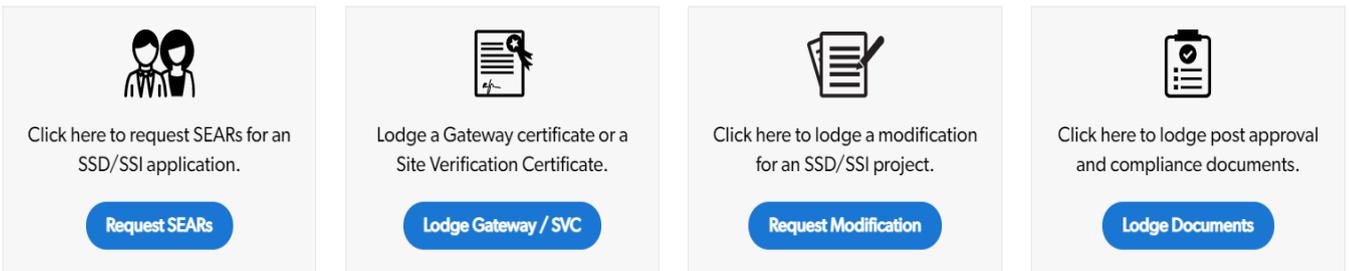


You need an account on the Major Projects website to lodge an application. If you do not already have an account, click 'Sign in' in the top right-hand corner of the Major Projects website and then click 'Create account'. For help creating an account, view the guide available here.

To lodge an application for SSD or SSI, you must first request SEARs with the Department. To do this, follow the steps below.

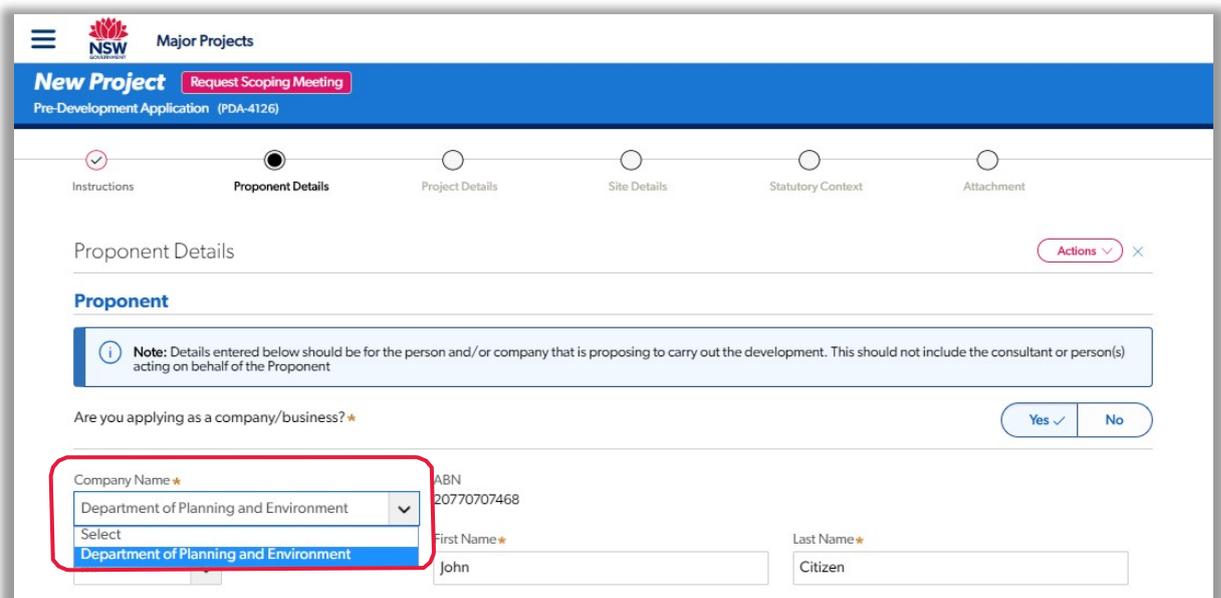
1. Sign in to your account by clicking the 'Sign in' button in the top right-hand corner of the website.
2. Click on the 'Request SEARs' button.



Four action buttons are displayed in a row, each with an icon and a text description:

- Request SEARs**: Click here to request SEARs for an SSD/SSI application.
- Lodge Gateway / SVC**: Lodge a Gateway certificate or a Site Verification Certificate.
- Request Modification**: Click here to lodge a modification for an SSD/SSI project.
- Lodge Documents**: Click here to lodge post approval and compliance documents.

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 screenshot shows the 'Major Projects' website interface. The top navigation bar includes the NSW Government logo and 'Major Projects'. Below this is a blue header with 'New Project' and 'Request Scoping Meeting'. The main content area shows a progress bar with steps: Instructions, Proponent Details (active), Project Details, Site Details, Statutory Context, and Attachment. The 'Proponent Details' form is displayed, including a 'Proponent' section with a note: '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'. A question 'Are you applying as a company/business?' is followed by 'Yes' and 'No' buttons. The 'Company Name' dropdown menu is highlighted with a red box, showing 'Department of Planning and Environment' selected. 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

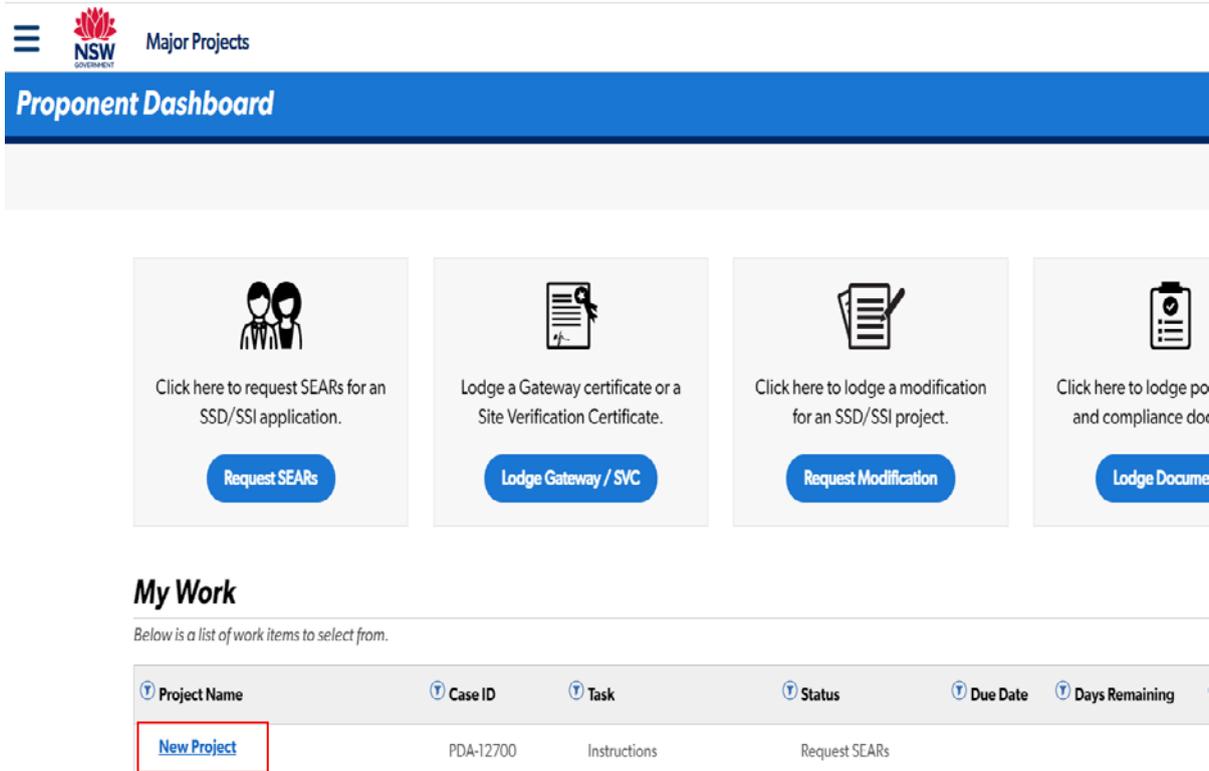
Ask the proponent to add you to their account so you can act on their behalf. If they do not have an account, they will need to create one first.

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.



The screenshot shows the 'Proponent Dashboard' with a navigation menu on the left. The main content area contains four action cards: 'Request SEARs', 'Lodge Gateway / SVC', 'Request Modification', and 'Lodge Documents'. Below these is a 'My Work' section with a table of work items. The first row in the table is highlighted with a red box.

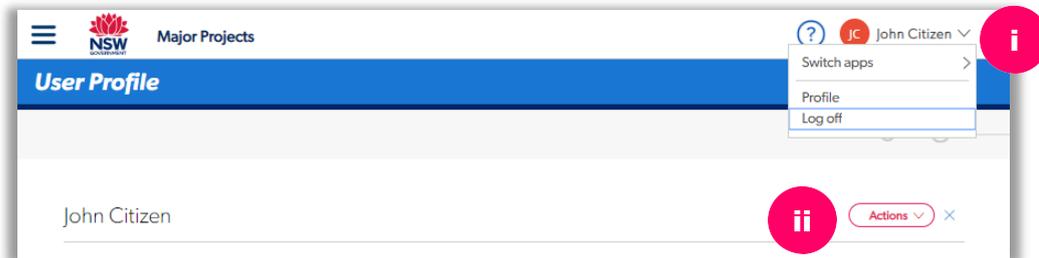
Project Name	Case ID	Task	Status	Due Date	Days Remaining
New Project	PDA-12700	Instructions	Request SEARs		

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.



Click here to request SEARs for an SSD/SSI application.

[Request SEARs](#)



Lodge a Gateway certificate or a Site Verification Certificate.

[Lodge Gateway / SVC](#)



Click here to lodge a modification for an SSD/SSI project.

[Request Modification](#)



Click here to lodge project and compliance documents.

[Lodge Documents](#)

My Work

Below is a list of work items to select from.

Project Name	Case ID	Task	Status	Due Date	Days Remaining
New Project	PDA-12700	Instructions	Request SEARs		

Need more help or have questions?

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