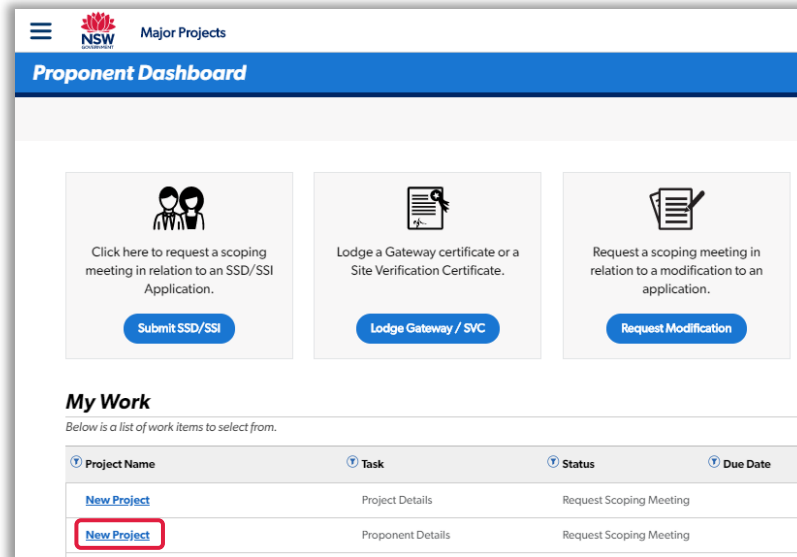


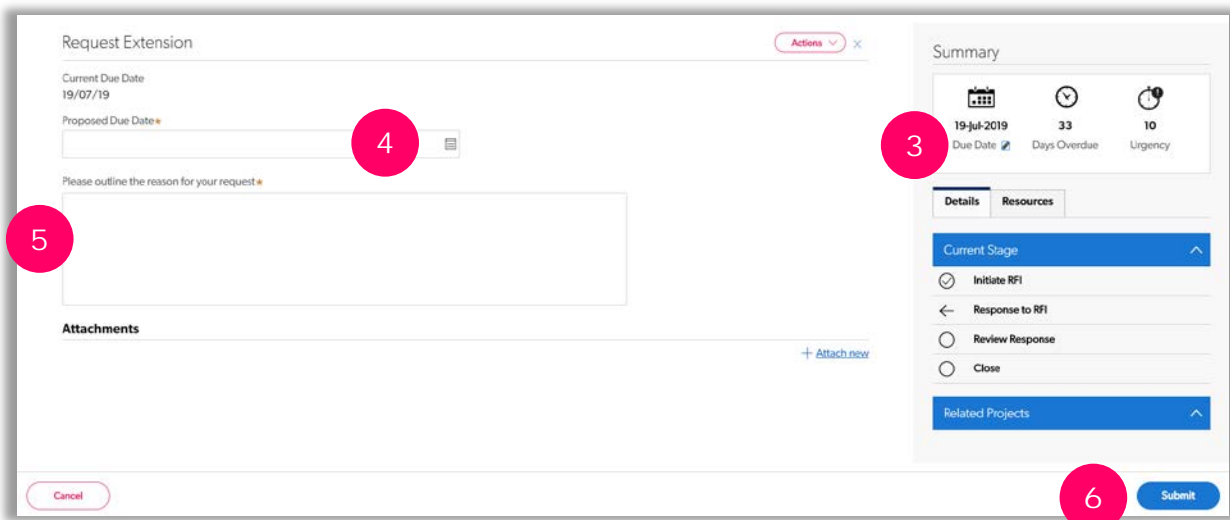
# Major Projects Website

How to request an extension to a due date.

1. Sign in to the Major Projects website to view the 'My Work' area of your dashboard
2. Click on the project you wish to request an extension for.



3. In the top right-hand corner of the screen, click on the pencil icon next to the 'Due Date'. This will open the 'Request Extension' screen.
4. Click on the calendar icon and select a new due date.
5. Enter a brief description outlining the reason for your request.
6. Click 'Submit'. This will generate a task to the Department to confirm your request.



## Need more help or have questions?

Contact the Major Projects Support team at [MajorProjectsSupport@planning.nsw.gov.au](mailto:MajorProjectsSupport@planning.nsw.gov.au)