

How to lodge a submission online with Central Coast Council using a smart phone.

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.

This example was done on a smart phone. The process is very similar to using a laptop but the screens are slightly different. If you don't own or use a laptop but do have a smartphone then this is the document for you.

There is another document specifically for laptop users in the folder at [tips for making submissions](#) .

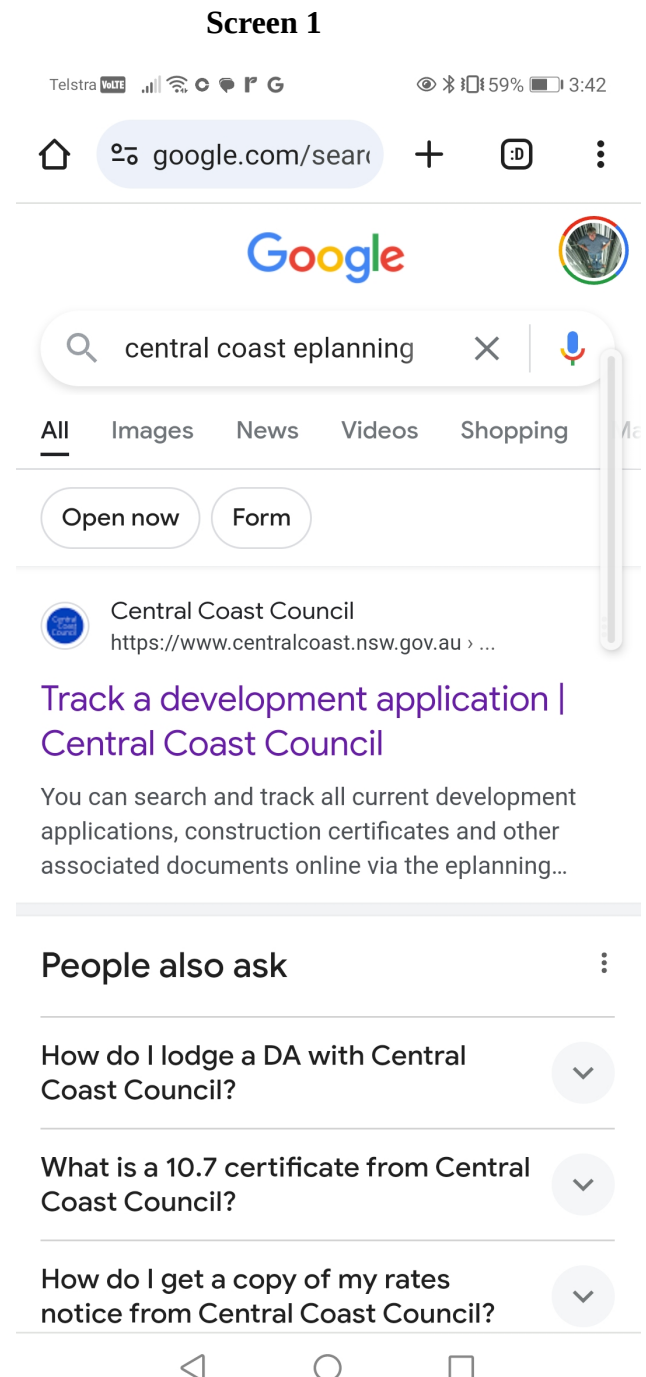
It is also possible to lodge submissions via email to ask@centralcoast.nsw.gov.au , which has the advantage of NOT having a 255 character limit and some people prefer to do this. However, lodging via the eplanning portal does have the advantage that it asks for and checks all required identification 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!

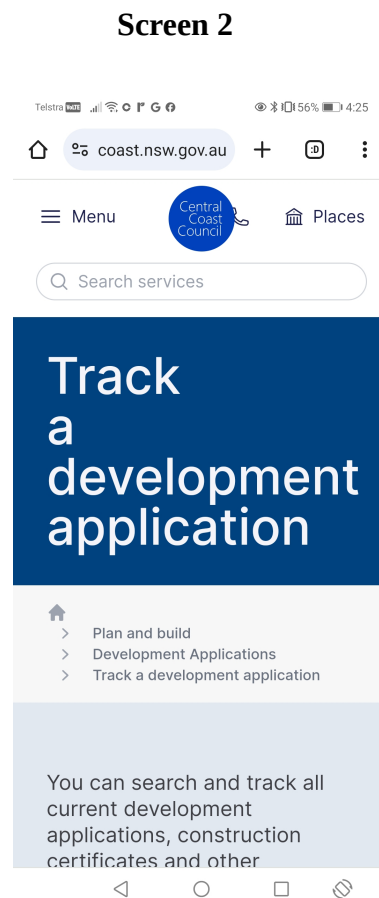
You can use the link <https://eservices.centralcoast.nsw.gov.au/ePathway/Production/Web/GeneralEnquiry/EnquiryLists.aspx>

However if you don't happen to have the link available simply type "Central Coast eplanning" into your search engine (Google or Safari etc) depending on your phone and preferences.

Then you should see a display similar to the one shown on the right. **Screen 1**

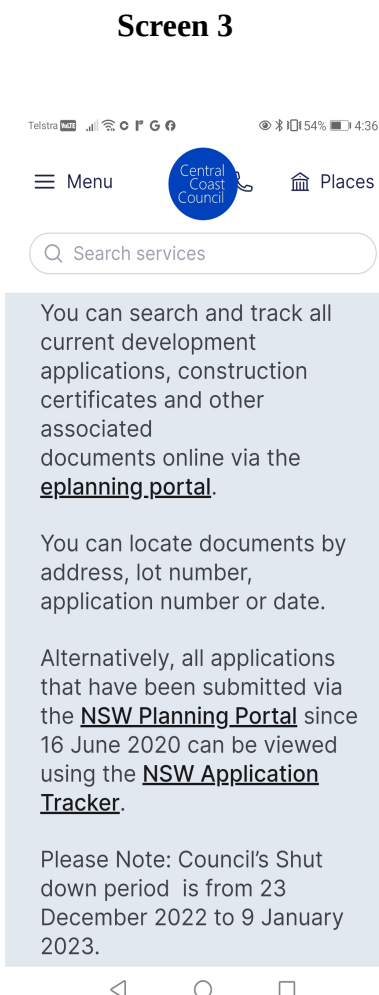


Click on “Track a Development Application...” and you’ll see the screen on the right. **Screen 2**



Now if you scroll down you’ll see the **[eplanning.portal](#)** link on **Screen 3**.

Click on that and you will enter the actual eplanning portal. **See Screen 4** below.



When you see **Screen 4** select “Applications on exhibition” and click Next.

You will then see **Screen 5** (below right)

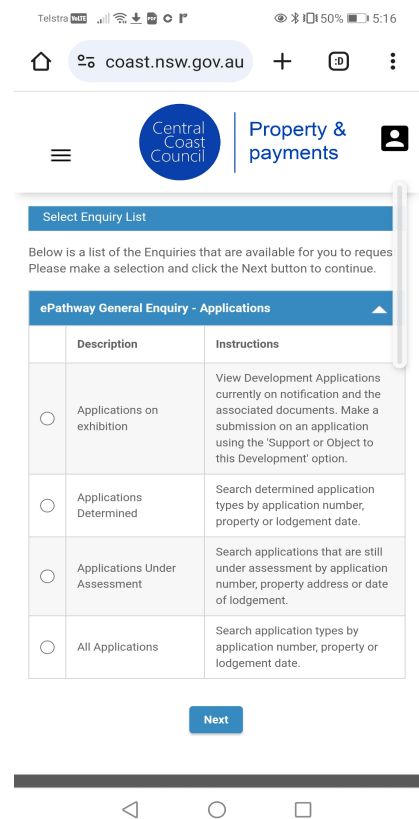
Screen 5 is now actually displaying the DA’s “on exhibition” in more or less random order.

You now have the choice of *EITHER* scrolling though them manually until you find the one you want (You have the option of clicking on the Suburb heading at the top to sort them into suburb order)

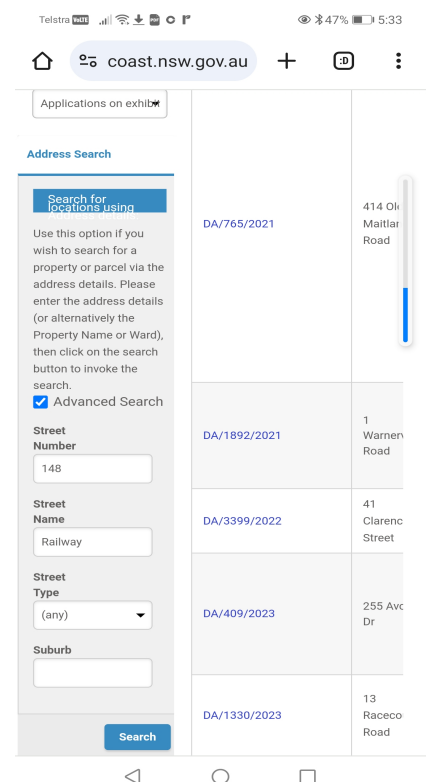
OR

You can select Advanced Search and type in the address details as shown in the example on the right. Assuming you’ve put in correct and sufficient address details you’ll be taken straight to the DA that you’re after. See **Screen 6**

Screen 4



Screen 5



If you click on the highlighted DA number on **Screen 6** you will see an expanded display of the DA at **Screen 7a and Screen 7b** (below right)

This gives you more info about the DA such as the application description which in this case is “Multi Dwelling Housing Consisting of 3 Townhouses & Demolition of Existing”

The Lodgement Date, Status and Responsible Officer ie the Council Planning Officer (Lachlan Muir).

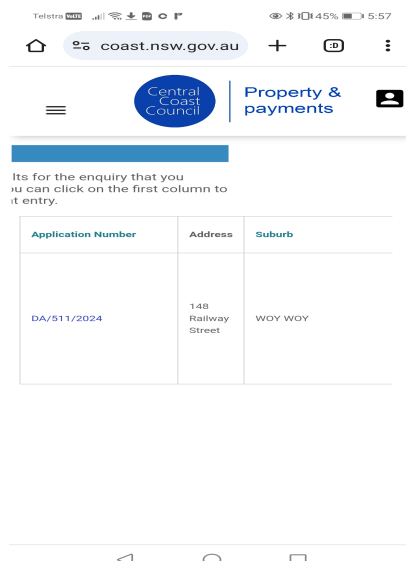
The Address of the DA and Applicant Name (Arctect Pty Ltd)

This is followed by a list of documents attached to the DA which are available for download simply by clicking on them. **Screen 7b**

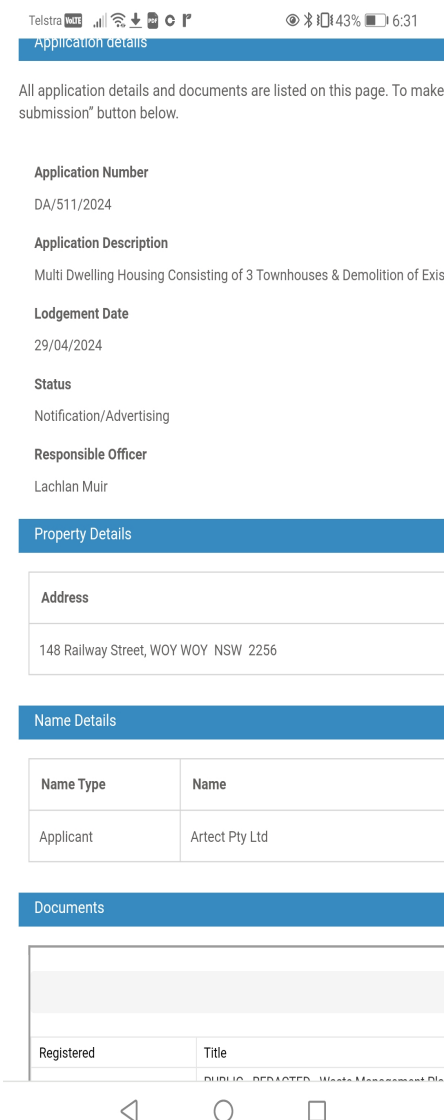
Obviously they are quite hard to read on a phone screen especially the plans as they are originally A3 in size!

Screen 7b also contains the all important “**Make a Submission**” button.

Screen 6



Screen 7a



When you click on the “**Make a Submission**” button you’ll be presented with the opportunity to open a text box in which you can type your objection or support details. **Screen 8**

It is outside the scope of this guide to discuss exactly what your objections to a particular DA could or should be. If you need help in this area the committee of the PRA are only too pleased to help you out.

Usually objections to a DA from affected residents tend to concentrate on loss of amenity such as privacy, solar access or views etc.

However it is also quite valid to complain about environmental issues such as poor landscaping, too few trees or too large an area of impervious surfaces.

The design itself could be out of keeping with the area or simply not of a high enough standard.

Two things you must bear in mind are (1) Submissions must be in your own words not copied from someone else and (2) for submissions entered directly into the eplanning portal, such as this example, you are limited to 255 characters (including spaces).

It sounds like quite a lot but believe me it’s not. My actual objection on **Screen 8** is 254 chars. Note that I’ve included the word “objection” just to be on the safe side!

If you have the smartphone skillset you can create and attach files and/or images with very large size limits. However that is quite fiddly and all it takes is a sentence or two to count as an objection anyway.

All we’re after at this stage is enough objections, 10 or more, to stop the DA from being immediately approved. It really doesn’t matter how short or long they are.

Once we get to the final review stage and the Local Planning Panel we can present longer more complex objections.

Screen 7b

Address
121 Memorial Avenue, ETTALONG BEACH NSW 2257

Name Details

Name Type	Name
Applicant	Mrs Heinz

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	

Previous Make a submission New Search

Screen 8

Telstra 37% 8:09

coast.nsw.gov.au

Application Response

Objection or Support Details

Objection. This inefficient design squanders space. The 2 rear units could be placed side by side with a central car turning space for all units. Front setback is NOT suitable for visitor parking. As for asphalt driveway! Heat sink!

Attachment

Choose file No file chosen

Attachment Description

Attachment

Choose file No file chosen

Attachment Description

Attachment

Choose file No file chosen

Attachment Description

After you send your objection or support text and assuming you have stayed within the 255 character limit you will need to confirm your personal details such as name and address and the submission can be lodged.

You will receive an online and email confirmation.

As this example was based on an actual objection I can show you the online confirmation I received at **Screen 9**.

This is one of the benefits of using the online eplanning application to make a submission – confirmation and proof!

It might look like a long drawn out process and it certainly was to produce this document!

However, actually doing the submission takes very little time. Especially after you've done a couple.

Hope this document helps you to make your voice heard by council.

Screen 9

The screenshot shows a mobile browser interface for the Central Coast Council website. At the top, the status bar displays 'Telstra', signal strength, Wi-Fi, and battery level at 36%. The browser address bar shows 'coast.nsw.gov.au'. The page header includes the Central Coast Council logo and 'Property & payments' with a user profile icon. A blue banner reads 'Application Responses Submission'. Below this, a green checkmark icon is followed by the text: 'Your submission has been received and will processed shortly. You will receive an email verifying the details you have just submitted.' Underneath, the 'Transaction Reference' is listed as 'EAR13564'. A link 'Click to Print This Page' is present. At the bottom of the content area are two buttons: 'Application Details' (blue) and 'Add Another Response' (grey). The Android navigation bar is visible at the very bottom.