You can submit your application for approval under Section 68 of the Local Government Act (Section 68) online via the NSW Planning Portal from participating councils.

In order to access the NSW Planning Portal, you must have a NSW Planning Portal account. Refer to our *Register for a Planning Portal Account* quick reference guide for instructions on creating an account.

Getting Started

You may apply for a Section 68 approval via the NSW Planning Portal using two different methods;

- Stand-alone

- Initiate via an online Development Application (DA) or Complying Development Certificate (CDC)

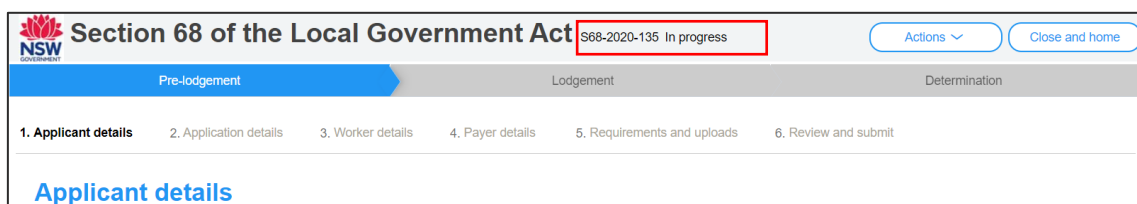 o   For instructions on how to do this see our *Submit a Development Application Online* quick reference guide.

Follow the instructions below for your required method.

1. Log in to the NSW Planning Portal and

- For a stand-alone application **select** S.68 of the Local Government Act from the New dropdown menu,

  or

- **Locate** and **open** the 'In Progress' Section 68 of the Local Government Act application from your Active Work.

Note: When you create a new application, the system will automatically generate a unique reference number that is visible at the top of the application. This reference number will begin with S68.

Note: At this point the Applicant Details screen will display. Some of the fields will be pre-populated based on your registration profile, however you are able to make amendments where necessary.

Throughout the online form, mandatory fields are indicated with an asterisk (*), and predictive functionality is indicated by a blue triangle on the bottom right-hand corner of the field box.

Capturing Applicant details

2. **Indicate** if the applicant is a company.

If you answered Yes;
  - **Search** for the company by **choosing** an operator, ACN, ABN, or Name
  - **Enter** the search term in the search field
  - **Click** the search icon
  - **Select** a result from the list provided
  - **Enter** the Company email and postal address

Note: If you cannot locate an appropriate result you may select the checkbox to enter the details manually.

3. **Verify** (and adjust if needed) the application contact details including first and family name, contact number and a valid email address. **Enter** your postal address and the system will provide suggestions based on the information entered. **Select** an option from the list to proceed.

4. **Select** Add applicant to enter further applicant details.

Note: If you are adding more than one applicant to this application, follow the prompts to nominate the additional applicants information.

5. **Click** Save and continue to progress to the next step.

Note: You can also click Cancel to exit, or Save and exit to save all the information input to date, and return to your dashboard. Save and exit will only work if all mandatory fields have been completed.

Capturing Application details

6. **Select** the type of application.

Note: If you select modification application or review of determination as the application type you will be prompted to capture details of the related approval and if relevant the modification proposal.

7. **Indicate** if the section 68 application relates to a DA or CDC or select No related application.

Note: If you indicate there is a relationship to a DA or CDC application you will be prompted to enter the related application number.

If the DA or CDC applications were applied for through the NSW Planning Portal, entering the portal application number in the coresponding field will automatically populate the site(s) of development.

8. **Enter** the property details using the Address or Lot /Section number/Plan search functionality unless already included.
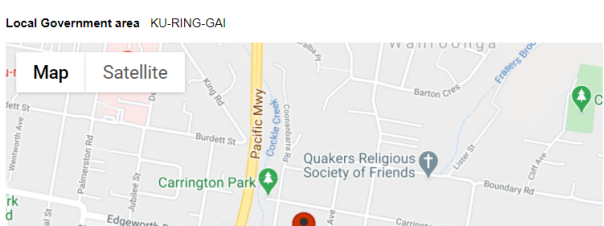

Note: If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left.

You may enter further development sites if applicable.

9. **Identify** the primary address for this application and whether any work is proposed in the land adjacent to the lot(s). You can delete the address by **clicking** on the trash icon.

   - For unregistered addresses, there is no auto-populate feature. You need to

select the Address did not display box and enter the address manually.

This will disable the predictive text feature and map functionality. You will also need to enter and select the relevant local government area name from the list.

Note: The Planning controls affecting the property can be viewed by clicking on the arrow next to the property address.

10. **Indicate** the development type being proposed including selecting any sub types from the options available.

11. **Enter** an explanation of the works proposed.

12. **Enter** an estimated cost of works as a numerical value.

13. **Indicate** if there are any security or site conditions which may impact the inspection.

If Yes, you will be prompted to provide further details.

14. If you have selected the Works and activities within Community Lands development type you will be asked to **indicate** if you intend to operate the outdoor dining area as a licensed premise.

If yes, you will be asked to **indicate** if you hold a current liquor licence for the venue and if Yes again, you must **enter** your liquor licence number.

> Are you intending to operate the outdoor dining area as a licensed premises? ★
> ● Yes
> ○ No
>
> Do you currently hold a liquor Licence? ★
> ● Yes
> ○ No
>
> Provide the liquor Licence number (begins with LIQ) ★
> [   ]

Note: In order to sell liquor for consumption in an outdoor dining area, you will need to apply for and obtain a liquor licence with Liquor & Gaming NSW. You may click on the link provided to find out more and apply.

If you hold a current liquor licence you must download the temporary change of liquor licence boundaries application form from the link provided and upload the completed form with your other documentation to this application.

> In order to sell liquor for consumption in an outdoor dining area, you will need to apply for and obtain a liquor licence with Liquor & Gaming NSW. To find the best licence for your business, please follow this link and apply. (Note: 60 day average turnaround times apply to new liquor licence applications).

> To operate the outdoor dining area as a Licensed premises using your existing Licence, download the temporary change of liquor Licence boundaries application form from this link. You will be asked to upload this under the "Requirements and uploads" section at the end of this application.

15. Enter the proposed hours of operation and further details on operating hours if applicable.

> **Hours of operation**
> Provide the proposed hours of operation
>
> Monday
> ☐ Proposed to operate 24 hours per day
> [09:00 AM] - [5:00 PM]
>
> Tuesday
> ☐ Proposed to operate 24 hours per day
> [09:00 AM] - [5:00 PM]
>
> Wednesday
> ☐ Proposed to operate 24 hours per day
> [09:00 AM] - [5:00 PM]
>
> Thursday
> ☐ Proposed to operate 24 hours per day
> [09:00 AM] - [5:00 PM]
>
> Friday
> ☐ Proposed to operate 24 hours per day
> [09:00 AM] - [5:00 PM]
>
> Saturday
> ☐ Proposed to operate 24 hours per day
> [09:00 AM] - [5:00 PM]
>
> Sunday
> ☐ Proposed to operate 24 hours per day
> [09:00 AM] - [5:00 PM]
>
> Please provide details
> [   ]

16. Indicate if the applicant or owner is a staff member or councillor of the council assessing the application.

If Yes, you must provide a description in the space provided.

> Is the applicant or owner a staff member or councillor of the council
> ● Yes
> ○ No
>
> Please provide a description (name of person, role in council) ★
> [   ]

17. Indicate if the applicant or owner has a relationship with any staff or councillor of the council assessing the application.

If Yes, you must provide a description in the space provided.

18. Click Save and continue to progress to the next step.

Capturing Worker details

The contractors expected to carry out the proposed works can be captured on the application. The type of contractor details required to be captured will differ depending on the development type selected in the previous section.

19. Enter the contactor/licensee/manufacturer/drainage worker/plumber details as they apply, if known.

Note: These details are not mandatory in the application though they may be desired by council.

20. Click Save and continue to progress to the next step.

Capturing Payer details

The Environmental Planning and Assessment Regulation 2000 and council's adopted fees and charges documents establish how fees are calculated for this application. Once this application form is submitted to the relevant council for lodgement the fees will be calculated by the council. The council will contact the nominated payer to obtain payment. Note that the application may be rejected if the fees are not paid.

21. **Indicate** if the payer is a Company, Business, Government entity or other similar body.

    If you answered Yes,

- **Search** for the company by **choosing** an operator, ACN, ABN, or Name
- **Enter** the search term in the search field
- **Click** the search icon
- **Select** a result from the list provided
- **Enter** the Company email and postal address

If you answered No, **enter** the following details of the person making the payment unless already completed correctly:

- First name
- Other given name(s)
- Family name
- Contact number
- Email address
- Billing address

Note: The applicant's details will pre-populate or you may nominate another payer.

Title

Please Select... ∨

First given name ★

Applicant

Other given name/s

Family name ★

UAT

Contact number ★

0123456789

Email ★

applicant_uat_k@mailinator.com

Billing address ★

2 BONNEFIN ROAD HUNTERS HILL 2110

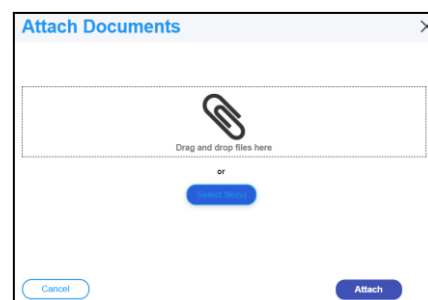**22. Click** Save and continue to progress to the next step.

Save and continue

Requirements and Uploads

The NSW Planning Portal will define certain required documents that must be uploaded to the application. There may however be additional documents required by council that you can also upload to your application. Contact your local council or visit their website to find out the required information you must include with your application.

23. To upload documents, **click** Upload.

Upload

24. Click select files to search for files saved to your computer. Alternatively, you can **drag and drop** files directly in the space provided.

Attach Documents ✕

Drag and drop files here

or

Cancel   Attach

25. After selecting the relevant files to upload, the files will appear in a list as indicated. You will need to categorise each document by **selecting** a category from the drop-down menu corresponding to each file.

Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.
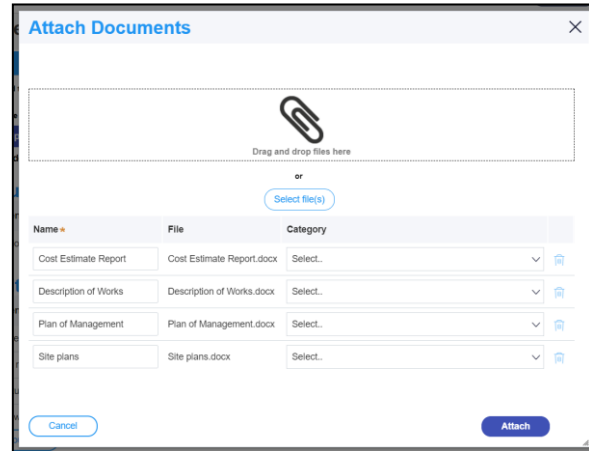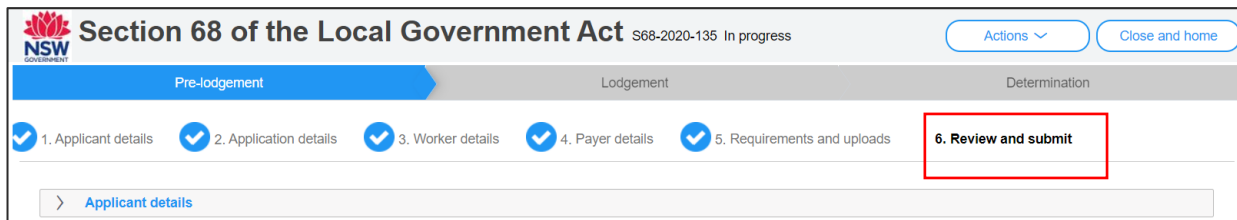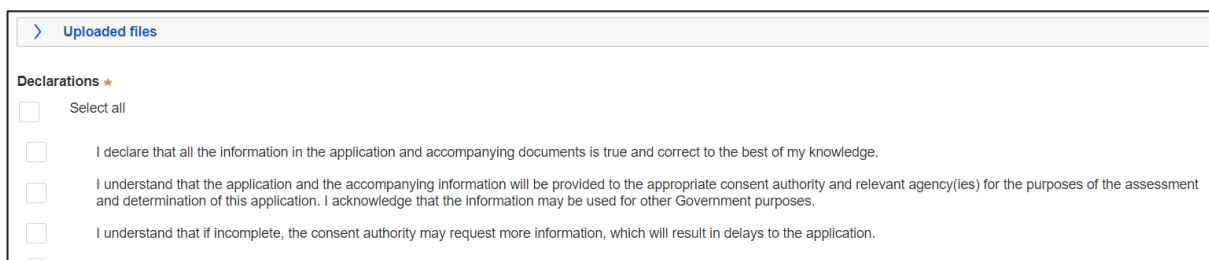
26. **Click** Attach.

27. **Click** Save and continue to progress to the next step.

Reviewing and submitting

28. **Review** all of the information entered on your application by expanding each of the sections. Once you have reviewed all of the information, you will be required to complete the Declarations at the bottom of the page.

Note: To return to a previous section and adjust the information entered, click the 'Previous' button.
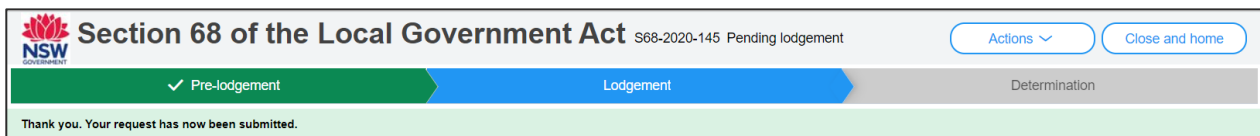
29. Click Submit to send your application to the participating council.

What happens Next?

Once the application is submitted, the following actions are available to you for this application;

- Actions – provide additional information to the council or withdraw the application.

- Close and home – will take you to your Active Work.

Next, your application will be sent to the respective council to review and you will receive email notifications advising you of the progress of the application and if further action is required.

End of steps

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - https://www.planningportal.nsw.gov.au/help/frequently-asked-questions and / or contact ServiceNSW on 1300 305 695.