

How to lodge applications related to Controlled Activity Approvals

All controlled activity applications are submitted and processed through the NSW Planning Portal.

The NSW Department of Climate Change, Energy, the Environment and Water is responsible for issuing all Controlled Activity Approvals in accordance with the *NSW Water Management Act 2000* for work carried out on waterfront land.

Waterfront land is the bed of any river, lake or estuary, and the land within 40 metres of the highest bank of the river, the shore of the lake or the mean high-water mark of the estuary.

The NSW Planning Portal

All controlled activity approval applications are lodged and managed in the [NSW Planning Portal](#).

You can also pay fees, upload additional information, and track your application using the portal's easy-to-navigate dashboard.

We've transitioned applications to the portal so you can benefit from greater transparency and faster processing times.

Use the NSW Planning Portal to complete a variety of applications

You can complete a variety of controlled activity related applications in the portal including:

- New Controlled Activity Approvals – both Part 4 and Part 5.
- Amendments to existing Controlled Activity Approvals.
- Extension of existing Controlled Activity Approvals.
- Surrender of existing Controlled Activity Approvals.
- Requesting a security bond release.

Signing up for the NSW Planning Portal

To benefit from faster processing times and increased transparency with your applications, you need to register for an NSW Planning Portal account by visiting the [portal homepage](#) and clicking 'My Account'.

You will find helpful resources including quick reference guides on the portal's [website](#).

If you need help using the portal, please [contact Service NSW](#).

Application fees to be paid using the Planning Portal

You must pay the lodgement fee for your application when you lodge your application in the portal.

Once we have assessed your application, there may be an additional processing fee. You can find more information about these fees on the [department's website](#). Any additional processing fees can be paid in the portal.

More information

For more information about water licensing and approvals, visit the [department's website](#).

Copies of the Acts and associated Regulations are available on the NSW Government legislation site at www.legislation.nsw.gov.au

If you have a question about making a controlled activity application, our easy-to-use online support tool [Water Assist](#) can help you.