

FACT SHEET

Development Applications through the Online Planning Portal

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Customer/Applicant Responsibility

Council Responsibility

1. **Register an account** - <https://www.planningportal.nsw.gov.au/> (Click on My Account top right corner) ([fact sheet](#))

Note: If you have a Service NSW login you can use that

2. **Login to account and start a new application for DA** ([fact sheet](#) and link to login page [DPIE Login \(b2clogin.com\)](#)). Some tips when filling out the form:

- a. Fields with a red * must be filled in, other fields are not mandatory
- b. Next to each item in the form there are information bubbles that are useful ("**What's this?**")
- c. When adding address, make sure you then tick "Primary Address"
- d. 10.7 Certificate relates to a Planning Certificate that is normally obtained prior to the sale of a property – If you do not have one it is ok, Council does not require you to.
- e. Attachments Council may require include:
 - i. Statement of Environmental Effects (template attached, this is a mandatory attachment)
 - ii. Site Plan (location of proposed building/works and existing structures, including measurements to boundaries, where the stormwater/sewer will go)
 - iii. Elevation Plans
 - iv. Floor Plan
 - v. Footing/Slab Detail (soil test may be required)
 - vi. BASIX Certificate required for New Dwellings or Alterations over \$50,000 and pools over 40,000L
 - vii. Owner Builder Permit if works are over \$10,000 (fact sheet attached)

Note: Council is happy for all plans to be scanned together and uploaded under Site Plan.

3. **Apply for next certificate (e.g. Construction Certificate – Fact Sheet) once you Submit DA**
 - a. If you are applying for building works (other than a transportable dwelling), you will be required to apply for a Construction Certificate – You can do this by clicking on "Request Related Application" in the top right corner when you submit the DA. (*Please note: Unless you have appointed a Private Certifier to complete this certificate, Hay Shire Council will be your Principal Certifying Authority*)
 - b. If you are applying for a Transportable Dwelling, Council will be in contact with you regarding a further application form not through the portal.
4. Council will now receive application, calculate fees and check if further information is required.
5. **Applicant will receive notification re fees and request for further information** (if applicable) and must contact Council to pay the fees & submit further information (if required) through the planning portal ([fact sheet](#)). **Note: The Portal has separate admin fees they will invoice you for.**
6. Once Council has received all of the information required and fees have been paid, they **accept the application** and commences processing (clock starts).
7. Council will undertake required steps (e.g. neighbour notification, advertising etc) then you will be notified (through email from portal) when your **application has been determined and Council has uploaded the relevant documentation.**
8. **Customer must then login to portal to retrieve approval documentation** (under documentation tab).
9. **Occupation Certificate (OC)** – When works are complete you must then apply for OC to be able to occupy the building. You will need to upload Appointment of PCA (template attached).