

Development Application | Council

How to use the edit functionality in the development application service

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Introduction

The Online development application service includes functionality for NSW Planning Portal council users to enable them to make edits to certain:

- application details, as input by the applicant
- council entered information.

These edits can be made following the submission of the application to council, and up until the applications determination.

What fields can be edited?

The fields that the council user can edit will vary depending on the stage of the application lifecycle and application type. Fields that are in edit mode, that is you can replace the value in a cell and the content is not 'greyed out', can be changed.

How can you view the edits made?

All edits are tracked in the 'Action summary' for that application. In addition, a PDF is generated that highlights the edited fields and shows the previous value, for transparency.

This guide outlines steps on how to use the edit functionality in the NSW Planning Portal.



Note: You will need a NSW Planning Portal council user account to be able to use this functionality. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

How to edit application details

Council users can edit certain fields entered by the applicant on the development application form.

 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

1. Log in to the NSW Planning Portal to display your dashboard.

Active work Completed work <u>Unassigned tasks</u> 841 Assigned tasks Case status							
DA Council WB 471							
1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		24/09/25	PAN-50658	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50657	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		5/06/25	PAN-46594	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Modification
		23/09/25	PAN-50603	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Pending lodgement	Development Application
					6 25 BARBER AVENUE	Pending	

2. Locate and open the development application you would like to edit, by clicking on the reference number.

Active work Completed work <u>Unassigned tasks</u> 843 Assigned tasks Case status							
DA Council WB 472							
1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		22/09/25	PAN-50568	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Pending lodgement	Development Application
		25/09/25	PAN-50677	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50658	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50657	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application

3. Select 'Edit application details' from the 'Actions' dropdown menu.

DA Online Reference number: PAN-50568 Pending lodgement

Pre-lodgement Review Lodgement Assessment

Completeness Check

What was the outcome of the pre-lodgement review? *

☐ Application was lodged

☐ Application was returned

You may upload a document to support the application return.

Please upload files in one of the following file formats: 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.

The file name can be up to 150 characters long.

Actions

- Refresh
- Request additional info
- Withdraw
- Re-assign
- Reject Application
- Mark assessment documents
- Mark sensitive documents
- Edit application details**
- Resend API
- Mark superseded documents

Close and home

4. Select 'Submit' to confirm that you would like to continue and to edit the application details.

Edit application details

Are you sure you want edit DA Online (PAN-22036)

Cancel

Submit

The application will open in edit mode enabling you to make the required changes.

5. Edit the required information by clicking on the relevant field or selecting a different option.

Pre-lodgement Review Lodgement Assessment Determination

1 Applicant details 2 Application details 3 Related planning information 4 Sustainable Buildings 5 Payer details 6 Requirements and uploads

Primary applicant details

First given name *

Peachy

Other given name/s

Family name *

Keen

Contact number

130001277

Email

applicant05@yopmail.com

 **Note:** Any fields that cannot be edited will be greyed out or unavailable for selection.

6. Continue through the application by clicking ‘Save and continue’ at the bottom of each page.

7. Once you reach the requirements and uploads section, select the checkbox confirming that the change(s) you have made were authorised by the applicant.

1 Applicant details 2 Application details 3 Related planning information 4 Sustainable Buildings 5 Payer details 6 Requirements and uploads

☒ confirm that the change(s) entered is/are made with appropriate authority from the applicant(s). *

Please upload files in one of the following file formats: 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.

The file name can be up to 150 characters long.

If you want to upload the same file in multiple categories, you will need to either name the files differently to complete a bulk upload or attach one document at a time.

If you need to amend any attachments please delete and upload a replacement document.

All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.

8. Upload a confirmation of the applicant’s authorisation to edit the development application details.

Click ‘Upload’.

If you need to amend any attachments please delete and upload a replacement document.

All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.

Select or drag and drop your file(s). Categorise the file type before clicking ‘Attach’.

Attach Documents


Drag and drop files here

or

Name *	File	Category	
Written consent from Peac	Written consent from Peachy Keen to edit DA - Copy - Copy - Copy - Copy.pdf	Approved DA edit details	

 **Note:** While uploading applicant approval to make the edits is not mandatory, it is considered good practice to do so for transparency.

9. Click Submit to finalise the edit.

A screenshot of a form interface. It features two buttons: a 'Previous' button on the left and a 'Submit' button on the right. The 'Submit' button is highlighted with a red rectangular border. The buttons are set against a light blue background.

 **Note:** You can edit details for a modification or review application whilst the development application is at the 'Completeness check' stage only.

10. To review the system generated documents and confirm all edits have been successfully updated to application, please go to section of this document titled 'How to view the edits made'.

How to edit council entered details

Council users can edit certain council entered details, input during the review, assessment and determination process.

 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

1. Log in to the NSW Planning Portal to display your dashboard.

Active work Completed work <u>Unassigned tasks</u> 841 Assigned tasks Case status							
DA Council WB							471
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		24/09/25	PAN-50658	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50657	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		5/06/25	PAN-46594	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Modification
		23/09/25	PAN-50603	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Pending lodgement	Development Application

2. Locate and open the development application you would like to edit, by clicking on the reference number.

Active work Completed work <u>Unassigned tasks</u> 3943 Assigned tasks Case status						
Application Type DA Online						
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
		25/09/25	PAN-22050	PENRITH	5 MOUNTAIN VIEW CRESCENT PENRITH 2750	Pending lodgement
0		25/09/25	PAN-22049	PENRITH	100 LORD SHEFFIELD CIRCUIT PENRITH 2750	Additional information requested
7		19/09/25	PAN-22036	PENRITH	30 REDDAN AVENUE PENRITH 2750	Under assessment
8		16/09/25	PAN-22011	PENRITH	136 STAFFORD STREET PENRITH 2750	Under assessment
		2/09/25	PAN-21960	PENRITH	1 SHEPHERD STREET COLYTON 2760	Pending lodgement
28		30/05/25	PAN-21681	PENRITH	1 SHEPHERD STREET COLYTON 2760	Additional information requested

3. Select 'Edit council entered details' from the 'Actions' dropdown menu.

The screenshot shows the DA Online interface. At the top, there's a red header bar with 'DA Online', 'Reference number: PAN-22011', 'Council Id: DA123', and 'Under assessment'. Below this is a blue navigation bar with 'Pre-lodgement Review', 'Lodgement', and 'Assessment'. The main content area is titled 'Capture Determination'. A message states: 'The assessment of contributions remains outstanding. Please go to 'Related Cases' and finalise the contribution.' Below this, it says: 'Formulate the Conditions of Consent by selecting the "Insert Conditions of Consent" option from the Actions button, or click the link below.' There's a link '[Insert Conditions of Consent]'. On the right, there's an 'Actions' dropdown menu. The menu items are: Refresh, Arrange Exhibition, Request additional info, Create CNR, Add conditions of consent, Withdraw, Re-assign, Reject Application, Mark assessment documents, Mark sensitive documents, Edit application details, Edit council entered details (highlighted with a red box), and Resend API. There's also a 'Close and home' button.

4. The 'Edit council entered details' screen will open. You can edit certain previously input council entered information.

Edit the required information.

The screenshot shows the 'Edit council entered details' screen. At the top, there's a header bar with 'Edit council entered details' and 'Days Elapsed 0'. Below this, there's a section titled 'Fee paid and lodged'. It asks: 'Has the applicant paid the Development Application fees required for lodgement of the application? *'. There are two radio buttons: 'Yes' and 'No'. The 'No' button is selected. Below this, it says: 'The fees payable for a modification application are specified in Schedule 4 of the Environmental Planning and Assessment Regulation 2021 and determined in accordance with Part 13. Following your review of this application, are fees payable under Part 13?'. There are two radio buttons: 'Yes' and 'No'. The 'Yes' button is selected. Below this, there's a text input field for 'Enter the Council unique identification number: *' with the value '50'. There's also a text input field for 'Enter the date the application was lodged into the Council system:' with the value '25/09/2025'.

 **Note:** Only the fields that you can enter will be displayed on this screen.

5. Update required fields and select 'Submit'.

The screenshot shows a button labeled 'Submit' with a red border. To its left is a button labeled 'Cancel'.

6. To review the system generated documents and confirm all edits have been successfully updated, please go to section of this document titled 'How to view the edits made'.

How to view the edits made

When a council user edits either application details or council entered information, a system generated PDF highlighting the changes is created. The edits are also logged in the 'Action summary' within the application for audit purposes.

Viewing the system generated document

1. Log in to the NSW Planning Portal to display your dashboard.

Active work Completed work <u>Unassigned tasks</u> 841 Assigned tasks Case status							
DA Council WB							471
●	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		24/09/25	PAN-50658	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50657	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
●		5/06/25	PAN-46594	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Modification
		23/09/25	PAN-50603	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Pending lodgement	Development Application
					6 25 BARBER AVENUE	Pending	

2. Locate and open the relevant development application by clicking on the reference number.

Active work Completed work <u>Unassigned tasks</u> 3943 Assigned tasks Case status						
Application Type DA Online						
●	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
		25/09/25	PAN-22050	PENRITH	5 MOUNTAIN VIEW CRESCENT PENRITH 2750	Pending lodgement
	0	25/09/25	PAN-22049	PENRITH	100 LORD SHEFFIELD CIRCUIT PENRITH 2750	Additional information requested
●	7	19/09/25	PAN-22036	PENRITH	30 REDDAN AVENUE PENRITH 2750	Under assessment
●	8	16/09/25	PAN-22011	PENRITH	136 STAFFORD STREET PENRITH 2750	Under assessment
		2/09/25	PAN-21960	PENRITH	1 SHEPHERD STREET COLYTON 2760	Pending lodgement
	28	30/05/25	PAN-21681	PENRITH	1 SHEPHERD STREET COLYTON 2760	Additional information requested

3. When the application opens scroll down to the review harness section and select the 'Documents' tab.

Application details Relevant matters **Documents** Payer details Action summary Notes Analy

Documents

Filter

Type: Please select Marked as: Please select Uploaded by: Please select

From: [Date Picker] To: [Date Picker]

For example, 01/01/2022 For example, 01/01/2023

Apply Filters Reset all

4. Open the system generated document to confirm all edits have been successfully updated to application.

Name	Type	Modified
Changes to council entered information_25092025.pdf	System generated document	25/09/2025 05:42 PM by Poppy Council
DA form_1758899346.pdf	Generated DA form	25/09/2025 05:36 PM by Poppy Council
DA form_1758705931.pdf	Generated DA form	23/09/2025 11:52 AM by Poppy Council

- Note:** Amendments to the application details will be captured in a document titled 'DA form_[unique reference number].pdf'. Any amendments to council entered information will be captured in a document titled 'Changes to council entered information_ddmmyyyy.pdf'.

The document will include the date the edits were made and the current and previous values, with the edited value highlighted orange.

Changes to council entered information Portal Application number: PAN-22011
(Highlighted fields indicate changes) Council Application number: DA123

Edited on: 19/09/2025

Fee paid and lodged

	Current Application Details ((1))	Previous Application Details ((1))
Has the applicant paid the Development Application fees required for lodgement of the application?	Yes	Yes
Enter total fee paid	10	1
Enter the Council unique identification number:	DA123	DA123

Viewing the audit log in the 'Action summary'

1. Log in to the NSW Planning Portal to display your dashboard.

Active work Completed work Unassigned tasks 841 Assigned tasks Case status							
DA Council WB 471							
1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		24/09/25	PAN-50658	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50657	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
●		5/06/25	PAN-46594	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Modification
		23/09/25	PAN-50603	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Pending lodgement	Development Application
					6 25 BARBER AVENUE	Pending	

2. Locate and open the relevant development application by clicking on the reference number.

Active work Completed work Unassigned tasks 3943 Assigned tasks Case status							
Application Type DA Online							
●	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	
		25/09/25	PAN-22050	PENRITH	5 MOUNTAIN VIEW CRESCENT PENRITH 2750	Pending lodgement	
	0	25/09/25	PAN-22049	PENRITH	100 LORD SHEFFIELD CIRCUIT PENRITH 2750	Additional information requested	
●	7	19/09/25	PAN-22036	PENRITH	30 REDDAN AVENUE PENRITH 2750	Under assessment	
●	8	16/09/25	PAN-22011	PENRITH	136 STAFFORD STREET PENRITH 2750	Under assessment	
		2/09/25	PAN-21960	PENRITH	1 SHEPHERD STREET COLYTON 2760	Pending lodgement	
	28	30/05/25	PAN-21681	PENRITH	1 SHEPHERD STREET COLYTON 2760	Additional information requested	

3. When the application opens scroll down to the review harness section and select the 'Action summary' tab.

< Application details Relevant matters Documents Payer details Action summary Notes Analy >							
History							
				<< < Page 1 of 8 > >>			
Time ↓	Description					Performed by	
25/09/25 5:32 PM	Generating the comparison PDF as part of edit DA					Poppy Council	

You can review the audit trail of what was updated by whom, including date and time stamps.

History		
<< < Page 1 of 8 > >>		
Time ↓	Description	Performed by
25/09/25 5:32 PM	Generating the comparison PDF as part of edit DA	Poppy Council
25/09/25 5:32 PM	A file has been attached: DA form_1758899143.pdf.	Poppy Council
25/09/25 5:32 PM	Edit Application action completed . Application moved to previous assignment	Poppy Council

What happens next?

- A system-generated document will be created every time the edit functionality is used. This document can be viewed in the 'Documents' tab.
- The 'Action summary' will include a record that the application was edited, including the date and time for audit and record-keeping purposes.

More information

Need help using the NSW Planning Portal?



View the Support Hub

24/7 access to step-by-step guides, short videos and frequently asked questions.



Submit an online assistance form

Submit a support enquiry via our online form.



Call customer support

For urgent or complex support needs, call the team on 1300 305 695.



Attend a training session

Learn to use the NSW Planning Portal in an online training session.

Recommended step-by-step guides

Other step-by-step guides that you may find useful are listed below:

- How to register for a NSW Planning Portal account
- How to navigate the NSW Planning Portal dashboard

These documents can be found on the [NSW Planning Portal Support Hub](#).