

ePlanning Portal Application Process

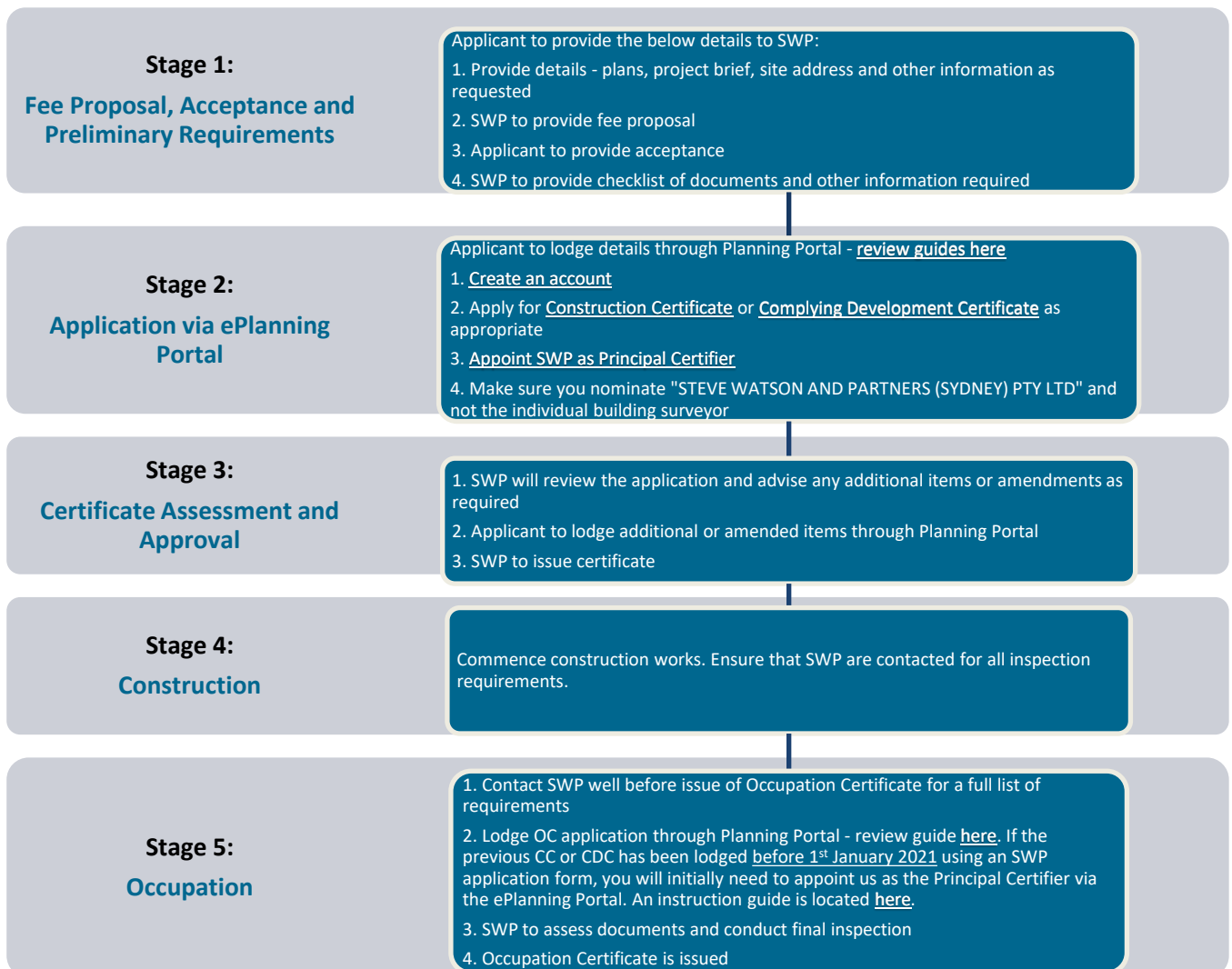
The NSW Department of Planning has implemented a policy requiring all consents and certificates to be handled via the NSW ePlanning portal. This means that Steve Watson and Partners can only receive applications for CDC's, CC's and OC's for the majority of NSW Council areas via the portal from **1st January 2021**.

An applicant must either have a pre-existing account with the ePlanning Portal or create an account to lodge an application. To create an account follow this link -

<https://apps.planningportal.nsw.gov.au/prweb/ePlanning/> *Make sure to register as an applicant

Once the account has been created ePlanning will forward an email to verify your account. If you already have an account refer to this link <https://apps.planningportal.nsw.gov.au/prweb/PRAuth/PlanningSSO> to log in.

The below guide outlines SWP's process for accepting applications.





Summary of required information from Planning Portal:

Construction Certificate	Complying Development Certificate
Applicant Details <ul style="list-style-type: none"> • First given name • Family name • Email • Address 	Applicant Details <ul style="list-style-type: none"> • First given name • Family name • Email • Address
Development Address	Development Address
Building classification *what is this?	
Uploads required (all drawings are to be sent through Planning Portal): <ul style="list-style-type: none"> • Architectural Plans • Site Plan (<i>Location of works on an overall floor plan will suffice if it is internal alterations only</i>) • Specifications • Structural Plans (If non-structural, provide statement from the designer stating “Works are not structural”) • Other documents as required by SWP 	Uploads required (all drawings are to be sent through Planning Portal): <ul style="list-style-type: none"> • Architectural Plans • Site Plan (<i>Location of works on an overall floor plan will suffice if it is internal alterations only</i>) • Specifications • Structural Plans (If non-structural, provide statement from the designer stating “Works are not structural”) • Other documents as required by SWP
Cost of building works	Cost of building works
Fire safety measures *See existing fire safety schedule including any alterations or additions	Fire safety measures *See existing fire safety schedule including any alterations or additions
Additional items as required by SWP, see separate checklist	Additional items as required by SWP, see separate checklist

For more specific information relating to setting up your account, and making relevant applications see below for the how-to guides:

<https://www.planningportal.nsw.gov.au/support/how-guides>

AAC have created a standard PDF that can be uploaded to the Portal when the system requires that a document be uploaded, when it is not required/applicable. It states, "*For this particular application, this document is not required/applicable*". Download the [template PDF here](#).

We’re here to help – please call us or email us with any questions you might have to understand this new process.