

Planning Portal Tips for entering Development Site Address

This information sheet is list of “tips” that has been prepared to assist customers with on how to enter the correct address for applications lodged via the Planning Portal.

Tip 1 – Entire the full address in the search field.

If you are having trouble finding the site address, try typing in the full address including the suburb and this may assist finding an address match.

Select the site of the development *

Enter address

Tip 2 - Select the 'primary address' once you have matched the site address.

A primary address must be selected in order to proceed past the application details screen. This is done by placing a tick in the box in the “Primary Address” box, to the right of the map on the screen.

If this is not done, you may receive a message to enter “a different address”. This is highlighted in the snip below.

Development application type

What is the application type? * What is this?

- Development application
- Modification application
- Review of determination

Select the site of the development *

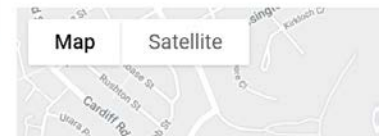
Enter address

OR

Enter Lot/Section #

Address did not display?

Street address	LGA	Lot/Section/Plan	Primary address?
10 CHEHALIS AVENUE ELERMORE VALE 2287	NEWCASTLE	375 / — / DP258508	<input checked="" type="checkbox"/>



Tip 3 – When selecting a Strata and Unit property type in the street address, leaving out the unit number.

When entering a strata or unit address, unfortunately searching via the unit number and street address will not work. Type in just the street address, then the unit numbers should appear as per the snip below;

No

Select the site of the development *

Enter address

- 80 LINWOOD STREET WICKHAM 2293
- 2 80 LINWOOD STREET WICKHAM 2293
- 1 80 LINWOOD STREET WICKHAM 2293

OR

Enter Lot/Section Number/Plan

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80 LINWOOD STREET WICKHAM 2293	NEWCASTLE	CP / — / SP74817		
		1 / — / SP74817	<input type="checkbox"/>	
		2 / — / SP74817		

Tip 4 –Manually type in the address and select the Council, if you receive a message “the address entered is not part of a mandated area”

If a message appears stating that the address is “not part of a mandated area” and the address is within the Newcastle LGA, check the address on the rates notice and if it is correct follow these steps:

- Tick the “address did not display box”
- Type in the address and select primary address box
- Type in “Newcastle” into the consent authority box

Development application type

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

- Development application
- Modification application
- Review of determination

Select the site of the development *

Enter address e.g. 66 Harrington Street, Sydney NSW 2000	OR	Enter Lot/Section Number/Plan e.g. 4/-/DP1044304
Address did not display? <input checked="" type="checkbox"/> TICK THIS BUTTON		
Enter address * 7 MITCHELL STREET TIGHES HILL 2297 Enter address	Primary address? <input checked="" type="checkbox"/> TICK THIS BUTTON	Select council name or consent authority * NEWCAS Start typing council name. NEWCASTLE

Provide details of your proposed development *

What type of development are you proposing?

- Dwelling [What is this?](#)
- Secondary dwelling [What is this?](#)

[Save and exit](#) [Save and continue](#)

Tip 5 – Select multiple addresses when an application is on more than one property

When an application is to be submitted on multiple properties complete the following steps:


- Enter and select the primary address, ticking the “Primary address” box (See Tip 2 for more information).
- Enter and select the secondary address. It will appear in the list of properties and be highlighted on the map.
- Continue to select properties until all properties associated with the application have been selected.

Select the site of the development

Enter address OR Enter Lot/Section Number/Plan

Address did not display? [?](#)

Street address	LGA	Lot/Section/Plan	Primary address?
12 STEWART AVENUE NEWCASTLE WEST 2302	NEWCASTLE	21 / - / DP1217043	<input checked="" type="checkbox"/>
787 HUNTER STREET NEWCASTLE WEST 2302	NEWCASTLE	103 / - / DP1191992	<input type="checkbox"/>



Tip 6 – Using a lot and plan number to select a property

A property can be selected by entering the Lot number, section number and plan type and number. It must be entered exactly in the format specified

- Lot number first
- Forward slash
- Section Number. If there is no section number enter “-”
- Forward slash
- Applicable Prefix DP or SP
- Forward slash
- Plan number

Select the site of the development

Enter address OR Enter Lot/Section Number/Plan

Tip 7 – If having issues on the portal, use a computer with a large screen.

On occasions there can be display issues on tablets or mobile phones. Where possible, try using a larger screen available on personal computers (PC) to lodge your application. This will minimize the possibility of questions on the web page being obscured.