

Approval to Install a Domestic Oil or Solid Fuel Heating Appliance – Application Instructions

Section 68, Part F - *Local Government Act 1993*

Please follow the steps below to prepare and submit your application to apply for approval to install a domestic oil or solid fuel heating appliance through the [NSW Planning Portal](#).

Prepare the supporting documentation

It is suggested that you prepare the supporting documentation prior to starting your application. Later in the application you will be prompted to upload any relevant documentation required to complete your application, as well as any additional information you wish to provide for Council's consideration.

The supporting documentation relevant to complete this application is outlined below.

File name	Information to be provided	Category for upload <small>(further information on categories on page 9)</small>	<input checked="" type="checkbox"/>
Site Plan	An aerial image or plan view drawing of the building showing the position of the proposed appliance, identifying any structures within 15 metres of the flue outlet (see Appendix A – <i>Site Plan diagram</i> for example).	Description of Works	<input type="checkbox"/>
Appliance Specifications	Copy of the manufacturer's details of the appliance and flue kit, including a Certificate of Compliance demonstrating that the appliance meets the emission standards set by <i>AS/NZS 4012:2014</i> and <i>AS/NZS 4013:2014</i> .	Specifications	<input type="checkbox"/>
Owners Consent	The form can be found on the Shoalhaven City Council website alongside the NSW Planning Portal instructions.	Owners Consent	<input type="checkbox"/>

Note:

If you are not sure whether your proposed installation will comply, it is recommended you check with an installer and Council's Environmental Health staff before lodging your application. To contact Council, call Customer Service on 130029 3111.

Welcome to the NSW Planning Portal – How to start your application

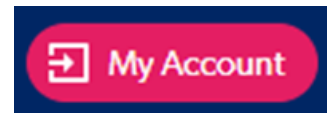
To access the NSW Planning Portal, you must have a NSW Planning Portal account.

You may already have an account from a previous application. If you have created an account please [Log In](#). If you have not, please refer to the instructions below for how to create an account.

Create an account & login

1. **Click** on the link

<https://www.planningportal.nsw.gov.au/>



2. **Select** 'My Account' in the top right-hand corner.

3. **Click** the 'Create account' to start the registration process or log in with your existing account.

4. **Select** 'Applicant for Development Applications, Complying Development Certificate, Smart Places, etc'.

5. **Answer** the prompted questions and confirm your password.

6. **Tick** to agree to the Terms and Conditions.

I agree to the [Terms and Conditions](#). Our [Privacy Notice](#)

It is important to retain your login details to view your application progress and for any future applications, you may require.

Assistance creating an account

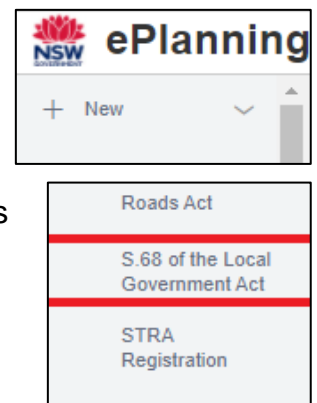
For in-depth instructions on creating an account, see the [Register for a Planning Portal Account](#) quick reference guide.

How to start your application

1. Once logged into the NSW Planning Portal **click** on 'New' in the top left corner, then **click** 'S.68 of the Local Government Act' from the menu options.

Note:

Once logged in the 'Applicant details' screen is displayed. Some of the boxes will be filled in based on your registration profile, however you are able to change these if necessary.



Applicant Details

2. Indicate if the applicant is a company by **selecting** ‘Yes’ or ‘No’.

If you selected ‘No’, proceed to step 3.

If you answered ‘Yes’:

2.1. Search for the company by choosing a search field type from the drop-down options including operator, ACN, ABN, or Name.

2.2. Enter the search term in the search field and click the search icon.

2.3. Select a result and enter the company email and address.

If you cannot locate an appropriate result, you may select the textbox to enter the details manually.

3. Enter the contact details.

4. Verify (and adjust if needed) the application contact details including first and family name, contact number and a valid email address in the corresponding textboxes.

5. Enter your postal address. The system will provide suggestions based on the information entered. Select the correct postal address.

If your address is not offered, ‘Save and exit’ your application. Try restarting your webpage and re-entering your application.

Note:

If the applicant is not the registered landowner, be sure to complete step 6 to provide their contact details.

6. Select ‘Add applicant’ to enter further applicant details and follow the prompts to nominate the additional applicant’s information.

7. Click ‘Save and continue’ to progress to the next step.

Note:

You can also **click** ‘Cancel’ to exit, or ‘Save and exit’ to save all the information input to date and return to your dashboard. ‘Save and exit’ will only work if all mandatory fields have been completed.

Are you applying on behalf of a business or company? *

Yes

No

Company details

ABN ▾ Enter here and search Search

Name

ACN

Trading name

Company email *

Address - postal *

Contact details

Title

Ms ▾

First given name *

Other given name/s

Family name *

Contact number

Mobile phone number preferred. Format: xxxxxxxxxxx

Email *

Address - postal *

Additional applicants

Add applicant

Please provide the details of the individual or company that is to be recorded as the applicant.

Are you applying on behalf of a business or company? * [What is this?](#)

Yes

No

Save and exit Save and continue

Application Details

Application Type

8. Indicate the type of application by selecting an option.

For a new application, please select 'Section 68 application'.

To modify an existing lodged application, please select 'Section 68 modification application':

What is the application type? *

Section 68 application

Section 68 modification application

Section 68 review of determination

- Indicate whether the existing s.68 application was applied for via the NSW Planning Portal:
 - If it was, provide the portal reference number.
 - If it was NOT, enter the reference number of the s.68 application which is to be modified.
- Provide the date the s.68 application which is to be modified.
- Provide a description of the proposed modification.

To request an application's determination be reviewed, please select 'Section 68 review of determination':

- Indicate whether the existing s.68 application was applied for via the NSW Planning Portal:
 - If it was, provide the portal reference number.
 - If it was NOT, enter the reference number of the s.68 application which is to be proposed to be reviewed.
- Provide the date the existing s.68 application determination which is to be proposed to be reviewed.

9. Indicate if this application is related to a:

- Complying Development Certificate (CDC),

- Indicate whether that was applied for via the NSW Planning Portal.
 - If it was, provide the portal reference.
 - If it was NOT, enter the CDC number which is related to this application (please include the prefix).

- Development Application (DA)

- Indicate whether that was applied for via the NSW Planning Portal.
 - If it was, provide the application number.
 - If it was NOT, enter the DA number which is related to this application (please include the prefix).

- No related application

- If you do not have a current application submitted to Council related to the development, you will select 'No related application'.

Is this Section 68 application related to a development application or complying development certificate? *

Complying Development Certificate (CDC)

Development Application (DA)

No related application

Site Details

10. Enter the address where the heater will be installed by searching for the address or Lot /Section Number/Plan.

Enter address
e.g. 66 Harrington Street, Sydney NS

Enter Lot/Section Number/Plan
e.g. 4/-/DP1044304

Note:

If the address is registered with the NSW Planning Portal, the address details will be displayed along with a map on the right-hand side of the screen as per the example below.

Please Note: Your address will not appear with a red line strikethrough.

11. If the Lot/Section/Plan number is correct, check both boxes below in red.

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address
36 BRIDGE ROAD NOWRA 2541	<input type="checkbox"/>	4/-/DP116277	<input type="checkbox"/>

For unregistered addresses, there is no auto populate feature. Click the 'Address did not display?' box and enter the address, Lot/Section/Plan number and local government area name manually.

Address did not display?

Enter address

Primary address?

Hint:

If you have entered the wrong address, you can delete the address by clicking on the trash icon to the right of the 'Primary address' box.

Please select "Land adjacent to selected lot?" checkbox if there is proposed work to be located on land adjacent to the selected lot(s) eg a driveway crossing of the footpath?

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address
36 BRIDGE ROAD NOWRA 2541	<input type="checkbox"/>	20 / - / DP1254210	<input type="checkbox"/>

Note:

The 'Land adjacent to selected lot' box is not relevant to this application.

Activity Details

12. Select 'Other' from the list of development types.

12.1. Select 'Install a domestic oil or solid fuel heating appliance, other than a portable appliance'.

13. Provide a brief explanation of the proposed works in the text box provided. For example, "Install solid fuel heater".

What type of development are you proposing?*

- Structure or places of public entertainment [what is this?](#)
- Water supply, sewerage and stormwater drainage work [what is this?](#)
- Management of waste [what is this?](#)
- Works and activities within public roads [what is this?](#)
- Works and activities within Community Lands [what is this?](#)
- Other [what is this?](#)
- Carry out an activity prescribed by the regulations or an activity of a class or description
- Install or operate amusement devices
- Install a domestic oil or solid fuel heating appliance, other than a portable appliance

14. The estimated cost of the works is not required for the assessment of this application. Please enter a number with a decimal point e.g., "1.00".

Please provide the estimated cost of the works * [What is this?](#)

Enter a numerical value including decimal places. Please do not include a dollar sign (\$)

Site Access

15. Indicate if there are any security or site conditions (e.g., locked gates) that may impact a person undertaking a potential inspection. You will be contacted if an inspection is necessary. If 'Yes' is selected, please provide details.

Are there any security or site conditions which may impact on the person undertaking the inspection? eg: locked gates, animals, etc *

Yes

No

Please provide details *

16. You do not need to select the day/s or hours of the week that works are being undertaken. Proceed to step 17.

Affiliations and Pecuniary Interests

17. Indicate if the applicant or owner is a staff member or Councillor of the council assessing the application.

Is the applicant or owner a staff member or councillor of the council assessing the application?*

Yes

No

18. Indicate if the applicant or owner has a relationship with any staff or Councillor of the council assessing the application.

Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application? * [What is this?](#)

Yes

No

19. Click 'Save and continue' to progress to the next step.

[Save and exit](#) [Save and continue](#)

Worker Details

Contractor/Licensee Details – Installer

Complete this step if the information is applicable and available.

20. Indicate if the installer is a company by **selecting** ‘Yes’ or ‘No’.

If you answered ‘No’, proceed to step 22.

If you answered ‘Yes’:

- **Search** for the company by choosing an operator, ACN, ABN, or Name
- **Enter** the search term in the search field and click the search icon
- **Select** a result and enter the Company email and address

If you cannot locate an appropriate result you may select the checkbox to enter the details manually.

21. Enter the installer contact details – If the applicant is installing, please specify here:

- **Provide** the contact details including a first and family name, contact number and a valid email address.
- **Enter** the postal address and the system will provide suggestions based on the information entered. Select the postal address.

Manufacturer Details

22. Select ‘Yes’ to identify that the nominated manufacturer is a company.

23. Provide the manufacturers trading name, and if available, any further company / contact details.

Note:

For the application to be processed, a copy of the manufacturers installation specifications and specifications of the flue kit are required during the ‘Requirements and Uploads’ stage.

24. Click ‘Save and continue’ to progress to the next step.

ACN ▾ Enter here and search

Search

Name

ABN ACN

Trading name

Contact details

Title
Please Select... ▾

First given name

Other given name/s

Family name

Contact Number
Mobile phone number preferred. Format: xxxxxxxxxx

Email

Address

License No

Please provide the manufacturer details?
Is the nominated worker a company?

Yes

No

Contact details

Title
Please Select... ▾

First given name

Other given name/s

[Save and exit](#) [Save and continue](#)

Payer Details

Once the application form is submitted to Council, an invoice for the application fee will be uploaded to the NSW Planning Portal. The application fee can be found on the Shoalhaven City Council website - [Fees & Charges](#). The application may be rejected if the fee is not paid.

25. Indicate if the payer is a Company, Business, Government entity or other similar body by **selecting** 'Yes' or 'No'.

Is payer a Company, Business, Government entity or other similar body ? *

Yes

No

If you answered 'Yes':

Search for the company by **choosing** an operator, ACN, ABN, or Name.

Enter the search term in the search field.

Click the 'Search'.

Select a result from the list provided.

Enter the Company email and postal address.

If you answered 'No':

Enter the following details of the person making the payment unless already completed correctly:

- First name
- Other given name(s)
- Family name
- Contact number
- Email address
- Billing address

ABN Enter here and search

Name

ABN ACN

Trading name

Company email *

Billing address **

e.g. 66 Harrington Street, Sydney NSW 2000

Note:

Your details will be filled in based on your account set-up.

26. Click 'Save and continue' to progress to the next step.

Requirements and Uploads

The list of supporting documentation needed to make this application is outlined at the beginning of this document. It is essential to upload a document to the category of 'Description of Works', we recommended you upload the 'Site Plan' to this category.

Additional formatting tips:

- Please upload files in one of the following file formats: **PDF, Word, Excel, JPEG, PNG, or ZIP**. Please ensure the ZIP file does not include any executable (.exe or .osx) file types.
- The maximum file size is 300 MB.
- The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to be within the 150-character limit.
- If you need to amend any attachments, please delete, and upload a replacement document.

27. To upload documents, **click** 'Upload'.

28. Click 'Select file(s)' to search for files saved to your computer. Alternatively, you can **drag and drop** files directly in the space provided.

29. After selecting the relevant file to upload, it will appear below in a table, as per the example to the right.

You will need to **categorise** each file by selecting a category from the drop-down menu on the right side of the table and **name** the file in the text box on the left side accordingly.

30. Click 'Attach'.

Repeat steps 27-30 until all required documents are attached.

Attach Documents

Drag and drop files here

or

Select file(s)

Name	File	Category
Arborists Report - 38 Bridge Rd, Nowra.pdf	Arborists Report - 38 Bridge Rd, Nowra.pdf	Select..

Cancel Attach

31. Click 'Save and continue' to progress to the next step.

Save and exit Save and continue

Review and Submit

32. Review all of the information entered in your application by expanding each of the sections. Once you have reviewed all of the information, you will be required to complete the declarations at the bottom of the page.

Declarations *

Select all

I declare that all the information in the application and accompanying documents is true and correct to the best of my knowledge.

I understand that the application and the accompanying information will be provided to the appropriate consent authority and relevant agency(ies) for the purposes of the assessment and determination of this application. I acknowledge that the information may be used for other Government purposes.

I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

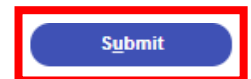
I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection.

The consent authority may use the information and materials provided for notification, advertising purposes, and materials provided may be made available to the public for inspection. Information related to the application may also become available via NSW Planning Portal.

I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information.

I have read and agree to the collection and use of my personal information as outlined in the [Privacy Notice](#)

33. Click 'Submit'.

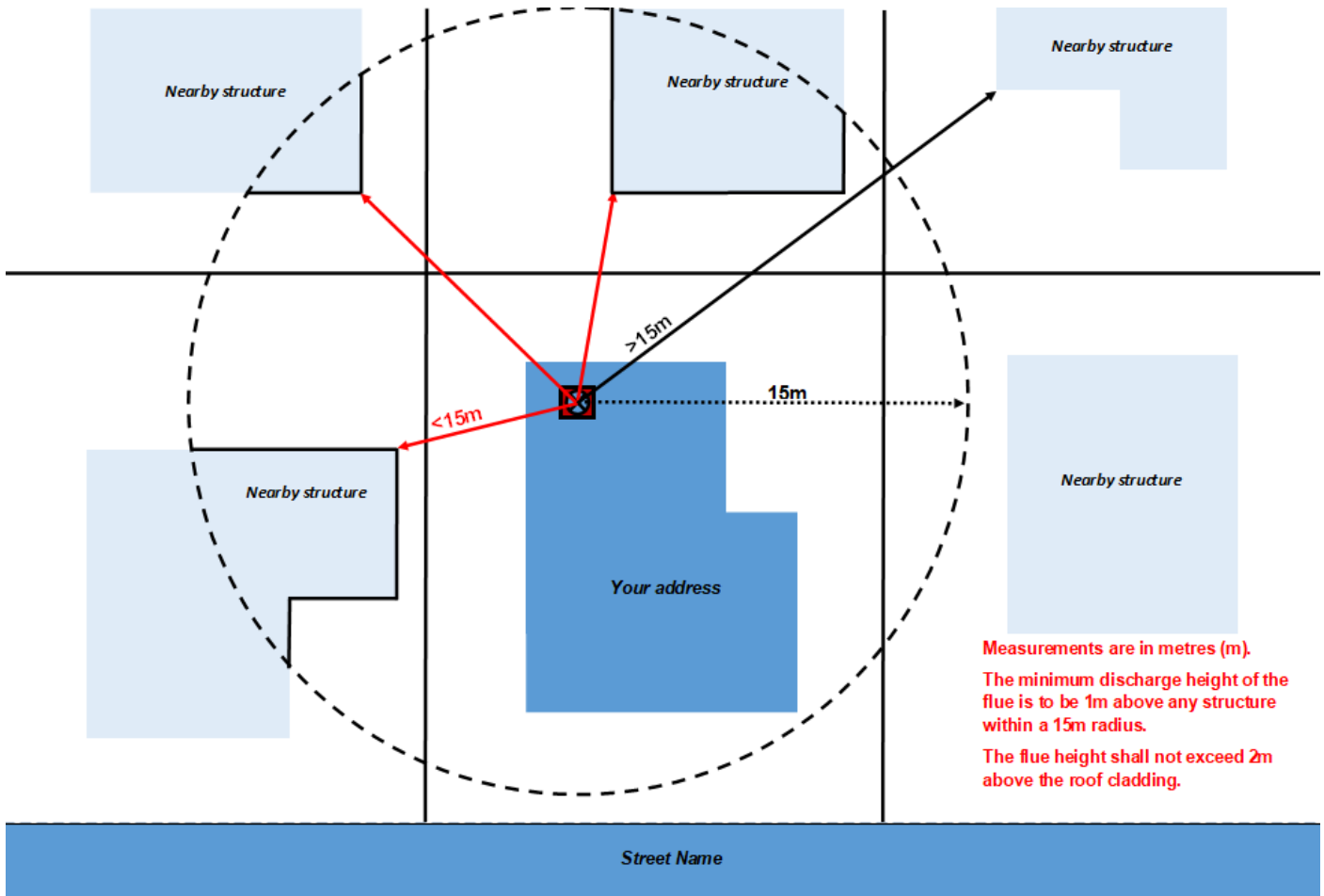


Next Steps

- **Invoice** - Once processed, an invoice will be uploaded to the NSW Planning Portal.
- **Payment** - Once you have completed the invoice your application will be forwarded to the Officer for assessment.
- **Determination** - Once your application has been assessed, you will receive an approval to install and a notification of completion or an official refusal through the NSW Planning Portal.
- **Return the 'Notification of Completion' form** – If approved you may install the heater and return the completed 'Notification of Completion' to council@shoalhaven.nsw.gov.au
- **Await the 'Final Letter'** - The 'Final Letter' states that the information submitted to Council indicates that the appliance has been installed in accordance with the manufacturer's specifications. You are then permitted to use your appliance in accordance with the manufacturer's specifications and Council's 'Approval to Install'.

Appendix A – Example ‘Site Plan’.

A aerial image or plan view drawing of the building showing position of the proposed appliance, identifying any structures within 15 metres of the flue outlet.



Accessibility



| [Help](#) | [Contact Us](#)

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.

ServiceNSW: Call [1300 305 695](tel:1300305695) or email info@service.nsw.gov.au

Council: Call [1300 293 111](tel:1300293111) or email council@shoalhaven.nsw.gov.au

ePlanning Spatial viewer accessibility

The ePlanning program wants to make its information and services available to the general public that use their services. For any accessibility questions Call [1300 305 695](tel:1300305695) or email info@service.nsw.gov.au

People with disabilities

You can increase or decrease the size of entire webpage by holding the Ctrl key and rolling the scroll wheel of the mouse forward. Rolling the scroll wheel backward will reduce the page size back again.

If you are browsing the website with a screen reader and find information in PDF format that you cannot access, please contact ServiceNSW for assistance.

People with restricted internet access

Planning & Environment aims to keep the size of all PDF documents on the website below 10 megabytes. However, this may not always be possible in all cases. For example: large development proposals, or documents containing large images or maps.

Assistance using the Planning Portal

If you require assistance using the Planning Portal, and you were unable to find the answer within the Help and Support section, contact ServiceNSW for assistance.

Call [1300 305 695](tel:1300305695) or email info@service.nsw.gov.au.

The customer service centre is open Monday to Friday between 9am and 5pm (Sydney time).

Language Assistance

If you need help to translate this page in a language other than English, you can access a translating and interpreting service.

Call [13 14 50](tel:131450) and ask for an interpreter in your language and request to be connected to [1300 305 695](tel:1300305695). Local call cost from fixed phones. Calls from mobiles will be charged at applicable rates.

Speech to Speech Relay

For Speak and Listen (Speech-to-Speech Relay), please call [1300 555 727](tel:1300555727) or use the National Relay Service.

Contact Us

P [1300 293 111](tel:1300293111) (Mon-Fri – 9am-5pm)

E council@shoalhaven.nsw.gov.au

In-person (Digital meeting) At our office

36 Bridge Road, Nowra (Mon-Fri – 9am-5pm)

shoalhaven.nsw.gov.au