How to lodge Planning Certificate application



1. Click on 'Get it done online' from Council's homepage.

2. Log in as a registered user.

Note: If you are not a registered user, please select '**Register**' or click on the following link <u>*Customer Registration*</u>. To apply online, registration is required. Your registration will be verified within two (2) business days.

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	Please be advised that due to the scheduled maintenance of our online systems, we are unable to assist you from 5pm friday 24 March until 8.30am Monday 27 March. We thank you for your understanding.						
\square	Log in Register Make a booking Enter as a guest	- F	Related news	View all new	25		
	Why register?	ן פ	nner West Council's GreenWay gets funding boost	vision >			
	What can you do as a guest?	+ ,	nner West is now 100% renewab	le and	-		
	Help and support -	+ -	Rat baits and secondary poisoning				

3. Once you have logged in, please click on 'Enquiries'.



4. Click on 'Start' under 'Certificates'.

+ HOME Enterprise search	IWC - PR Portal Registered > Enquiries	Registered User
Search - P		
6 Enquiry Types. Select an enquiry type to view the details.		
Certificates Lodge Applications here for Section 10.7 Planning Certificates, Rating, Buildi Compliance for Swimming Pools.	ting Certificates, Section 603 - Outstanding Notices and Orders Certificates, Engineer	ring Certificates and Certificate of Start
Section 68 Local Government Act Approvals Lodge Applications here seeking approval under Section 68 of the Local Gov management of waste, carry out an activity on community land, Public roads	vernment Act such as structures or places of public entertainment, water supply, sew s or Other activities	erage and stormwater crainage work, Start
Parking Permits Lodge your Resident, Business, Trades, Personal Carer and Visitor Parking	Permits	Start
Public Approvals Lodge Applications here for Footpath, Park and Road Related Approvals s Photography Permit, Tree Approvals or Fireworks Permits.	such as Footpath Dining (Outdoor Dining), Park Access, Hoarding Permits, Road	l Opening Permits and Filming and Start
Development Assessment Lodge Applications here for Pre-Development Applications, Development App Exemption Certificate.	pplications, Section 4.55 Modification Applications, Section 8.2 Review Applications, F	Research and Interpretation and Heritage Start

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

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Step 1 Certificates	Details				
Step 2 Further Details	 Type of Certificate Required 				
Step 3 Summary	Select from list * Planning Certificate Add another				
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	By address By land parcel				
	Search for property *				
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6. Enter the property details and click on 'Next'.



7. Select the specific Planning Certificate that you wish to apply for and click 'Next'.



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



9. The '**Pay Now**' 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.

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 successfully lodged.