
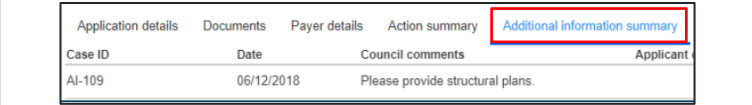


# Providing Additional Information

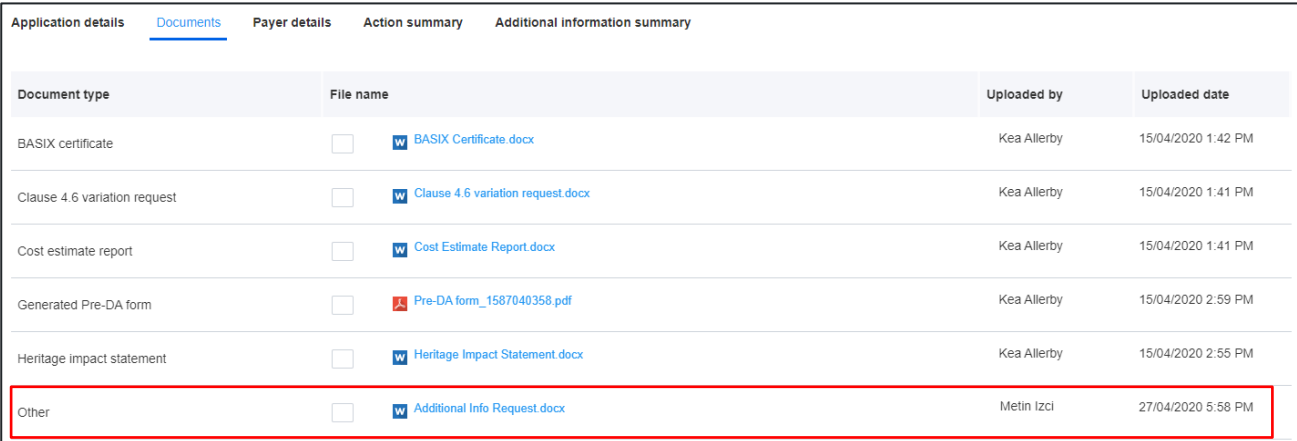
Additional or revised information can be requested by the consent authority on the NSW Planning Portal application prior to the development application being lodged or at any time during assessment. If information is requested by the consent authority, you will receive a system generated email advising you of the request for information. To view and action this request, follow the below steps.

## Responding to Additional Information Requests

<p>1. Login to the NSW Planning Portal and open the relevant case that requires an additional information response.</p>	
<p>2. Review the comments from council by <b>clicking</b> on the Additional information summary tab.</p>	

**Note:** If an attachment has been provided by the consent authority to support the request, it will be available for download in the Documents tab.

**Tip!** Look for a document with the most recent date that has not been uploaded by you in the uploaded date column.



Document type	File name	Uploaded by	Uploaded date
BASIX certificate	<a href="#">BASIX Certificate.docx</a>	Kea Allerby	15/04/2020 1:42 PM
Clause 4.6 variation request	<a href="#">Clause 4.6 variation request.docx</a>	Kea Allerby	15/04/2020 1:41 PM
Cost estimate report	<a href="#">Cost Estimate Report.docx</a>	Kea Allerby	15/04/2020 1:41 PM
Generated Pre-DA form	<a href="#">Pre-DA form_1587040358.pdf</a>	Kea Allerby	15/04/2020 2:59 PM
Heritage impact statement	<a href="#">Heritage Impact Statement.docx</a>	Kea Allerby	15/04/2020 2:55 PM
Other	<a href="#">Additional Info Request.docx</a>	Metin Izci	27/04/2020 5:58 PM

<p>3. When you are ready to respond to the councils' request, <b>click</b> Respond on the Additional information summary tab.</p>	
<p>4. The 'Provide Additional Information' screen will display. <b>Enter</b> any comments into the Response Comments field.</p>	


DA Online (PAN-1552)
Additional Information AI-364 In-Progress
Actions ▾
Close and home

### Provide Additional Information

KA Kea Allerby

Information requested:  
Please provide a traffic report as outlined in the attached additional information request

Please provide your response comments: \*

<p><b>5. Click</b> Select file(s) or <b>drag and drop</b> your file(s). Categorise the file type(s) before <b>clicking</b> Attach.</p>	<div style="border: 1px solid #ccc; padding: 20px; width: 150px; margin: 0 auto;">  <p>Drag and drop files here</p> <p>or</p> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; display: inline-block; color: #0070c0;">Select file(s)</div> </div>
<p><b>6. Click</b> Submit to complete the information request.</p>	<div style="border: 1px solid #0070c0; border-radius: 15px; padding: 10px 30px; display: inline-block; background-color: #0070c0; color: white; font-weight: bold;">Submit</div>

## Providing Additional Information

You can also provide additional information to the consent authority at any time from your Actions drop down menu.

This option must not be used when the consent authority has initiated the request as you will not be resolving the outstanding request, the system will create a new one.

DA Online Reference number: PAN-1590 DA number: DA2020183 Under assessment
Request certificate
Actions ▾
Close and home

✓ Pre-lodgement Review

✓ Lodgement

Assessment

Refresh

Provide Additional Info

Case Owner: Kea Allerby

[Application details](#)
Documents
Payer details
Action summary
Additional information summary
Related cases

**Note:** The consent authority will receive a system-generated email advising of the additional information provided and can review your comments and attachments included.

**End of steps**

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## 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/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.