Department of Planning, Housing and Infrastructure

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Planning Proposals | Council / DPHI officer

How to complete the Gateway Implementation stage

Version: 2

Last Updated: 8 September 2026

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.

Published by NSW Department of Planning, Housing and Infrastructure

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How to complete the Gateway Implementation stage

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DPHI-MC-R-WC-V1.0

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Introduction

The Gateway Implementation stage of a planning proposal includes functionality for the Planning Proposal Authority (PPA) to:

	Pre-exhibition phase	Exhibition phase	Post exhibition phase
Refer an application to an Agency	✓		✓
Exhibit an application	✓	✓	✓
Request additional information	✓		✓
Upload documents for exhibition / agency consideration	✓	✓	
Edit an exhibition	✓	✓	
Review submissions		✓	✓
Upload offline submissions			✓
Upload post exhibition report and move to finalisation stage			✓
Change status of application to 'Do not proceed'	✓		✓

This guide outlines the main functions within each of these 3 phases:

1. **Pre-exhibition**: Create agency referrals and enter the public exhibition details.
2. **On exhibition**: Edit the information on exhibition on the NSW Planning Portal.
3. **Post exhibition**: Upload any additional submissions received outside the Portal and the post exhibition report.

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

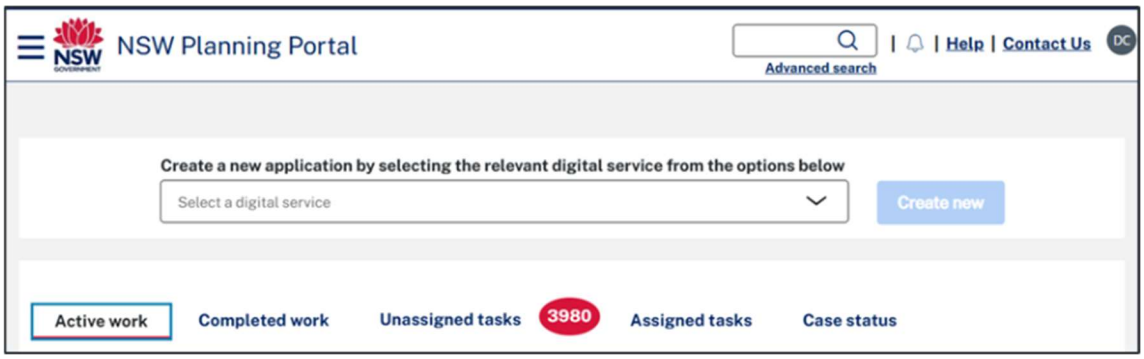
1. Pre-exhibition stage

This section outlines the process for Agency referrals, including referrals to the Development Coordination Authority (DCA), and entering the exhibition details.

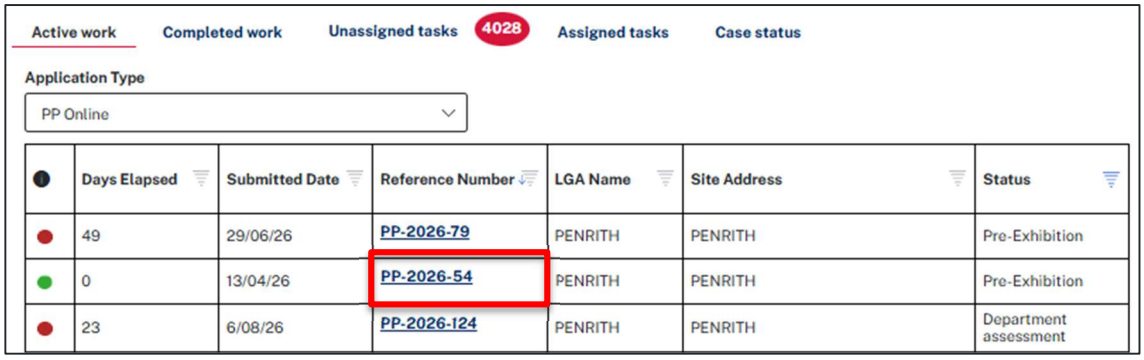
> **Tip**: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

1.1 How to create an Agency referral

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



2. From your 'Active work' dashboard, **click** the relevant reference number to open.

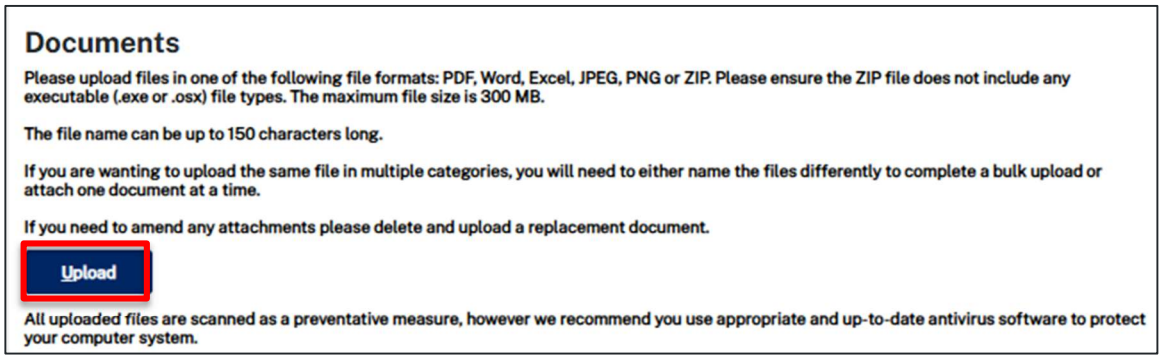


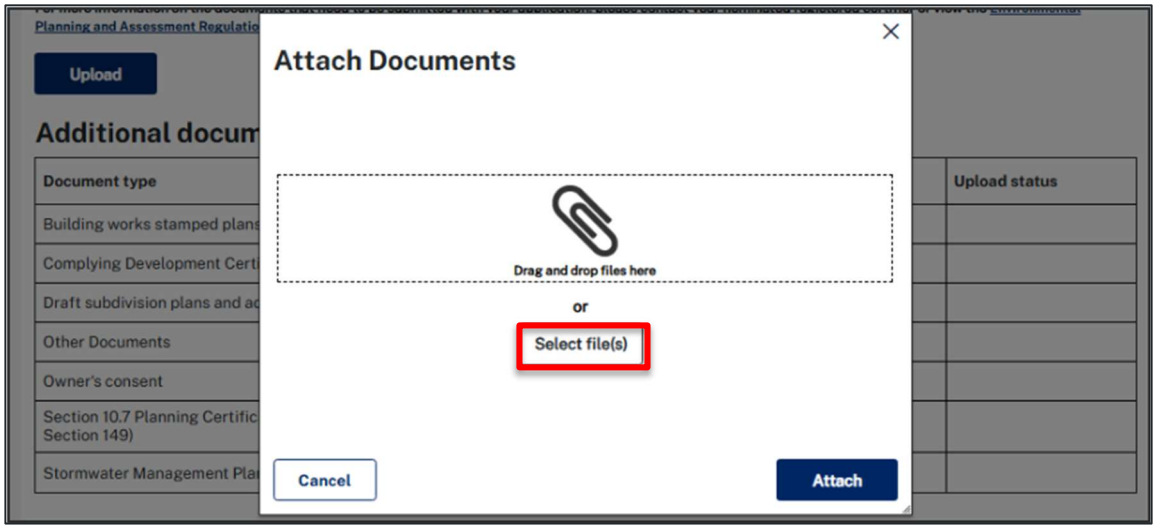
The application status will be 'Pre-exhibition'. If the application is not in your 'Active work' dashboard, click the 'Unassigned tasks' work basket.

3. **Select** 'Assign this task to me' and **click** 'Submit'.

Note: After you assign the proposal to yourself, the workflow automatically processes to the 'Pre-exhibition' screen. If you 'save and exit' the proposal and return later, you can access it from 'Active work'.

4. **Click** 'Upload to upload any relevant documents.



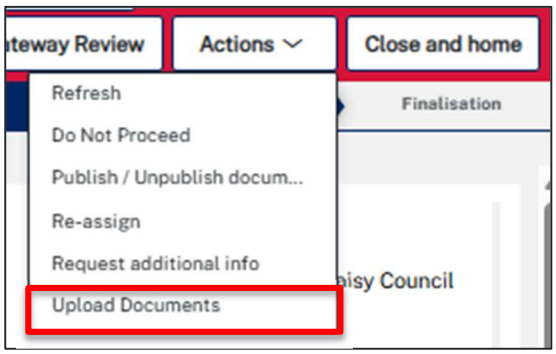


a) **Click** 'Select files (s)' or drag and drop your file(s) in the space provided.

b) **Select** the appropriate category to correspond to each file.

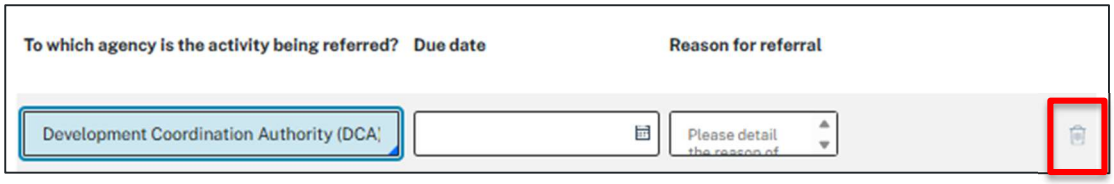
c) **Click** 'Attach'.

Note: Ensure you select the correct document type. If you need to upload a document with a different document type and you do not want to use 'Other', upload these documents using the 'Upload Documents' option in the 'Actions' menu.



5. Indicate whether you want to consult with relevant agencies.

Note: If you indicated that agency consultation would be required at an earlier stage of the process, these agencies will be automatically displayed. You can remove them by selecting the recycle bin at the end of the relevant row.



If **yes**,

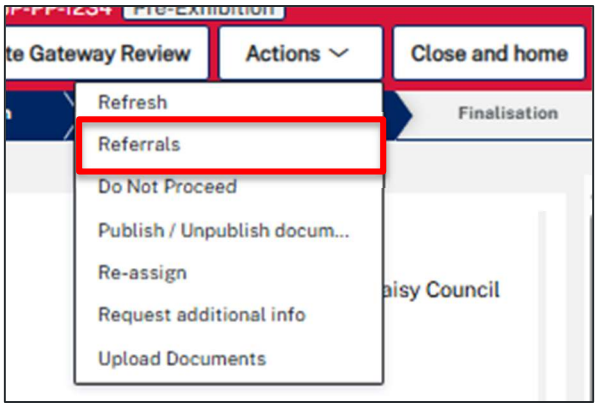
i) **Click** 'Add Agency' to add additional agencies. You can add multiple agencies by repeating this process.

ii) **Enter** the agency name and select it from the list. **Enter** a due date and referral reason for the agency.

6. Click ‘Submit’ to continue.

Notes:

- A referral case (REF-xxx) will be created for each of the agencies selected for consultation upon submission. These can be viewed in the ‘Related cases’ tab.
- The selected agencies will receive an email to advise them of the referral request.
- If you need to add another referral after you have passed this point, select ‘Referrals’ from the ‘Actions’ menu to add additional agencies.



Note: You will be unable to add additional referrals when the application is on exhibition.

1.2 How to enter exhibition details

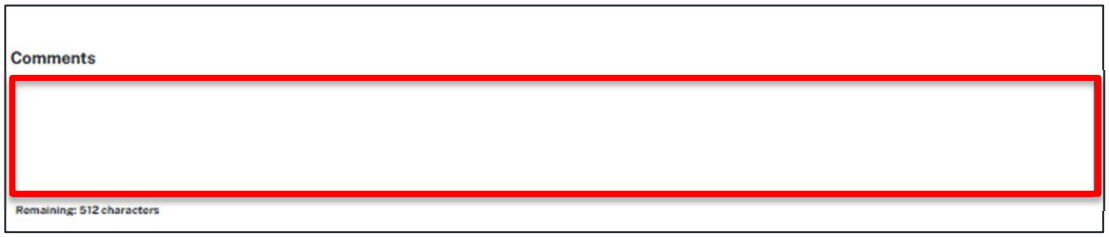
> **Note**: When you create the agency referrals in section 1.1, you will be automatically progressed to the 'Exhibition' page. The steps below assume you have not left the Portal in between. If you have, you will need to open the application to re-commence this process.

1. **Input** the exhibition start and end date. The exhibition start date must be after the Gateway Determination date.

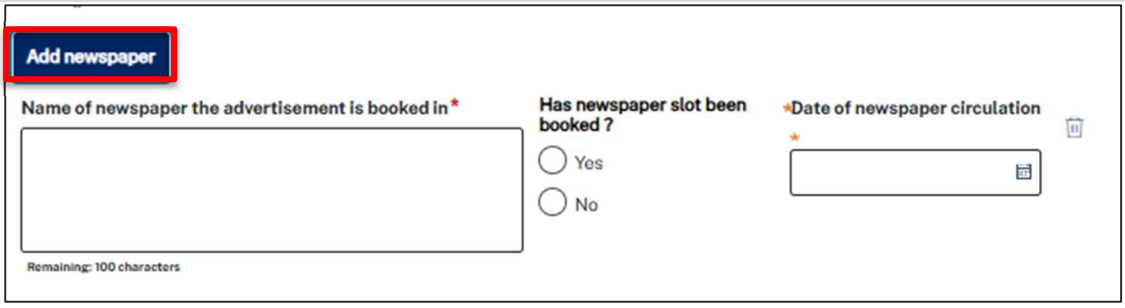
> **Note**: The exhibition and related documentation will only be visible from the exhibition start date. This step can be completed in advance.

2. **Select** the checkbox if spatial data has been uploaded to the view for exhibition.

3. **Provide** any comments related to the exhibition.

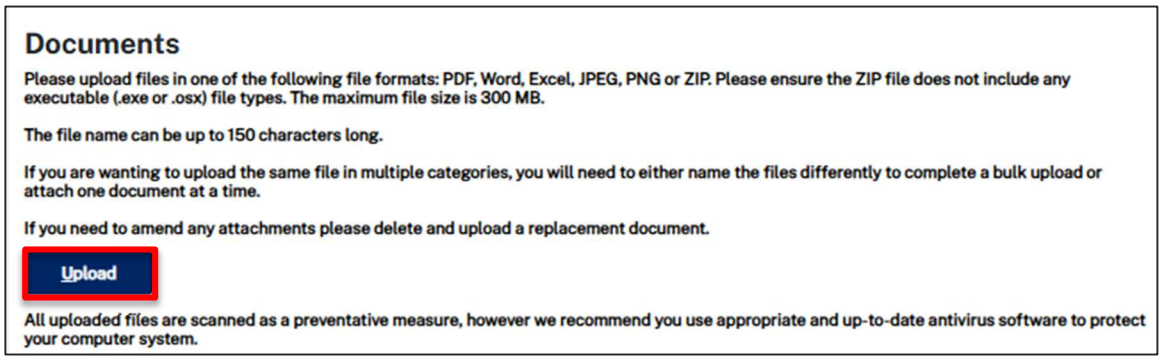


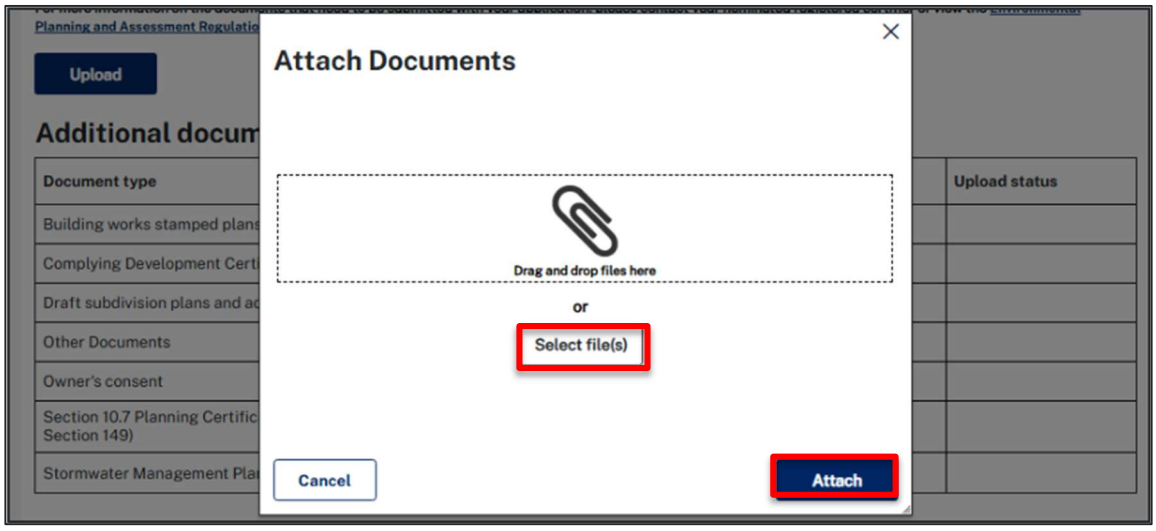
4. If the exhibition will be advertised in a newspaper, click 'Add newspaper' and enter the relevant details.



Note: If additional newspapers need to be added, repeat step 4 again.

5. **Click** 'Upload' to upload any additional documents.





a) **Click** 'Select files (s)' or drag and drop your file(s) in the space provided.

b) **Select** the appropriate category to correspond to each file.

c) **Click** 'Attach'.

6. **Select** the checkbox next to documents that are to be published during the exhibition.

7. Click ‘Submit’ to continue.

Note: The application status will change to ‘On Exhibition’. You will be unable to add additional referrals during this time.

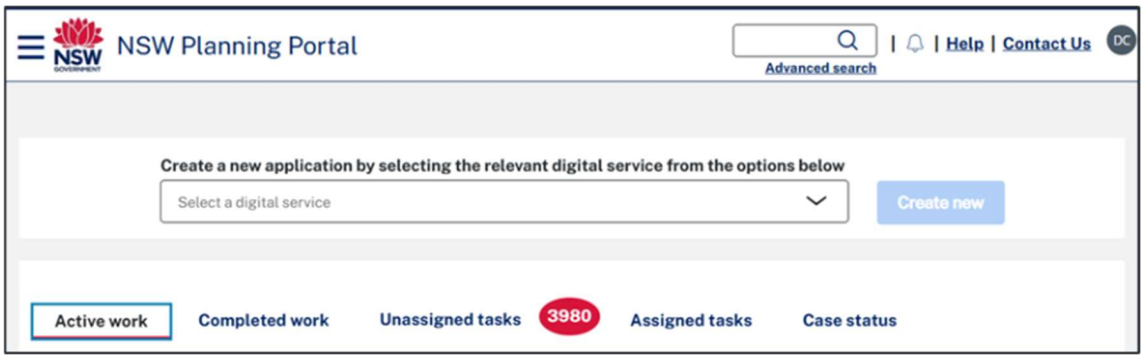
2. On exhibition stage

This section outlines how to edit exhibitions details and upload additional documents. During this stage you cannot refer an application to additional agencies.

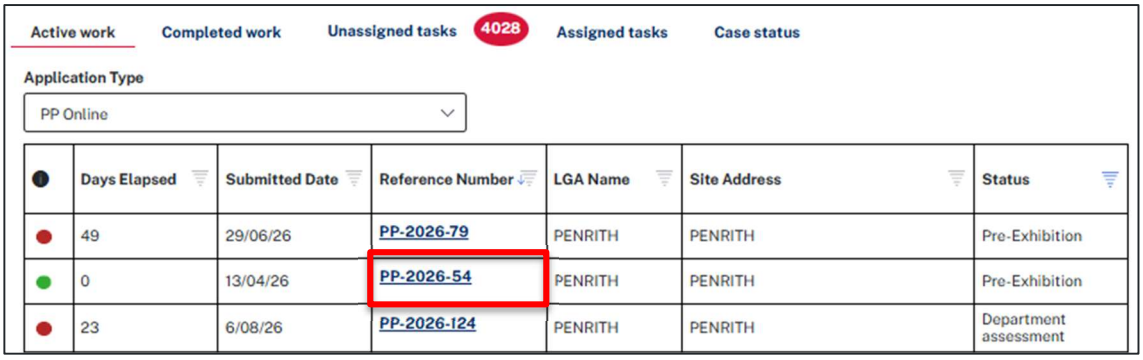
> **Tip**: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

2.1 How to edit exhibition information

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



2. From your 'Active work' dashboard, **click** the relevant reference number to open.

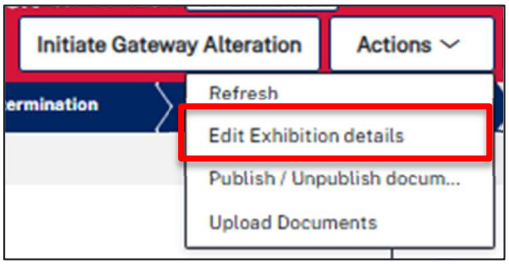


Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
49	29/06/26	PP-2026-79	PENRITH	PENRITH	Pre-Exhibition
0	13/04/26	PP-2026-54	PENRITH	PENRITH	Pre-Exhibition
23	6/08/26	PP-2026-124	PENRITH	PENRITH	Department assessment

The application status will be 'On exhibition'.

3. **Select** 'Assign this task to me' and **click** 'Submit'.

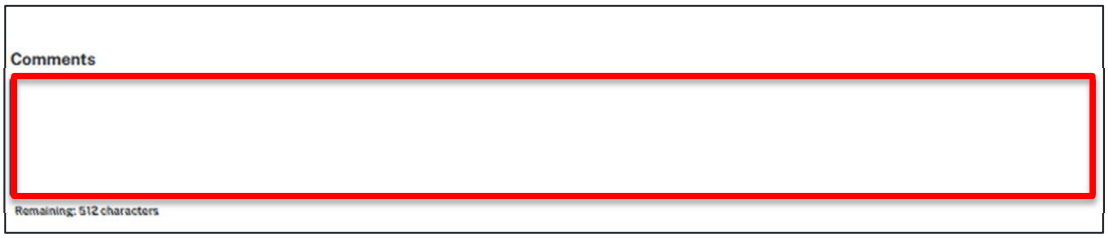
4. **Select** 'Edit exhibition details' from the 'Actions' menu.



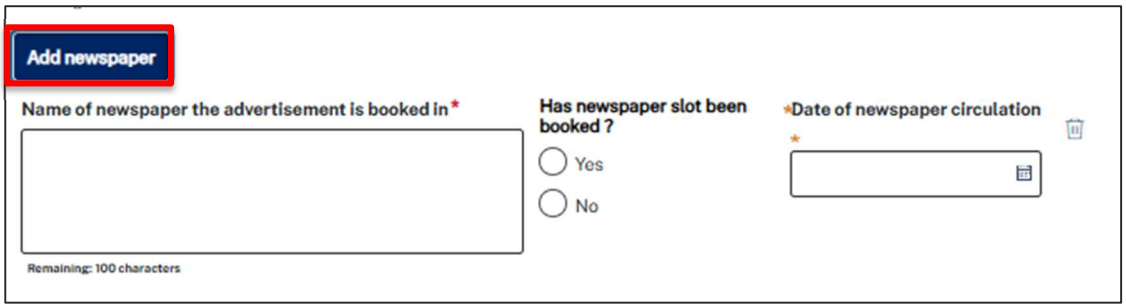
5. **Edit** the exhibition end date, if required, by entering a new date.

6. Select the checkbox if spatial data has been uploaded to the view for exhibition.

7. Provide any comments related to the exhibition.

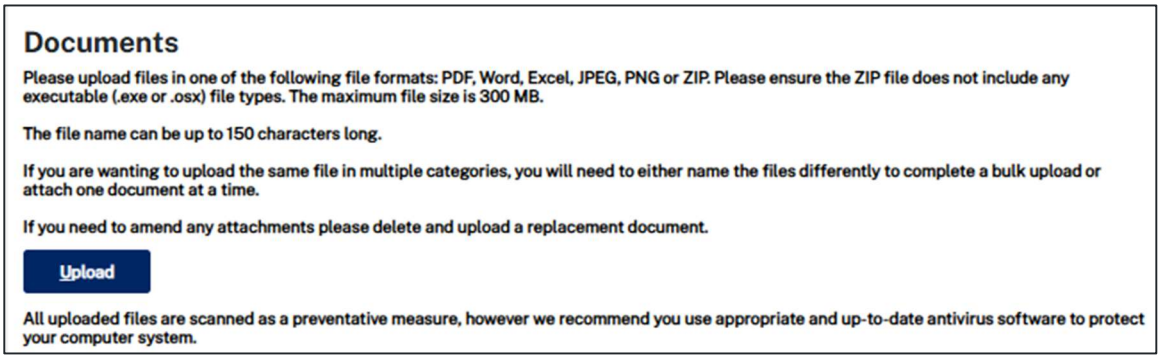


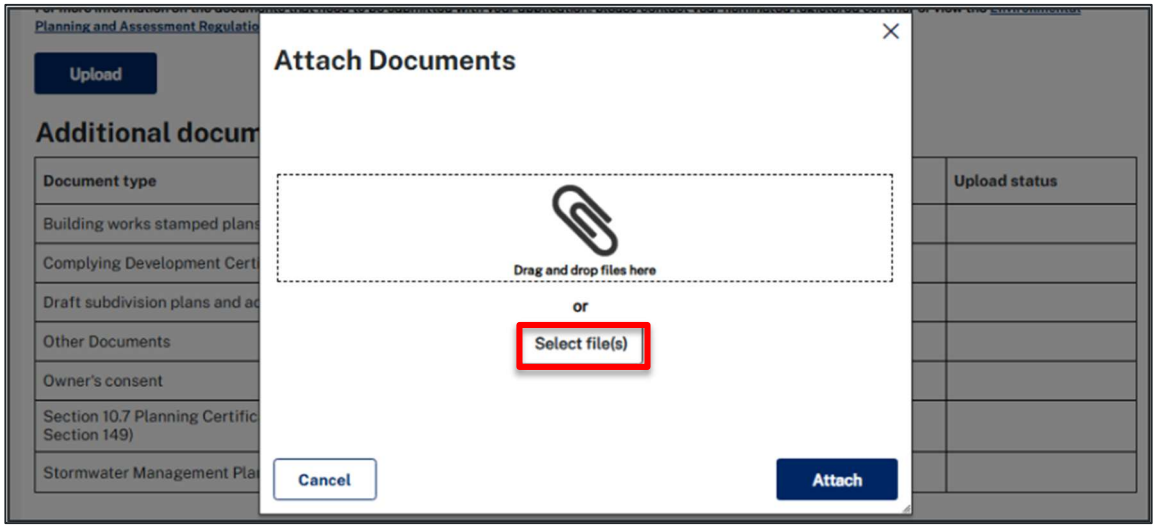
8. If the exhibition will be advertised in a newspaper, click ‘Add newspaper’ and enter the relevant details.



Note: If additional newspapers need to be added, repeat step 8 again.

9. **Click** ‘Upload’ to upload any additional documents.



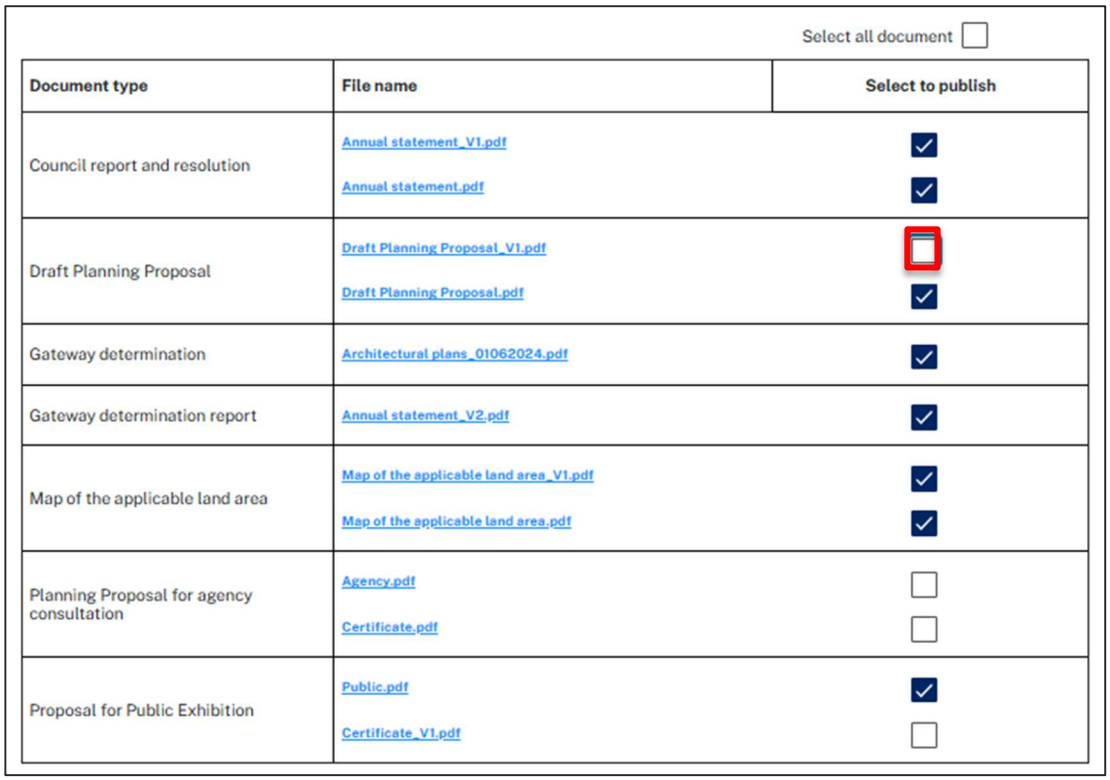


a) **Click** ‘Select files (s)’ or drag and drop your file(s) in the space provided.

b) **Select** the appropriate category to correspond to each file.

c) **Click** ‘Attach’.

10. **Select** the checkbox next to documents that are to be published during the exhibition.



11. Click ‘Submit’ to continue.

Any submissions added via the NSW Planning Portal during the exhibition dates will be automatically uploaded into the application and can be viewed on the ‘Exhibition details’ tab.

Note: At the end of the exhibition period, you will receive a system generated email that advises you of the number of exhibitions received via the portal during the exhibition period. These can be downloaded via the csv file in the ‘Documents’ tab within the Portal.

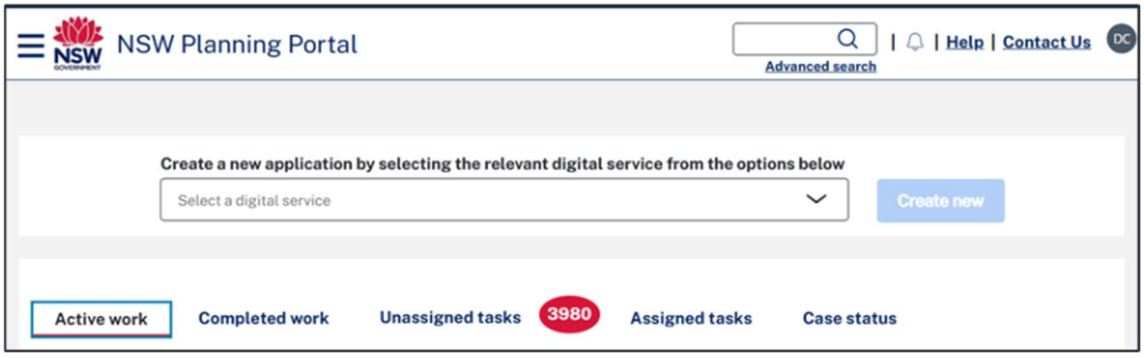
3. Post exhibition stage

Once the exhibition dates have lapsed, the application enters the post exhibition stage. During this stage you will upload any submissions that have been provided to you outside of the portal and upload your post exhibition report. You can also refer the application to additional agencies or arrange another exhibition.

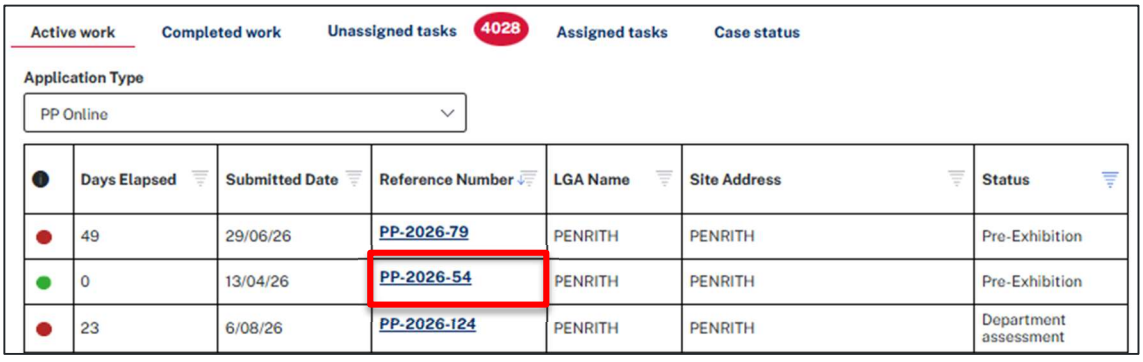
> Note: If you need to refer the application to an additional agency, or arrange an exhibition, you can do so via the 'Actions' menu. Please follow the steps from earlier in this document for guidance.

3.1 How to publish / unpublish documents

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



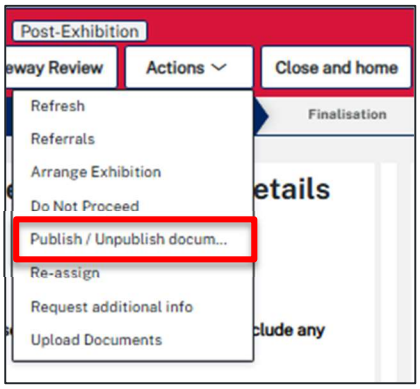
2. From your 'Active work' dashboard, **click** the relevant reference number to open.



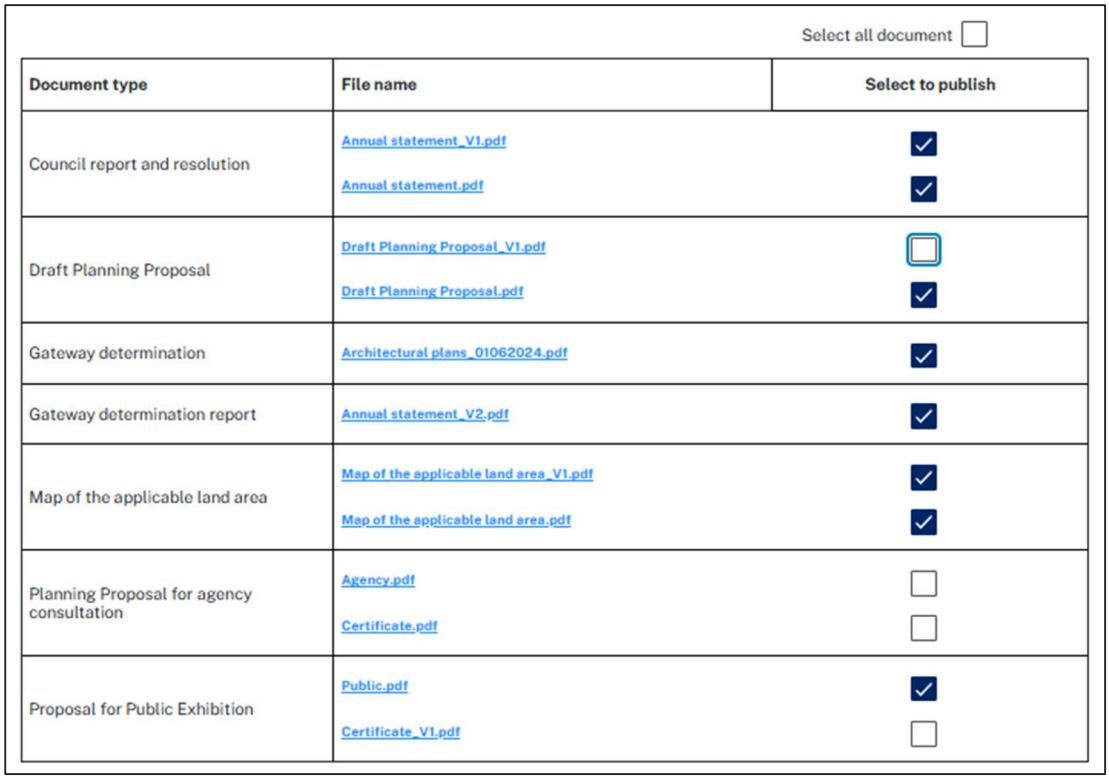
The application status will be 'Post-Exhibition'.

3. **Select** 'Assign this task to me' and **click** 'Submit'.

4. **Select** 'Publish/Unpublish' documents from the 'Actions' menu.

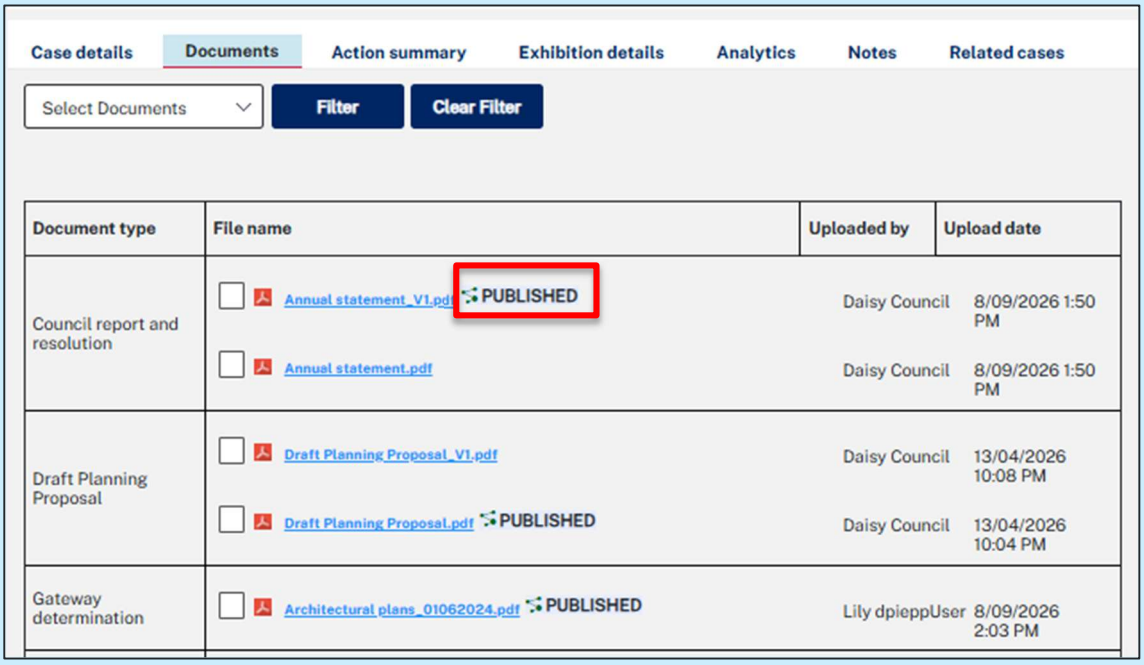


5. **Select** or unselect the checkbox beside each document. Any boxes with a tick will be published.



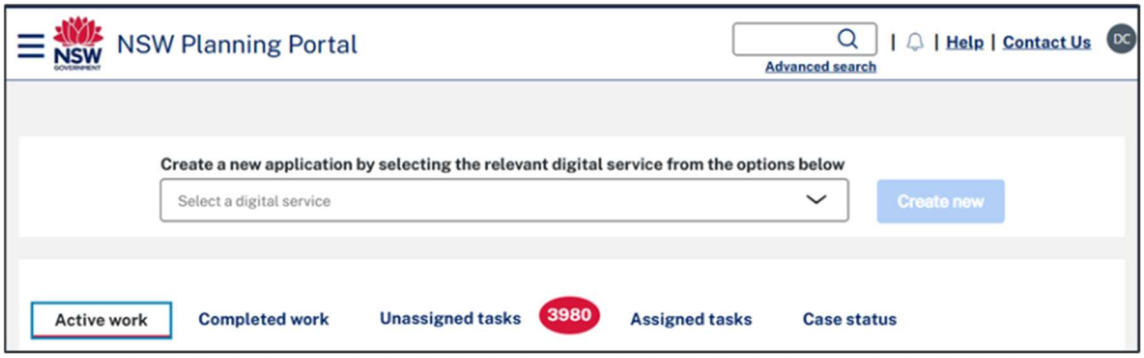
6. Click ‘Submit’ to continue.

Note: Any documents that have been selected for publication will have a document tag ‘Published’.

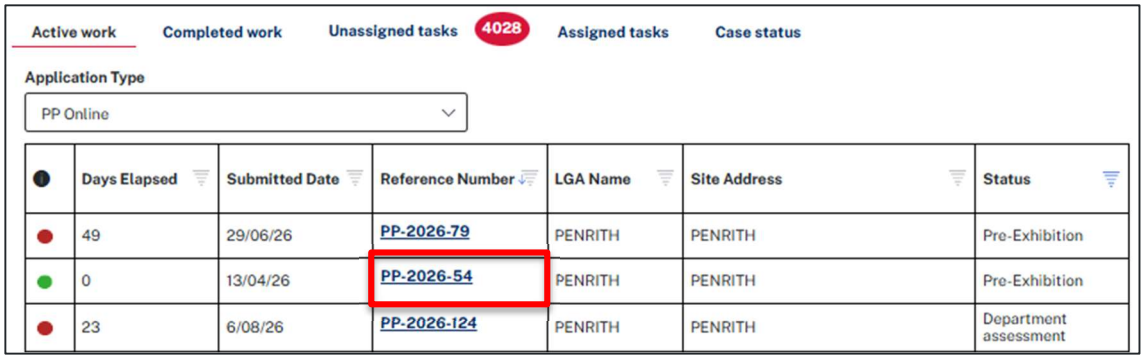


3.2 How to upload submissions received outside the Portal

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



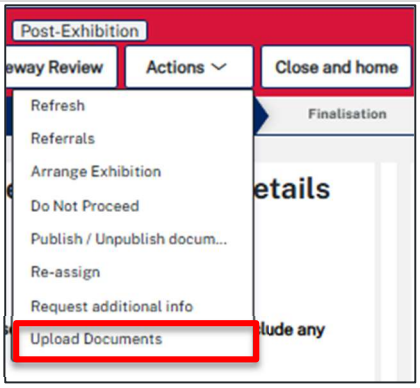
2. From your 'Active work' dashboard, **click** the relevant reference number to open.



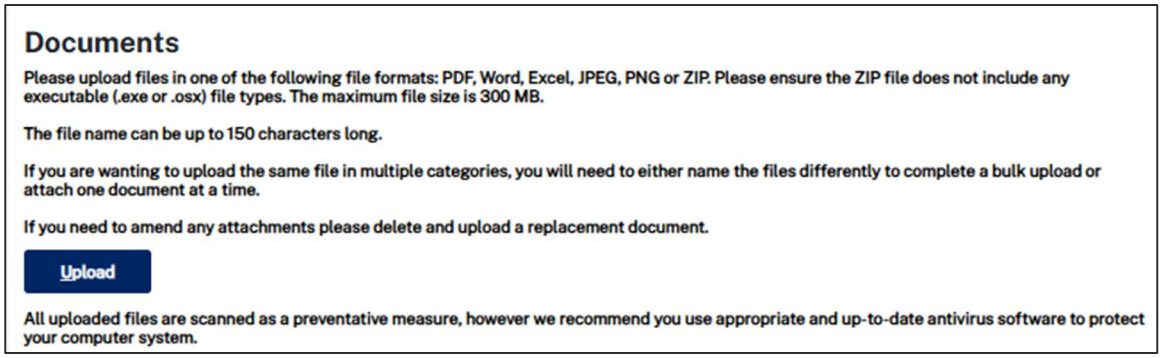
The application status will be 'Post-Exhibition'.

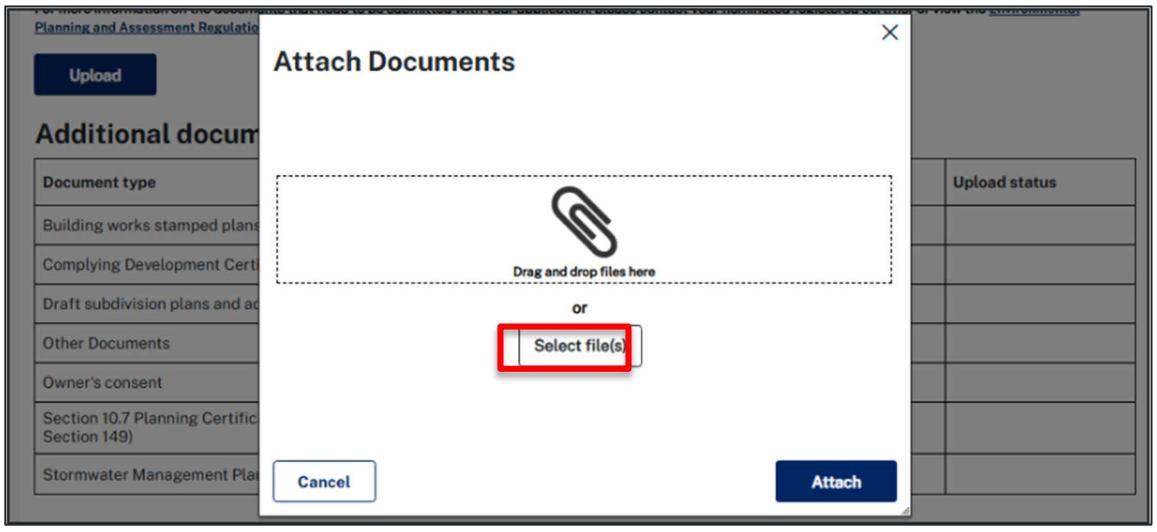
3. **Select** 'Assign this task to me' and **click** 'Submit'.

4. **Select** 'Upload documents' from the 'Actions menu.



5. **Click** 'Upload' to upload any additional documents.





a) **Click** 'Select files (s)' or drag and drop your file(s) in the space provided.

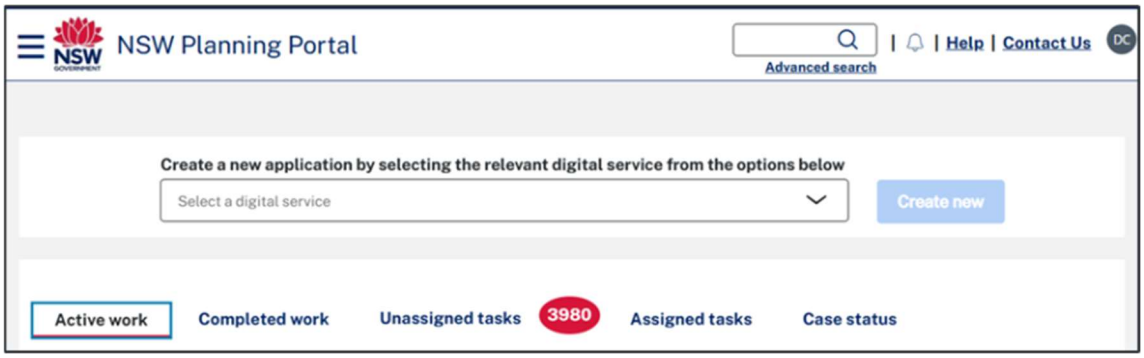
b) **Select** 'Public Submissions' as the document category.

c) **Click** 'Attach'.

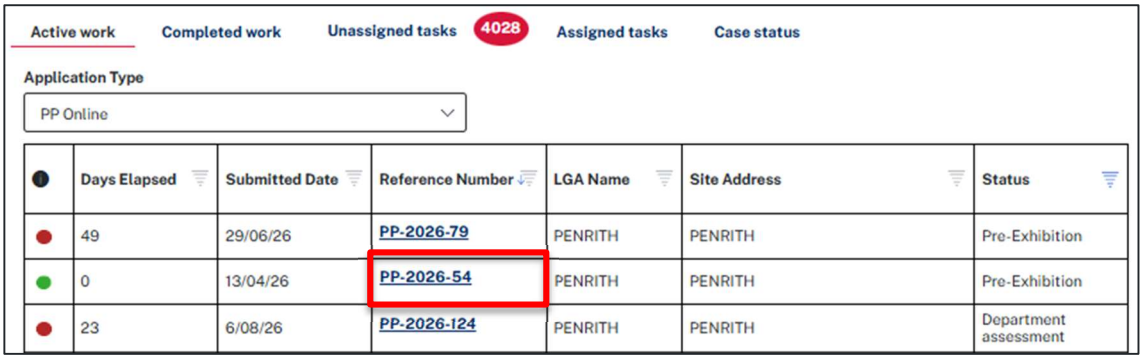
6. Click 'Submit' to continue. The submissions will be visible on the 'Documents' tab.

3.3 How to upload the post exhibition report

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

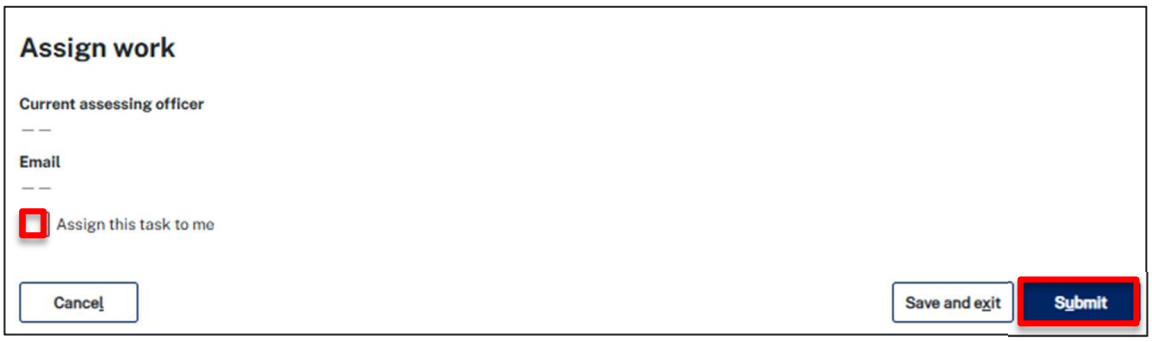


2. From your 'Active work' dashboard, **click** the relevant reference number to open.

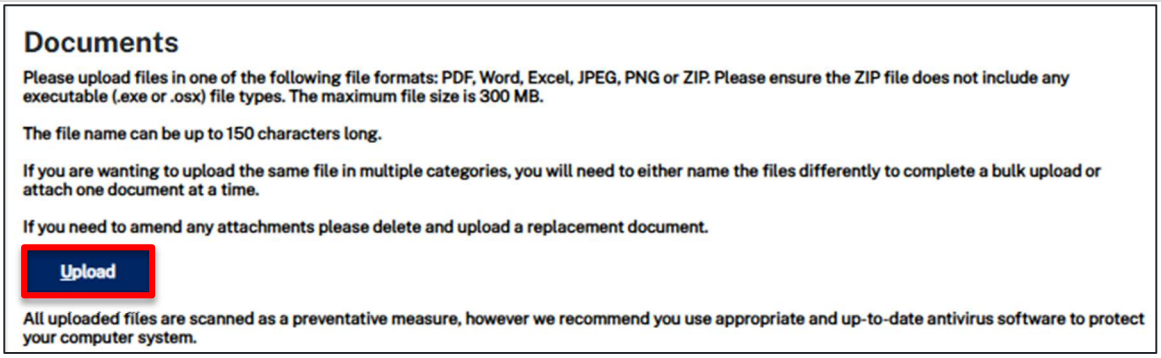


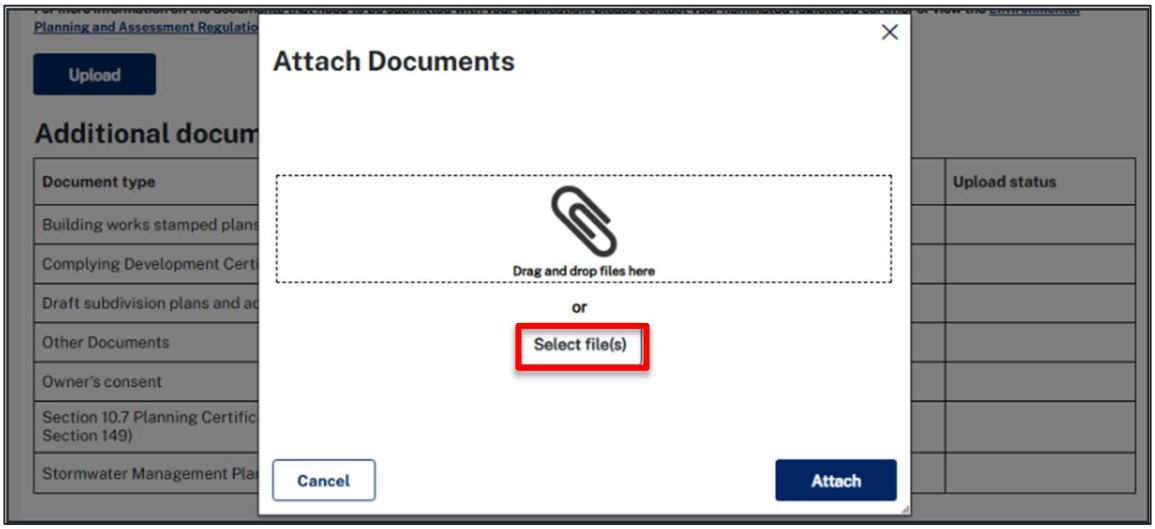
The application status will be 'Post-Exhibition'.

3. **Select** 'Assign this task to me' and **click** 'Submit'.



4. **Click** 'Upload' to upload any additional documents.





a) **Click** 'Select files (s)' or drag and drop your file(s) in the space provided.

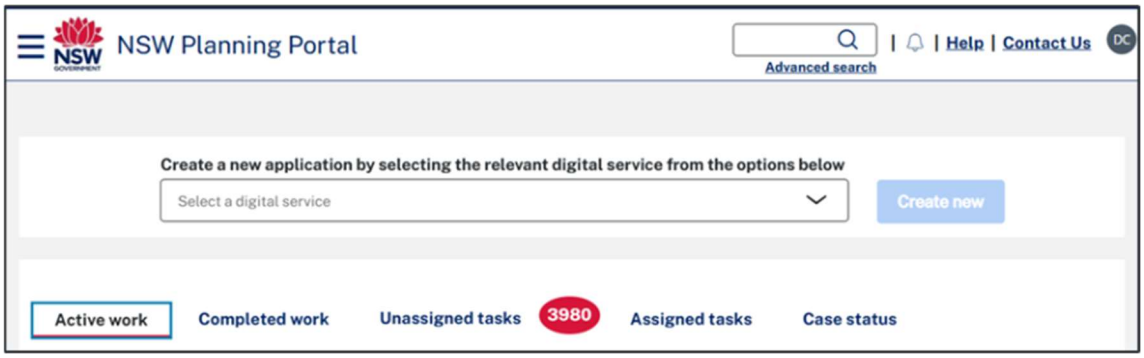
b) **Select** 'Post exhibition report' as the document category.

c) **Click** 'Attach'.

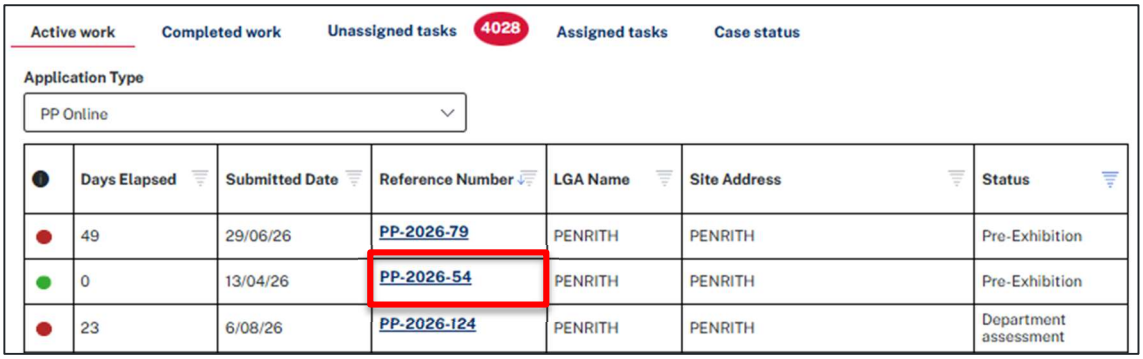
5. Click 'Submit' to continue.

3.4 How to mark the application as ‘Do not proceed’

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

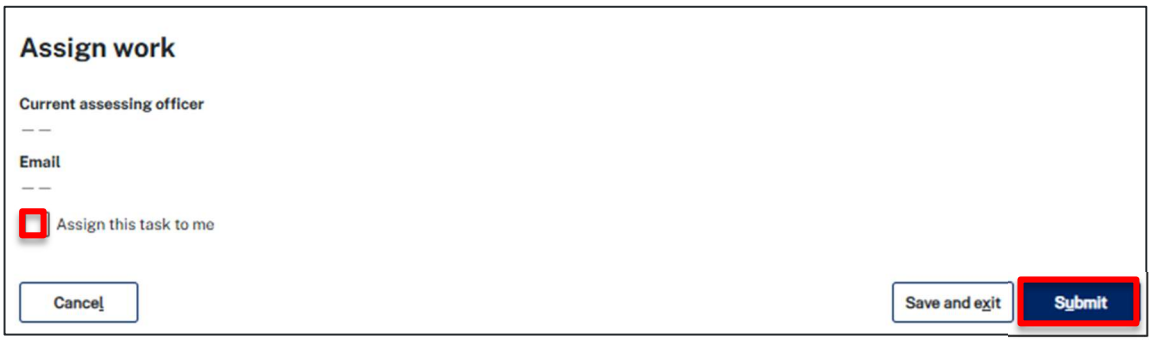


2. From your ‘Active work’ dashboard, **click** the relevant reference number to open.

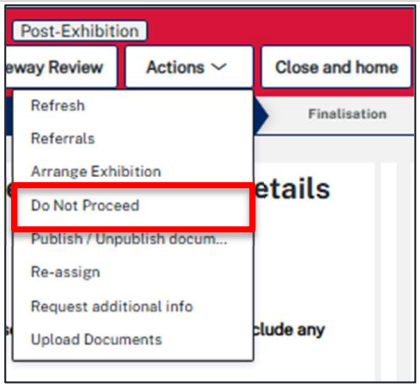


The application status will be ‘Post-Exhibition’.

3. **Select** ‘Assign this task to me’ and **click** ‘Submit’.

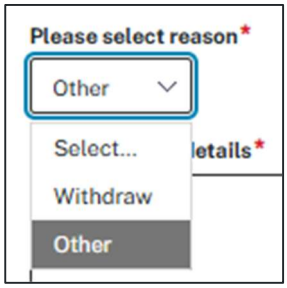


4. **Select** ‘Do not proceed’ from the ‘Actions’ menu.

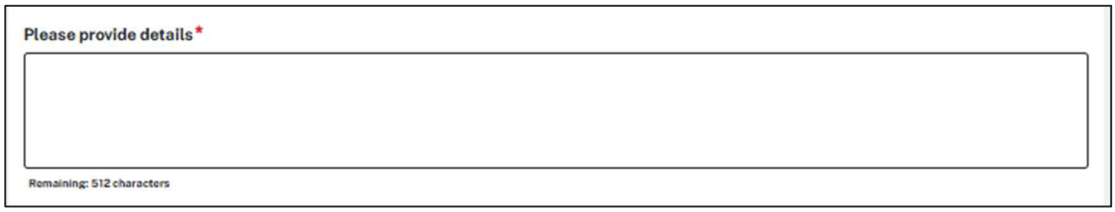


5. **Select** who approved the status change from the drop-down list.

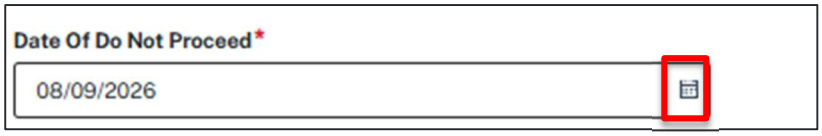
6. **Select** a reason from the drop-down list.



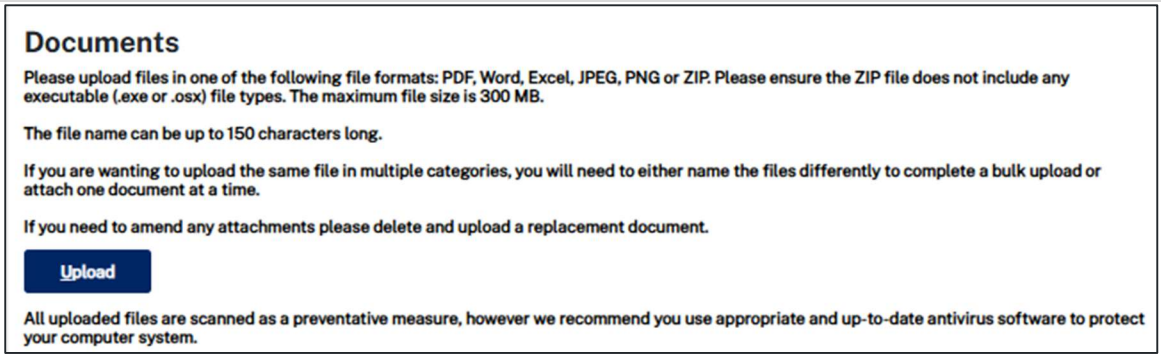
7. **Enter** details to support this decision.

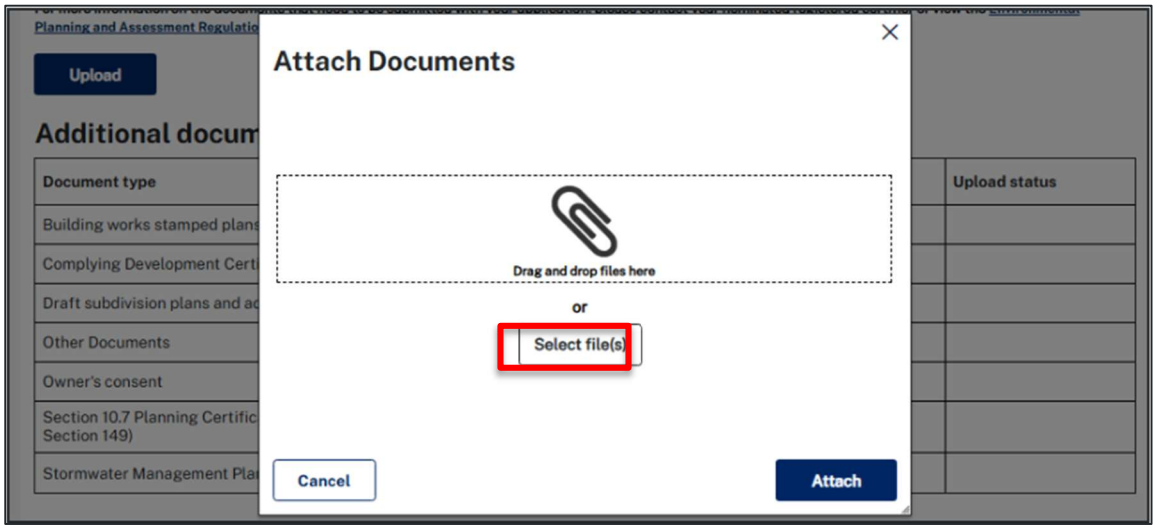


8. **Enter** the date that the decision was made. It is pre-populated with today's date. **Click** the calendar icon to select another date.



9. **Click** 'Upload' to upload any additional documents.





a) **Click** 'Select files (s)' or drag and drop your file(s) in the space provided.

b) **Select** the relevant document category.

c) **Click** 'Attach'.

10. Click 'Submit' to continue.

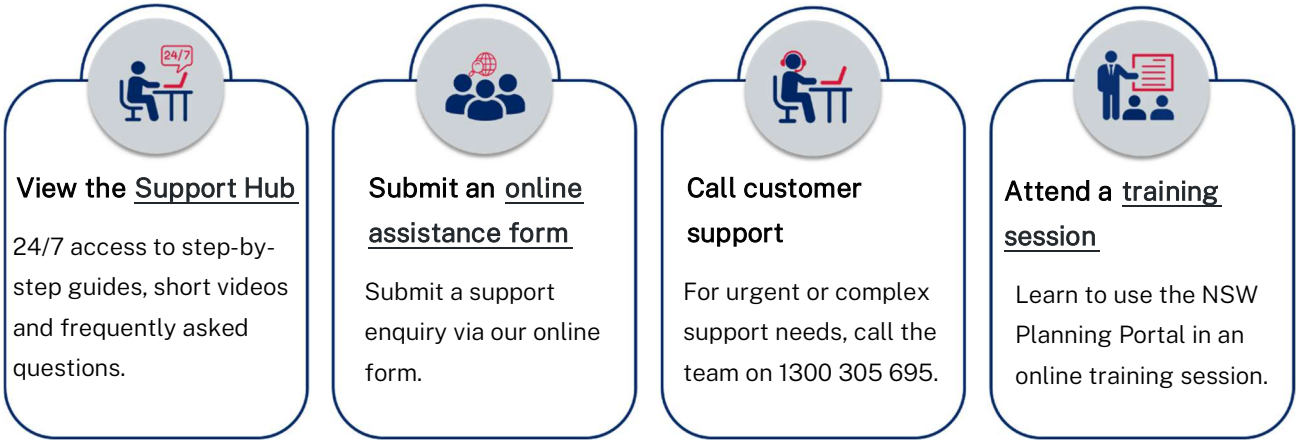
Note: The application status will change to 'Not proceeding.

What happens next?

- Following the completion of the Gateway Implementation stage, the Planning Proposal can then finalised by the Plan Making Authority (PMA), unless the application was marked as not proceeding.
- When an application has been marked as ‘not proceeding’ the application will be moved to the ‘Completed work’ dashboard.

More information

Need help using the NSW Planning Portal?



Recommended step-by-step guides

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

- How to navigate the NSW Planning Portal dashboard
- How to complete an adequacy assessment

These documents can be found on the NSW Planning Portal Support Hub.