

How to lodge a submission online with Central Coast Council

This document attempts to lead you through a process for lodging a submission against (or for) a Development Application (DA) on the Central Coast Council eplanning portal.

It is also possible to lodge submissions via email to ask@centralcoast.nsw.gov.au, and some people prefer to do this.

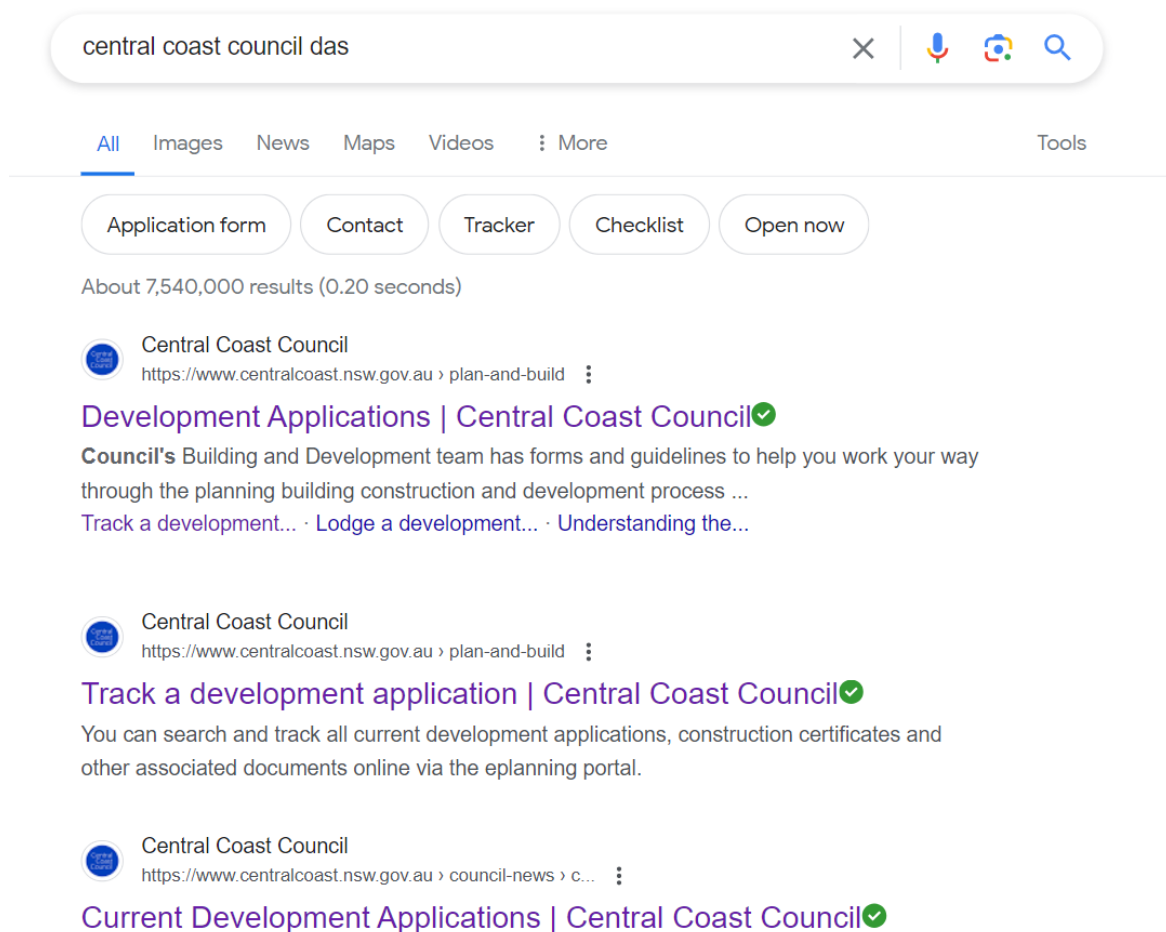
However, lodging via the eplanning portal does have the advantage that it asks for and checks all required identification details before accepting and acknowledging your submission.

Personally I feel that it's a more direct and secure way of lodging submissions – even if you do have to jump through a few hoops!

Step 1

You can go directly to the eplanning portal via the link -

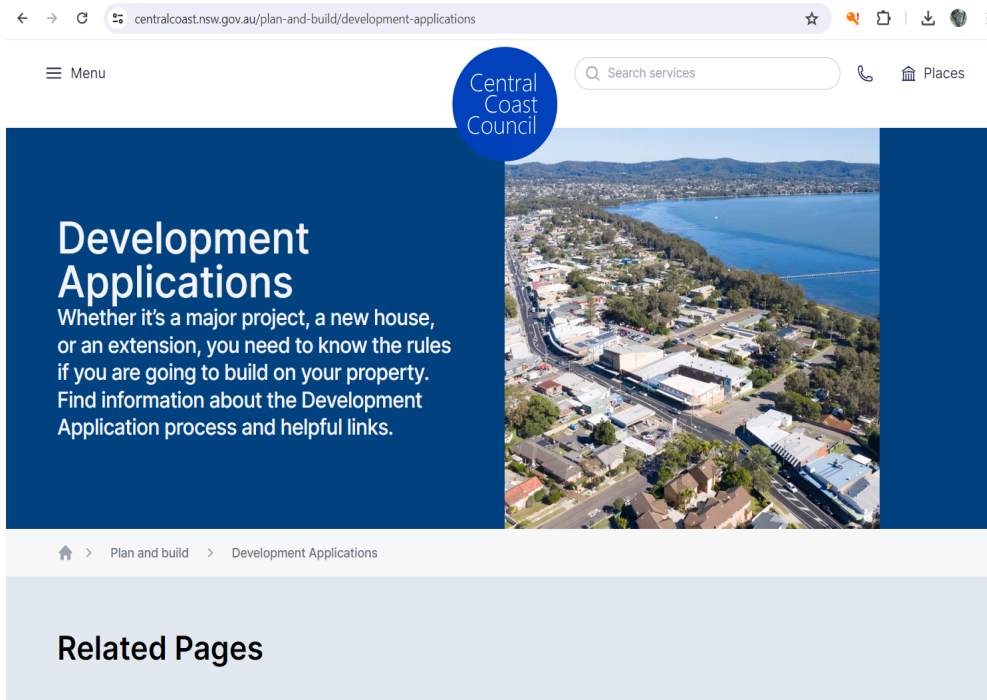
<https://eservices.centralcoast.nsw.gov.au/ePathway/Production/Web/GeneralEnquiry/EnquiryLists.aspx> but if you can't remember or find the link simply type Central Coast Council Das into google and you'll see the listings below.



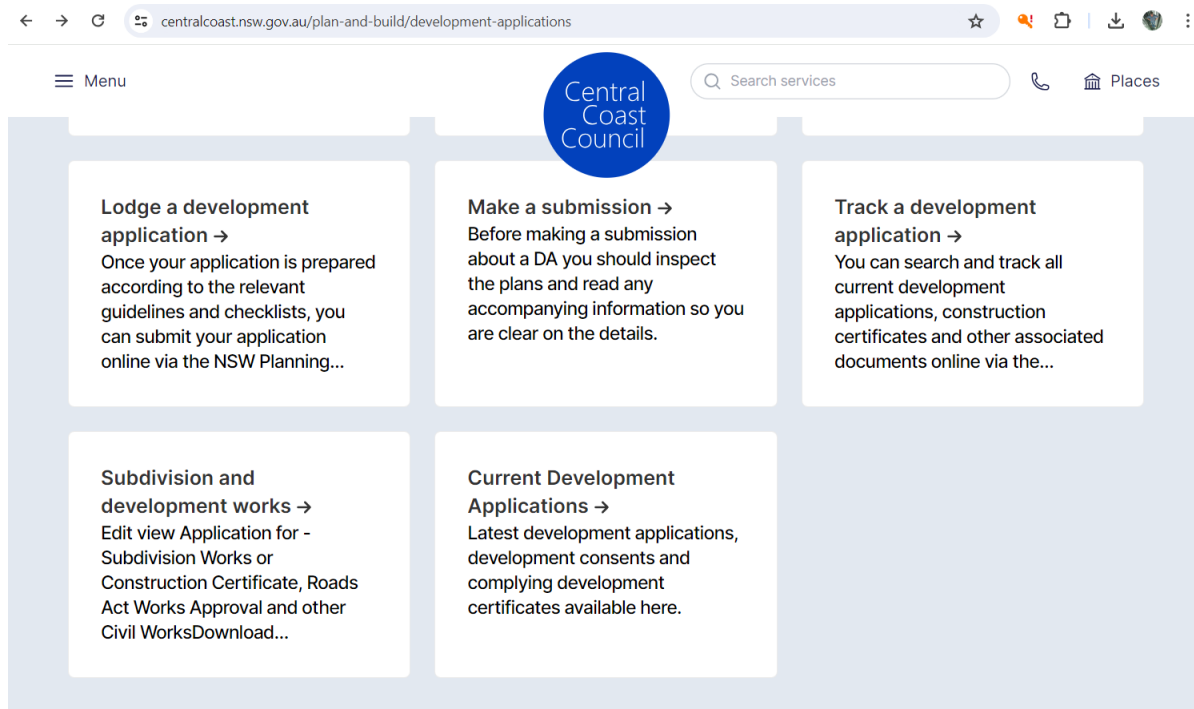
The screenshot shows a Google search interface. The search bar contains the text "central coast council das". Below the search bar, there are filters for "All", "Images", "News", "Maps", "Videos", and "More". To the right of the filters is a "Tools" button. Below the filters, there are five buttons: "Application form", "Contact", "Tracker", "Checklist", and "Open now". Below these buttons, it says "About 7,540,000 results (0.20 seconds)". There are three search results listed, each with a Central Coast Council logo and a green checkmark icon. The first result is "Development Applications | Central Coast Council" with a sub-headline "Council's Building and Development team has forms and guidelines to help you work your way through the planning building construction and development process ...". The second result is "Track a development application | Central Coast Council" with a sub-headline "You can search and track all current development applications, construction certificates and other associated documents online via the eplanning portal.". The third result is "Current Development Applications | Central Coast Council".

Now simply click on the top one ...

You'll then see this page.



Simply scroll down and you'll see this -



Click on "Track a development application" -
Then you'll see this screen.

centralcoast.nsw.gov.au/plan-and-build/development-applications/track-development-application

Menu Search services Places

Track a development application

Home > Plan and build > Development Applications > Track a development application

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

You can locate documents by address, lot number, application number or date.

Alternatively, all applications that have been submitted via the [NSW Planning Portal](#) since 16 June 2020 can be viewed using the [NSW Application Tracker](#).

Finally the link to the actual eplanning portal, click on eplanning portal (above) and you'll see it in all it's glory -

eservices.centralcoast.nsw.gov.au/ePathway/Production/Web/GeneralEnquiry/EnquiryLists.aspx

Central Coast Council | Property & payments

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Payments | Licensing | Other | **General Enquiry**

Select Enquiry List

Below is a list of the Enquiries that are available for you to request. Please make a selection and click the Next button to continue.

ePathway General Enquiry - Applications	
Description	Instructions
<input checked="" type="radio"/> Applications on exhibition	View Development Applications currently on notification and the associated documents. Make a submission on an application using the 'Support or Object to this Development' option.
<input type="radio"/> Applications Determined	Search determined application types by application number, property or lodgement date.
<input type="radio"/> Applications Under Assessment	Search applications that are still under assessment by application number, property address or date of lodgement.
<input type="radio"/> All Applications	Search application types by application number, property or lodgement date.

[Next](#)

Select “Applications on Exhibition” by clicking on it with your mouse and then click on Next. This will show you all the Development Applications currently on exhibition for the entire Central Coast.

eservices.centralcoast.nsw.gov.au/ePathway/Production/Web/GeneralEnquiry/EnquirySummaryView.aspx

Central Coast Council Property & payments

Payments Licensing Other General Enquiry

Applications on exhibition

Listed below are the results for the enquiry that you requested. If available, you can click on the first column to display the details for that entry.

General Enquiry Search

Select an alternate Enquiry list
Applications on exhibition

Address Search

Search for locations using Address details

Use this option if you wish to search for a property or parcel via the address details. Please enter the address details (or alternatively the Property Name or Ward), then click on the search button to invoke the search.

Advanced Search

Street Number

Street Name

Street Type

Application Number	Address	Suburb	Description	Lodgement Date
DA/765/2021	414 Old Maitland Road	MARDI	S8.2 Review - Staged Community Title Subdivision Creating 219 Residential Lots (Reduced from 246), Associated Servicing, Road Works, Earthworks, Demolition Landscaping and other works - NOMINATED INTEGRATED to be determined by the Hunter and Central Coast Regional Planning Panel	23/07/2021
DA/1892/2021	1 Warnervale Road	WARNERVALE	216 Lot Residential Subdivision in stages and associated servicing and other works. INTEGRATED DEVELOPMENT	7/12/2021
DA/1809/2022	15-17 Coral Street	THE ENTRANCE	6 Storey Shop Top Housing - NOMINATED INTEGRATED	6/09/2022
DA/1750/2022	Koondah Development Site, 50 Parry Parade	WYONG	Mixed Use Development comprising a 23 storey building plus 2 levels of basement parking. The proposal includes restaurant, function rooms, offices, 80 serviced apartments, 83 residential dwellings in the form of shop top housing, service level, swimming pools, skybar, terraces, car parking and associated facilities. Access is via Warner Avenue. Nominated Integrated & Integrated Development, approval is sought from Dept of Planning & Environment - Water under Water Management Act 2000 & NSW Rural Fire Service under Rural Fires Act 1997.	7/09/2022
DA/3399/2022	41 Clarence Street	LAKE MUNMORAH	Dual Occupancy & Subdivision	17/11/2022

They can be sorted by clicking on any heading except address. It is helpful to sort by suburb.

eservices.centralcoast.nsw.gov.au/ePathway/Production/Web/GeneralEnquiry/EnquirySummaryView.aspx?SortFieldNumber...

Central Coast Council Property & payments

Payments Licensing Other General Enquiry

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Advanced Search

Street Number

Street Name

Street Type

Application Number	Address	Suburb	Description	Lodgement Date
DA/423/2024	114 The Round Dr	AVOCA BEACH	Alterations & Additions	24/04/2024
DA/506/2024	64 Avoca Dr	AVOCA BEACH	Alterations & Additions	21/04/2024
DA/513/2024	98 Hillside Road	AVOCA BEACH	Alterations & Additions	24/04/2024
DA/575/2024	55 Hillside Road	AVOCA BEACH	Secondary Dwelling	23/04/2024
DA/411/2024	6 Point Street	BATEAU BAY	Inground Swimming Pool	24/04/2024
DA/441/2024	Bateau Bay Square, 12 Bay Village Road	BATEAU BAY	EV Charging Stations & Associated Works	16/04/2024
DA/472/2024	18 Laguna Parade	BERKELEY VALE	Demolition of Existing Garage and Detached Secondary Dwelling	10/04/2024
DA/2382/2023	35 Bay View Crescent	BLACKWALL	Dwelling, Inground Swimming Pool & Demolition of Existing Dwelling	11/04/2024
DA/1440/2023	114 Ocean Parade	BLUE BAY	Dual Occupancy, Pools & Demolition of Existing Dwelling (S8.2 Review)	22/04/2024
DA/528/2024	183 Birdwood Drive	BLUE HAVEN	Dwelling House	23/04/2024
DA/319/2024	183 Scenic Drive	BUDGEWOI	Secondary Dwelling	12/03/2024

When you find the DA you're interested in just click on the application number on the left hand side and you'll get the details for that particular DA.



[Payments](#) |
 [Licensing](#) |
 [Other](#) |
 [General Enquiry](#)

Application details

All application details and documents are listed on this page. To make a submission of support or objection use the "Make a submission" button below.

Application Number	DA/376/2024
Application Description	Multi-Dwelling Housing Consisting of 3 Townhouses - INTEGRATED
Lodgement Date	5/04/2024
Status	Notification/Advertising
Responsible Officer	Amy Magurren

Property Details

Address
121 Memorial Avenue, ETTALONG BEACH NSW 2257

Name Details

Name Type	Name
Applicant	Mrs I Heintz

Address
121 Memorial Avenue, ETTALONG BEACH NSW 2257

Name Details

Name Type	Name
Applicant	Mrs I Heintz

Documents

Registered	Title	Download
25/03/2024 10:25:51 AM	PUBLIC - Survey plan - 121 MEMORIAL AVENUE ETTALONG BEACH 2257 - PAN-420941 - DA/376/2024	
25/03/2024 10:25:46 AM	PUBLIC - Stormwater Drainage Plan - 121 MEMORIAL AVENUE ETTALONG BEACH 2257 - PAN-420941 - DA/376/2024	
25/03/2024 10:25:43 AM	PUBLIC - Statement Environmental Effects - 121 MEMORIAL AVENUE ETTALONG BEACH 2257 - PAN-420941 - DA/376/2024	
25/03/2024 10:25:41 AM	PUBLIC - Site Plan - 121 MEMORIAL AVENUE ETTALONG BEACH 2257 - PAN-420941 - DA/376/2024	
25/03/2024 10:25:18 AM	PUBLIC - Design Verification Statement - 121 MEMORIAL AVENUE ETTALONG BEACH 2257 - PAN-420941 - DA/376/2024	
25/03/2024 10:25:00 AM	PUBLIC BASIX Certificate - 121 MEMORIAL AVENUE ETTALONG BEACH 2257 - PAN-420941 - DA/376/2024	
25/03/2024 10:24:58 AM	PUBLIC - Bush Fire Report - 121 MEMORIAL AVENUE ETTALONG BEACH 2257 - PAN-420941 - DA/376/2024	

The above screen gives you all the details about that particular DA, including a list of all the documents included in the public exhibition. Such as site plan, survey plan, arborist report, notification plans and the all important Statement of Environmental Effects (SEE).

You can download these files to your computer simply by clicking on its “download” arrow. It can sometimes take a while but is a lot better than it used to be.

If you see the “make a submission” button as above, then this DA is open for submissions.

Let’s do one! Click on the button and this screen comes up -

The screenshot shows a web browser window with the URL `eservices.centralcoast.nsw.gov.au/ePathway/Production/Web/GeneralEnquiry/ApplicationResponse.aspx?TypeCode=OBJECT&App...`. The page header includes the Central Coast Council logo and the text "Property & payments". A navigation bar contains links for "Payments", "Licensing", "Other", and "General Enquiry".

The main content area is titled "Application Details" and contains the following information:

Application Number	DA/376/2024
Address	121 Memorial Avenue
Suburb	ETTALONG BEACH
Description	Multi-Dwelling Housing Consisting of 3 Townhouses - INTEGRATED
Lodgement Date	5/04/2024 12:00:00 AM

Below this is the "Application Response" section, which includes the instruction: "Please supply the details requested below." Underneath is a form titled "Application Response" with a sub-section "Objection or Support Details" and a large text input box.

So if we know what we want to say about this DA we can type it directly into the box. Notice that there is no indication of how many words/characters you can type into this box. It will let you type as much as you like. Let’s give it a go.

← → ↻ eservices.centralcoast.nsw.gov.au/ePathway/Production/Web/GeneralEnquiry/ApplicationResponse.aspx?TypeCode=OBJECT&App... ☆ 🔔 🏠 🌐

Payments Licensing Other General Enquiry

Application Details

Application Number	DA/376/2024
Address	121 Memorial Avenue
Suburb	ETTALONG BEACH
Description	Multi-Dwelling Housing Consisting of 3 Townhouses - INTEGRATED
Lodgement Date	5/04/2024 12:00:00 AM

Application Response

Please supply the details requested below.

Application Response

Objection or Support Details

I wish to OBJECT to this proposal for the following reasons. The only private open space areas that comply with the minimum 4.5m dimension are those facing Coolabah St. This is a non compliance as they front a local road. None of these POS areas comply with the minimum area requirement of 45 m2 with unit 1 being grossly undersized. There are numerous inconsistencies between the arborist's report and the Statement of Environmental Effects as detailed in Peninsula News 15/04/2024 edition 592.The width and area of nature strip cross overs is excessive.

Attachment No file chosen

And the result is!

Safe Search x OMG - fwitter x Safe Search x Safe Search x central coast x Track a develo x https://eservic x

← → ↻ eservices.centralcoast.nsw.gov.au/ePathway/Production/Web/GeneralEnquiry/ApplicationResponse.aspx?TypeCode=OBJECT&ApplicationId=1017191 ☆ 🔔 🏠 🌐

Address	37 Paul Street
Suburb	UMINA BEACH
Description	Multi Dwelling Housing 3 units & Demolition of existing dwelling
Status	Notification/Advertising
Lodgement Date	28/06/2021 5:34:20 PM

Application Response

Please supply the details requested below.

Objection or Support Details

Please supply a short statement for objection or support below. There is a 255 character limit (roughly one paragraph). Do not provide your personal details in this section.

25°C Sunny 6:44 PM 22/03/2022

Yes there's a 255 character limit on what you can type in this box. They don't tell you this until you've typed like mad and sent it – only to be told to make it shorter!

eservices.centralcoast.nsw.gov.au/ePathway/Production/Web/GeneralEnquiry/ApplicationResponseConfirm.aspx?ResponseId=13...

Address Line 2

Suburb * WOY WOY

Postcode * 2256

Email Address * fwiffen@gmail.com

ID	Response Type	Objection or Support Details	Attachment	Attachment Description
1	Submission	OBJECTION. Private Open Space Areas are undersized especially unit 1, they also front a local road. SEE and Arborist's reports inconsistent. Driveway crossovers too wide.	<input type="checkbox"/>	

1. Any submission received will not be made available on the Central Coast Council website. Any submission received relating to a development application will be made available subject to an informal request for access to information under the Government Information (Public Access) Act 2009 (GIPA). Please refer to Council's 'Access to Information Policy' for further details regarding access to Council held information.

2. If you have made a reportable political donation or gift in accordance with Section 147 of the Environmental Planning & Assessment Act 1979 and the Local Government & Planning Legislation Amendment (Political Donations) Act 2008, you must complete a 'Disclosure Statement of Political Donations & Gifts' form. You may obtain this form from Customer Service or download it from the Central Coast Council website www.centralcoast.nsw.gov.au. Detailed reportable donation disclosure requirements are outlined within that form.

I agree to the above Terms and Conditions

Previous Next

So I edited the heck out of my submission and it was accepted and let me go onto the next bit which is the provision of identification details such as name, address and email address. Then press next and ta da! An immediate online acknowledgement.

eservices.centralcoast.nsw.gov.au/ePathway/Production/Web/GeneralEnquiry/ApplicationResponseSubmission.aspx

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Application Responses Submission

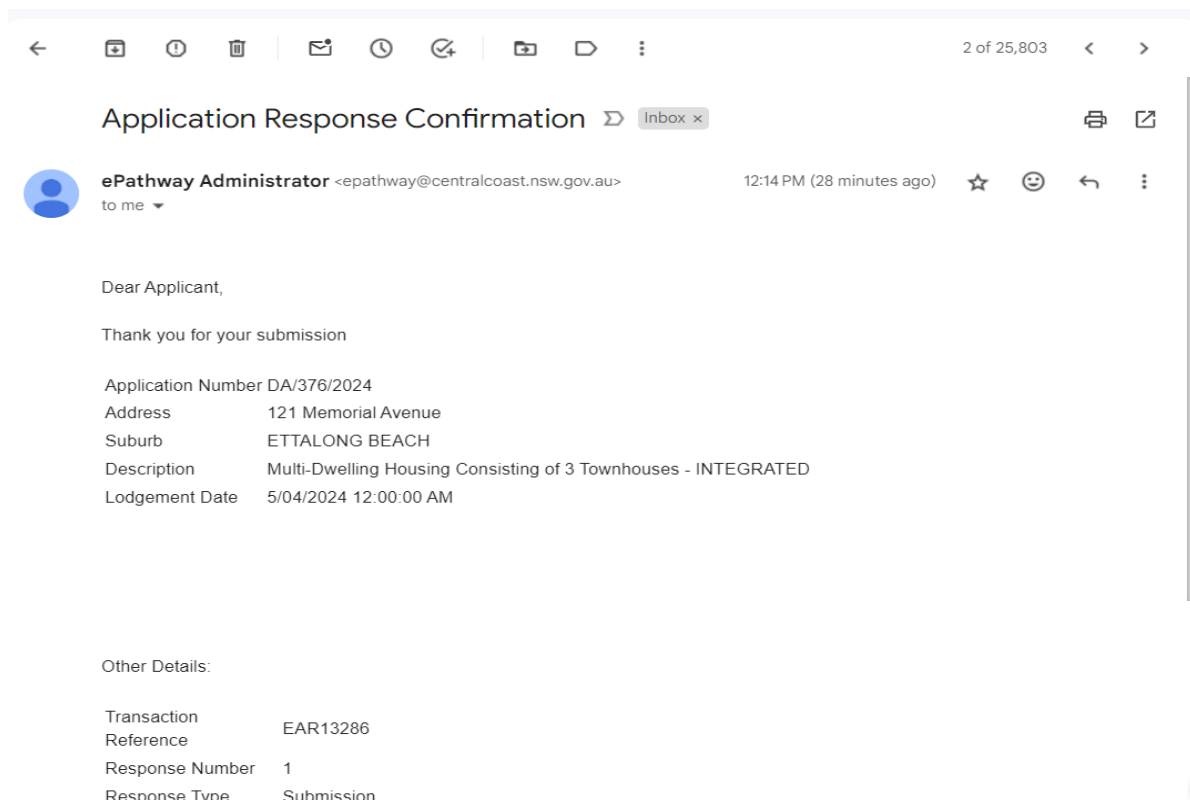
✓ Your submission has been received and will processed shortly. You will receive an email verifying the details you have just submitted.

Transaction Reference EAR13286

[Click to Print This Page](#)

Application Details Add Another Response

You should also receive an email acknowledgement such as the one below.



If you don't want to be limited to the 255 chars in the text box you can select a file from your computer and attach it to your submission. I usually write "Objection – please see attached" in the text box and then click "attach a file" which can be in pdf or word format.

However, initially it is quantity we are after. On the first exhibition of a DA it's important that there are 10 or more submissions to force it to a review or the Local Planning Panel. A few sentences is enough, it doesn't need to be War and Peace. Always remember that it must be in your own words. If the council planner suspects that it's a direct copy of another submission it won't be counted.

Hope this helps!