

When a development application with a deferred commencement condition is approved through the NSW Planning Portal the applicant is required to submit a request for operational consent to the consent authority within the specified period before the development consent can become operational.

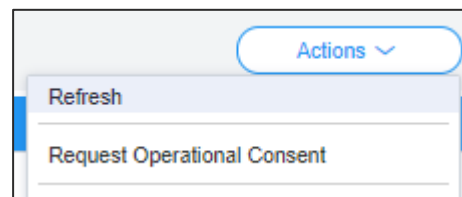
This guide provides instructions on how further details can be provided to the consent authority via the NSW Planning Portal and what to do when council responds.

Requesting operational consent

1. Once logged in to the NSW Planning Portal, **locate** and **open** the development application with the deferred commencement in your Active Work.

Active work						
Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	
59	29/03/21	PAN-3790	SNOWY MONARO REGIONAL	12 BANJO DRIVE THREDBO 2625	Deferred commencement	

2. **Select** Request Operational Consent from the Actions dropdown menu.



DA Online Reference number: PAN-1850 DA number: DA202012341 Deferred commencement

Request certificate Actions Close and home

Pre-lodgement Review Lodgement Assessment Determination

Request Operational Consent

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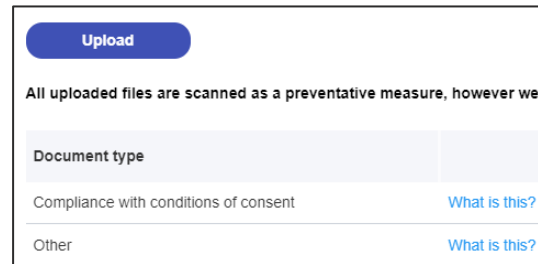
3. **Enter** the details of the request.

Request Operational Consent

Please provide request details *

Applicant

- To upload a document, you may **click** Upload and select or drag and drop your file(s). Categorise the file type(s) before **clicking** Attach.



The screenshot shows a web interface for document upload. At the top is a blue button labeled 'Upload'. Below it is a message: 'All uploaded files are scanned as a preventative measure, however we'. Underneath is a table with the following content:

Document type	
Compliance with conditions of consent	What is this?
Other	What is this?

- Click on the Submit button.



Submit

What Happens Next?

Once the consent authority has reviewed your request and provided an outcome you may either;

- Submit another request for operational consent by following the above steps, or
- Review consent documents on the development application in your Completed Work.

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.