

Permission to Lodge Process

Step 1

Contact Port Authority of NSW Property, Commercial and Mapping to discuss if Port Authority will consider your development proposal

Provide preliminary information regarding the proposal including:

- Plan showing location of the proposal
- Written description of the proposal
- Estimated cost (Capital Investment Value) of the development

Phone: +61 2 9296 4999

Email: property@portauthoritynsw.com.au



Step 2

Receive invitation to attend Planning Application Meeting with Port Authority (as required – notified by Planning Facilitator)



Step 3

Attend Planning Application Meeting (if held)

Minutes of the meeting will be issued by Port Authority and will include information on the required content of your application



Step 4

Prepare planning application documentation (usually by a specialist consultant) and submit to Port Authority with a completed Permission to Lodge Application Form



Step 5

Port Authority reviews the planning application

Port Authority may request/require changes to the application or additional information prior to issuing a Permission to Lodge



Step 6

Receive Permission to Lodge from Port Authority once documentation is deemed adequate

Port Authority may impose conditions on the Permission to Lodge



Step 7

Submit application to consent authority with a copy of Port Authority's Permission to Lodge

Any changes made to documentation during the approval process or additional information provided to the consent authority must be reviewed by the Port Authority prior to lodgement



Step 8

Submit a copy of development approval (if obtained) and conditions to Port Authority