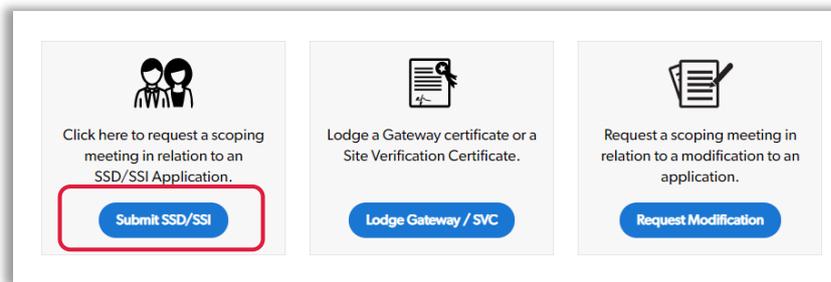


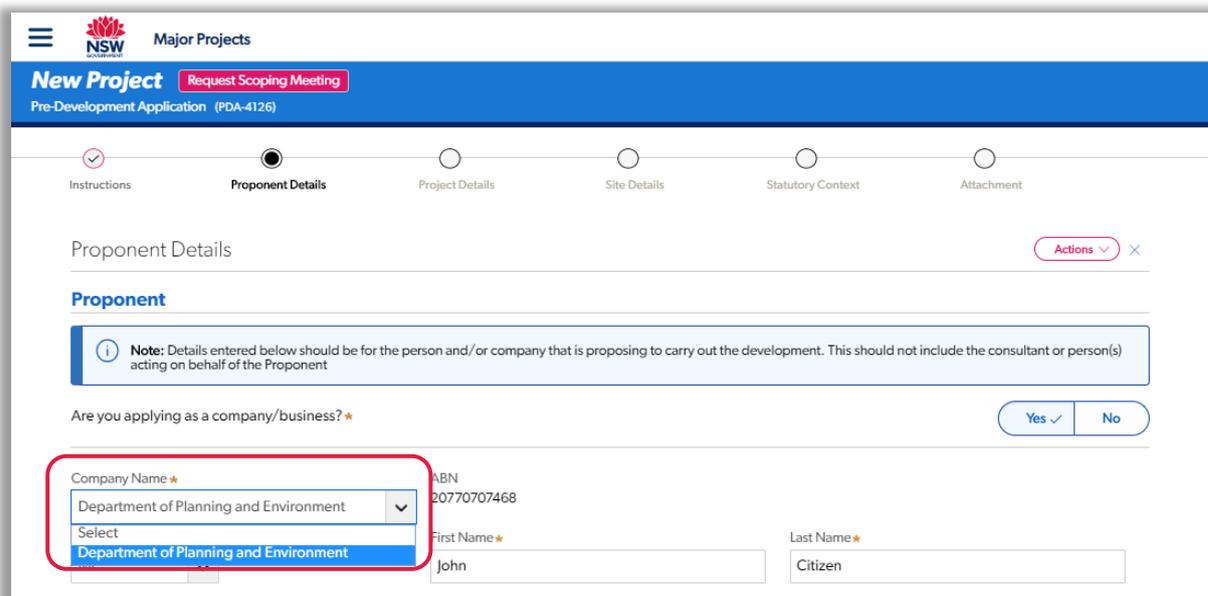
You need an account on the Major Projects website to lodge an application. If you do not already have an account, click 'Sign in' in the top right-hand corner of the Major Projects website and then click 'Create account'. For help creating an account, view the guide available here.

To lodge an application for SSD or SSI, 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 'Submit SSD/SSI' button.



3. View the instructions screen. Press the 'Continue' button when you are ready to proceed.
4. Enter the details of the Proponent/Applicant. If you are applying as a company, 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 image shows the 'Proponent Details' form on the Major Projects website. The form includes a progress bar at the top with steps: Instructions, Proponent Details (current), Project Details, Site Details, Statutory Context, and Attachment. The 'Proponent' section contains a note: "Details entered below should be for the person and/or company that is proposing to carry out the development. This should not include the consultant or person(s) acting on behalf of the Proponent." Below the note is a question: "Are you applying as a company/business?" with 'Yes' and 'No' options. The 'Company Name' dropdown menu is highlighted with a red box in the original image, showing a list of companies including 'Department of Planning and Environment'. Other fields include 'ABN' (20770707468), 'First Name' (John), and 'Last Name' (Citizen).

Note: The details entered at this step should be for the person and/or company proposing to carry out the development and is not the consultant or person acting on behalf of the proponent. It is also the company that will be invoiced for any fees associated with the application.

If you are a Consultant

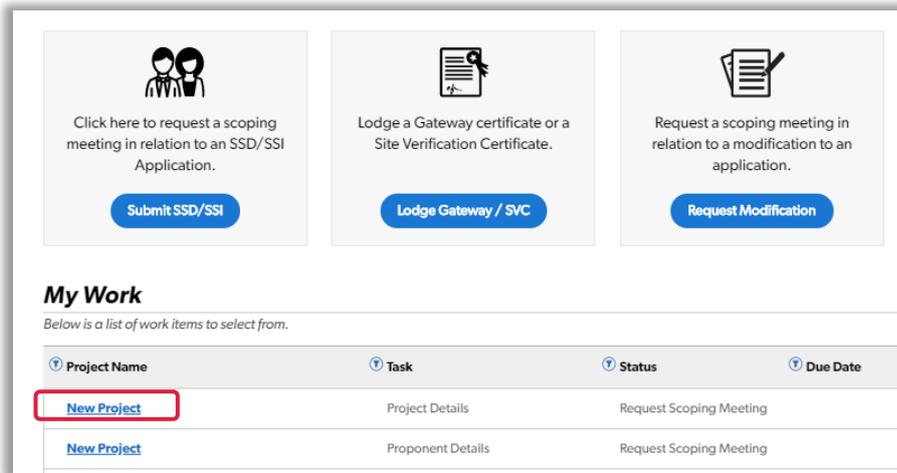
Ask the proponent to add you to their account so you can act on their behalf. If they do not have an account, they will need to create one first.

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 guide available [here](#).

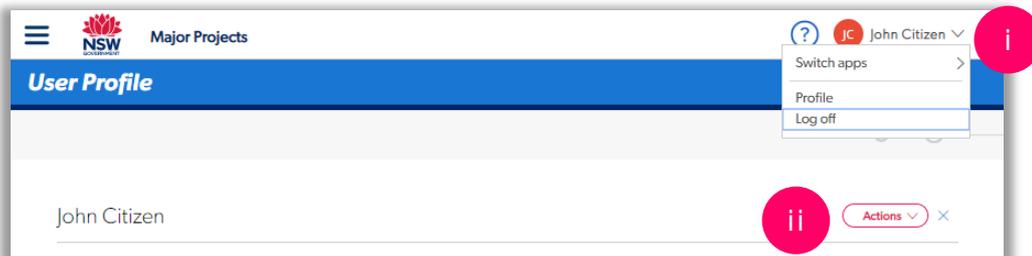
Resume your application by clicking on the incomplete task in the ‘My Work’ Area of your Dashboard (see image below). If you can’t see the Dashboard, click the menu and then select ‘Dashboard’. Follow the prompts to complete the remainder of the form.



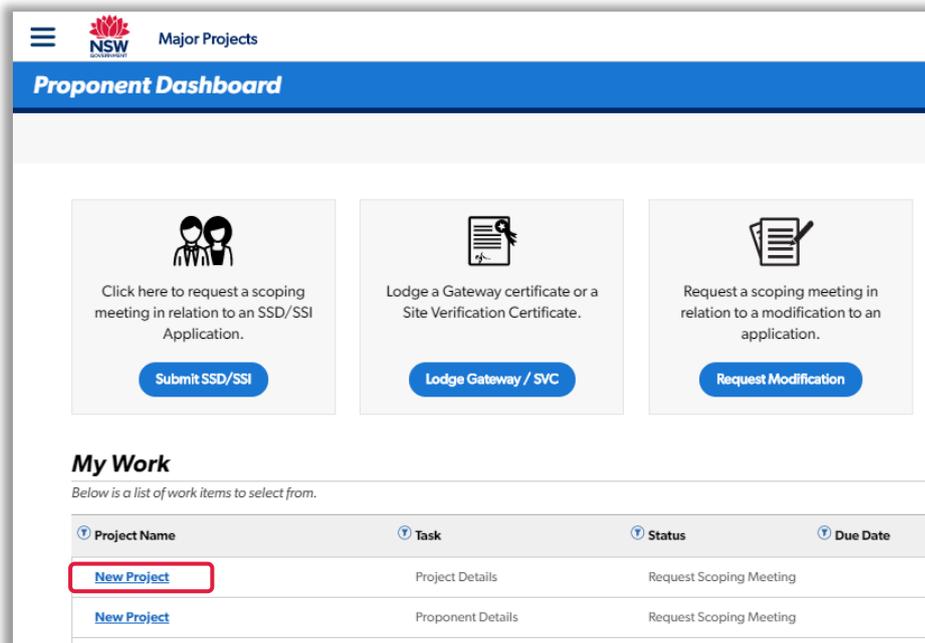
If you are the Proponent

Create a new company as part of your account. To create a new company:

- i. Click on the drop-down arrow beside your name and select ‘Profile’.
- ii. Click on the ‘Actions’ button and select ‘Add Company’.
- iii. Enter the details of your new company and click the ‘Add Company’ button in the bottom right.



Resume your application by navigating to incomplete task in the 'My Work' Area of your Dashboard. If you can't see the Dashboard, click the menu and then select 'Dashboard'. Follow the prompts to complete the remainder of the form.



The screenshot shows the 'Proponent Dashboard' for Major Projects. It features three main action cards: 'Submit SSD/SSI', 'Lodge Gateway / SVC', and 'Request Modification'. Below these is a 'My Work' section with a table of tasks. The 'New Project' link in the first row of the table is highlighted with a red box.

Project Name	Task	Status	Due Date
New Project	Project Details	Request Scoping Meeting	
New Project	Proponent Details	Request Scoping Meeting	

Need more help or have questions?

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