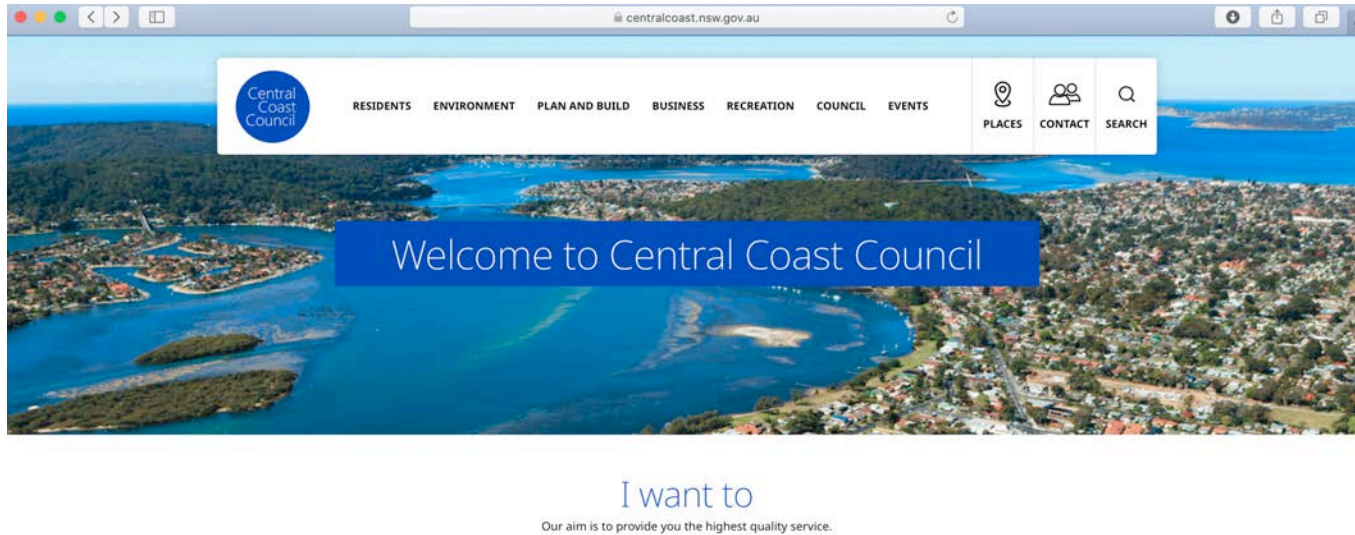


Tool Kit for Development Application Information

When a Development Application (DA) is lodged with the Central Coast Council (CCC) and you believe you will be affected you can undertake the following.

Step 1. Look up the Central Coast Council's website

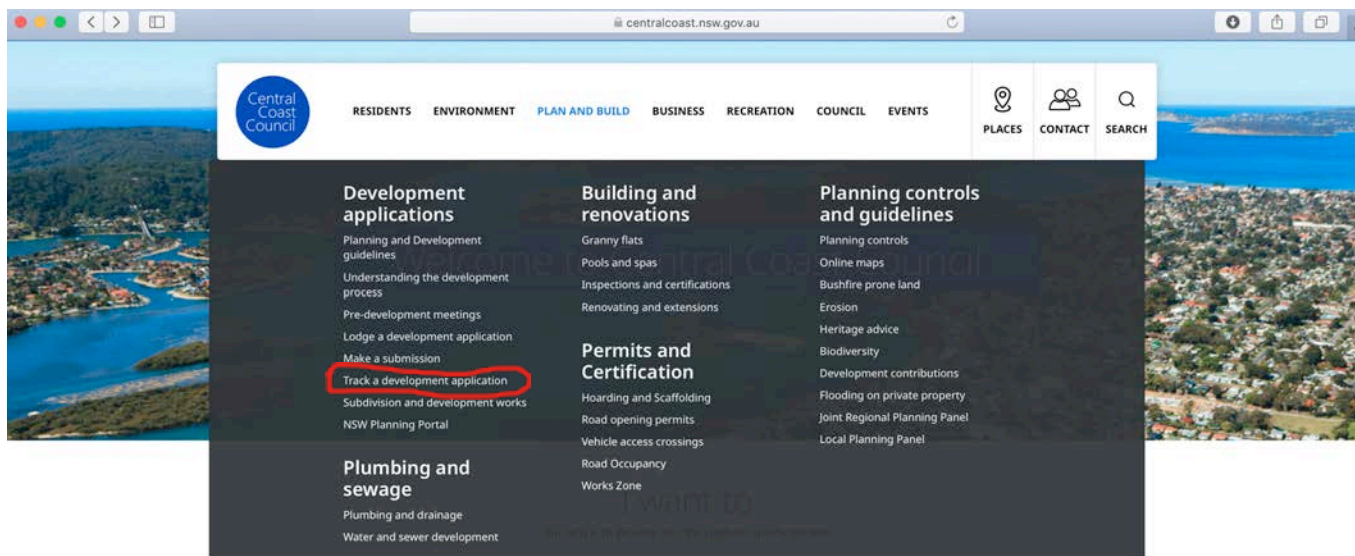
The CCC website can be accessed via <https://www.centralcoast.nsw.gov.au>



The front page of the web site should appear like the above screen shoot

Step 2. Go to the Plan and Build heading

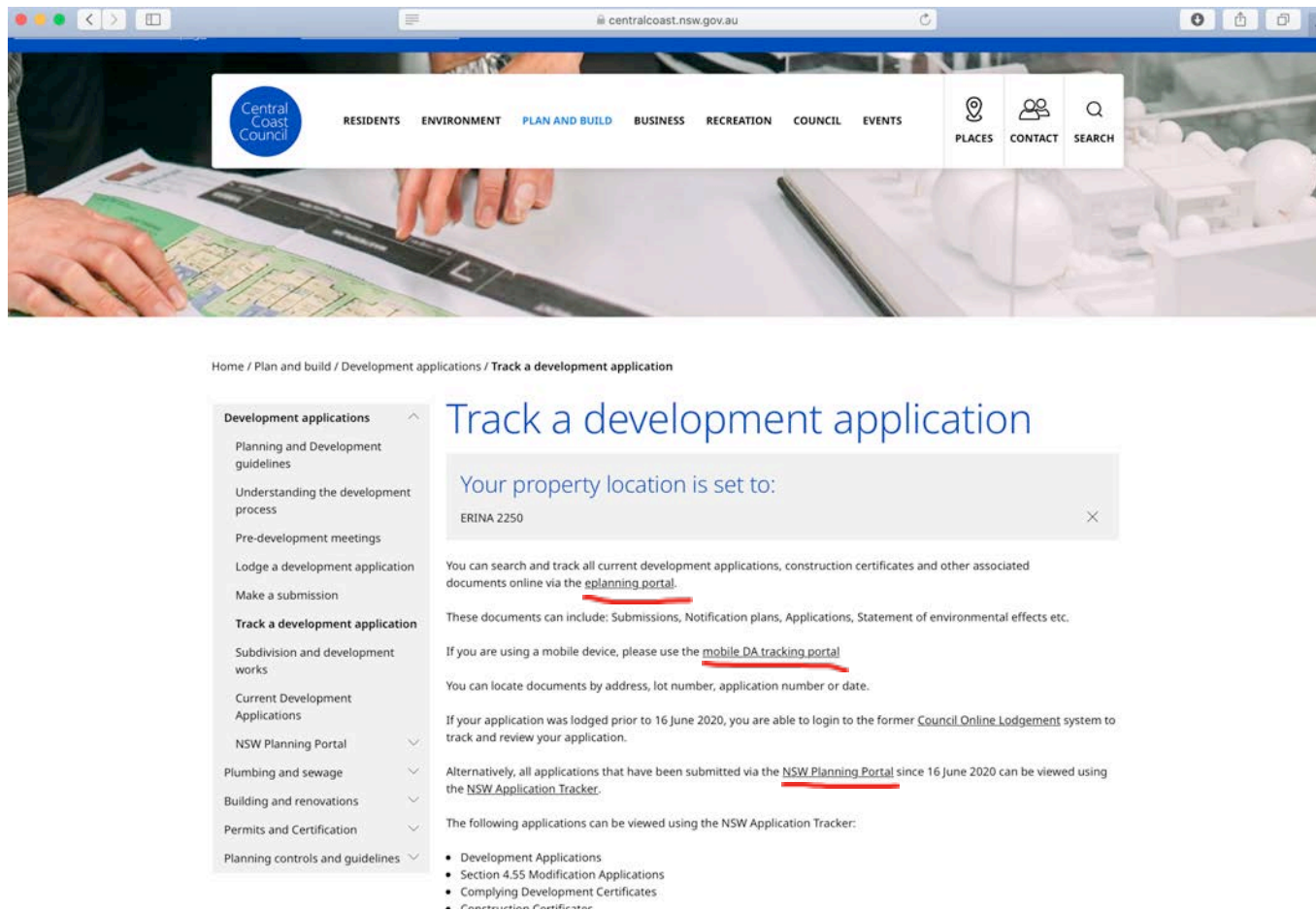
Move your computer interface or cursor over the heading PLAN AND BUILD which will open a drop-down menu



When you have opened the drop-down menu move your computer interface or cursor over the heading 'Track a development application' which is outlined in red.

Step 3. Open the Track a Development Application

Clicking on the '[Track a Development Application](#)' will open the following



On this page you will observe that you can access a DA three (3) ways using either the

- [eplanning portal](#);
- [mobile DA tracking portal](#); or
- [NSW Planning Portal](#)

If you choose to use the eplanning portal or mobile DA tracking portal it is essential to set your property location via the post code. This is because the data base of the CCC, is split into the former Gosford and Wyong local government areas.

Step 4. Using the eplanning portal

This page has been automatically set to search the data base via a DA number. If you know the DA number – enter the application number in the search box.

The screenshot displays the Central Coast Council ePlanning portal. The browser address bar shows 'plan.s.centralcoast.nsw.gov.au'. The page header includes 'Track a development application | Central Coast Council' and 'Find an Application Gosford City Council'. The Central Coast Council logo is on the left, with the text 'Former Gosford Local Government Area' below it. A navigation menu includes 'ABOUT COUNCIL', 'BUILDING AND DEVELOPMENT' (highlighted), 'ENVIRONMENT AND WASTE', 'ARTS, CULTURE AND RECREATION', 'COMMUNITY', and 'WHAT'S ON'. On the left sidebar, there are sections for 'Search Options' (Find an Application, Find a Property, Feeds and Maps, ePlanning Home), 'Applications Lodged' (This Week, Last Week, This Month, Last Month, This Quarter, Last Quarter), 'Applications Determined' (This Week, Last Week, This Month, Last Month, This Quarter, Last Quarter), 'Applications on Exhibition' (Show Available, Map Available), and 'Applications Pending' (Show All Applications, Development Applications, Construction Certificates, Complying Development, Tree Applications). The main content area is titled 'Application Search' and contains the instruction 'Enter an application number, then select from the list of available applications displayed.' Below this is a search input field and a green 'Search' button.

Alternatively, if you do not know the application number you will observe on the left-hand side there are a multiple option on how to access information. By clicking onto any one of the options will open a unique screen.

Once you open the unique screen just following the instructions such as entering the street address or if you open the map option clicking onto a locality.

Step 5. Accessing information linked to specific DAs

In the following example the [Applications on Exhibition](#) option has been clicked to locate the DAs that are currently on exhibition.

The screenshot shows the Central Coast Council website. The header includes the council's name and logo, and navigation links for 'ABOUT COUNCIL', 'BUILDING AND DEVELOPMENT', 'ENVIRONMENT AND WASTE', 'ARTS, CULTURE AND RECREATION', 'COMMUNITY', and 'WHAT'S ON'. The 'BUILDING AND DEVELOPMENT' link is highlighted. Below the header, there is a search bar and a 'Search' button. The search results show 64 applications found, with a pagination bar indicating the first page. The first application listed is DA54230/2018.2, which is circled in red. The application details include the address, principal certifying authority, builder, and applicant.

Search Options

- Find an Application
- Find a Property
- Feeds and Maps
- ePlanning Home

Applications Lodged

- This Week
- Last Week
- This Month
- Last Month
- This Quarter
- Last Quarter

Applications Determined

- This Week
- Last Week
- This Month
- Last Month
- This Quarter
- Last Quarter

Applications on Exhibition

- Show Available
- Map Available

Applications Pending

- Show All Applications
- Development Applications
- Construction Certificates
- Complying Development
- Tree Applications

Application Search

Enter an application number, then select from the list of available applications displayed.

64 applications found

Prev 1 2 3 4 5 6 7 Next

DA54230/2018.2 (011.2018.00054230.002)
Development Application - Section 4.55 Amendment - Amend House Design
Lodged: 05/11/2019
Address: 107 A Carrington Street NARARA NSW 2250
Principal Certifying Authority : Central Coast Council
Builder : To Be Advised
Applicant : J Chavez

DA57717/2019 (011.2019.00057717.001)
Development Application - Dwelling House (New), Swimming Pool, Secondary Dwelling & Alterations to Existing Restaurant
Lodged: 13/12/2019
Address: 8 Ocean View Drive WAMBERAL NSW 2260
Principal Certifying Authority : To Be Advised
Applicant : White & Dickson Architects

DA58026/2020 (011.2020.00058026.001)
Development Application - Demolition of 2 Dwellings, 6 x 3 Storey Multi Dwelling Housing & Strata Subdivision
Lodged: 04/03/2020
Address: 200 Blackwall Road WOY WOY NSW 2256
Address: 259 Burge Road WOY WOY NSW 2256
Applicant : ArkExpress Design

DA58051/2020 (011.2020.00058051.001)
Development Application - Multi-Level Residential Dwelling with Basement Garage
Lodged: 05/03/2020

As you can see on the 14 July 2020 there were 64 DAs on exhibition in the former Gosford Local Government Area.

By clicking onto the blue text will open a link to the information held by Council.

Step 6. Information available

Clicking onto the blue text for [DA 54230/2018.2](#) in the previous screen opens the specific information retained by Council for this DA.

The screenshot displays the Central Coast Council website interface. The top navigation bar includes links for 'Track a development application | Central Coast Council' and 'Find an Application Gosford City Council'. The main header features the Central Coast Council logo and navigation tabs: 'ABOUT COUNCIL', 'BUILDING AND DEVELOPMENT', 'ENVIRONMENT AND WASTE', 'ARTS, CULTURE AND RECREATION', 'COMMUNITY', and 'WHAT'S ON'. The 'BUILDING AND DEVELOPMENT' tab is active.

On the left sidebar, there are sections for 'Search Options' (Find an Application, Find a Property, Feeds and Maps, ePlanning Home), 'Applications Lodged' (This Week, Last Week, This Month, Last Month, This Quarter, Last Quarter), 'Applications Determined' (This Week, Last Week, This Month, Last Month, This Quarter, Last Quarter), 'Applications on Exhibition' (Show Available, Map Available), and 'Applications Pending' (Show All Applications, Development Applications, Construction Certificates, Complying Development, Tree Applications).

The main content area displays the details for application 011.2018.00054230.002. It includes a map showing the location at 107 A Carrington Street, NARARA NSW 2250. The map is a Google Map with a red pin indicating the location. Below the map, there is a table of application details.

Description	Started	Completed
REFERRED APPLICANT REVIEW DA	06/11/2019	18/11/2019
ADVISOR CHECK	07/11/2019	11/11/2019
PLANNING ASSESSMENT	08/11/2019	
SITE ASSESSMENT	08/11/2019	
ADVERTISE - NOTIFY ONLY	12/11/2019	26/11/2019
REFERRED BACK TO APPLICANT	21/11/2019	29/06/2020
ADVERTISE - NOTIFY ONLY	03/07/2020	24/07/2020

Below the table, there is a list of documents related to the application, including 'PUBLIC Amended Plans (Notification Set) 107A Carrington Street, NARARA DA54230 Part 2' and 'Redacted Submission DA54230/2018 L291 DP1211483 CARRINGTON ST NARARA Reference No. 5ddc82682e7af Part 2'.

By clicking onto any of the blue texts will open the documents that Council retains relating to the DA.

One of the most informative documents relating to any DA is either the Statement of Environmental Effects (**SEE**) or Environmental Impact Statement (**EIS**). An EIS is lodged only if the application is classified as 'designated development' at all other times the informative document will be a SEE.

Step 7. What information is within the SEE or EIS

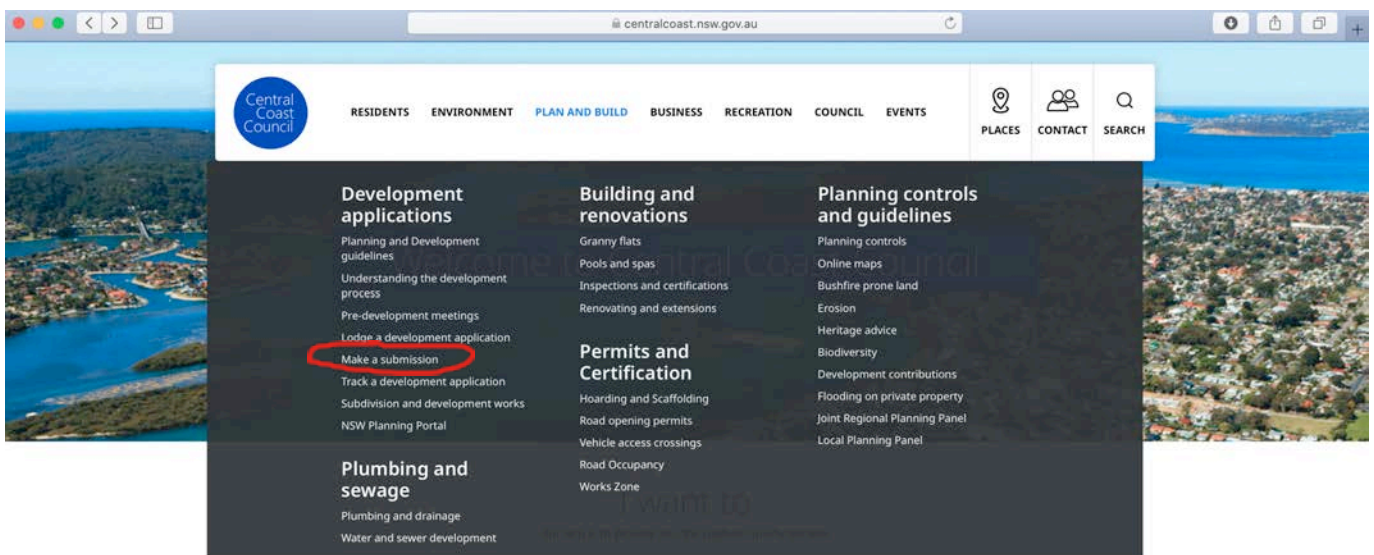
The SEE or EIS will provide an explanation of the proposal and provide a set of plans or drawings of what is being proposed. The SEE or EIS is legally required to tell you how the development may potential impact upon the social and natural environment along with setting out all how it addresses any *State Environmental Planning Policies, Local Environmental Plans* or *Development Control Plans*.

Reading the SEE or EIS can be confusing as they are complex documents containing many drawings, plans and may refer to specialist consultant reports.

After you have reviewed the SEE or EIS if you wish to express an opinion you can lodge a submission.

Step 8. Making a submission

Return to Step 2 and place your computer interface or cursor over the heading PLAN AND BUILD



This time on the drop-down menu go to 'Make a submission'

Didn't forget you must set a property location by entering the postcode. This enables you to link making a submission in the former Gosford and Wyong local government areas.

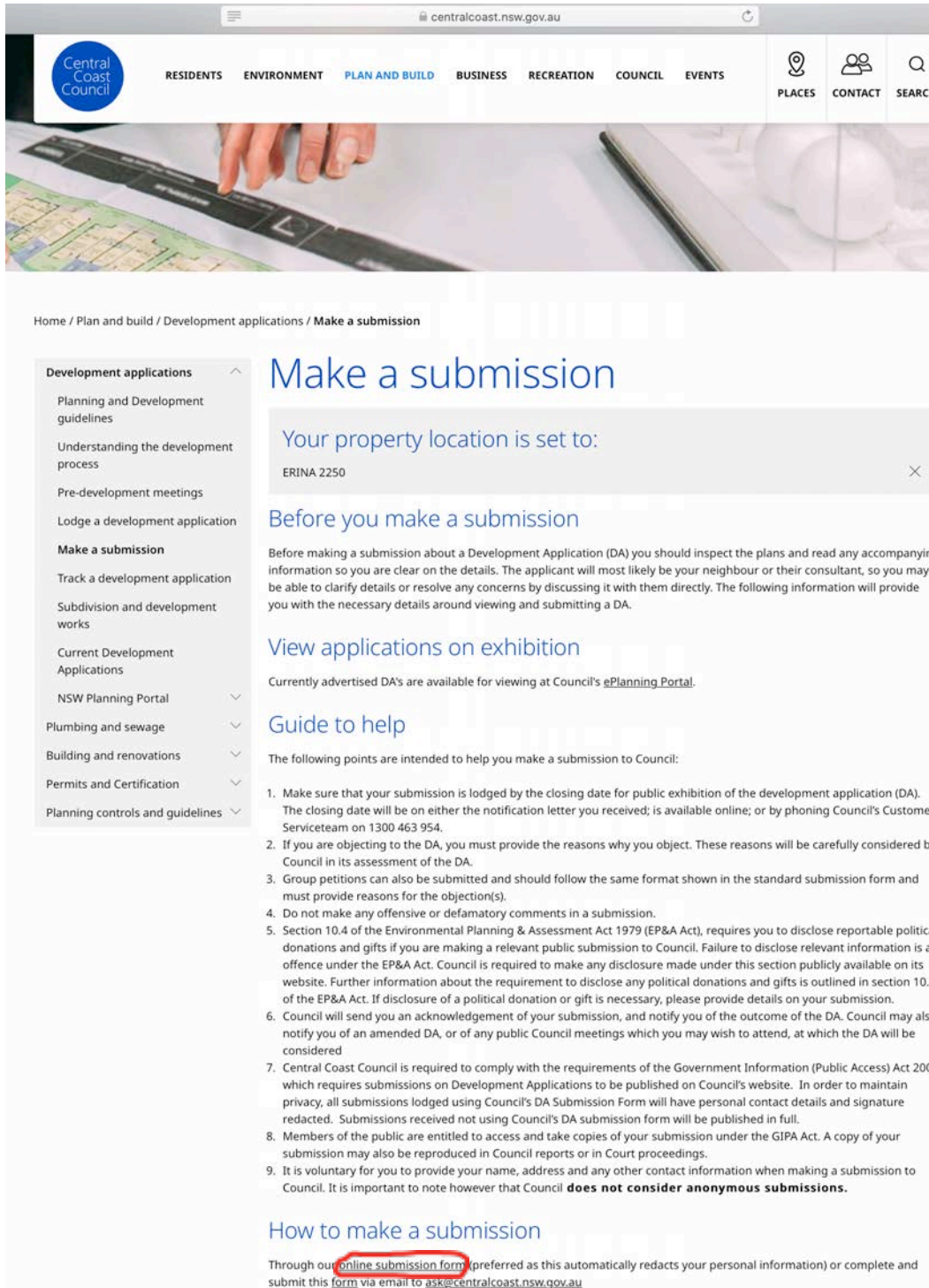
Although the two former Councils were amalgamated in 2016, as at August 2020 there remains two different procedures in lodging a submission depending upon whether the DA is in the former Gosford or Wyong area.

Step 9 & Step 10 - Sets out the procedure for lodging a submission in the former Gosford

Step 11 & Step 12 - Sets out the procedure for lodging a submission in the former Wyong

Step 9. Lodging a submission in the former Gosford area

Once you have opened making a submission the following page will open. This page sets out and provides a Guide to help you prepare your submission. The easiest way to lodge a submission is via the online submission form.



centralcoast.nsw.gov.au

Central Coast Council

RESIDENTS ENVIRONMENT **PLAN AND BUILD** BUSINESS RECREATION COUNCIL EVENTS

PLACES CONTACT SEARCH

Home / Plan and build / Development applications / Make a submission

Make a submission

Your property location is set to:
ERINA 2250

Before you make a submission

Before making a submission about a Development Application (DA) you should inspect the plans and read any accompanying information so you are clear on the details. The applicant will most likely be your neighbour or their consultant, so you may be able to clarify details or resolve any concerns by discussing it with them directly. The following information will provide you with the necessary details around viewing and submitting a DA.

View applications on exhibition

Currently advertised DA's are available for viewing at Council's [ePlanning Portal](#).

Guide to help

The following points are intended to help you make a submission to Council:

1. Make sure that your submission is lodged by the closing date for public exhibition of the development application (DA). The closing date will be on either the notification letter you received; is available online; or by phoning Council's Customer Serviceteam on 1300 463 954.
2. If you are objecting to the DA, you must provide the reasons why you object. These reasons will be carefully considered by Council in its assessment of the DA.
3. Group petitions can also be submitted and should follow the same format shown in the standard submission form and must provide reasons for the objection(s).
4. Do not make any offensive or defamatory comments in a submission.
5. Section 10.4 of the Environmental Planning & Assessment Act 1979 (EP&A Act), requires you to disclose reportable political donations and gifts if you are making a relevant public submission to Council. Failure to disclose relevant information is an offence under the EP&A Act. Council is required to make any disclosure made under this section publicly available on its website. Further information about the requirement to disclose any political donations and gifts is outlined in section 10. of the EP&A Act. If disclosure of a political donation or gift is necessary, please provide details on your submission.
6. Council will send you an acknowledgement of your submission, and notify you of the outcome of the DA. Council may also notify you of an amended DA, or of any public Council meetings which you may wish to attend, at which the DA will be considered.
7. Central Coast Council is required to comply with the requirements of the Government Information (Public Access) Act 2009 which requires submissions on Development Applications to be published on Council's website. In order to maintain privacy, all submissions lodged using Council's DA Submission Form will have personal contact details and signature redacted. Submissions received not using Council's DA submission form will be published in full.
8. Members of the public are entitled to access and take copies of your submission under the GIPA Act. A copy of your submission may also be reproduced in Council reports or in Court proceedings.
9. It is voluntary for you to provide your name, address and any other contact information when making a submission to Council. It is important to note however that Council **does not consider anonymous submissions**.

How to make a submission

Through our online submission form (preferred as this automatically redacts your personal information) or complete and submit this form via email to ask@centralcoast.nsw.gov.au

Step 10. Online submission form in the former Gosford area

If you follow the online submission procedure it will automatically insert DA number, Applicant and description of proposal plus a space to insert comments or add a separate written file. If you choose to attach a written file or photos the written file and photos must be submitted in either a JPG or PDF. No other software format is accepted via the Online form.

If your written document or photos cannot be submitted in either a JPG or PDF you can submit your submission via an email using the email address of ask@centralcoast.nsw.gov.au and include the DA number in the subject heading.



Home / Council / Development Application Submission - South Application - Online Form

About Council

Community

Contact

Council news

Forms and publications

Access to information

All forms and applications

Annual reports

Community Strategic Plan

Delivery and Operational Plan

Forms

Plans of management

Policies

Strategies and plans

Meetings and minutes

Development Application Submission - South Application - Online Form

To make a Submission on a Development Application that is on exhibition / in advertising.

This form is for the Southern area customers.

Your Submission

Development Application: 011.2017.00052083.003

Applicant: Angolet Pty Ltd

Description: Section 4.55 Amendment Modifications to the built form and internal layout

Note: When you make a submission we will publish the content of your submission and any attachments. Please withhold any identifying details from your comments and attachments.

Comments:

Note: Attachments must be in **JPG** or **PDF** format and no larger than **5Mb**.

Attachment(s): Choose File no file selected

Your Details

Note: Information entered below will not be published.

Given Name:

Surname:

Unit:

House No:

Street: Please include street type. Example: Mann Street

Suburb:

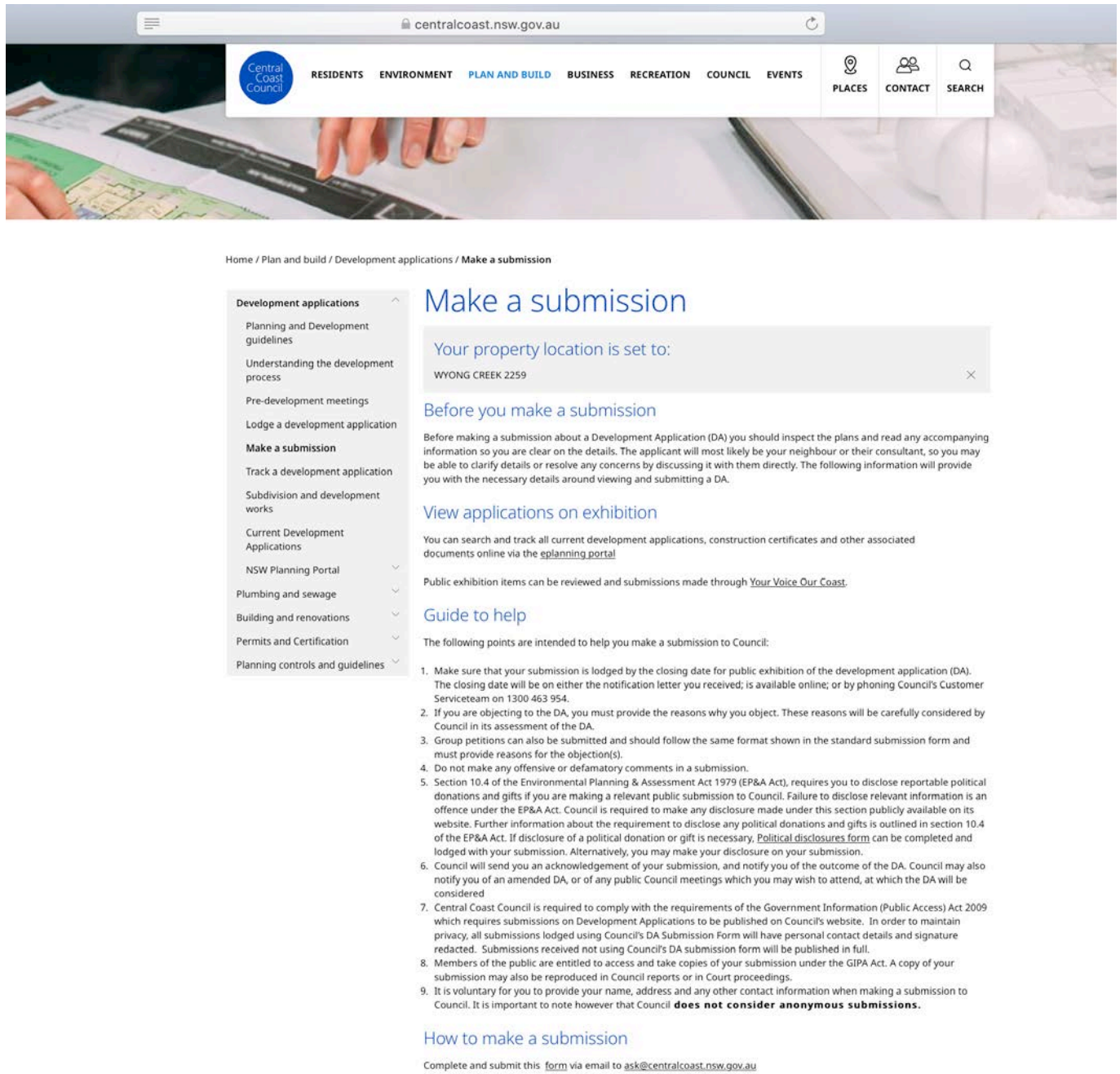
State: NSW

Postcode:

Step 11. Lodging a submission in the former Wyong area

Once you have opened making a submission the following page will open. This page sets out and provides a Guide to help you prepare your submission. The only way to lodge a submission is to complete a form and submit the form via an email to ask@centralcoast.nsw.gov.au

Place your computer interface or cursor over the underlined word form



centralcoast.nsw.gov.au

Central Coast Council

RESIDENTS ENVIRONMENT PLAN AND BUILD BUSINESS RECREATION COUNCIL EVENTS

PLACES CONTACT SEARCH

Home / Plan and build / Development applications / Make a submission

Make a submission

Your property location is set to:
WYONG CREEK 2259

Before you make a submission

Before making a submission about a Development Application (DA) you should inspect the plans and read any accompanying information so you are clear on the details. The applicant will most likely be your neighbour or their consultant, so you may be able to clarify details or resolve any concerns by discussing it with them directly. The following information will provide you with the necessary details around viewing and submitting a DA.

View applications on exhibition

You can search and track all current development applications, construction certificates and other associated documents online via the [eplanning portal](#)

Public exhibition items can be reviewed and submissions made through [Your Voice Our Coast](#).

Guide to help

The following points are intended to help you make a submission to Council:

1. Make sure that your submission is lodged by the closing date for public exhibition of the development application (DA). The closing date will be on either the notification letter you received; is available online; or by phoning Council's Customer Serviceteam on 1300 463 954.
2. If you are objecting to the DA, you must provide the reasons why you object. These reasons will be carefully considered by Council in its assessment of the DA.
3. Group petitions can also be submitted and should follow the same format shown in the standard submission form and must provide reasons for the objection(s).
4. Do not make any offensive or defamatory comments in a submission.
5. Section 10.4 of the Environmental Planning & Assessment Act 1979 (EP&A Act), requires you to disclose reportable political donations and gifts if you are making a relevant public submission to Council. Failure to disclose relevant information is an offence under the EP&A Act. Council is required to make any disclosure made under this section publicly available on its website. Further information about the requirement to disclose any political donations and gifts is outlined in section 10.4 of the EP&A Act. If disclosure of a political donation or gift is necessary, [Political disclosures form](#) can be completed and lodged with your submission. Alternatively, you may make your disclosure on your submission.
6. Council will send you an acknowledgement of your submission, and notify you of the outcome of the DA. Council may also notify you of an amended DA, or of any public Council meetings which you may wish to attend, at which the DA will be considered.
7. Central Coast Council is required to comply with the requirements of the Government Information (Public Access) Act 2009 which requires submissions on Development Applications to be published on Council's website. In order to maintain privacy, all submissions lodged using Council's DA Submission Form will have personal contact details and signature redacted. Submissions received not using Council's DA submission form will be published in full.
8. Members of the public are entitled to access and take copies of your submission under the GIPA Act. A copy of your submission may also be reproduced in Council reports or in Court proceedings.
9. It is voluntary for you to provide your name, address and any other contact information when making a submission to Council. It is important to note however that Council **does not consider anonymous submissions**.

How to make a submission


Complete and submit this form via email to ask@centralcoast.nsw.gov.au

Step 12. Submission form for the former Wyong area

Complete the submission form and email to ask@centralcoast.nsw.gov.au include the DA number in the subject heading.

Submission Form

Prior to submitting this form, please read the Guide to Making a Submission to help you understand how to make a submission, and what Council will be doing with any personal information you provide in your submission.



1. DA NUMBER

DA Number

2. YOUR CONTACT DETAILS

Name / Organisation

Address:

Phone: Email:

3. POLITICAL DONATIONS AND GIFTS

Have you, or has any person associated with you, made a political donation or gift to a Councillor or Council employee within the last two years? ☐ Yes ☐ No
(Please refer to section 147 of the Environmental Planning & Assessment Act 1979 for further information in this regard)

4. SIGNATURE

Signature Date / /

5. GUIDE TO MAKING A SUBMISSION (For further information on making a submission, refer to Council's website)

- Make sure that your submission is lodged by the closing date for public exhibition of the development application (DA). The closing date will be on either the notification letter you received; is available online; or by phoning Council's Customer Service team on 4350 5555.
- If you are objecting to the DA, you must provide the reasons why you object. These reasons will be carefully considered by Council in its assessment of the DA.
- Group petitions can also be submitted and should follow the same format shown in the standard submission form and must provide reasons for the objection(s).
- Do not make any offensive or defamatory comments in a submission.
- Section 10.4 of the *Environmental Planning & Assessment Act 1979 (EP&A Act)*, requires you to disclose reportable political donations and gifts if you are making a relevant public submission to Council. Failure to disclose relevant information is an offence under the EP&A Act. Council is required to make any disclosure made under this section publicly available on its website. Further information about the requirement to disclose any political donations and gifts is outlined in section 10.4 of the EP&A Act. If disclosure of a political donation or gift is necessary, please provide details on your submission.
- Council will send you an acknowledgement of your submission, and notify you of the outcome of the DA. Council may also notify you of an amended DA, or of any public Council meetings which you may wish to attend, at which the DA will be considered.
- In accordance with the provisions of the *Government Information (Public Access) Act 2009 (GIPA Act)*, Council will place any submission you make on its website with the exception of your address, email address and telephone contact information and signature. Members of the public are entitled to access and take copies of your submission under the GIPA Act. A copy of your submission may also be reproduced in Council reports or in Court proceedings.
- It is voluntary for you to provide your name, address and any other contact information when making a submission to Council. It is important to note however that **Council does not consider anonymous submissions.**

V11 26.3.19
D13496201

Wyong Office: 2 Hely St / PO Box 20 Wyong NSW 2259
Gosford Office: 49 Mann St / PO Box 21 Gosford NSW 2250
P 1300 463 954 | E ask@centralcoast.nsw.gov.au | W centralcoast.nsw.gov.au | ABN 73 149 644 003

Page 1 of 2

SUBMISSION FORM

DA DETAILS

DA Number Address

YOUR SUBMISSION (Please attach additional pages if required)