

# 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.

<ol> <li>Click New and select Publish on Portal to open the online form.</li> </ol>	<ul> <li>New</li> <li>Complying Development Certificate (New CDC, Mod)</li> <li>Free Tree Application</li> <li>Development Application (New DA, Mod, Review)</li> <li>State VPA / WIK request</li> <li>Special Infrastructure Contributions Request</li> <li>Post Consent Certificate (CC, OC, SC, PCA, SWC)</li> <li>Site Compatibility Certificate</li> <li>Publish on Portal</li> </ul>
<b>2. Select</b> upload LEC documentation from the document type dropdown menu.	Document type * Upload 'Land and Environment Court (LEC)' Documentation
3. Click Next to continue.	Next
Publish on Portal Reference number: A-PAN-5 In Progress	Actions ~ Close and home
Request Publication           1. Applicant details         2. DA details         3. Requirements and uploads         4. Ret	Published

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

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## **NSW Planning Portal** Quick Reference Guide



<ul> <li>4. Enter the applicant's contact details.</li> <li>Note: Your user profile name and contact email address will automatically populate in the applicant's details.</li> <li>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.</li> </ul>	Applicant contact details Title Please Select  First given name * Kate Other given name/s Family name * Kelly Contact number 0233334444 Email *
<b>5. Enter</b> the reference number provided by the LEC.	Please provide the Land and Environment Court reference number *
6. Click Save and continue.	Save and <u>c</u> ontinue
<ul> <li>7. Identify if the DA was applied for through the NSW Planning Portal.</li> <li>Select Yes and enter the portal application number commencing with PAN Relevant details from the application will be prepopulated.</li> <li>Select No and enter further DA details including Council DA number, application type, site of development and description of development.</li> </ul>	Was the DA applied for via the NSW Planning Portal? * <ul> <li>Yes</li> <li>No</li> </ul> Please enter the Council development application number (Ex. DA-XXXX) *
<b>8. Enter</b> a short description of the type of development (max 100 characters).	Please provide the type of development with a short description *
<b>Note:</b> The short description entered will be publis viewed publicly, on the NSW Planning Portal web	hed as the title of the development, and where it can be site.

9. Enter the remaining information such as	Please provide the date of determination of DA if applicable
determination date and developer name	Ē
(both optional), then <b>select</b> the LEC status.	
	Developer name
	Disease provide the statue with the Land and Environment Court (LEC) :
	Please provide the status with the Land and Environment Court (LEC) *
	Select

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#### Quick Reference Guide



10. Click Save and continue.	Save and <u>c</u> ontinue
<b>11. Click</b> Upload and <b>select</b> or <b>drag and drop</b> your file(s). Categorise the file type(s) before <b>clicking</b> Attach.	Upload

**Note:** All files uploaded will be published to the NSW Planning Portal website where they may be viewed publicly.

12. Click Save and continue.	Save and <u>c</u> ontinue
13. Read and complete the declaration.	
Declaration *	loaded are to be made available for public viewing on the NSW Planning Portal
14. Click Submit.	S <u>u</u> bmit

#### 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 <u>https://www.planningportal.nsw.gov.au/support/frequently-asked-questions</u> and / or contact ServiceNSW on 1300 305 695.