

Section 68 of the Local Government Act | Council

# How to upload documents after determining a Section 68 of the Local Government Act application

Version: 1.0

Last Updated: September 2026



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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 upload documents after determining a Section 68 of the Local Government Act application

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# Introduction

The Section 68 of the Local Government Act service includes functionality for council users to upload documents to a determined application. This functionality allows users to:

- add an approved document or plan
- replace an incorrectly uploaded document or plan within 14 calendar days of determination.

Note: A council user cannot use this functionality to change, amend or modify an approved document or plan.

A council user can also tag application documents as superseded or sensitive as part of this functionality. For more information on how to manage documents, refer to the *How to manage documents in the NSW Planning Portal* step-by-step guide.

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



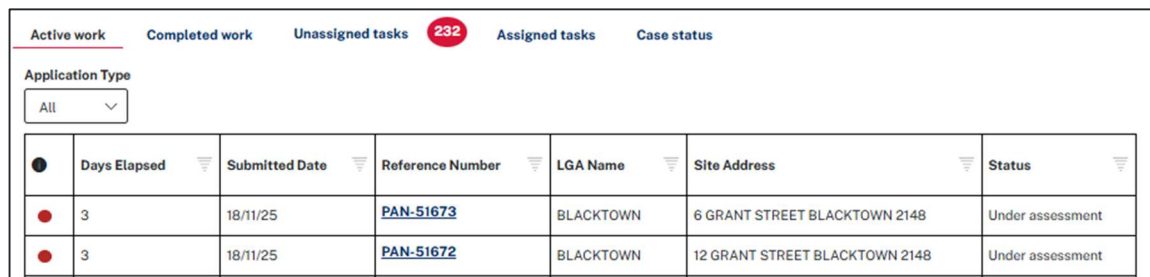
**Note:** You will need a NSW Planning Portal council user account to be able to use this functionality. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

# How to add or replace an approved document

Council users can only use the functionality outlined below to add an approved document or plan or replace an incorrectly uploaded document or plan on a determined application. All documents and plans must reflect the decision maker's original decision at the time of exercising the statutory function for which the document or plan relates.

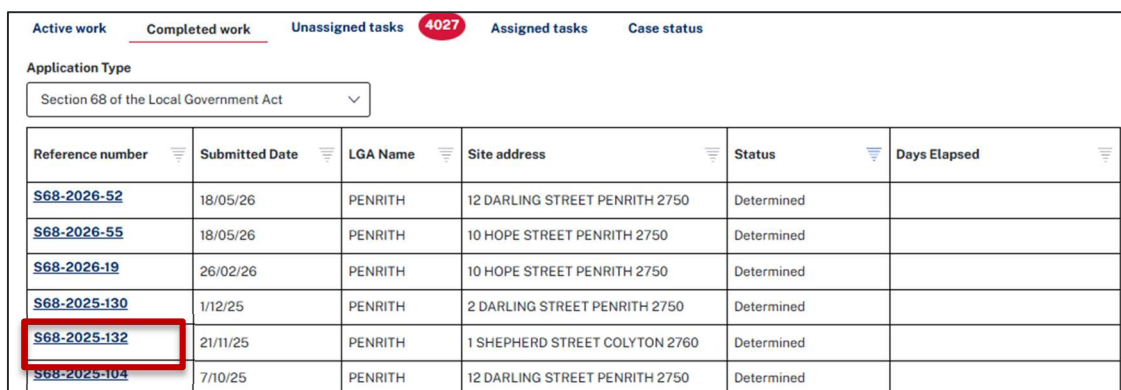
This option is only available for 14 calendar days after determination.

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



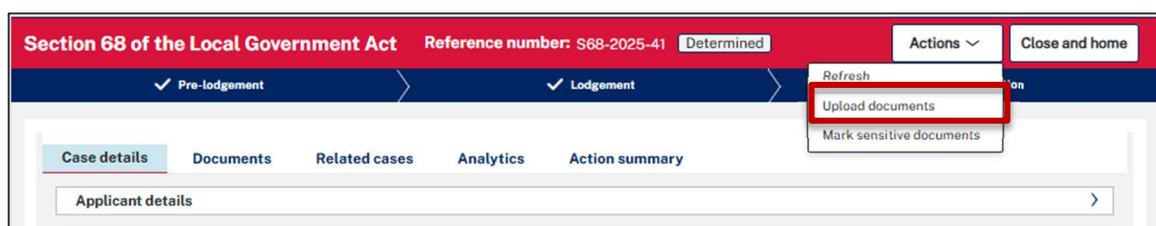
| Active work   Completed work   Unassigned tasks 232   Assigned tasks   Case status |              |                |                           |           |                                |                  |
|------------------------------------------------------------------------------------|--------------|----------------|---------------------------|-----------|--------------------------------|------------------|
| Application Type<br>All                                                            |              |                |                           |           |                                |                  |
|                                                                                    | Days Elapsed | Submitted Date | Reference Number          | LGA Name  | Site Address                   | Status           |
|                                                                                    | 3            | 18/11/25       | <a href="#">PAN-51673</a> | BLACKTOWN | 6 GRANT STREET BLACKTOWN 2148  | Under assessment |
|                                                                                    | 3            | 18/11/25       | <a href="#">PAN-51672</a> | BLACKTOWN | 12 GRANT STREET BLACKTOWN 2148 | Under assessment |

2. Locate and **open** the relevant development application by clicking on the reference number on the 'Completed work' dashboard.



| Active work   Completed work   Unassigned tasks 4027   Assigned tasks   Case status |                |          |                                |            |              |  |
|-------------------------------------------------------------------------------------|----------------|----------|--------------------------------|------------|--------------|--|
| Application Type<br>Section 68 of the Local Government Act                          |                |          |                                |            |              |  |
| Reference number                                                                    | Submitted Date | LGA Name | Site address                   | Status     | Days Elapsed |  |
| <a href="#">S68-2026-52</a>                                                         | 18/05/26       | PENRITH  | 12 DARLING STREET PENRITH 2750 | Determined |              |  |
| <a href="#">S68-2026-55</a>                                                         | 18/05/26       | PENRITH  | 10 HOPE STREET PENRITH 2750    | Determined |              |  |
| <a href="#">S68-2026-19</a>                                                         | 26/02/26       | PENRITH  | 10 HOPE STREET PENRITH 2750    | Determined |              |  |
| <a href="#">S68-2025-130</a>                                                        | 1/12/25        | PENRITH  | 2 DARLING STREET PENRITH 2750  | Determined |              |  |
| <a href="#">S68-2025-132</a>                                                        | 21/11/25       | PENRITH  | 1 SHEPHERD STREET COLYTON 2760 | Determined |              |  |
| <a href="#">S68-2025-104</a>                                                        | 7/10/25        | PENRITH  | 12 DARLING STREET PENRITH 2750 | Determined |              |  |

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



Section 68 of the Local Government Act   Reference number: S68-2025-41   Determined   Actions   Close and home

✓ Pre-lodgement   ✓ Lodgement

Case details   Documents   Related cases   Analytics   Action summary

Applicant details

Refresh   Upload documents   Mark sensitive documents

 **Note:** If this does not appear the application was determined over 14 days ago and you are unable to use this functionality.

4. Enter a comment to support the change, if required.

**Comments**

Maximum 500 characters

Remaining: 500 characters

5. Select 'Upload' to upload at least one document.

**Requirements and Uploads**

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.

**Upload**

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

Select file(s)

| Name *                    | File                             | Category            |
|---------------------------|----------------------------------|---------------------|
| Architectural plans_01012 | Architectural plans_01012024.pdf | Architectural plans |

Cancel

**Attach**

6. Check the declaration.

**Declaration \***

☐

The documents or plans provided are accurate, complete, and relevant to this application. I declare that all uploaded documents and plans strictly reflect the decision maker's original decision at the time of exercising the statutory function for which this document or plan relates.

7. Click 'Submit'.

Cancel

Submit

To view the changes made, please go to section of this document titled 'How to view the documents uploaded post determination'.

To mark an existing document as sensitive or superseded, refer to the *How to manage documents in the NSW Planning Portal* step-by-step guide.

# How to view the documents uploaded post determination

When a council user uploads a document after the post-consent certificate is determined:

- all documents will be visible on the 'Documents' tab
- a new tab will appear in the review harness titled 'Post determination actions'. This tab displays a table with the reason for upload, comments, date and time of the change and who made the change.
- the edits are also logged in the 'Action summary' within the application for audit purposes.

This section outlines how to view the information in these three locations.

## View the 'Documents' tab

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

Active work

Completed work

Unassigned tasks

232

Assigned tasks

Case status

Application Type

All

|  | Days Elapsed | Submitted Date | Reference Number          | LGA Name  | Site Address                  | Status           |
|--|--------------|----------------|---------------------------|-----------|-------------------------------|------------------|
|  | 3            | 18/11/25       | <a href="#">PAN-51673</a> | BLACKTOWN | 6 GRANT STREET BLACKTOWN 2148 | Under assessment |

2. Locate and **open** the relevant development application by clicking on the reference number on the 'Completed work' dashboard.

|                                        |                |                  |                                |                |              |
|----------------------------------------|----------------|------------------|--------------------------------|----------------|--------------|
| Active work                            | Completed work | Unassigned tasks | 4027                           | Assigned tasks | Case status  |
| Application Type                       |                |                  |                                |                |              |
| Section 68 of the Local Government Act |                |                  |                                |                |              |
| Reference number                       | Submitted Date | LGA Name         | Site address                   | Status         | Days Elapsed |
| <a href="#">S68-2026-52</a>            | 18/05/26       | PENRITH          | 12 DARLING STREET PENRITH 2750 | Determined     |              |
| <a href="#">S68-2026-55</a>            | 18/05/26       | PENRITH          | 10 HOPE STREET PENRITH 2750    | Determined     |              |
| <a href="#">S68-2026-19</a>            | 26/02/26       | PENRITH          | 10 HOPE STREET PENRITH 2750    | Determined     |              |
| <a href="#">S68-2025-130</a>           | 1/12/25        | PENRITH          | 2 DARLING STREET PENRITH 2750  | Determined     |              |
| <a href="#">S68-2025-132</a>           | 21/11/25       | PENRITH          | 1 SHEPHERD STREET COLYTON 2760 | Determined     |              |
| <a href="#">S68-2025-104</a>           | 7/10/25        | PENRITH          | 12 DARLING STREET PENRITH 2750 | Determined     |              |

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

The screenshot shows the 'Section 68 of the Local Government Act' review harness. At the top, it displays the reference number 'S68-2025-41' and the status 'Determined'. Below this, there are three tabs: 'Pre-lodgement', 'Lodgement', and 'Determination'. Under the 'Determination' tab, there are six sub-tabs: 'Case details', 'Documents', 'Related cases', 'Analytics', 'Post determination actions', and 'Action summary'. The 'Documents' tab is highlighted with a red box.

- Use the filters to locate the documents.

The screenshot shows a 'Filter' section with three dropdown menus: 'Type', 'Marked as', and 'Uploaded by'. Below these are two date input fields labeled 'From' and 'To'. The 'From' field has a calendar icon and a hint 'For example, 01/01/2022'. The 'To' field also has a calendar icon and a hint 'For example, 01/01/2023'. To the right of the date fields are two buttons: 'Apply Filters' and 'Reset all'.

## View the summary in the 'Post determination actions' tab

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

The screenshot shows the NSW Planning Portal dashboard. At the top, there are tabs for 'Active work', 'Completed work', 'Unassigned tasks' (with a red circle containing the number 232), 'Assigned tasks', and 'Case status'. Below the tabs is a dropdown menu for 'Application Type' with 'All' selected. Below the dropdown is a table with the following columns: 'Days Elapsed', 'Submitted Date', 'Reference Number', 'LGA Name', 'Site Address', and 'Status'.

| Days Elapsed | Submitted Date | Reference Number          | LGA Name  | Site Address                   | Status           |
|--------------|----------------|---------------------------|-----------|--------------------------------|------------------|
| 3            | 18/11/25       | <a href="#">PAN-51673</a> | BLACKTOWN | 6 GRANT STREET BLACKTOWN 2148  | Under assessment |
| 3            | 18/11/25       | <a href="#">PAN-51672</a> | BLACKTOWN | 12 GRANT STREET BLACKTOWN 2148 | Under assessment |
| 3            | 18/11/25       | <a href="#">PAN-51671</a> | BLACKTOWN | 12 GRANT STREET BLACKTOWN 2148 | Under assessment |

- Locate and **open** the relevant development application by clicking on the reference number on the 'Completed work' dashboard.

| Active work                            | Completed work | Unassigned tasks | 4027                           | Assigned tasks | Case status  |
|----------------------------------------|----------------|------------------|--------------------------------|----------------|--------------|
| Application Type                       |                |                  |                                |                |              |
| Section 68 of the Local Government Act |                |                  |                                |                |              |
| Reference number                       | Submitted Date | LGA Name         | Site address                   | Status         | Days Elapsed |
| <a href="#">S68-2026-52</a>            | 18/05/26       | PENRITH          | 12 DARLING STREET PENRITH 2750 | Determined     |              |
| <a href="#">S68-2026-55</a>            | 18/05/26       | PENRITH          | 10 HOPE STREET PENRITH 2750    | Determined     |              |
| <a href="#">S68-2026-19</a>            | 26/02/26       | PENRITH          | 10 HOPE STREET PENRITH 2750    | Determined     |              |
| <a href="#">S68-2025-130</a>           | 1/12/25        | PENRITH          | 2 DARLING STREET PENRITH 2750  | Determined     |              |
| <a href="#">S68-2025-132</a>           | 21/11/25       | PENRITH          | 1 SHEPHERD STREET COLYTON 2760 | Determined     |              |
| <a href="#">S68-2025-104</a>           | 7/10/25        | PENRITH          | 12 DARLING STREET PENRITH 2750 | Determined     |              |

3. When the application opens scroll down to the review harness section and **select** the 'Post determination actions' tab.

| Case details                      | Documents           | Related cases | Analytics       | Post determination actions                                                              | Action summary |
|-----------------------------------|---------------------|---------------|-----------------|-----------------------------------------------------------------------------------------|----------------|
| <b>Post determination actions</b> |                     |               |                 |                                                                                         |                |
|                                   | Date and time       | Performed by  | User role       | Reason for upload                                                                       |                |
| ▶                                 | 28/09/2026 09:04 AM | Daisy Council | Council officer | To add an approved document or plan or replace an incorrectly uploaded document or plan |                |

To view any comments made by the council officer, select the arrow beside the relevant row.

Case details

Documents

Related cases

Analytics

Post determination actions

Action summary

Post determination actions

|                                                                         | Date and time       | Performed by  | User role       | Reason for upload                                                                       |
|-------------------------------------------------------------------------|---------------------|---------------|-----------------|-----------------------------------------------------------------------------------------|
| ▼                                                                       | 28/09/2026 09:04 AM | Daisy Council | Council officer | To add an approved document or plan or replace an incorrectly uploaded document or plan |
| <div>Comments</div> <div>Accidentally uploaded the wrong document</div> |                     |               |                 |                                                                                         |

## View 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 <b>232</b> Assigned tasks   Case status |                |                  |                           |            |                               |                  |
|-----------------------------------------------------------------------------------------|----------------|------------------|---------------------------|------------|-------------------------------|------------------|
| Application Type                                                                        |                |                  |                           |            |                               |                  |
| All ▾                                                                                   |                |                  |                           |            |                               |                  |
| ●                                                                                       | Days Elapsed ▾ | Submitted Date ▾ | Reference Number ▾        | LGA Name ▾ | Site Address ▾                | Status ▾         |
| ●                                                                                       | 3              | 18/11/25         | <a href="#">PAN-51673</a> | BLACKTOWN  | 6 GRANT STREET BLACKTOWN 2148 | Under assessment |

2. Locate and **open** the relevant development application by clicking on the reference number on the 'Completed work' dashboard.

| Active work   Completed work   Unassigned tasks <b>4027</b> Assigned tasks   Case status |                  |            |                                |            |                |  |
|------------------------------------------------------------------------------------------|------------------|------------|--------------------------------|------------|----------------|--|
| Application Type                                                                         |                  |            |                                |            |                |  |
| Section 68 of the Local Government Act ▾                                                 |                  |            |                                |            |                |  |
| Reference number ▾                                                                       | Submitted Date ▾ | LGA Name ▾ | Site address ▾                 | Status ▾   | Days Elapsed ▾ |  |
| <a href="#">S68-2026-52</a>                                                              | 18/05/26         | PENRITH    | 12 DARLING STREET PENRITH 2750 | Determined |                |  |
| <a href="#">S68-2026-55</a>                                                              | 18/05/26         | PENRITH    | 10 HOPE STREET PENRITH 2750    | Determined |                |  |
| <a href="#">S68-2026-19</a>                                                              | 26/02/26         | PENRITH    | 10 HOPE STREET PENRITH 2750    | Determined |                |  |
| <a href="#">S68-2025-130</a>                                                             | 1/12/25          | PENRITH    | 2 DARLING STREET PENRITH 2750  | Determined |                |  |
| <a href="#">S68-2025-132</a>                                                             | 21/11/25         | PENRITH    | 1 SHEPHERD STREET COLYTON 2760 | Determined |                |  |
| <a href="#">S68-2025-104</a>                                                             | 7/10/25          | PENRITH    | 12 DARLING STREET PENRITH 2750 | Determined |                |  |

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

| Case details          | Documents   | Related cases  | Analytics | Post determination actions | <b>Action summary</b> |
|-----------------------|-------------|----------------|-----------|----------------------------|-----------------------|
| <b>History</b>        |             |                |           |                            |                       |
| << < Page 1 of 2 > >> |             |                |           |                            |                       |
| Time ▾                | Description | Performed by ▾ |           |                            |                       |

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

| <b>History</b>        |                                                                                                                                                    |                |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| << < Page 1 of 2 > >> |                                                                                                                                                    |                |
| Time ▾                | Description                                                                                                                                        | Performed by ▾ |
| 28/09/26 9:04 AM      | Correspondence has been attached: Section 68 of the Local Government Act (S68-2025-41): Updated do.                                                | Daisy Council  |
| 28/09/26 9:04 AM      | Attached documents: Certificate.pdf and reason for upload: To add an approved document or plan or replace an incorrectly uploaded document or plan | Daisy Council  |
| 28/09/26 9:04 AM      | A file has been attached: Certificate.                                                                                                             | Daisy Council  |

# What happens next?

- When the 'Upload document' functionality is used by a council user, an email will be sent to the applicant to advise them of the change to the documentation and the name of the new document.
- The 'Action summary' will include a record that documents were uploaded to the development application, including the date and time for audit and record-keeping purposes.

# More information

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## 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.

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## 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
- How to manage documents in the NSW Planning Portal

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