

How to submit a Section 10.7 Planning Certificate application

If you want to find out if a parcel of land can be developed, you can request a Section 10.7 Planning Certificate. This certificate provides information on any controls, requirements and restrictions that may impact how a property is used.

There are 2 types of Section 10.7 Planning Certificates:

- A Section 10.7(2) certificate shows the zoning of the property, its relevant state, regional and local planning controls and other property constraints such as land contamination, level of flooding and bushfire prone land.
- A Section 10.7(2) and 10.7(5) certificate provides the same information as above. It also includes advice from other authorities and certain information a Council holds on a property that is relevant to the land but is not disclosed in a Section 10.7(2) certificate.

You can apply for a Section 10.7 Planning Certificate via the NSW Planning Portal (Portal) if the site address is within a participating local government area, or directly with the relevant council.

To apply via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the *How to register for a NSW Planning Portal account* quick reference guide or video.

This quick reference guide covers:

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Tip: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

1. Initiating an application

You can start an application for a Section 10.7 Planning Certificate via the NSW Planning Portal using two different methods:

- During the complying development certificate application process by requesting that a Section 10.7 Planning Certificate application be created; or
- Via the 'Create new' button on your NSW Planning Portal dashboard.

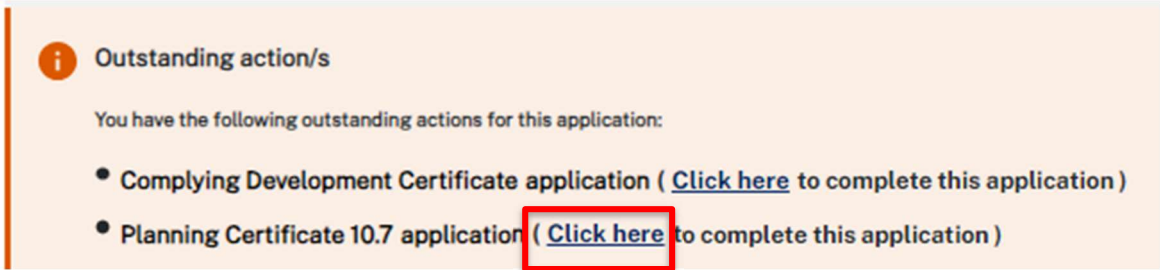
Please select the relevant scenario below.

Initiate an application via a complying development certificate

Please use this option if you have selected 'Yes' to the question 'Would you like to start a Section 10.7 Planning Certificate?' question within the complying development certificate.

If you have initiated a Section 10.7 Planning Certificate application when completing your complying development certificate application, the confirmation screen will provide you with an 'Outstanding action/s' alert.

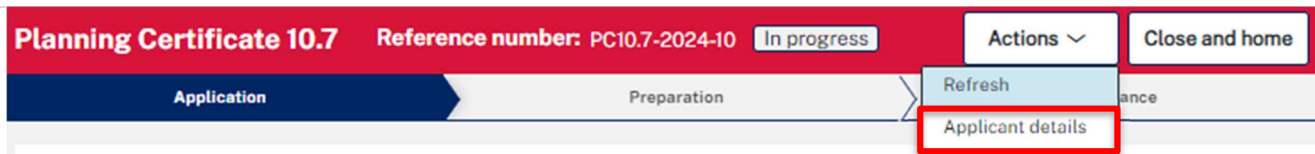
1. Click 'Click here' next to the 'Planning Certificate 10.7 application' outstanding action to open the 'in progress' application.



2. Information from the related complying development application will be pre-populated in the application where relevant. Click the arrow at the end of each row to view the information.



3. To edit the fields, select 'Applicant details' from the 'Actions' menu in the top right hand corner.



Progress to step 5 below to review and update the application information.

If you have closed the ‘Outstanding action/s’ screen, the automatically generated application can be accessed from your ‘Active work’ tab on your dashboard. **Click** the relevant reference number to open the application.

Create a new application by selecting the relevant digital service from the options below

Select a digital service

Create new

Active work
Completed work

Application Type


Planning Certificate 10.7

| ❶ | Days Elapsed | Submitted Date | Reference Number | LGA Name | Site Address | Status |
|---|--------------|----------------|--------------------------------|------------------|-------------------------------------|-------------------|
| | | | PC10.7-2024-10 | PENRITH | 1 SHEPHERD STREET COLYTON 2760 | In progress |
| | | 10/01/23 | PC10.7-2023-2 | PENRITH | 146 STATION STREET PENRITH 2750 | Under preparation |
| | | 29/09/22 | PC10.7-2022-35 | SUTHERLAND SHIRE | 490 BOX ROAD JANNALI 2226 | Submitted |
| | | 28/05/21 | PC10.7-2021-38 | CAMDEN | 66 HARRINGTON STREET ELDERSLIE 2570 | Submitted |

Initiate an application via the ‘Create new’ functionality on the dashboard

Please use this option if you have not created a Section 10.7 Planning Certificate application through another application workflow.

1. **Log in** to the NSW Planning Portal to display your dashboard.


NSW Planning Portal

| [Help](#) | [Contact Us](#)

Create a new application by selecting the relevant digital service from the options below

Select a digital service

Create new

Active work
Completed work


Application Type

All

| ❶ | Days Elapsed | Submitted Date | Reference Number | LGA Name | Site Address | Status |
|---|--------------|----------------|---------------------------|-----------|-------------------------------|-------------|
| | | | PAN-40468 | BLACKTOWN | 10 JOHN STREET BLACKTOWN 2148 | In progress |


2. **Select** a digital service by clicking on the arrow.

Create a new application by selecting digital service

Select a digital service 

3. **Select** 'Planning Certificate 10.7' from the list of options.

Create a new application by selecting the relevant digital service from the options below

Select a digital service 

Search

- Activation Precinct Certificate
- BASIX
- Building Information Certificate
- Complying Development Certificate (New CDC, Mod)
- Cumberland Plains Conservation Plan
- Development Application (New DA, Mod, Review)
- DPE-Water - Controlled Activity Approval
- Free Tree Application
- Planning Certificate 10.7**

4. Click 'Create new'.

Create new

A new application will be created with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.

Tip: The system assigns a unique reference number to the application with the prefix 'PC10.7-'. This number displays at the top of each screen and is included in all system-generated correspondence.

2. Entering applicant details

Planning Certificate 10.7 Reference number: PC10.7-2024-10 In progress Actions Close and home

Application Preparation Issuance

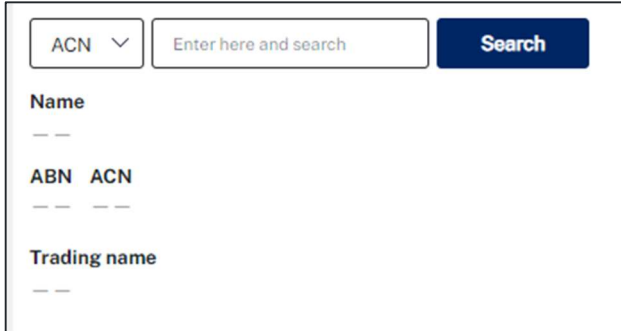
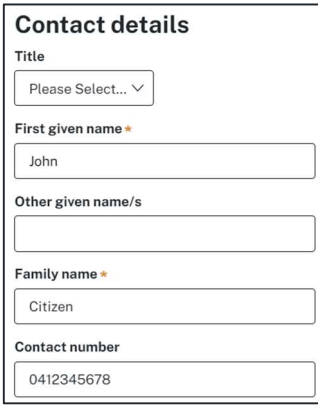


1 Applicant details 2 Application details 3 Payer details 4 Review and submit

5. **Indicate** if you are applying on behalf of a company.

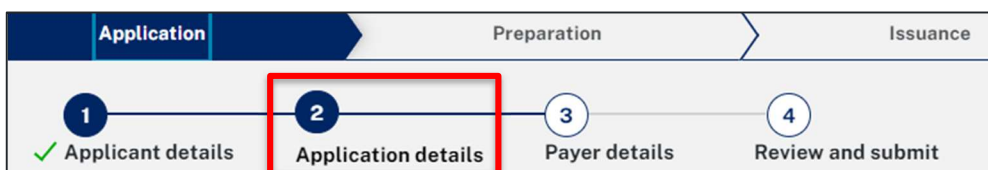
Are you applying on behalf of a business or company? *

Yes

No

| | |
|---|--|
| <p>If you answer yes,</p> <ul style="list-style-type: none"> • Search for the company by choosing an operator, ACN, ABN, or Name. • Enter the search term in the search field. • Click ‘Search’. • Select a result from the list provided. |  |
| <p>6. Verify (and edit, if needed) the applicant contact details.</p> <p><u>Note:</u> Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required.</p> <p>The email address provided should be the same email address the applicant uses to log into the Portal. This email address will receive all correspondence sent via the Portal.</p> |  |
| <p>7. Select ‘Add applicant’ to enter further applicant details.</p> <p><u>Note:</u> If you are adding more than one applicant to this application, follow the prompts to nominate the additional applicants information.</p> |  |
| <p>8. Click ‘Save and continue’ to progress to the next step.</p> |  |
| <p><u>Note:</u> You can also click ‘Cancel’ to exit, or ‘Save and exit’ to save all information entered to date, and return to your dashboard. ‘Save and exit’ will work only if you have completed all mandatory fields.</p> | |

3. Entering application details



9. **Select** the type of certificate being applied for.

Select the certificate type you would like to apply for? [What is this?](#)

S10.7 (2)

S10.7 (2 & 5)

10. **Enter** the site address of your development or Lot/Section number/Plan.

As you type, the system will auto-suggest addresses or the lot/section/plan number based on the information entered. **Select** the correct address or lot/section/plan number from the list.

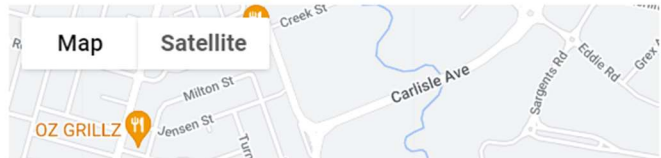
Enter address

OR

Enter lot number / section number / plan number e.g. 4/5/DP1044304

Address did not display?

| Street address | LGA | Lot/Section/Plan* | |
|--------------------------------|---------|-------------------|--|
| 1 SHEPHERD STREET COLYTON 2760 | PENRITH | Please select.. ▾ | |



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 and planning controls affecting the property below the address.

If the address does not display, select the 'Address did not display?' checkbox and **enter** the address and local government area/state agency manually in the added text fields.

Tip: To add an address **click** on the + below the address.

Address did not appear in the drop-down list above or lot number not found

Enter address or lot number / section number / plan number e.g. 4/5/DP1044304* Primary address or lot/DP?

+

Select the Local Government area or State Agency*

The manual address or lot number you have entered will be validated by the Consent Authority / Certifier at a future stage.

11. **Select** the relevant lot/section/plan number from the drop-down list.

Tip: To delete an address, **click** on the bin icon

| Street address | LGA | Lot/Section/Plan* | |
|--------------------------------|---------|-------------------|--|
| 1 SHEPHERD STREET COLYTON 2760 | PENRITH | Please select.. ▾ | |

Note: You will need to complete a separate application for each lot.

12. The planning controls affecting the property can be viewed by **clicking** on the arrow below the heading for planning controls.

Planning controls affecting property

1 SHEPHERD STREET COLYTON 2760

Summary of planning controls

| | |
|-------------------------|---------------------------------------|
| Land Application LEP | Penrith Local Environmental Plan 2010 |
| Land Zoning | R2: Low Density Residential |
| Height of Building | 8.5 m |
| Floor Space Ratio (n:1) | NA |

13. Click 'Save and continue' to progress to the next step.



4. Entering payer details

The *Environmental Planning and Assessment Regulation 2021* and council's adopted fees and charges documents, establish how fees are calculated for this application. Once the application is submitted to the relevant council, they will calculate the fees and will contact the nominated payer to obtain payment. Note: The application may be rejected if the fees are not paid.



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

Is payer a Company, Business, Government entity or other similar body ? *

Yes

No

If you answer 'Yes':

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

ABN

Search


Name
--

ABN ACN
-- --

Trading name
--

Company email *

Billing address *

e.g. 66 Harrington Street, Sydney NSW 200 

If you answer 'No', **enter** the details of the person making the payment.

Note: Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required.

Title
Please Select... ▾

First given name *
John

Other given name/s

Family name *
Citizen

Contact number *
0412345678

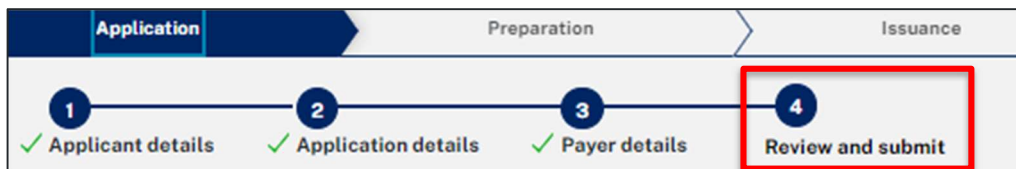
Email *
applicant05@yopmail.com ⓘ

Enter address
1 SHEPHERD STREET COLYTON 2760 ⓘ

15. Click 'Save and continue' to progress to the next step.



5. Reviewing and submitting application



16. **Review** the information entered on your application. To do this, click on the arrow beside each section heading.

Note: This information is read-only.

If changes are needed, **click** the 'Previous' button (bottom left of screen) to navigate to the previous screens.

Applicant details >

Application details >

17. Complete the declarations and the bottom of the page.

Declarations ▾

Select all

I declare that all the information in my application and accompanying documents is to the best of my knowledge, true and correct.

I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act).

I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice.

18. Click 'Submit'.

Submit

What happens next

- The status of the application will change to 'Submitted'.
- The relevant council will receive a system-generated notification to advise them that they have received an application for their review.
- The council will review your application and may request additional documentation to be provided. You will receive a system-generated email advising you of the request.

More information

We have developed a range of support materials, including quick reference guides for other services and frequently asked questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the [Help and Resources section](#) of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the [Information and Training sessions page](#) of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or [submit an enquiry online](#). If you are calling from outside Australia, please call +61 2 8894 1555.