

The new NSW ePlanning Portal.

Information and Obligations for Applicants

11/1/2021

From 1st January 2021, the NSW EP&A Act and Regulation require all CDC, CC and OC applications to be made through the NSW Planning Portal.

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**.

We will be unable to receive new applications via email, Aconex or other formats moving forward. Applications made in any other format will be required to be resubmitted via the portal.

The Portal can be found here <https://www.planningportal.nsw.gov.au/>. Clients seeking to obtain a Certificate will need to set up an account using the "My Account" button. Then, a new application can be created using the menu on the left hand side.

The Portal places CDC's in the same category as Development Applications as they are technically also development consents. CC's, the form appointing the Principal Certifier, and OC's are termed "post-consent certificates". All these applications are accessed via the menu in the portal.

The details of the application are entered using the online interface, and the various other documents required to be lodged are to be uploaded via the portal using a drag and drop function. We will be notified that the application has been submitted and allocate the application to the relevant staff member for assessment. Any amended plans or additional information will also be required to be lodged via the portal but we are still available on the phone or by email as usual.

Please note that the nominated certifier must be **Steve Watson and Partners (Sydney) Pty Ltd**. This is our Registered Body Corporate. Please do not nominate our individual Certifiers.

Any applications received before 1st January 2021 do not need to be put onto the portal. However, any new applications, including those relating to existing projects, will need to be lodged using the new system.

The mandatory use of the portal for lodgement of the forms and documents will require a higher level of formal process for both our clients and staff. This may need to be considered in turn-around times for applications. However, the new process will not fundamentally change the service our clients are accustomed to. We are always available via phone, email, video call or in person if needed.

Feel free to contact myself or any of our staff for more information, and of course, stay safe.



Steve Watson
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Steve Watson and Partners Pty Ltd