

Online CDC service

Information Sheet: Overview of service

November 2018

Online lodgement of complying development applications

An online lodgement service for complying development applications is available in limited local government areas through the [NSW Planning Portal](#), making it easier and quicker for property owners and industry professionals to fast-track residential planning applications.

Which councils are involved?

- Armidale Regional Council
- Bathurst Regional Council
- Camden Council
- City of Canterbury Bankstown
- Georges River Council
- Lake Macquarie City Council
- Liverpool City Council
- Penrith City Council
- Sutherland Shire Council

The Department will be expanding the service to include interested private certifiers and additional local government areas in early 2019.

How it works for applicants



CHECK

Find out if your proposal qualifies: learn more on the NSW Planning Portal, then talk to your council, builder or a planning professional.



PLAN

Get your plans drawn up by an architect or building designer.



LODGE

Engage a certifier, then submit your detailed plans online.



TRACK

Log into your Planning Portal dashboard or check your emails to track your application.



BUILD

Once your CDC is issued and you've talked to your neighbours, you can start work.



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How it works for certifying organisations



1 REGISTER

You'll get an email when a new application is submitted.



2 REVIEW

You can review the application documents and ask for additional information if required.



3 ACCEPT

When you are engaged and the application is ready, you can accept it online and start your assessment.



4 DETERMINE

Enter your determination and the system will automatically notify your client.



5

UPDATE

Upload your determination documents and the system will automatically direct them to council.

Why you should use the service

- Streamlined online application process
- Prepare and lodge a residential complying development application online at a convenient time
- Greater visibility of the status of the application through the online dashboard

How to access the service

To use the online CDC service, you will need a registered NSW Planning Portal account. To access the system and create an account, please go to www.planningportal.nsw.gov.au/onlinecdc.

Assistance using the Online CDC service

If you need assistance, please review the help and support resources including frequently asked questions at www.planningportal.nsw.gov.au/help, or contact ServiceNSW on 1300 305 695.