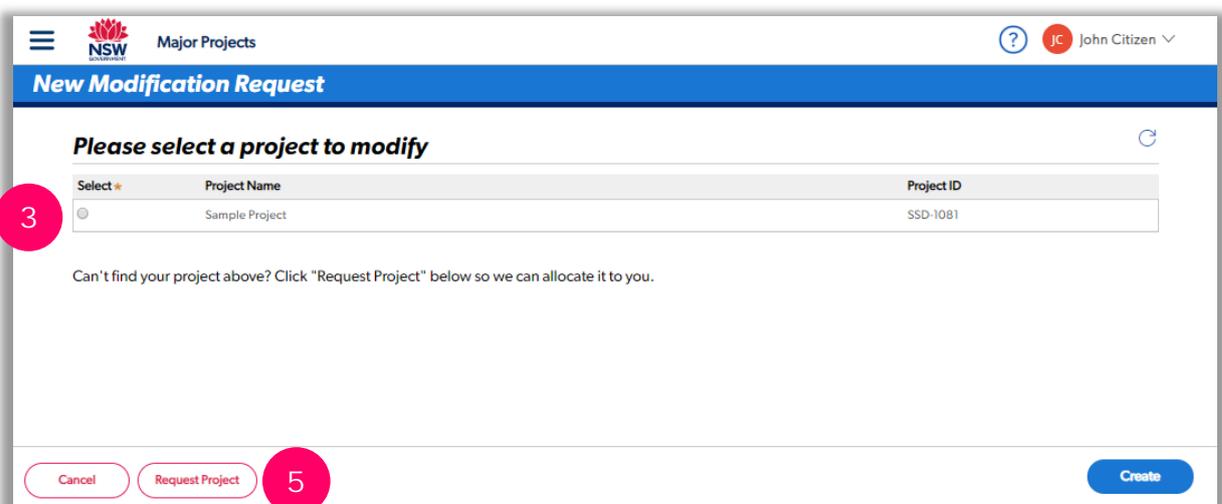You need an account on the Major Projects website to lodge a modification application. If you do not already have an account, click 'Sign in' in the top right-hand corner of the Major Projects website and then click 'Create account'. For help creating an account, view the 'Creating an Account' guide available here.

To lodge a modification application, you must first request a scoping meeting with the Department. To do this, follow the steps below.

1. Sign in to your account by clicking the 'Sign in' button in the top right-hand corner of the website.

2. Click on the 'Request Modification' button.
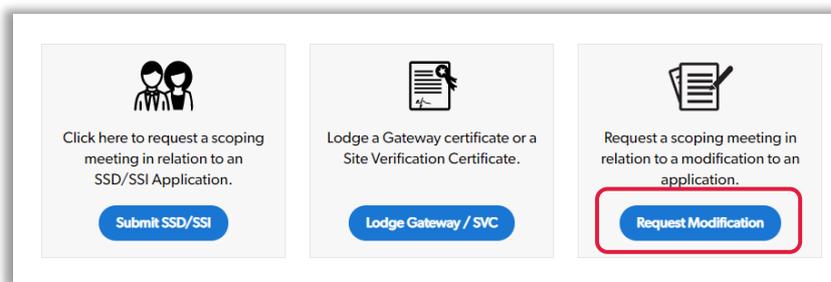
3. Select the project you want to modify and click 'Create'. You can see projects that are allocated to your company, or a company that you are associated with.

4. If you are able to complete step 3, follow the prompts to complete and submit the form. If the project you are trying to modify is not available, continue to step 5.
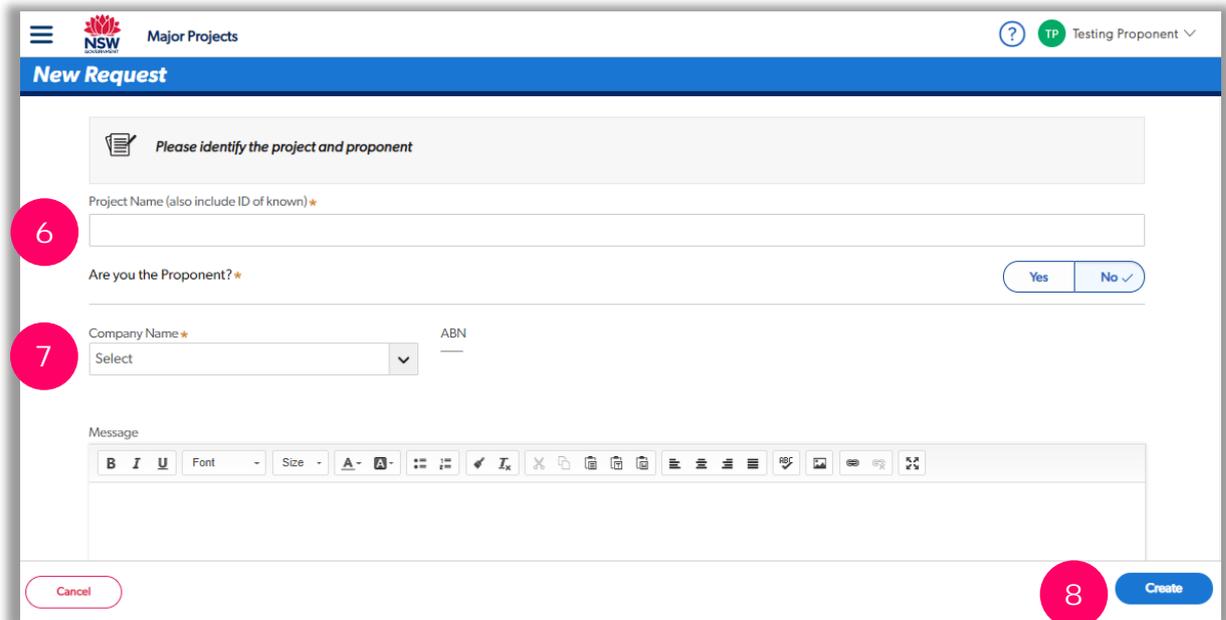
5. Click 'Request Project'.

6. Enter the name of the project you are trying to modify and answer whether you are the proponent.

7. If you are not the proponent, you will be asked to select a company from the list of all companies you are associated with. If you can't see the company you are trying to lodge on behalf of in this list, follow the steps below.

Ask the proponent to add you to their account so you can act on their behalf.

Once the Proponent has created an account, the administrator can add you as user by:
i.   Signing in to their account.
ii.   Clicking the menu and then "Account Management".
iii.   Clicking on the company they wish to add users to.
iv.   Clicking on 'Manage Associates' and then '+ Add Associates'.

For detailed instructions on how to add users, view the 'Managing Associates' guide available here.

8. Click 'Create'.

9. The Department will email you once the project is assigned to the company you have specified. Once you have received this email, complete steps 1 to 4 to continue.

Need more help or have questions?

Contact the Major Projects Support team at MajorProjectsSupport@planning.nsw.gov.au.