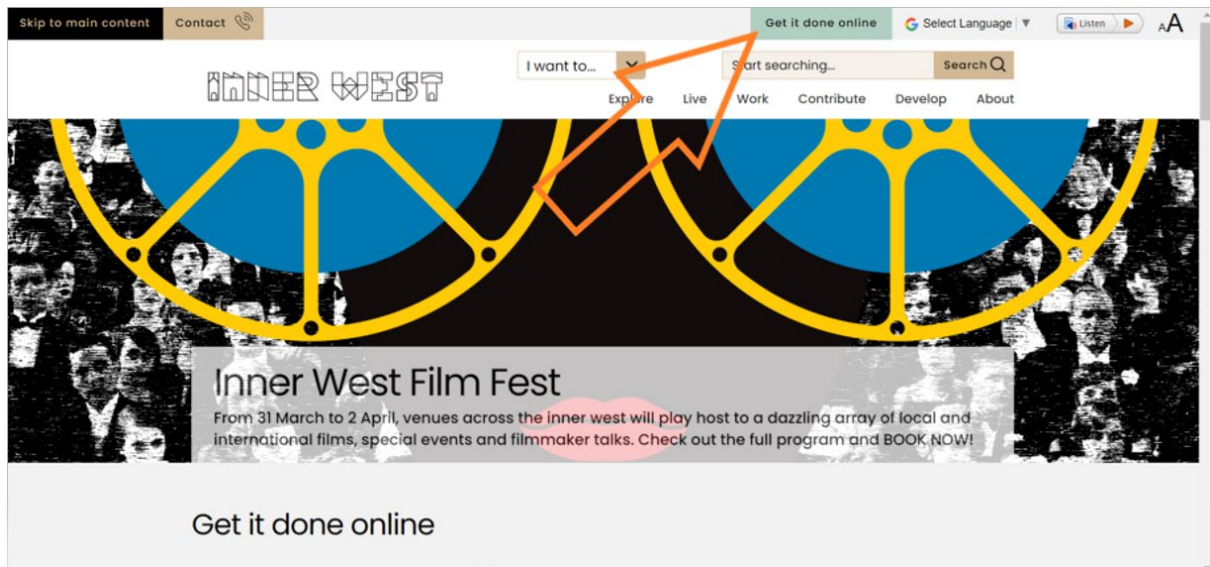


How to lodge Planning Certificate application

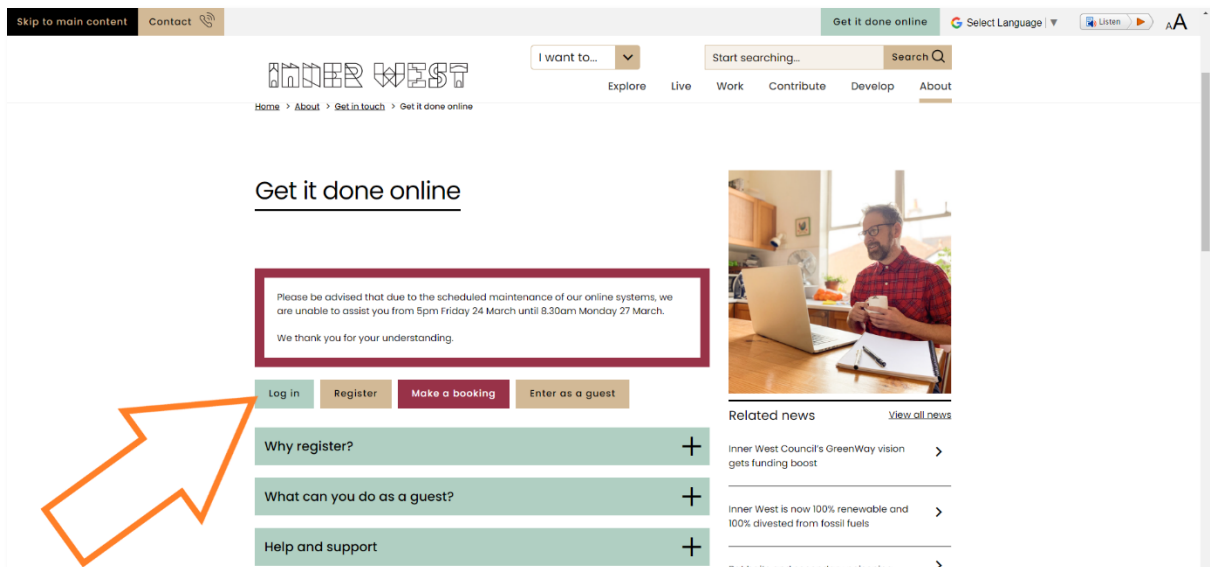
1. Click on 'Get it done online' from Council's homepage (www.innerwest.nsw.gov.au)



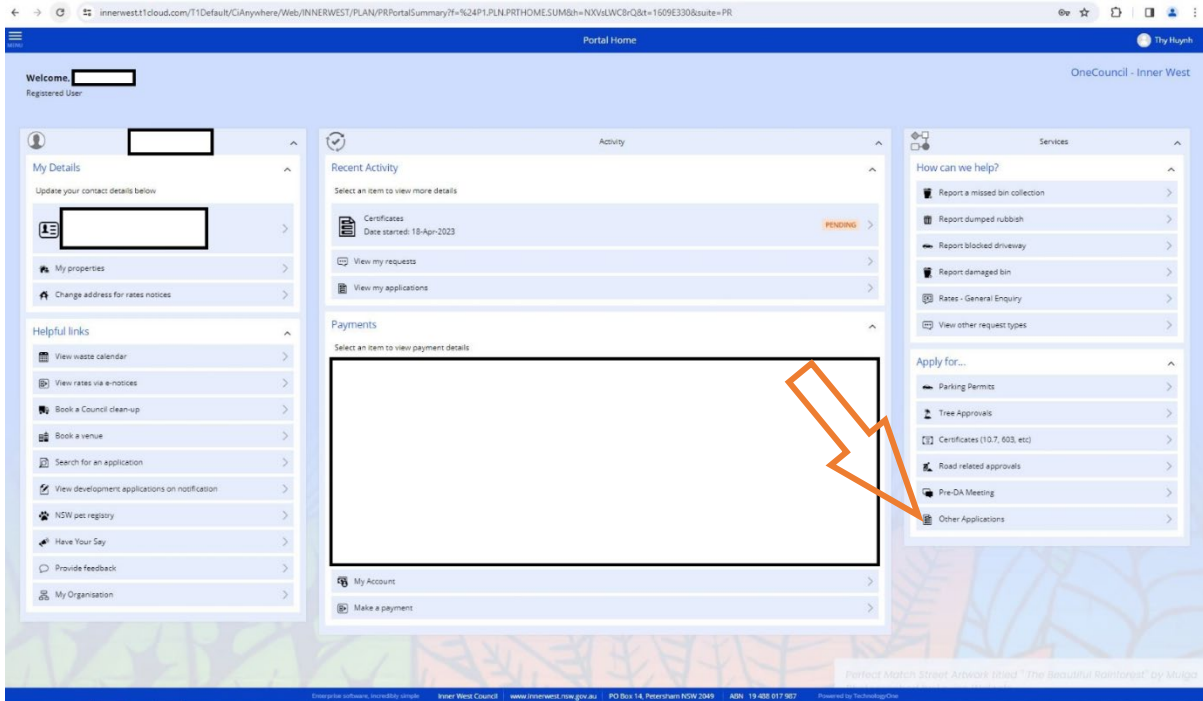
2. Log in as a registered user.

To apply online, you will need to be a registered user.

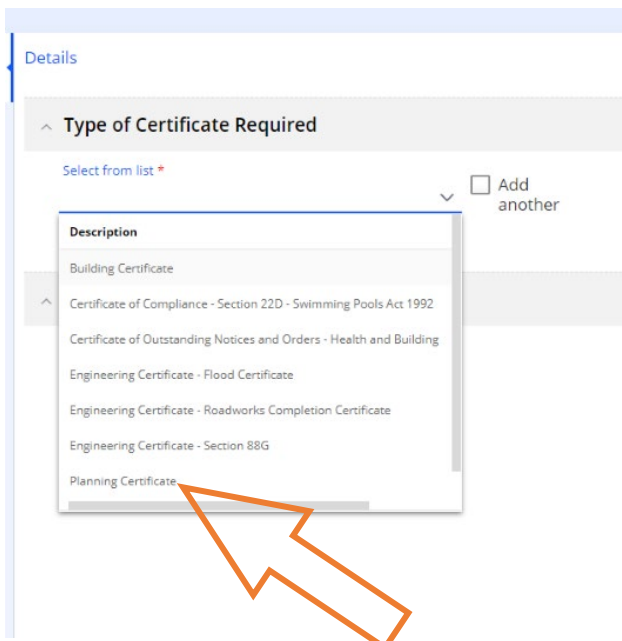
If you are not a registered user, please select 'Register' or click on the following link [User Registration](#). Your registration will be verified within two (2) business days.



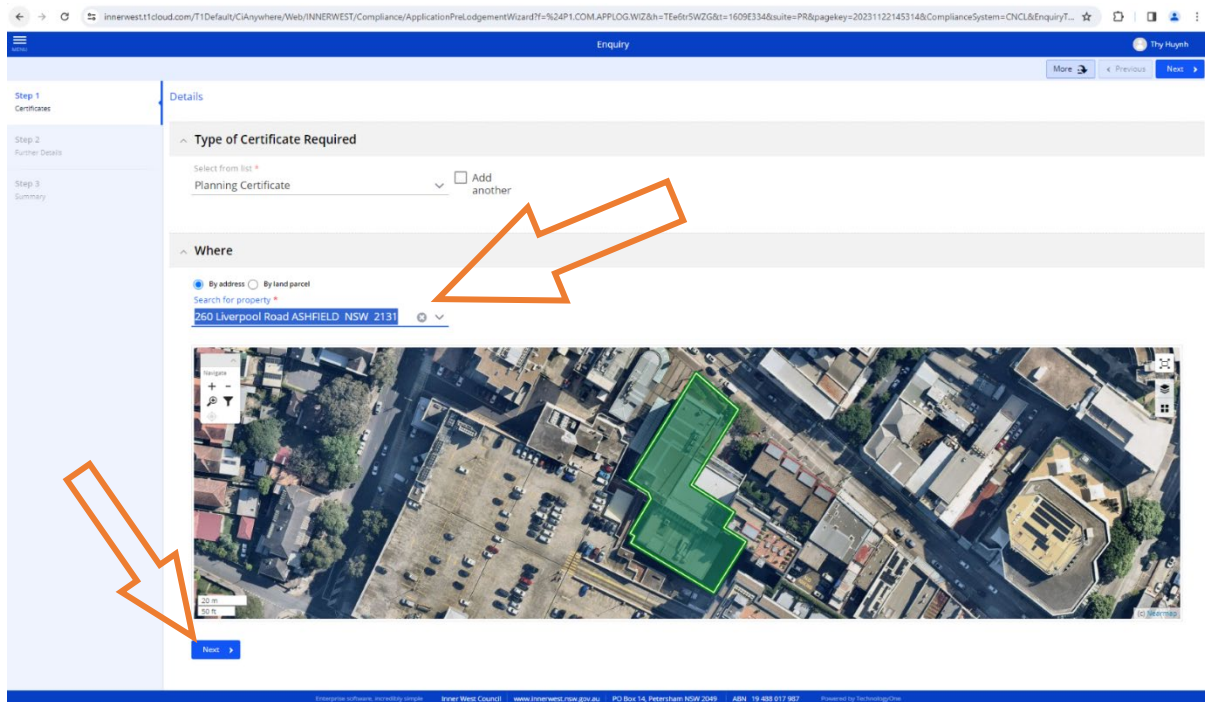
3. Once logged in, please click on 'Other Applications' in the 'Apply for...' menu.



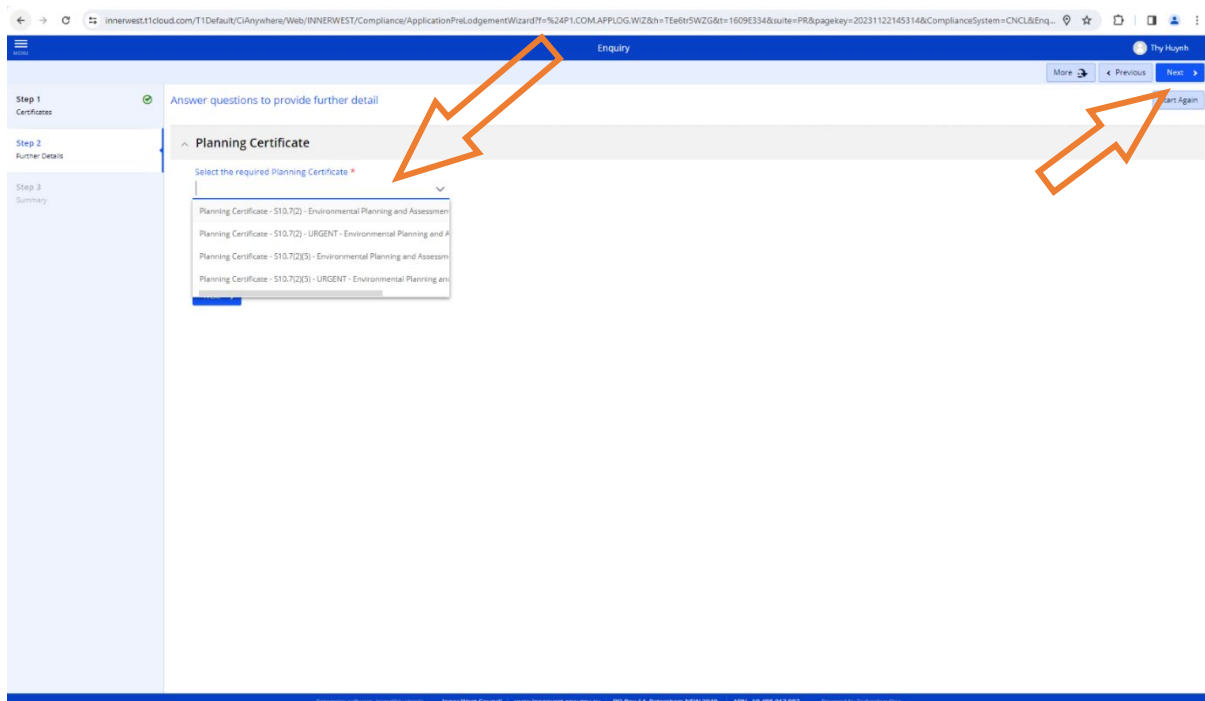
4. Choose 'Planning Certificate' from the dropdown menu.



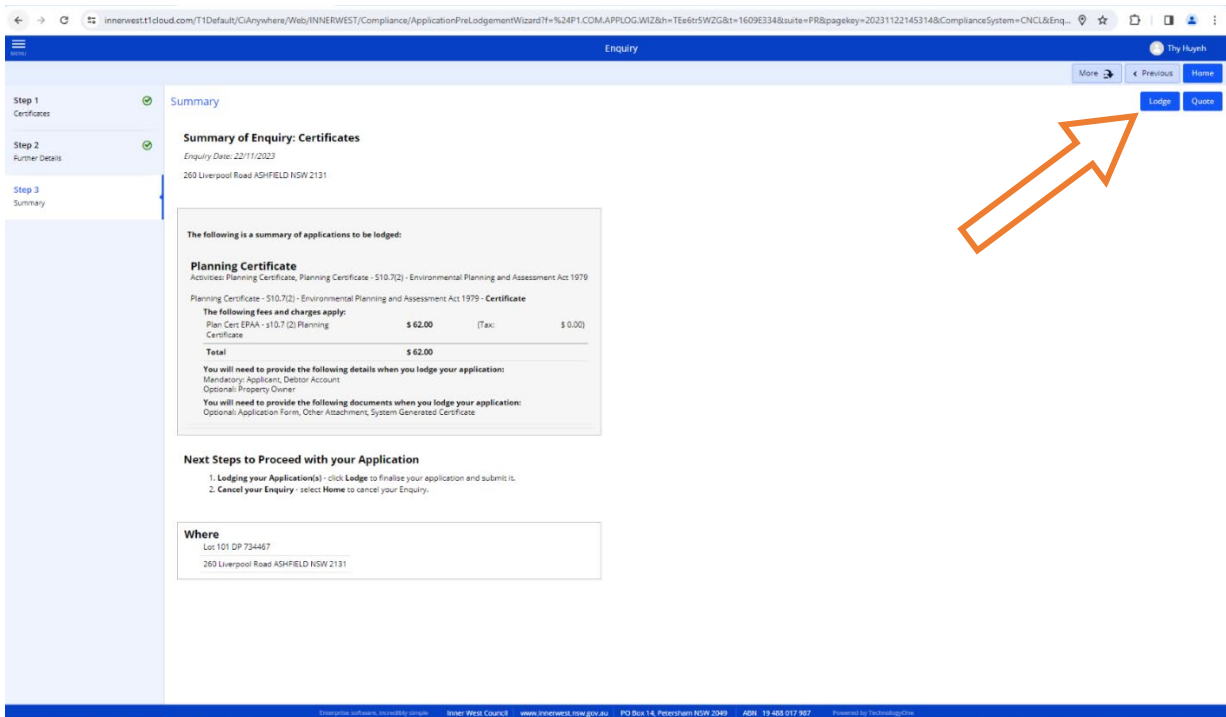
5. In the search field under 'Where', enter the property details and click on 'Next'.



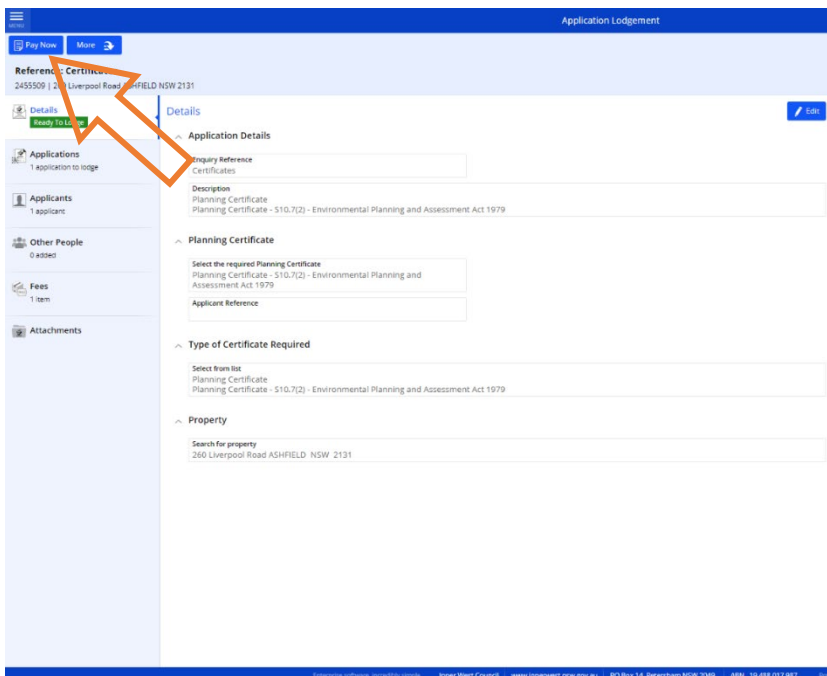
6. Select the type of Planning Certificate that you wish to apply for in the dropdown menu and click 'Next'. You can find out more about Planning Certificate types [here](#).



7. The Application Summary page will appear. Please review the details and click **'Lodge'** to finalise your application.



8. The **'Pay Now'** option will appear. Please click on **'Pay Now'** to make payment for the application. The BPoint payment gateway will appear for you to make payment by credit card.



9. **Final Step** - Once payment has been made, the system will take you back to the Certificate screen where you are required to select **'Lodge'** for the application to be successful.