

Planning Portal Registration and Log-in

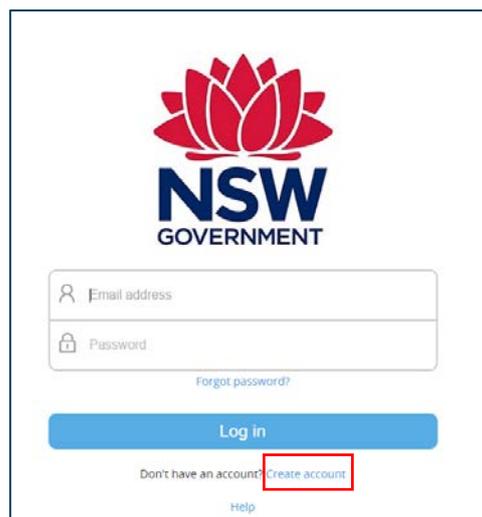
To use the Online Submission System, you will need a Planning Portal account. This guide outlines each step of the registration process.

1. Go to www.planningportal.nsw.gov.au/onlinesubmission

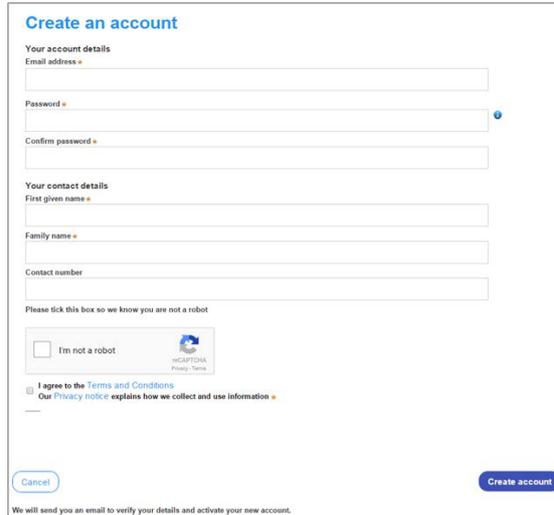
2. **Select** My Account in the top right-hand corner to be directed to the login page.



3. **Click** the Create Account link to commence the registration process.

A screenshot of the NSW Government login page. At the top is the NSW Government logo. Below it are two input fields: "Email address" and "Password". A "Forgot password?" link is positioned below the password field. A blue "Log in" button is centered below the fields. At the bottom, the text "Don't have an account?" is followed by a "Create account" link, which is highlighted with a red box. A "Help" link is located at the very bottom.

4. The Create an account page will open.



5. **Enter** your email address.

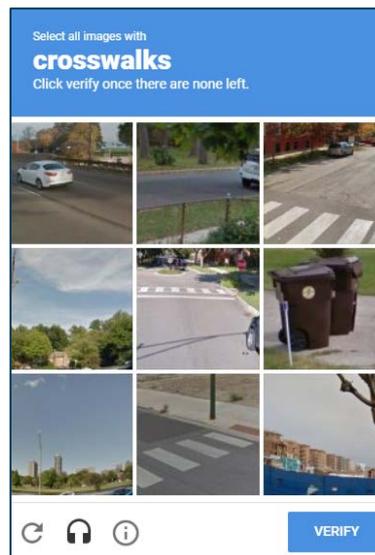
Note: This will be your username and any system generated notifications will be sent to this account.

6. **Enter** and confirm your password:

- Passwords must be at least eight characters long
- They must have a maximum of 16 characters
- They can't contain parts of the email address that exceeds two consecutive characters
- They must contain the following:
 - Uppercase letters (A through Z)
 - Lowercase letters (a through z)
 - Numbers (0 through 9)
 - The following non-alphabetic characters: ~! @ # \$ % ^ & * () _ + - = { } [] | \ : ; " ' < > ? , . /

7. Enter your contact details, including a contact number (mobile is preferred).

8. Verify you're not a robot, and correctly complete a question such as "Select all images with traffic lights" to proceed.

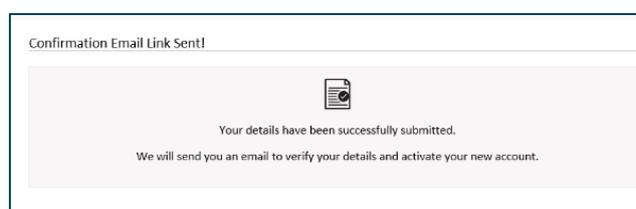


9. Agree to the Terms and Conditions by selecting the tick box. You may also review the privacy notice at this point.

10. Click the Create Account button.



11. You will be sent a system generated email to your registered email account to verify your account. Once you receive this email, click on the link to verify your account.



Note: Your NSW Planning Portal account will not be created until you have successfully verified your registration. Once you have successfully activated your account, a system generated email confirming that your account is active, along with help and support information, will also be sent to your registered email address.

The verification is valid for 24 hours.

12. Contact your council's admin account holder who can provide you with access to your councils' dashboard.
13. You are now able to log into your dashboard. Enter the registered email address and password for this account.

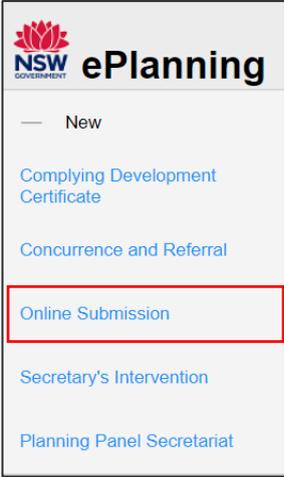
Note: Use the Forgot password hyperlink and follow the prompts to reset or change your password at any time.

Mandatory online submissions

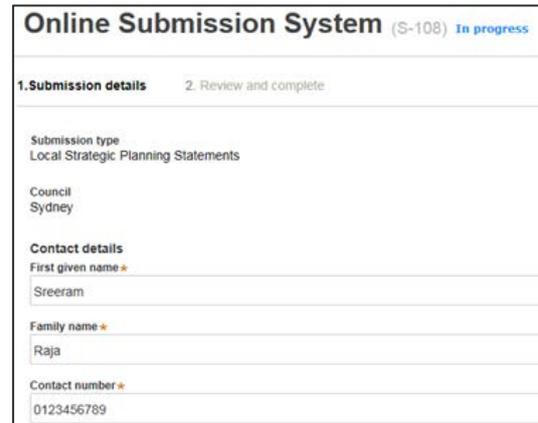
A council must submit the following through the Planning Portal:

- Variations to Development Standards Reports (Quarterly).
- New or amended Local Strategic Planning Systems.
- New or amended Local Voluntary Planning Agreements.
- New or amended Local Environmental Plans (Planning Proposal documents).
- New or amended Development Control Plans.
- New or amended Contribution Plans.
- New or amended Spatial Maps (GIS files).
- Compliance Support Grants.

Make a submission via the Online Submission System

To create a new online submission:	
1. Click on the new tab on the left-hand side of the dashboard.	
2. Click a new online submission.	
Note: The system will auto-generate an “S-XX” reference number.	
3. Select the submission type from the drop down.	
4. Click Next.	

5. Enter in your contact details.



Online Submission System (S-108) In progress

1. **Submission details** 2. Review and complete

Submission type
Local Strategic Planning Statements

Council
Sydney

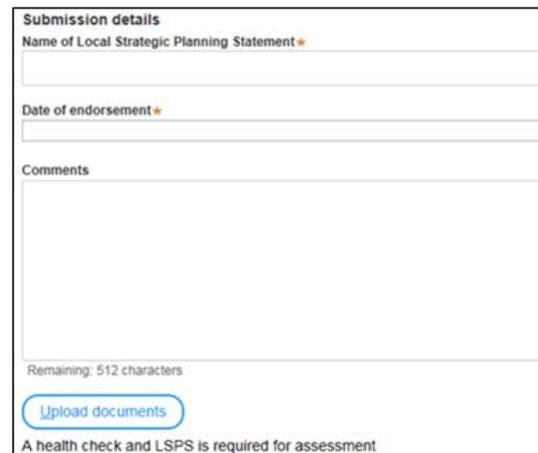
Contact details

First given name *
Sreeram

Family name *
Raja

Contact number *
0123456789

6. Enter in the submission details.



Submission details

Name of Local Strategic Planning Statement *

Date of endorsement *

Comments

Remaining: 512 characters

[Upload documents](#)

A health check and LSPS is required for assessment

Upload documents

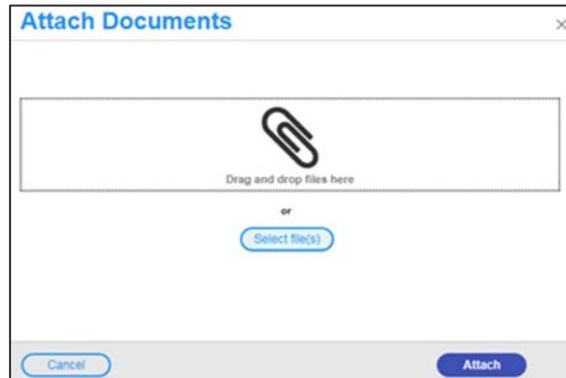
To upload a document:

1. **Click** upload documents.



Note: PDF, Word, Excel, JPEG, PNG or ZIP. Please ensure the ZIP file does not include any executable (.exe or .osx) file types. The maximum file size is 300 MB.

2. **Upload** documents via drag and drop or select files button then **click** Attach.

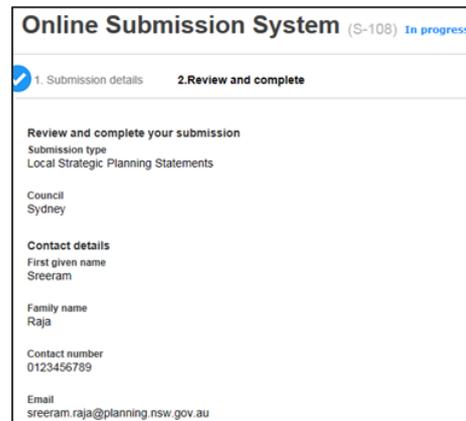


3. Once documents have been uploaded, **click** save and continue.

Review and Submit

Review your submission details as below:

Once you have confirmed details, **click** submit.



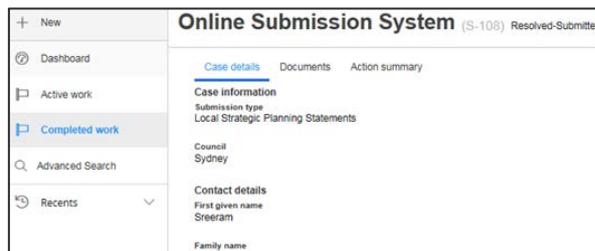
Note: Click Previous to go back to edit mode as required.

Next steps

The system will confirm that your submission has been sent to the Department. The status will change to Resolved-Submitted.



You will be able to view this online submission under the Completed work tab for your reference at any time.



Notifications

Council will receive a system generated notification email upon your completion and submission of an Online Submission form.

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions>; and / or
- Contact ServiceNSW on 1300 305 695.

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