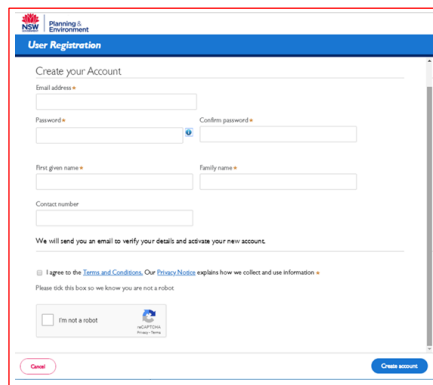


# Development Application Online Applicant Quick Reference Guide

## 1 Register to the Planning Portal Applicant

1. Go to <https://apps.planningportal.nsw.gov.au/prweb/IAC>
2. Click "Create Account"
3. Enter in your account and contact details
4. Tick the box to verify you are not a robot
5. Tick the box to agree to Terms and Conditions
6. Click "Create account"



\*See 'HowTo register for a planning portal account' for a more detailed guide

Note: You will be sent a system generated email to your registered email to verify your account.

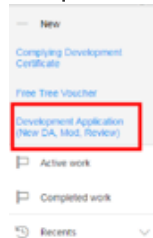
## 2 Log in to the the online development application service Applicant

1. Go to <https://apps.planningportal.nsw.gov.au/prweb/IAC>
2. Enter your registered email address
3. Enter your password
4. Click "Log in"



## 3 Create a new development application Applicant

1. Click on the "New" tab on the left-hand side of your dashboard.
2. Select "Development application (New DA, Mod, Review)" to open the development application online form.

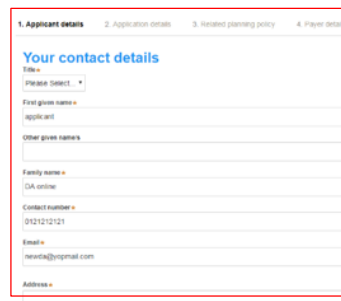


Note: As you fill in the online form, mandatory fields will be depicted by a gold Asterix (\*).

\*See the 'Development application online - HowTo guide for applicants' for more detail.

## 4 Fill in your applicant details Applicant

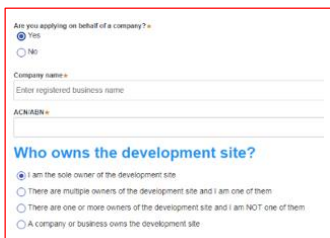
1. Fill in the required fields with the applicant's details.



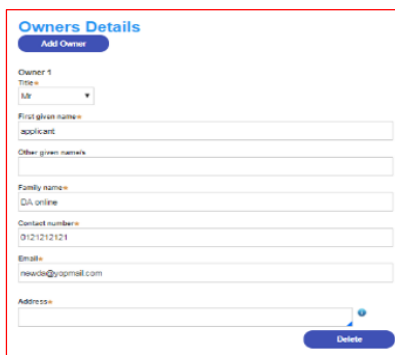
Note: The system will automatically pre-populate details that you have already input upon your registration for a NSW Planning Portal account.

Note: Predictive functionality is indicated by a blue triangle on the bottom right-hand corner of each field box.

2. Select who owns the development site and enter in owner details.



Note: Where you have selected that you are an owner, the system will auto-populate your details.



3. Click "Save and Continue" to proceed with filling in the development application form.

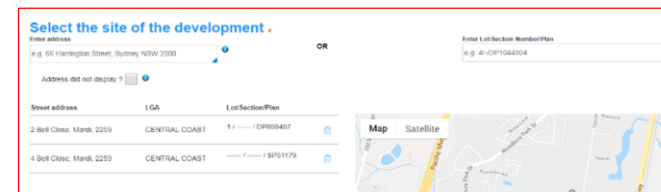
Note: You can also "Cancel" or click "Save and exit" to save all the information input to date and return to your dashboard.

## 5 Input development application details Applicant

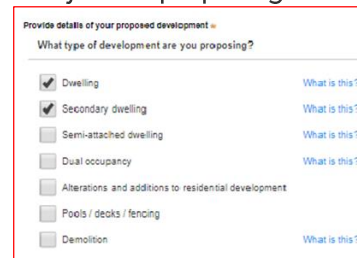
1. Select what type of development application type you are applying for and answer prompted questions.



2. Enter in the site address or Lot/Plan/Section number of the development proposed.

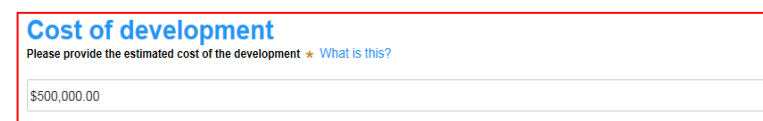


3. Tick all the relevant fields that reflect the type of development that you are proposing.

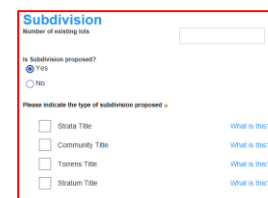


Note: The "What is this?" hyperlink serves as a tooltip for you to use along the workflow

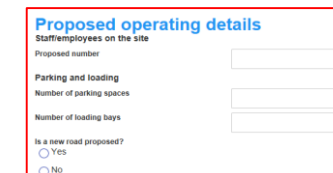
4. Select the suggested range of the estimated cost of this proposed development.



5. For sub-division developments, select the type of subdivision proposed.



Note: Certain commercial property types will require an input of the proposed hours of operation on a daily basis.



6. Click "Save and Continue" to proceed to the next page.

## 6 Input related planning policy and regulation details Applicant

1. Answer “Yes” or “No” to the range of policy and regulation. See series of questions below.
2. Follow the questions and input your answers as prompted.

3. Click “Save and Continue” to proceed forward with the workflow and be redirected to the payer details page.

**Note:** Where you have selected “yes” to some of these questions, the system will prompt you to provide mandatory supporting documents towards the end of the workflow.

E.g. Voluntary planning agreement, Heritage Impact statement, Political gifts or donations declaration documentation.

## 7 Input payer details Applicant

1. You will land on a page that will prompt you to enter in the payer details.

**Note:** The system is collecting payer details for Council’s to manage payments offline. Applicants must liaise with Councils to make a payment.

2. When at least all the mandatory fields are entered, press “Save and continue” to proceed with the upload of required documentation to support your development application.

## 8 Upload required and supporting documentation Applicant

1. Click the “Upload” button.

**Note:** At this stage of the workflow, you will be prompted to upload mandatory documents required to complete your application.

2. Categorise your document uploads via the drop-down list provided.

**Note:** Categorisation is mandatory to denote which mandatory documents have been fulfilled as you upload.

3. Click “Attach” to confirm that you want to proceed with your document upload.

4. To upload additional documents, follow the upload process again via the “Upload” button from step 1.

The screen will show you a list of additional supporting documents you can upload.

Document type	File name	Upload status
Acoustic report		
BASIX certificate		
Bufile report		
Design verification statement		
Elevations and sections		
Erosion and sediment control plan		
Floor plans		
Heritage impact statement		
Landscape plan		
Notification plans		
Political donations and gifts disclosure		
Shadow diagrams		

5. Press “Save and continue” to review your entire application details on the next page.

## 9 Review, confirm details and submit your development application Applicant

1. You will be prompted to review all your input details via the review page.

2. Where you wish to make edits click “Previous” to return to the editable form.
3. To confirm your intent to submit the development application, tick the declarations at the bottom of the page and click “Submit”.

**Note:** Where you need to make edits **post** submission, you will need to contact the responsible council offline and notify them of your edits.

## 10 Provide additional information Applicant

1. After you have submitted a development application you can provide additional information or the council can request for you to provide additional if a council requires more information.

2. If you would like to provide additional information that has not been requested click the “actions” button at the top right hand of the screen and select “Provide additional information”.

3. If the council has requested additional information go in to the Pan – and click on the Additional Information Summary then click “Respond”

Application details	Documents	Payer details	Action summary	Additional information summary	Applicant comments	Current status
Case ID	Requested On	Responded On	Council comments	Applicant comments	Current status	
AI-585	28/02/2019		upload basix		In-Progress	<a href="#">Respond</a>
AI-581	28/02/2019	28/02/2019	Please provide basix:	Basix provided	Complete	
AI-583	28/02/2019			AI-581	Complete	
AI-582	28/02/2019			basix provided	Complete	

4. Provide a comment in the text field, upload the requested document and select the category the council has asked for.

5. The scroll down and click submit. This will notify the council via email and return the PAN to their active cases.