Department of Planning, Housing and Infrastructure

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Development Application | Council

How to use the edit functionality in the development application service

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Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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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.

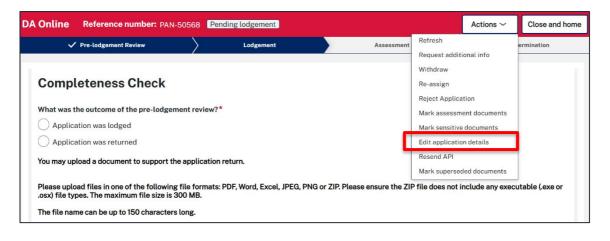
1. Log in to the NSW Planning Portal to display your dashboard.



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



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

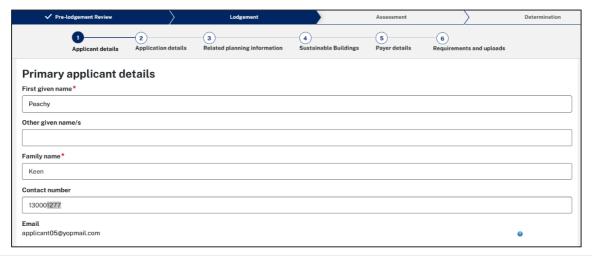


4. Select 'Submit' to confirm that you would like to continue and to edit the application details.



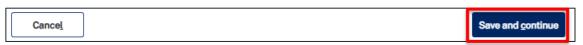
The application will open in edit mode enabling you to make the required changes.

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

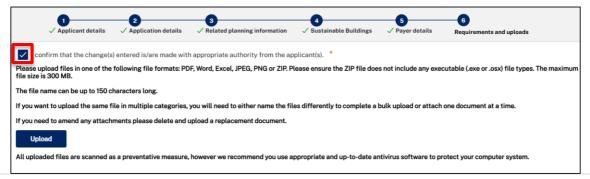


Note: Any fields that cannot be edited will be greyed out or unavailable for selection.

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

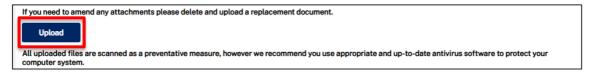


7. Once you reach the requirements and uploads section, select the checkbox confirming that the change(s) you have made were authorised by the applicant.



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

Click 'Upload'.



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



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.

Previous

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

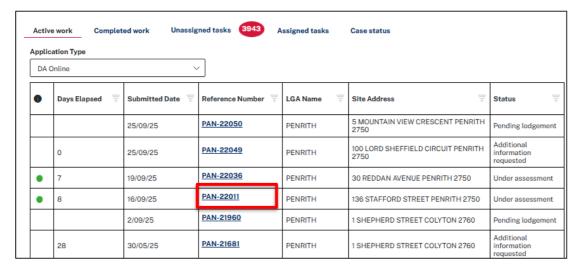
Council users can edit certain council entered details, input during the review, assessment and determination process.

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

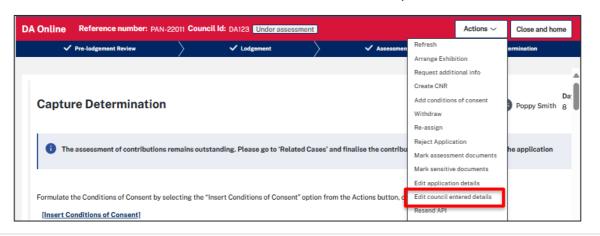
1. Log in to the NSW Planning Portal to display your dashboard.



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

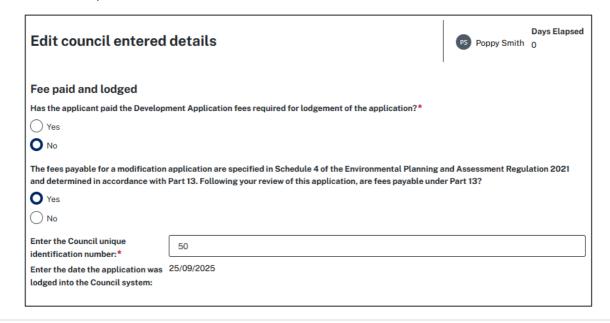


3. Select 'Edit council entered details' from the 'Actions' dropdown menu.



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

Edit the required information.



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

5. Update required fields and select 'Submit'.



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

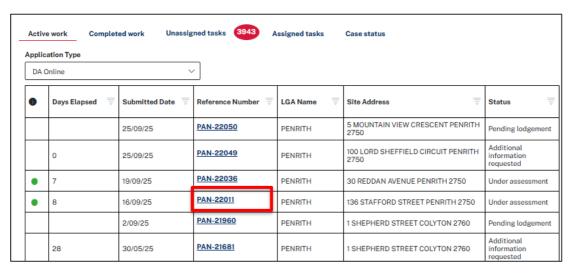
When a council user edits either application details or council entered information, a system generated PDF highlighting the changes is created. The edits are also logged in the 'Action summary' within the application for audit purposes.

Viewing the system generated document

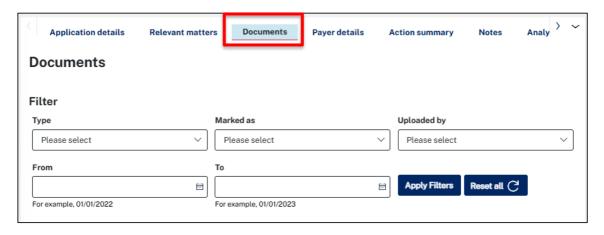
1. Log in to the NSW Planning Portal to display your dashboard.



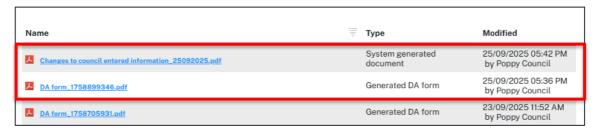
2. Locate and **open** the relevant development application by clicking on the reference number.



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

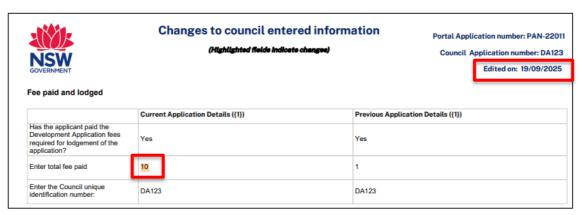


4. **Open** the system generated document to confirm all edits have been successfully updated to application.



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.

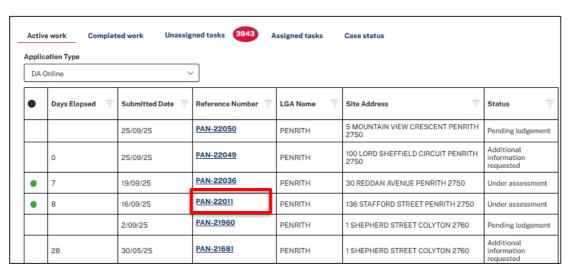


Viewing the audit log in the 'Action summary'

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



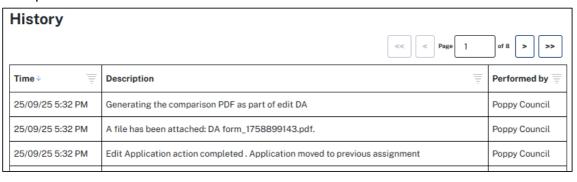
2. Locate and **open** the relevant development application by clicking on the reference number.



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



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



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-bystep guides, short videos and frequently asked questions.



Submit an <u>online</u> 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 <u>training</u> 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.