
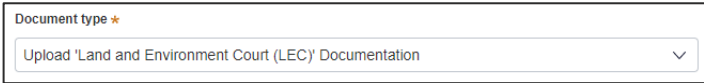
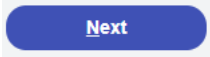
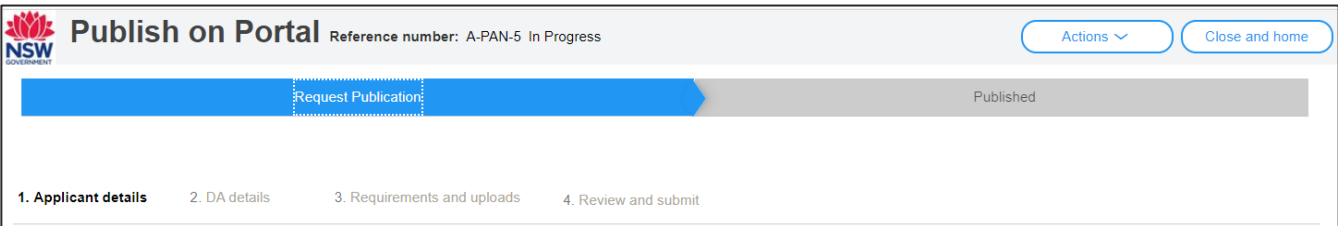





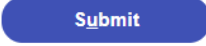
Upload Land and Environment Court Documentation to the NSW Planning Portal

Applicants can use the Publish on Portal service when requested by the Land and Environment Court (LEC) to upload documentation to the NSW Planning Portal. To access this service, you must have an NSW Planning Portal account. To register, please refer to our Registering for the NSW Planning Portal Account quick reference guide or video.

<p>1. Click New and select Publish on Portal to open the online form.</p>	
<p>2. Select upload LEC documentation from the document type dropdown menu.</p>	
<p>3. Click Next to continue.</p>	
	

Note: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields and any desired fields as required to publish the document.

<p>4. Enter the applicant's contact details.</p> <p>Note: Your user profile name and contact email address will automatically populate in the applicant's details.</p> <p>When entering the applicant's address it will be validated against the registered address database. Select an option from the list or continue to enter the details manually.</p>	<div data-bbox="890 264 1310 757"> <h3 style="color: #0070C0;">Applicant contact details</h3> <p>Title Please Select ▾</p> <p>First given name * Kate</p> <p>Other given name/s <input type="text"/></p> <p>Family name * Kelly</p> <p>Contact number 0233334444</p> <p>Email *</p> </div>
<p>5. Enter the reference number provided by the LEC.</p>	<div data-bbox="791 801 1410 909"> <p>Please provide the Land and Environment Court reference number *</p> <input type="text"/> </div>
<p>6. Click Save and continue.</p>	<div data-bbox="995 954 1206 999"> <p>Save and continue</p> </div>
<p>7. Identify if the DA was applied for through the NSW Planning Portal.</p> <p>Select Yes and enter the portal application number commencing with PAN-. Relevant details from the application will be prepopulated.</p> <p>Select No and enter further DA details including Council DA number, application type, site of development and description of development.</p>	<div data-bbox="762 1048 1442 1279"> <p>Was the DA applied for via the NSW Planning Portal? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Please enter the Council development application number (Ex. DA-XXXX) *</p> <input type="text"/> </div>
<p>8. Enter a short description of the type of development (max 100 characters).</p>	<div data-bbox="791 1458 1410 1547"> <p>Please provide the type of development with a short description *</p> <input type="text"/> </div>
<p>Note: The short description entered will be published as the title of the development, and where it can be viewed publicly, on the NSW Planning Portal website.</p>	
<p>9. Enter the remaining information such as determination date and developer name (both optional), then select the LEC status.</p>	<div data-bbox="791 1697 1410 2002"> <p>Please provide the date of determination of DA if applicable</p> <input type="text"/> <p>Developer name</p> <input type="text"/> <p>Please provide the status with the Land and Environment Court (LEC) *</p> <p>Select...</p> </div>

10. Click Save and continue.	
11. Click Upload and select or drag and drop your file(s). Categorise the file type(s) before clicking Attach.	
Note: All files uploaded will be published to the NSW Planning Portal website where they may be viewed publicly.	
12. Click Save and continue.	
13. Read and complete the declaration.	
<div style="border: 1px solid black; padding: 5px;"><p>Declaration *</p><p><input type="checkbox"/> I confirm that the details entered and documents uploaded are to be made available for public viewing on the NSW Planning Portal</p></div>	
14. Click Submit.	
Note: The documentation will be published on the NSW Planning Portal website .	

End of steps

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.