

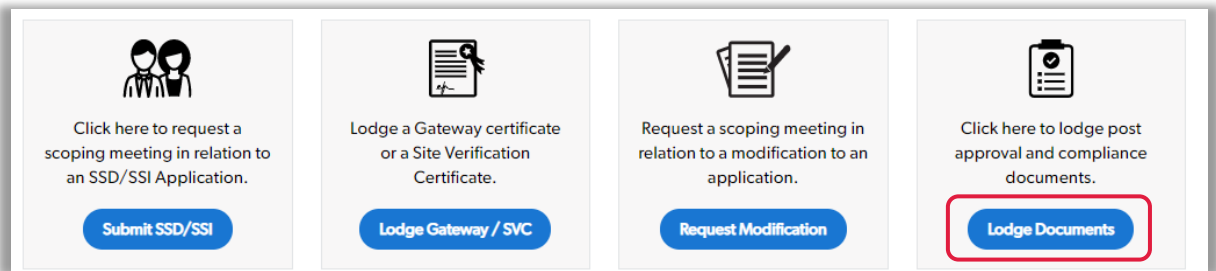
This guide includes instructions on how to lodge post approval and compliance documents including how to use the online portal to consult with government authorities.

You need an account on the Major Projects Website to lodge documents. 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](#).

Lodging a Post Approval Document

To lodge a post approval document, follow the steps below.

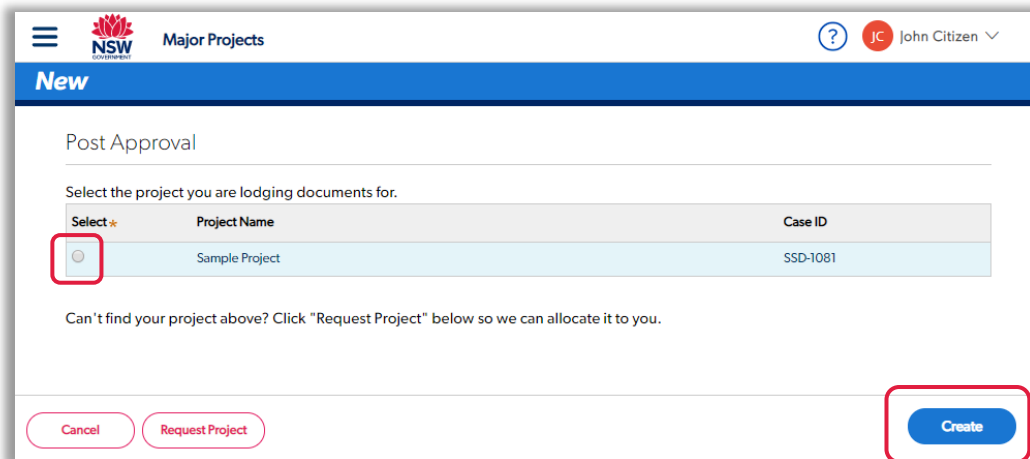
1. Sign in to your account by clicking the 'Sign in' button in the top right-hand corner of the website and entering your user ID and password.
2. Click on the 'Lodge Documents' button.



3. Select the project you are submitting a document for and click 'Create'.

You cannot submit documents for modifications. If you need to submit a document as a result of a modification, you should submit it for the project that was modified.

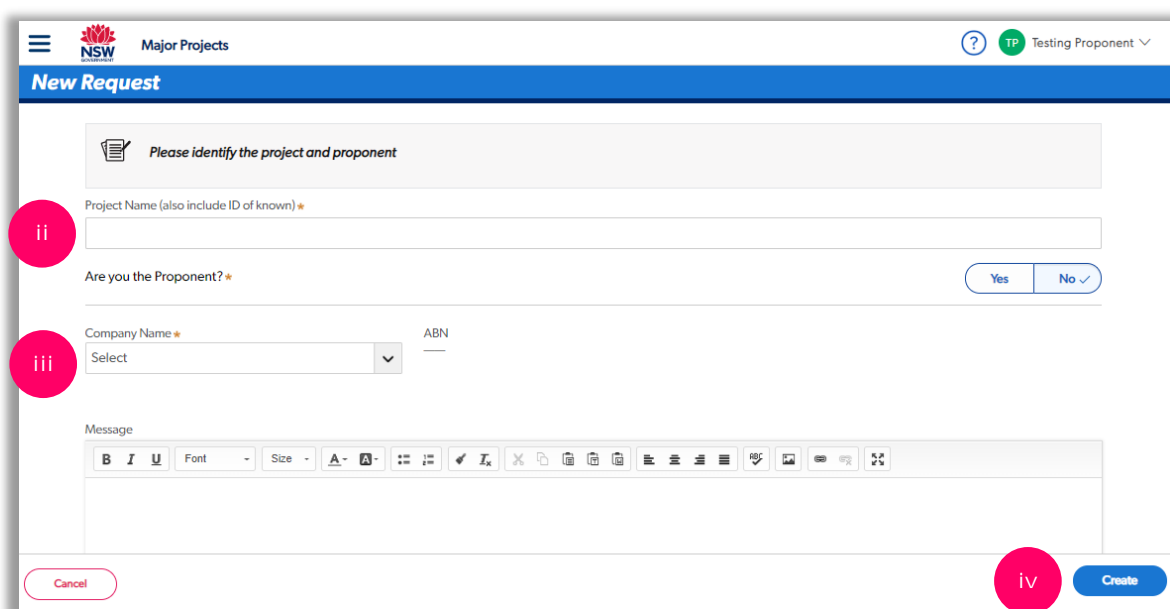
If your project is not available in this list, follow the steps below. Otherwise follow the prompts on the screen to complete the form. For instructions on how to consult with public authorities proceed to step 4 of this guide.



Requesting a Project

If the project you are trying to submit documents for is not available, you can request it be assigned to your account. To do this:

- i. Click 'Request Project'.
- ii. Enter the name of the project you are trying to modify and answer whether you are the proponent.
- iii. 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.



The screenshot shows the 'New Request' form in the Major Projects website. The form is titled 'New Request' and contains a text input for 'Project Name (also include ID of known)', a radio button for 'Are you the Proponent?', a dropdown menu for 'Company Name', and a text input for 'Message'. The form has a 'Cancel' button and a 'Create' button. Red circles with Roman numerals ii, iii, and iv are overlaid on the form to indicate the steps described in the text.

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:

- Signing in to their account.
- Clicking the menu and then "Account Management".
- Clicking on the company they wish to add users to.
- Clicking on 'Manage Associates' and then '+ Add Associates'.

For detailed instructions on how to add users, view the 'Managing Associates' guide available [here](#).

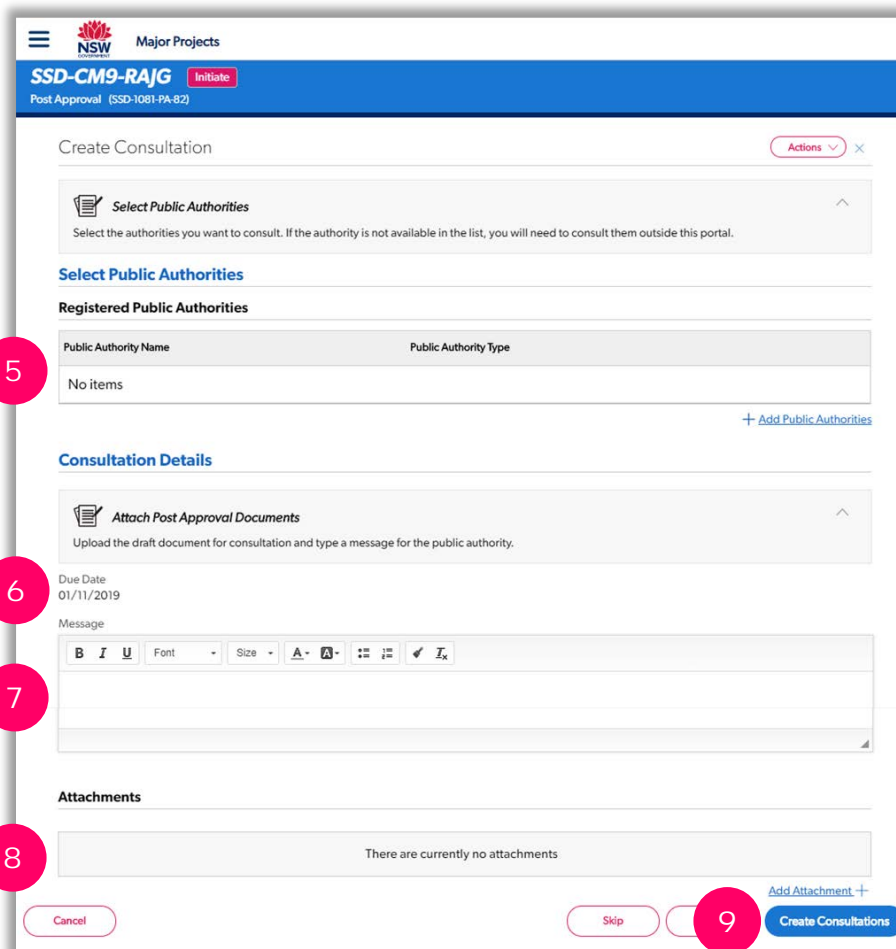
- iv. Click 'Create'.
- v. The Department will email you once the project is assigned to the company you have specified. Once you have received this email, continue from Step 3.

Consulting Public Authorities

4. After completing steps 1-3, you will be asked whether you want to use the portal to consult with Government agencies using the system. To do this, answer 'yes' then press 'Continue'.
5. Select the public authorities you wish to consult by clicking '+ Add Public Authorities' and then typing to search.

Tip: Can't find the public authorities you are looking for? You can skip this step and upload advice from received from agencies outside the system by clicking 'Skip' in the bottom right corner.

6. The public authority will be given a due date based on the Department's Interagency Agreement.
7. Add a message for the public authorities.
8. Upload the document you wish to consult on.
9. Click 'Create Consultations'. The public authorities you have selected will be automatically notified and provided with the information you have included in the form.



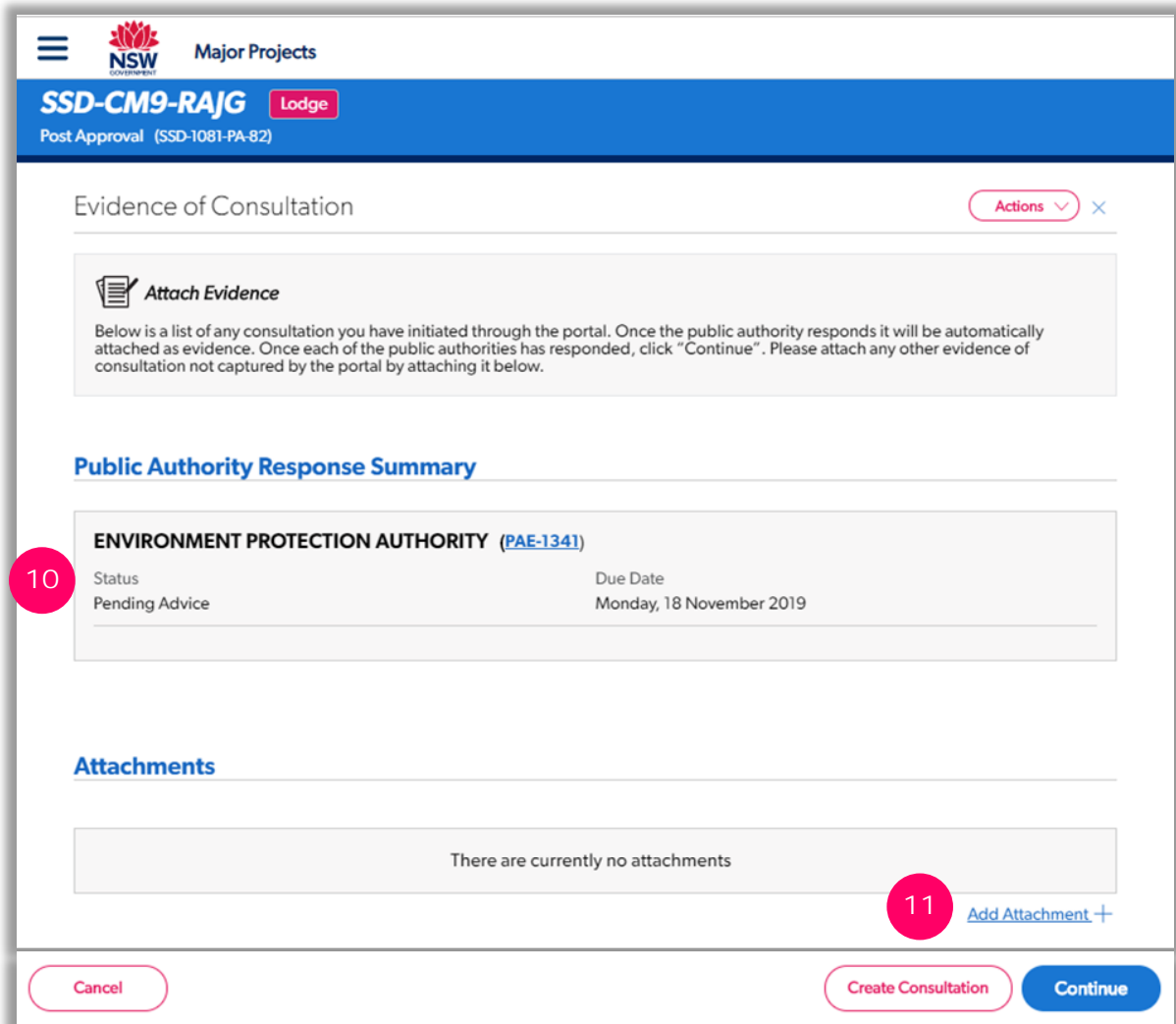
The screenshot shows the 'Create Consultation' form. At the top, there is a header with the NSW logo and 'Major Projects'. Below that, the project name 'SSD-CM9-RAJG' and 'Post Approval (SSD-1081-PA-82)' are displayed. The form is divided into several sections:

- Select Public Authorities:** A section with a heading 'Select Public Authorities' and a sub-heading 'Registered Public Authorities'. It contains a table with columns 'Public Authority Name' and 'Public Authority Type'. The table is currently empty, showing 'No items'. A red circle with the number '5' is placed over the table area. A '+ Add Public Authorities' link is visible at the bottom right of this section.
- Consultation Details:** A section with a heading 'Attach Post Approval Documents'. It includes a 'Due Date' field with the value '01/11/2019'. Below this is a 'Message' field with a rich text editor toolbar (bold, italic, underline, font, size, color, background color, bulleted list, numbered list, link, unlink, undo, redo). A red circle with the number '6' is placed over the 'Due Date' field, and a red circle with the number '7' is placed over the 'Message' field.
- Attachments:** A section with a heading 'Attachments' and a message 'There are currently no attachments'. A red circle with the number '8' is placed over this section. An 'Add Attachment +' link is visible at the bottom right of this section.

At the bottom of the form, there are three buttons: 'Cancel', 'Skip', and 'Create Consultations'. A red circle with the number '9' is placed over the 'Create Consultations' button.

10. When a public authority responds, their advice will be automatically attached to the portal. You will also be notified by email. You can track the status of your requests here.
11. Attach any advice that you have received outside the portal, if applicable.
12. Once all the authorities have responded, click 'Continue' to proceed. You can continue without the public authority having responded. However, if you do this, the request will be withdrawn from the public authority and you will need to justify why you have submitted your post approval document without evidence of consultation.

Tip: You can initiate more consultations at any time by clicking 'Create Consultation' in the bottom right-hand corner of the screen.



Major Projects

SSD-CM9-RAJG **Lodge**

Post Approval (SSD-1081-PA-82)

Evidence of Consultation **Actions** ⌵ ✕

Attach Evidence

Below is a list of any consultation you have initiated through the portal. Once the public authority responds it will be automatically attached as evidence. Once each of the public authorities has responded, click "Continue". Please attach any other evidence of consultation not captured by the portal by attaching it below.

Public Authority Response Summary

ENVIRONMENT PROTECTION AUTHORITY (PAE-1341)	
Status	Due Date
Pending Advice	Monday, 18 November 2019

Attachments

There are currently no attachments

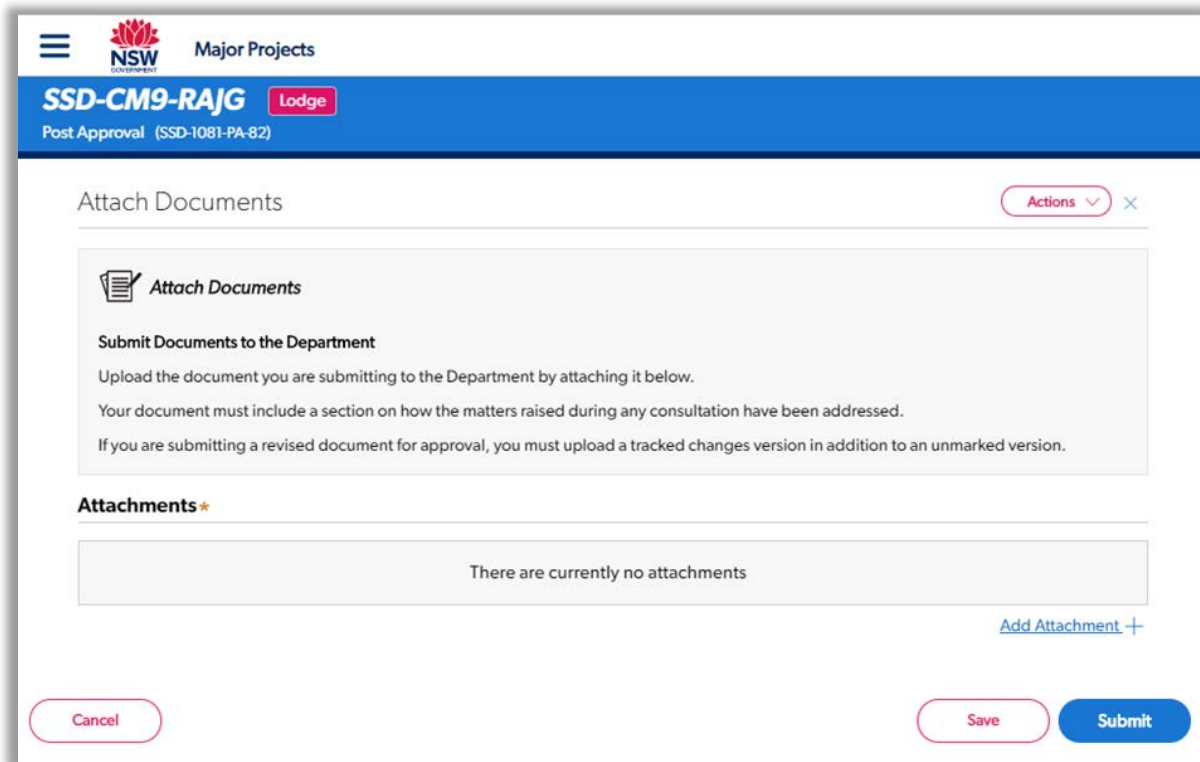
11 [Add Attachment +](#)

10

Cancel **Create Consultation** **Continue**

Uploading the Final Document

13. Upload the final document you are submitting to the Department for review/approval. If you are submitting a revised document, you must include a tracked change version along with an unmarked version of the document.



The screenshot shows a web interface for uploading documents. At the top, there is a navigation bar with the NSW Government logo, the text 'Major Projects', and a 'Lodge' button. Below this, the document ID 'SSD-CM9-RAJG' and 'Post Approval (SSD-1081-PA-82)' are displayed. The main section is titled 'Attach Documents' and contains instructions: 'Submit Documents to the Department', 'Upload the document you are submitting to the Department by attaching it below.', 'Your document must include a section on how the matters raised during any consultation have been addressed.', and 'If you are submitting a revised document for approval, you must upload a tracked changes version in addition to an unmarked version.' Below the instructions is an 'Attachments*' section which is currently empty, showing 'There are currently no attachments'. At the bottom of the form are 'Cancel', 'Save', and 'Submit' buttons.

Need more help or have questions?

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