



Transport for NSW

Permission to Lodge (PTL) Checklist

Information and documents required to submit a PTL Application

Applications must be submitted with Transport for NSW (TfNSW) via the eLodgement platform: <https://mpca.transport.nsw.gov.au>

Proposals which seek to change the existing lease footprint (expand or reduce existing occupation) should be discussed with Maritime Property prior to submitting application.





For Commercial or Community sites: property.management@transport.nsw.gov.au

For Residential proposals: dwfleasing@transport.nsw.gov.au

Proposals which are likely to significantly impact waterways (e.g., proposed Marina expansion) are to be discussed with Maritime Operations prior to submitting application: MOSydney@transport.nsw.gov.au

Key: Must be provided = ☒
May be required = ☐

	PTL for Development Application	PTL for S.4.55 (Modify existing consent)	PTL for CDC – Complying Development Certificate	Applicant Checklist
Written Authority to Act – (Authorizing submission by Agent/Consultant – signed by all registered owners)	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Adjoining landowner consent – where a proposed development adjoins a boundary, the consent of all owners is required in writing (e.g., a shared sea wall or access to a structure is via Council parkland).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lease ID and ‘Rent paid to Date.’ Contact: The APP Group to obtain: Phone: 9957 6211 or Email: enquiries@app.com.au	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Statement of Intent – Expanded details of proposal (e.g. reason for repair/replacement etc.) – needs to be consistent with all plans and brief description of proposed work	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Copy of original Notice of Determination and Stamped Plans		<input checked="" type="radio"/>	<input type="radio"/>	
Copies of prior consents (Copies of records held by Transport for NSW can be requested via the CMPA process) – refer information on website: https://www.transport.nsw.gov.au/operations/roads-and-waterways/access-to-information/corporate-maritime-property-access-cmpa			<input checked="" type="radio"/>	
PLANS - Plans should be drawn with clarity and to an appropriate scale. All plans should be consistent with each other, the Statement of Intent and description of proposed work. A copy of proposed plans for review by the Maritime Survey team <u>prior to submission of a PTL application</u> can be forwarded to: maritime.survey@transport.nsw.gov.au				
PDF - EXISTING SITE PLAN - to include: <ul style="list-style-type: none">➤ Title block, border, scale, key, boundary dimensions, site area, north point and, where applicable, vertical datum and contours.➤ Location and use of existing structures.➤ The position of the Transport for NSW title boundary, being Mean High Water Mark, Former Mean High Water Mark, or other cadastral boundary where relevant.➤ Existing levels of the site in relation the Zero Fort Denison Tide Gauge (or the local hydrographic datum in locations outside Sydney Harbour) including the height of any seawalls and the like; and Boundaries of the adjoining land and relevant Divisions of Waterway.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
PDF - PROPOSED DEVELOPMENT PLANS - must be provided to indicate: <ul style="list-style-type: none">➤ Title block, border, scale, key, boundary dimensions, and north point.➤ The location of proposed development (including extensions or additions to existing structures) in relation to the site boundaries and adjoining development.➤ The setbacks of the proposed development in relation to the Divisions of Waterway and its seaward projection from Mean High Water Mark➤ Elevations and sections showing proposed materials, external finishes, and heights (and outline any existing structures)➤ Proposed finished levels of the proposed structures and/or land in relation to the Zero Fort Denison Tide Gauge (or the local hydrographic datum in locations outside Sydney Harbour).	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	

Digital Plan - For all proposals other than Complying Development Certificate (CDC) applications, please provide a digital file of the site plan as a DWG, DXF, or ESRI shapefile, georeferenced in MGA Zone 56 coordinates. TfNSW can supply the Applicant with a current digital plan of the site. To request a digital plan of the site please email your request to mapping.maritime@transport.nsw.gov.au .				
Hydrographic Survey – For all proposals for the berthing of a vessel - please refer to the TfNSW website and ensure the application meets the requirements set out in the PDF document identified as <u>“Guidelines for hydrographic and geotechnical data”</u>				
Application Fees - (2025) - PTL for CDC: \$320 – All other PTL applications: \$531				
Guidance notes:				
<p>Refer to PTL Fact Sheet for additional information: https://www.transport.nsw.gov.au/operations/roads-and-waterways/waterways/property-and-planning/maritime-development/permission-to</p> <p>Incomplete/incorrect applications which do not meet Preliminary Assessment will be rejected; the application fee is refunded. TfNSW may ask for additional or updated information to assist in assessing your application.</p>				