Step 6: Please specify the type of activity you are seeking approval for in the Section 68 application. Common examples include establishing connections to Council's water/sewerage system, installing a septic tank, installing a manufactured home etc.**

**Activity details**

What type of development are you proposing?\*

- ☐ Structure or places of public entertainment [what is this?](#)
- ☐ Water supply, sewerage and stormwater drainage work [what is this?](#)
- ☐ Management of waste [what is this?](#)
- ☐ Public roads [what is this?](#)
- ☐ Works and activities within Community Lands [what is this?](#)
- ☐ Other [what is this?](#)

Please provide a brief explanation of the proposed works \*

Please provide a brief explanation of the proposed works (maximum 512 characters)

**Step 7: At the minimum, you are required to upload a Description of Works before your Section 68 application can be finalized. While Council has no requirements on the number of additional supporting documents provided, it is advised that you provide as much as possible. This will make the assessment process easier and thus providing Council with more opportunities to assist you in getting your application approved.**

**Requirements and uploads**

Please upload files in one of the following file formats: PDF, Word, Excel, JPEG, PNG or ZIP. Please ensure the ZIP file does not include any executable (.exe or .osx) file types. The maximum file size is 300 MB.

The file name can be up to 150 characters long.

If you want to upload the same file in multiple categories, you will need to either name the files differently to complete a bulk upload or attach one document at a time.

If you need to amend any attachments please delete and upload a replacement document.

Please note that some councils have additional requirements for these types of applications. Please refer to their website for further details.

**Upload**

All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.

**Required documents**

| Document type          |                               | File name | Upload status |
|------------------------|-------------------------------|-----------|---------------|
| Description of works * | <a href="#">What is this?</a> |           |               |

**Step 8: Please confirm all your entered details are correct before clicking submit to finalize your Section 68 application.**

The screenshot shows the 'Pre-lodgement' tab of the NSW Planning Portal application form. The 'Declarations' section is active, featuring a 'Select all' checkbox and a list of seven declaration statements, each with an unchecked checkbox. The statements cover the accuracy of information, consent authority notification, potential for delays, agreement to inspection, public availability of information, GIPA Act compliance, and privacy notice agreement. A 'Privacy Notice' link is provided at the end of the list. Navigation buttons at the bottom include 'Previous', 'Save and exit', and 'Submit'.

Pre-lodgement Lodgement Determination

Worker details >

Payer details >

Uploaded files >

**Declarations**

☐ Select all

- ☐ I declare that all the information in the application and accompanying documents is true and correct to the best of my knowledge.
- ☐ I understand that the application and the accompanying information will be provided to the appropriate consent authority and relevant agency(ies) for the purposes of the assessment and determination of this application. I acknowledge that the information may be used for other Government purposes.
- ☐ I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.
- ☐ I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection.
- ☐ The consent authority may use the information and materials provided for notification, advertising purposes, and materials provided may be made available to the public for inspection. Information related to the application may also become available via NSW Planning Portal.
- ☐ I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information.
- ☐ I have read and agree to the collection and use of my personal information as outlined in the [Privacy Notice](#)

Previous Save and exit Submit

Given the vast variety of applications available on the NSW Planning Portal, this guide will only provide a walkthrough of the most common application types received by Council. Should you require assistance in lodging your application through the NSW Planning Portal, you are more than welcome to arrange a meeting with Council's Town Planning team by contacting Council on 02 6828 6100 or email [admin@walgett.nsw.gov.au](mailto:admin@walgett.nsw.gov.au). We would be more than happy to assist you to the best of our ability.

Yours Faithfully,

Leigh Sage

**Manager - Planning and Compliance**