

Agencies – upload planning agreements and explanatory notes

Overview

The Environmental Planning and Assessment Regulation 2021 requires councils and other planning authorities to publish online a suite of documents related to infrastructure contributions received via contributions plans and planning agreements.

This includes copies of all relevant planning agreements, explanatory notes, and any amendments to planning agreements. These documents are required under Section 206 of this regulation. This provides transparency and accountability about how contributions are collected and spent.

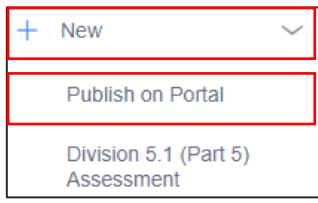
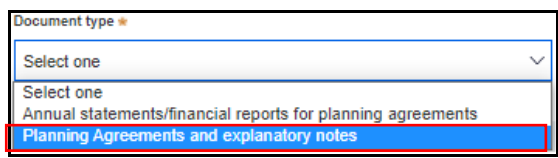
Important notes:

- Please do not use the Online Submissions System (OSS) to upload infrastructure contributions information.
- Publish on Portal is used to upload document types relating to either an exhibition or an infrastructure contributions document. Infrastructure contributions documents uploaded here are for publication only, not for exhibition.
- If a planning agreement is superseded but you wish to retain the superseded one, please upload the new version as an amendment. If you wish to remove the original planning agreement from the Portal, you must manually unpublish it. Planning agreements will remain on the Portal until they are manually unpublished.
- A link to your organisation's planning agreement register can be uploaded on your organisation's administrator page.
- Each uploaded document is given a PEH number.

Mandatory fields are denoted by a red * asterisk.

A blue triangle in the bottom right of a field indicates predictive text.

Uploading a Planning Agreement and Explanatory Note

1. Click New and then select Publish on Portal from the available list.	 The screenshot shows a button labeled '+ New' with a dropdown arrow. Below it, a list of options is displayed: 'Publish on Portal', 'Division 5.1 (Part 5)', and 'Assessment'. The 'Publish on Portal' option is highlighted with a red box.
2. Select a Planning Agreements and explanatory notes from the available list.	 The screenshot shows a dropdown menu labeled 'Document type' with a red asterisk. The menu is open, showing a list of options: 'Select one', 'Select one', 'Annual statements/financial reports for planning agreements', and 'Planning Agreements and explanatory notes'. The 'Planning Agreements and explanatory notes' option is highlighted with a red box.

3. Enter the Planning Agreement Name – this is usually the address – and the date the Voluntary Planning Agreement (VPA) was executed.	Document type * Planning Agreements and explanatory notes Planning agreement name * 26/10/22_ACME DEVELOPMENTS-10 HOPE STREET PENRITH
4. Click Next to continue.	Next

Requesting Publication

Note: A unique ID is system generated with the Publication for Exhibition prefix PEH. There are two stages to the process:

1. Request Publication – Capture document details and review details.
2. Published – The case is moved to this stage via an automatic stage transition.

1

2

Capture Document Details Review Details

Planning agreement name

26/10/22_ACME DEVELOPMENTS-10 HOPE STREET PENRITH

Status *

Select..

Type of Application

Select

Help

Application Number

Parties to the planning agreement ?

+ Add party

5. **Select** the Status from the available list.

Note: A Concluded PEH document cannot be edited however, an Executed PEH document can be edited.

Status *

Select..

Select..

Concluded

Executed

6. **Click** the down-arrow to select Type of Application from the available list.

Note: This field will be blank if not applicable

Type of Application

Select

Select

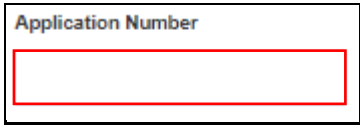
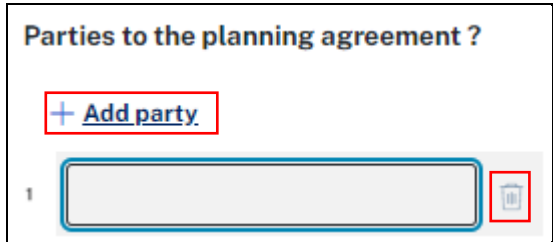
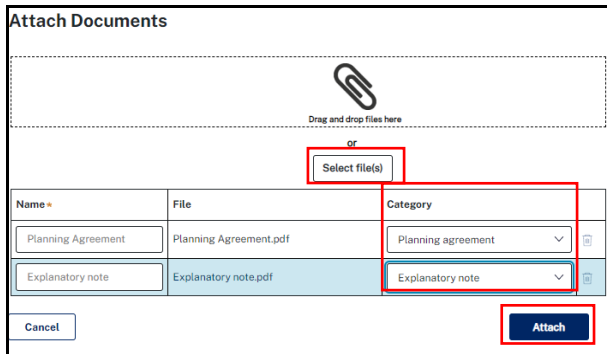
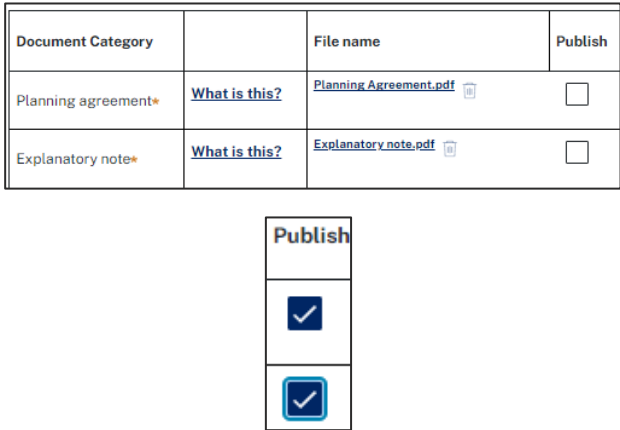
Development application

Modification to development consent

Planning proposal

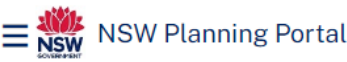
Infrastructure Contributions – Publish on Portal

Agencies – Upload Planning Agreement and Explanatory Notes

7. Enter the Application Number (25 characters or less).	
8. Click + Add party to add parties to the Agreement. 9. Repeat Step 8 to add additional party names. Note: Click the bin  to delete names.	
10. Click Upload to attach any mandatory documents as either .pdf or .xls format.	
11. Click Select Files and navigate to the documents stored location. 12. Click the Category drop-down and select from the available list. 13. Click Attach to upload the documents.	
14. Click the Publish tick-box each or for relevant documents.	
15. Click Save and continue.	

Reviewing Details - Declaration

16. Click the Declaration tick-box to indicate that reviewed and correct document have been attached.	Declaration * ☐ I have checked the contents of the documents to ensure the correct files have been uploaded.
17. Click Submit to continue. Note: The system moves the case to Published automatically and the status updates to Notified.	Submit
18. Click Close and Home to return to the Dashboard.	Close and home



NSW Planning Portal

Search | Help | Contact Us 

Advanced search

Publish on Portal Reference number: PEH-860 **Notified** Actions Close and home

Request Publication Published

Viewing or Amending the Completed PEH Case

- View:** Provides a read only view of the information entered when the Planning Agreement was created.
- Amend:** Add or update Business names or upload Amended documents – the original uploaded documents cannot be deleted, however, they can be unticked to not be published.

1. Click Completed Work from the main menu.

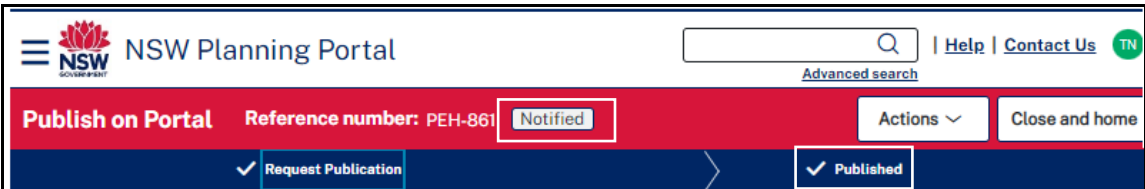
Completed work

Active work	Completed work	Unassigned tasks	75	Assigned tasks	Case status
Application Type					
All					
Reference number	Submitted Date	LGA Name	Site address	Status	
PEH-860	17/02/23		26/10/22_ACME DEVELOPMENTS -10 HOPE STREET PENRITH	Notified	

Infrastructure Contributions – Publish on Portal

Agencies – Upload Planning Agreement and Explanatory Notes

2. Click the Reference number to open the case.	Reference number PEH-860																								
3. The relevant PEH case is displayed and can be reviewed via the tabs.	Case details Documents Action summary Related cases																								
4. Click Actions and select Amend to make changes to the case.	Actions Refresh Amend Case																								
5. Click Upload to attach amended documents. 6. Tick or un-tick documents to be published.	<table border="1"> <thead> <tr> <th colspan="4">Required documents</th> </tr> <tr> <th>Document Category</th> <th></th> <th>File name</th> <th>Publish</th> </tr> </thead> <tbody> <tr> <td>Planning agreement*</td> <td>What is this?</td> <td>Planning Agreement.pdf</td> <td>☐</td> </tr> <tr> <td>Explanatory note*</td> <td>What is this?</td> <td>Explanatory note.pdf</td> <td>☐</td> </tr> <tr> <td>Amended planning agreements *</td> <td>What is this?</td> <td>Planning Agreement.pdf</td> <td>☒</td> </tr> <tr> <td>Amended explanatory note *</td> <td>What is this?</td> <td>Explanatory note.pdf</td> <td>☒</td> </tr> </tbody> </table>	Required documents				Document Category		File name	Publish	Planning agreement*	What is this?	Planning Agreement.pdf	☐	Explanatory note*	What is this?	Explanatory note.pdf	☐	Amended planning agreements *	What is this?	Planning Agreement.pdf	☒	Amended explanatory note *	What is this?	Explanatory note.pdf	☒
Required documents																									
Document Category		File name	Publish																						
Planning agreement*	What is this?	Planning Agreement.pdf	☐																						
Explanatory note*	What is this?	Explanatory note.pdf	☐																						
Amended planning agreements *	What is this?	Planning Agreement.pdf	☒																						
Amended explanatory note *	What is this?	Explanatory note.pdf	☒																						
7. Click Save and Continue.	Save and continue																								
8. Click the Declaration tick-box to indicate that reviewed and correct document have been attached.	Declaration * ☐ I have checked the contents of the documents to ensure the correct files have been uploaded.																								
9. Click Submit to continue. Note: Each time this document is amended the system will automatically assign the next PEH number to the publication – see screen below. Note: The system moves the case to Published automatically and the status updates to Notified.	Submit																								



End of Steps

Searching and Filtering Publications for Exhibition

Searching for a publication can be done two ways:

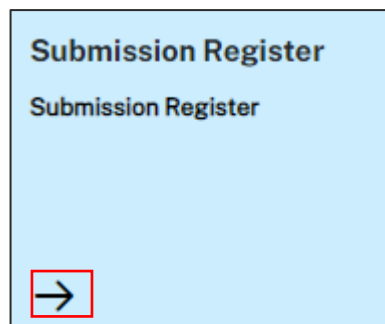
- **(recommended)**. To search via the Submission Register menu, follow the below steps.
- To search via the Active work menu, follow the steps below starting at **Step 3**.

When a Publications for Exhibition is created and submitted, they can be filtered by Document type.

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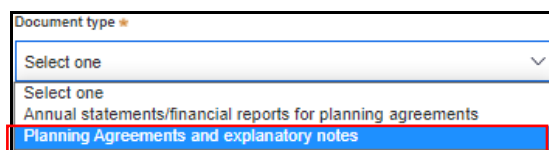
All entries can be further filtered via the Filter button () to the right of each column heading.

1. **Click** Submission Register from the left-hand menu.



2. Click the Document Type drop-down and select the document type from the available list.

Note: As soon as an option is selected the screen will refresh and display all the document types that match the selection.



Hint: To sort the list into alphabetical order click on the column heading name

Hint: All entries can be further filtered via the Filter button () to the right of each column heading.

Infrastructure Contributions – Publish on Portal

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Publish on PortalClose

Document Type

Planning Agreements and explanatory notes

Clear

Search results

Case ID	Project Name	Status	Updated by	Updated Date	
☐ PEH-833	26/10/22_ ACME Developments -10 HOPE STREET PENRITH 2750	Notified	Transport for NSW	26/10/22 4:43 PM	☐ Amend

3. Click the filter button to display the filter option.

- Click the tick box to the left of the relevant publication number.
- Or
- Enter search text into the text box.
- Click Apply.

Note: This search box will retrieve the documents PEH-191, PEH-216 and any publications that contain the letters PEH.

Clear Filter

☒ 26/10/22_ ACME Developments -10 HOPE STREET PENRITH 2750

☐ 2 KINKA ROAD TERREY HILLS 2084 Pindari Stud

Search Text

PEH

Apply

Cancel

4. Click Apply to display the results.

Note: Click the expand  or collapse  button to display selected document.

Apply

Search results

Case ID
☐ PEH-833
☐ PEH-467
☐ PEH-393

End of steps.

What happens next?

- The documentation selected to be published will be made available for public viewing on the [NSW Planning Portal website](#).
- The Publish on Portal case will move to Completed work.

If you need more information

- **Click** the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- **View** more quick reference guides, FAQs and support resources on our support page at <https://www.planningportal.nsw.gov.au/support/how-guides> and/or contact ServiceNSW on 1300 305 695.