

How to create and submit a Planning Proposal as a council officer

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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 create and submit a Planning Proposal as a council officer

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Introduction

A planning proposal explains a proposed change to a Local Environmental Plan (LEP). It outlines the changes being proposed and why they are needed.

LEPs guide planning and development in local government areas through land use zones and development controls. A planning proposal may propose changes to these controls, such as updating land use zones or development standards.

This guide is for council staff creating, assessing and submitting a planning proposal through the NSW Planning Portal. It explains how to:

- create a planning proposal application
- complete the proposal details and upload supporting documents
- undertake the completeness check
- complete the preliminary and strategic planning assessments
- submit the planning proposal to the Department of Planning, Housing and Infrastructure.

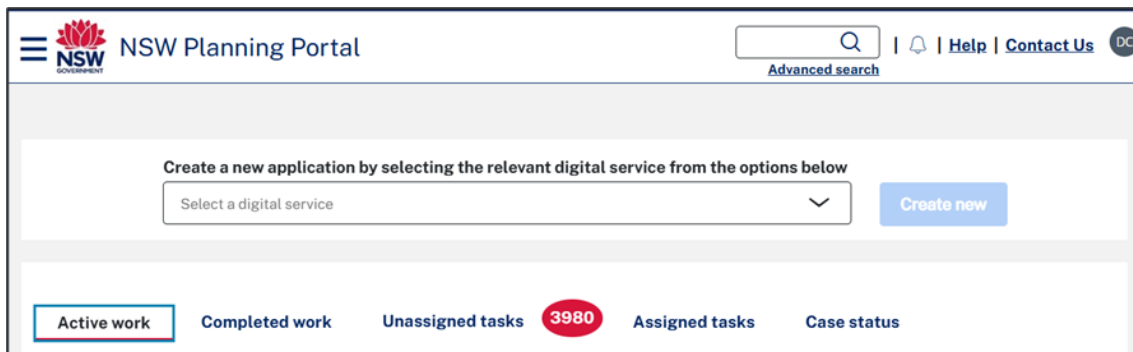
 **Note:** You will need a NSW Planning Portal council account to create and submit your planning proposal. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

1. Create and submit a Planning Proposal

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

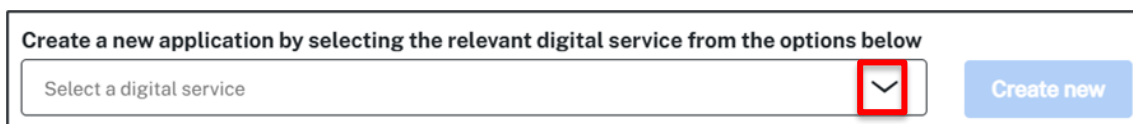
Step 1: Create an application

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



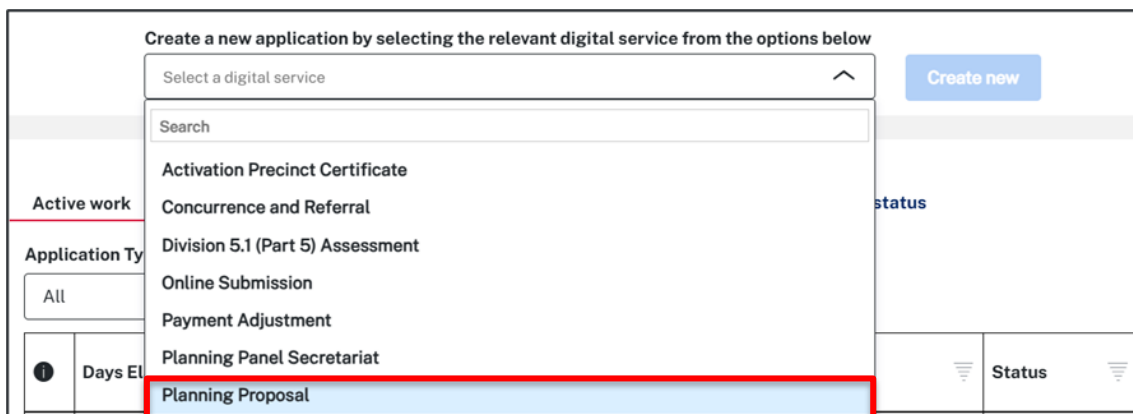
The screenshot shows the NSW Planning Portal dashboard. At the top, there is a header with the NSW Government logo, the text 'NSW Planning Portal', a search bar, and links for 'Help', 'Contact Us', and 'DC'. Below the header, a section titled 'Create a new application by selecting the relevant digital service from the options below' contains a dropdown menu labeled 'Select a digital service' and a 'Create new' button. At the bottom, there is a navigation bar with tabs for 'Active work', 'Completed work', 'Unassigned tasks' (with a red badge showing '3980'), 'Assigned tasks', and 'Case status'.

2. Click on the 'Create a new application' drop-down arrow to display a list of digital services.



This screenshot shows a close-up of the 'Create a new application' section. The dropdown menu is open, showing a list of digital services. A red box highlights the downward arrow icon on the right side of the dropdown menu.

3. Select 'Planning Proposal' from the list of options.



This screenshot shows the 'Create a new application' section with the dropdown menu open. The 'Planning Proposal' option is highlighted with a red box. The dropdown menu lists several options: 'Activation Precinct Certificate', 'Concurrence and Referral', 'Division 5.1 (Part 5) Assessment', 'Online Submission', 'Payment Adjustment', 'Planning Panel Secretariat', and 'Planning Proposal'. On the left side of the dropdown, there is a search bar and a list of 'Application Ty' (types) with a filter set to 'All'. On the right side, there is a 'Create new' button and a 'Status' column with a dropdown arrow.

4. Click 'Create new'.

Create a new application by selecting the relevant digital service from the options below

Planning Proposal

Create new

5. Select 'General Planning Proposal'.

Application Type

Select the application type you would like to apply for*

☒ General Planning Proposal

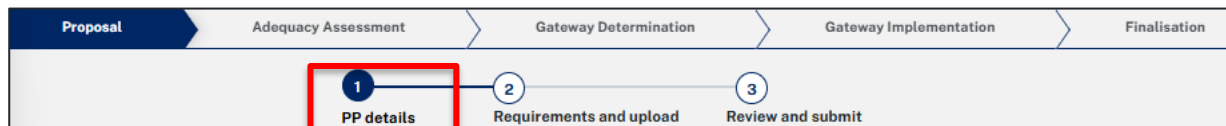
☐ Section 3.22 minor amendments

6. Click 'Next'.

Cancel

Next

Step 2: Enter planning proposal details



7. Select the option that describes the land to which the planning proposal applies.

Subject land

What land does the proposal apply to?*

☒ Whole of the LGA

☐ Large area of the LGA (six or more lots)

☐ Individual properties (five or less lots) within the LGA

[What is this?](#)

Note: A planning proposal can only apply to land within one local government area (LGA).

- a. If you selected 'Whole of the LGA' or 'Large areas of the LGA (six or more lots)', begin typing the relevant LGA name in the field and select the correct option from the drop-down list.

What land does the proposal apply to?*

☐ Whole of the LGA

☒ Large area of the LGA (six or more lots)

☐ Individual properties (five or less lots) within the LGA

[What is this?](#)

Which LGA does the proposal relate to?*

PENRITH

- b. If you selected 'Individual properties (five or less lots) within the LGA', begin typing the relevant address or property details in the field and select the correct result from the drop-down list.

What land does the proposal apply to?* [What is this?](#)

☐ Whole of the LGA

☐ Large area of the LGA (six or more lots)

☒ Individual properties (five or less lots) within the LGA

Select the site of the proposal *

Enter address OR Enter Lot/Section Number/Plan

e.g. 66 Harrington Street, Sydney NSW ; OR e.g. 4/5/DP1044304

Address did not display? ☐ ?

-  **Notes:** You can add up to five properties by entering each address or property details individually. If the address does not appear, select the checkbox 'Address did not display?' to enter the address manually.

- c. Select one address as the 'Primary address'. This address is used as the main reference for the proposal

Select the site of the proposal *

Enter address OR Enter Lot/Section Number/Plan

e.g. 66 Harrington Street, Sydney NSW 2000 OR e.g. 4/5/DP1044304

Address did not display? ☐ ?

Street address	LGA	Lot/Section/Plan	Primary address?
12 DARLING STREET PENRITH 2750	PENRITH	12 / -- / DP27036	☒
14 DARLING STREET PENRITH 2750	PENRITH	8 / -- / DP212086	☐

8. Select if the planning proposal relates to an existing Environmental Planning Instrument.

Does the Planning Proposal relate to an existing Environmental Planning Instrument?*

☒ Yes

☐ No

- a. If 'Yes' is selected, from the dropdown menu select the Environmental Planning Instruments that is proposed to be amended.

Does the Planning Proposal relate to an existing Environmental Planning Instrument? *

☒ Yes

☐ No

Select the Environmental Planning Instruments that is proposed to be amended *

- b. If 'No' is selected, describe the Environmental Planning Instrument that you seek to amend/create.

Does the Planning Proposal relate to an existing Environmental Planning Instrument? *

☐ Yes

☒ No

Please describe the Environmental Planning Instrument that you seek to amend/ create. *

9. Select what controls the planning proposal relates to.

What controls does the planning proposal relate to? * [What is this?](#)

☒ The planning proposal relates to map based planning provisions

☐ The planning proposal relates to the wording of Environmental Planning Instrument provisions

☐ The planning proposal relates to a combination of map based and word based planning provisions

10. Select any planning provisions the proposal seeks to amend and provide a description.

Which planning provisions, if any, does the proposal seek to amend? (select all that apply) [What is this?](#)

☐ Land use zone

☐ Minimum lot size

☐ Maximum height of building

☐ Floor space ratio

☐ Urban release area

☐ Local provision

☐ Heritage

☐ Additional permitted uses

☐ Other (please specify)

Please provide a brief description of the effect of the planning proposal

Remaining: 512 characters

- a. If 'Other' is selected, the description becomes mandatory and an additional question appears.

☒ Other (please specify)

Please provide details of what other controls will be amended by the planning proposal *

Remaining: 512 characters

Please provide a brief description of the effect of the planning proposal

Remaining: 512 characters

11. Select the category of planning proposal.

Which category of planning proposal is this? * [What is this?](#)

☒ Standard

☐ Complex

 Note: For more information on what is a standard or complex proposal, please view the Local Environmental Plan Making Guideline. You can find the link by clicking, 'What this is'.

12. Complete the strategic merit assessment criteria and provide an explanation.

Strategic merit assessment criteria

Does the proposal give effect to the state land use plan and relevant region plan applying to the site, including any draft strategic plans released for public comment or a place strategy for a strategic precinct including any draft place strategy? *

☒ Yes

☐ No

Does the proposal demonstrate consistency with the relevant Local Strategic Planning Statement (LSPS), or strategy or action as part of a region plan? *

☒ Yes

☐ No

Does the proposal respond to a change in circumstances that has not been recognised by the existing planning framework? *

☐ Yes

☒ No

Please provide a brief explanation of how the proposal demonstrates strategic merit *

Remaining: 1000 characters

 **Note:** The proposal must satisfy at least one strategic merit assessment criterion. If no is selected for all three, please review your responses and select "Yes" for at least one question.

13. Complete the site-specific merit assessment criteria and provide an explanation.

Site-specific merit assessment criteria

Please confirm that the proposal gives regard to and assesses impacts against all of the following site-specific merit assessment criteria.*

☐ The natural environment on the site to which the proposal relates and other affected land (including known significant environmental areas, resources, or hazards).

☐ Existing uses, approved uses, and likely future uses of land in the vicinity of the land to which the proposal relates.

☐ Services and infrastructure that are or will be available to meet the demands arising from the proposal, including any proposed financial arrangements for infrastructure provision.

Please provide a brief explanation of how the proposal demonstrates site-specific merit *

Remaining: 1000 characters

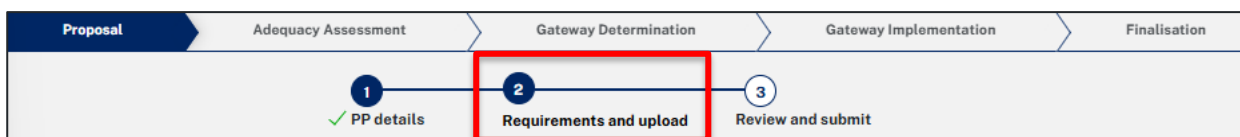
14. Click 'Save and continue'.

Previous

Save and exit

Save and continue

Step 3: Requirements and uploads



 **Note:** The documents you are required to upload with your proposal will vary depending on the selections made in the 'Planning proposal details' section.

15. Click 'Upload' to attach the required and supporting documents.

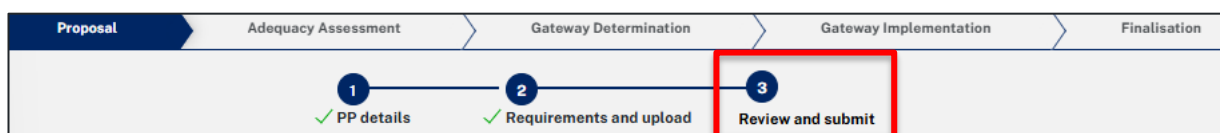
Upload

- Select the file(s) or drag and drop them into the upload area.
- Select the appropriate category from the drop-down menu for each file.
- Click 'Attach'.

 **Note:** The document name has a maximum of 150 characters. You can update the name in the system to meet this limit.

16. Click 'Save and continue' to proceed to the next screen.

Step 4: Review and submit the proposal



17. Review and verify all details entered. This information is read-only. If required, click 'Previous' in the bottom left-hand corner of the screen to return to earlier screens and make changes.

18. Once you have confirmed the proposal details, select all declaration checkboxes at the bottom of the screen.

Declarations *
☐ Select all

☐ I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information which you provide to it.

☐ I have read and agree to the collection and use of my personal information as outlined in the [Privacy Notice](#)

 Note: It is an offence under Section 10.6 of the *Environmental Planning and Assessment Act 1979* to provide false or misleading information in relation to this application.

19. Click 'Submit' to submit the proposal.

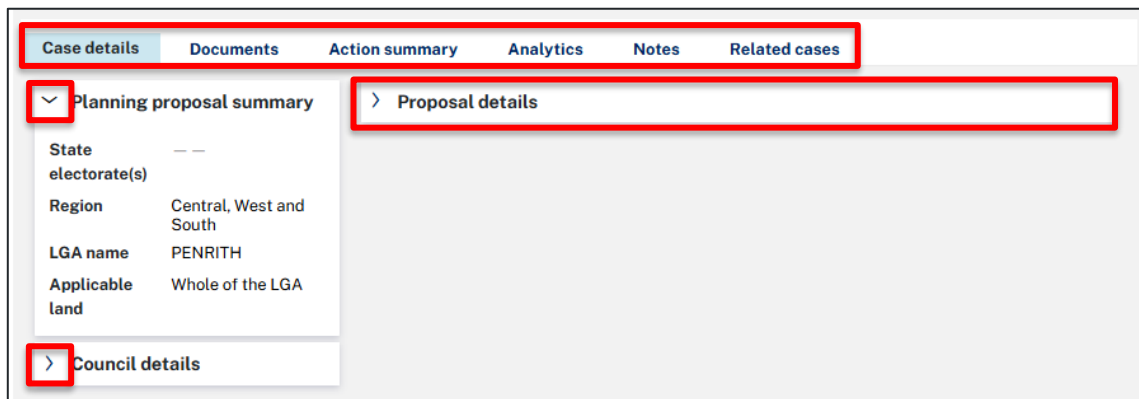
Previous

Save and exit

Submit

2. Complete the 'completeness check'

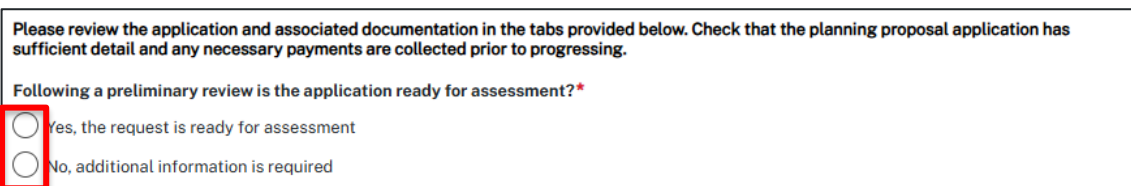
1. Scroll to the bottom of the page and review the application and supporting documents using the available tabs. Confirm the planning proposal contains sufficient information before progressing.



The screenshot shows a web interface with a top navigation bar containing tabs: 'Case details', 'Documents', 'Action summary', 'Analytics', 'Notes', and 'Related cases'. Below this, on the left, is a sidebar with a 'Planning proposal summary' section (indicated by a red box) and a 'Council details' section (also indicated by a red box). The 'Planning proposal summary' section contains a list of details: State electorate(s), Region (Central, West and South), LGA name (PENRITH), and Applicable land (Whole of the LGA). To the right of the sidebar is a large area labeled 'Proposal details' (indicated by a red box).

-  **Note:** Click on the Case details expand  and collapse  buttons to review the case details information.

2. Following the preliminary review, scroll to the top of the page and select 'Yes' or 'No' to indicate whether the planning proposal is ready for assessment.



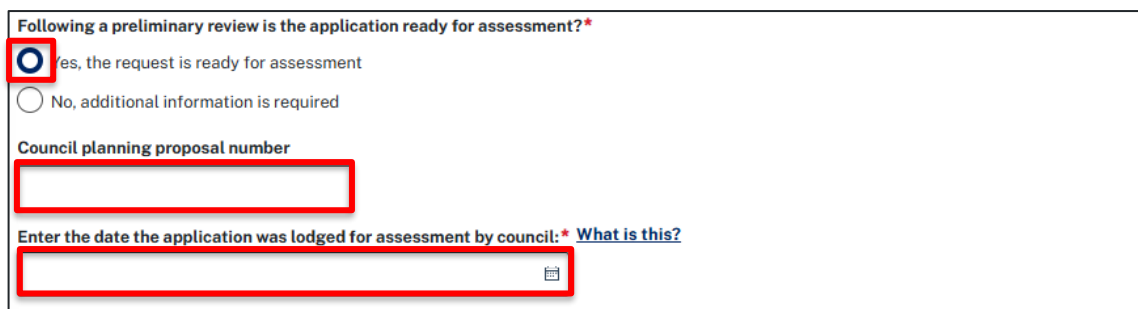
Please review the application and associated documentation in the tabs provided below. Check that the planning proposal application has sufficient detail and any necessary payments are collected prior to progressing.

Following a preliminary review is the application ready for assessment?*

☒ Yes, the request is ready for assessment

☐ No, additional information is required

- a. If 'Yes' is selected, enter the council planning proposal number and the date the application was lodged with council.



Following a preliminary review is the application ready for assessment?*

☒ Yes, the request is ready for assessment

☐ No, additional information is required

Council planning proposal number

Enter the date the application was lodged for assessment by council: * [What is this?](#)

- b. If 'No' is selected, provide a reason and enter the date the application was returned.

Following a preliminary review is the application ready for assessment?*

☐ Yes, the request is ready for assessment

☒ No, additional information is required

Please provide a reason*

Remaining: 512 characters

What is the date the application was returned?*

- c. Click 'Upload' to attach any supporting documents to support the application return.

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.

If you are wanting 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.

Document type	Files	Upload status
Other		

- d. Select the file(s) or drag and drop them into the upload area.
- e. Select the appropriate category from the drop-down menu for each file.
- f. Click 'Attach'.

You may upload a document

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 are wanting 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.

Document type
Other

Attach Documents



Drag and drop files here

or

Select file(s)

Cancel

Attach

 **Note:** When 'No' is selected and additional information is required the planning proposal will be returned.

3. Review and update the planning proposal category if required.

Which category of planning proposal is this? * [What is this?](#)

☒ Standard

☐ Complex

4. Review and update the strategic merit assessment criteria and provide an explanation.

Strategic merit assessment criteria

Does the proposal give effect to the state land use plan and relevant region plan applying to the site, including any draft strategic plans released for public comment or a place strategy for a strategic precinct including any draft place strategy? *

☒ Yes

☐ No

Does the proposal demonstrate consistency with the relevant Local Strategic Planning Statement (LSPS), or strategy or action as part of a region plan? *

☐ Yes

☒ No

Does the proposal respond to a change in circumstances that has not been recognised by the existing planning framework? *

☐ Yes

☒ No

Applicant input

Please provide a brief explanation of how the proposal demonstrates strategic merit test

Council response

Please provide a brief explanation of how the proposal demonstrates strategic merit *

Remaining: 1000 characters

 **Note:** The proposal must satisfy at least one strategic merit assessment criterion. If no is selected for all three, please review your responses and select "Yes" for at least one question.

5. Review and provide a council response for the site-specific merit assessment criteria.

Site-specific merit assessment criteria

Please confirm that the proposal gives regard to and assesses impacts against all of the following site-specific merit assessment criteria.*

☒ The natural environment on the site to which the proposal relates and other affected land (including known significant environmental areas, resources, or hazards).

☒ Existing uses, approved uses, and likely future uses of land in the vicinity of the land to which the proposal relates.

☒ Services and infrastructure that are or will be available to meet the demands arising from the proposal, including any proposed financial arrangements for infrastructure provision.

Applicant input

Please provide a brief explanation of how the proposal demonstrates site-specific merit test

Council response

Please provide a brief explanation of how the proposal demonstrates site-specific merit *

Remaining: 1000 characters

6. Click 'Submit' to proceed to the next screen.

Cancel

Save and exit

Submit

3. Complete the preliminary assessment

1. Indicate whether the planning proposal seeks to amend an Environmental Planning Instrument and whether a Gateway determination is being sought.

Planning Proposal details

Is the planning proposal to amend the Environmental Planning Instrument supported by council and is a Gateway Determination being sought? *

- ☐ Yes
☐ No

2. Enter project title.

Project Title *

Remaining: 100 characters

3. Enter explanation of the planning proposal.

Provide a brief explanation of the planning proposal *

Remaining: 512 characters

4. Select the amendment type from the dropdown menu.

Select the amendment type *

5. Select the land use categories the planning proposal relates to.

Which of the following uses does the planning proposal propose? *

- ☐ Residential
☐ Industrial
☐ Commercial
☐ Rural
☐ Other

- a. If 'Residential' is selected, indicate whether the planning proposal proposes to make residential accommodation permissible.

Which of the following uses does the planning proposal propose?*

☒ Residential

☐ Industrial

☐ Commercial

☐ Rural

☐ Other

Proposals for residential uses

Does the planning proposal propose to make residential accommodation permissible? (as per the Standard Instrument definition) *

☒ Yes

☐ No

[What is this?](#)

If 'Yes' is selected, complete the additional questions.

Does the planning proposal propose to make residential accommodation permissible? (as per the Standard Instrument definition) *

☒ Yes

☐ No

[What is this?](#)

Approximate number of new residential lots proposed

Approximate number of new dwellings proposed

Approximate number of dwellings to be removed

Indicate 'Yes' or 'No' for will the planning proposal result in the loss of industrial land.

Will the planning proposal result in the loss of industrial land? *

☒ Yes

☐ No

If 'Yes' enter how many hectares of industrial zoned land will be lost.

How many hectares of industrial zoned land will be lost? *

Indicate 'Yes' or 'No' for will the planning proposal result in the loss of commercial land.

Will the planning proposal result in the loss of commercial land? *

☐ Yes

☒ No

If 'Yes' enter how many hectares of commercial zoned land will be lost?

Will the planning proposal result in the loss of commercial land? *

☒ Yes
☐ No

How many hectares of commercial zoned land will be lost? *

Indicate 'Yes' or 'No' for will the planning proposal result in the loss of retail floor space?

Will the planning proposal result in the loss of retail floor space? *

☐ Yes
☐ No

If 'Yes' enter how many hectares of retail floor space will be lost?

Will the planning proposal result in the loss of retail floor space? *

☒ Yes
☐ No

How many hectares of retail floor space will be lost? *

b.If 'Industrial' is selected indicate 'Yes' or 'No' to does the planning proposal propose to make additional industrial development permissible.

Which of the following uses does the planning proposal propose? *

☐ Residential
☒ Industrial
☐ Commercial
☐ Rural
☐ Other

Proposals for industrial uses

Does the planning proposal propose to make additional industrial development permissible? *

☐ Yes
☐ No

If 'Yes' is selected complete additional fields.

Does the planning proposal propose to make additional industrial development permissible? *

☒ Yes
☐ No

How many hectares of the industrial development are proposed? *

Approximately how many industrial jobs are proposed? * [What is this?](#)

- c. If 'Commercial' is selected indicate 'Yes' or 'No' to does the planning proposal propose to make additional commercial development permissible.

Which of the following uses does the planning proposal propose?*

☐ Residential

☐ Industrial

☒ Commercial

☐ Rural

☐ Other

Proposals for commercial uses

Does the planning proposal propose to make additional commercial development permissible?*

☒ Yes

☐ No

If 'Yes' is selected complete additional fields.

Does the planning proposal propose to make additional commercial development permissible?*

☒ Yes

☐ No

Approximately how many square meters of commercial floor space are proposed? * [What is this?](#)

Approximately how many commercial or retail jobs are proposed? * [What is this?](#)

- d. If 'Rural' is selected, provide description of the proposed use.

Which of the following uses does the planning proposal propose?*

☐ Residential

☐ Industrial

☐ Commercial

☒ Rural

☐ Other

Proposals for rural uses

Provide a description of the uses proposed

e. If 'Other' is selected, provide description of the proposed use.

Which of the following uses does the planning proposal propose?*

☐ Residential

☐ Industrial

☐ Commercial

☐ Rural

☒ Other

Proposals for other uses

Provide a description of the uses proposed

6. Indicate 'Yes' or 'No' for is the site subject to Special Infrastructure Contributions (SIC).

Is the site subject to Special Infrastructure Contributions (SIC)?*

☒ Yes

☐ No

7. Indicate 'Yes' or 'No' for is the development located within an Urban Release Area.

Is the development located within an Urban Release Area?*

☒ Yes

☐ No

8. Click 'Submit' to proceed to the next screen.

4. Complete the strategic planning assessment

1. Select the plus '+' icon to add strategic policy documents and indicate whether the planning proposal is consistent with each document.

Provide an indication of the consistency of the planning proposal with the following strategic policy documents (including any draft plans or strategies) :*

Policy document	Consistent/ Inconsistent	
No Items		



2. Select the policy document from the drop-down menu and indicate whether it is 'Consistent' or 'Inconsistent'.

Provide an indication of the consistency of the planning proposal with the following strategic policy documents (including any draft plans or strategies) :*

Policy document	Consistent/ Inconsistent	
Select 	☐ Consistent ☐ Inconsistent	



-  **Note:** Use the plus '+' icon to add additional rows and the rubbish bin icon to remove rows.

Provide an indication of the consistency of the planning proposal with the following strategic policy documents (including any draft plans or strategies) :*

Policy document	Consistent/ Inconsistent	
Select 	☐ Consistent ☐ Inconsistent	



3. Indicate if the planning proposal relates to the land within the metropolitan rural area.

Does the Planning Proposal relate to land within the Metropolitan Rural Area?*

☒ Yes
☐ No

- a. If 'Yes' is selected, enter how many hectares of land within the Metropolitan Rural Area are affected by the proposal.

Does the Planning Proposal relate to land within the Metropolitan Rural Area?*

☒ Yes

☐ No

How many hectares of land with in the metropolitan Rural Area are affected by proposal?

4. Select the plus '+' icon to provide an indication of the consistency for the applicable State Environmental Planning Policies

Provide an indication of the consistency for the applicable State Environmental Planning Policies

State Environmental Planning Policies	Consistent/ Inconsistent
No Items	

5. Select the State Environment Planning Policy from the dropdown menu and indicate whether it is 'Consistent' or 'Inconsistent'.

Provide an indication of the consistency for the applicable State Environmental Planning Policies

State Environmental Planning Policies	Consistent/ Inconsistent
Please Select	☐ Consistent ☐ Inconsistent

6. Enter a brief explanation.

Provide a brief explanation

Font - Size - **B** *I* U                                      

a. If 'No' enter why the inconsistency with the Ministerial Direction is justified.

Ministerial Direction
Is the proposal consistent with the Ministerial Direction? * [What is this?](#)
☐ Yes
☒ No
Explain why the inconsistency with the Ministerial Direction is justified *

Remaining: 1000 characters

8. Select the agencies council proposes to consult with from the drop-down menu.

Which agencies does council propose to consult with?

Select from the suggested list

Note: Multiple selection allowed, select all which apply.

Marine Coast Estuary Flo... X

Murray Darling Basin Aut... X

National Parks and Wildli... X

9. Indicate 'Yes' or 'No' if council is seeking delegation to determine this planning proposal.

Administration
Is Council seeking delegation to determine this planning proposal? *
☒ Yes
☐ No

10. Click 'Submit' to proceed to the next screen.

Cancel

Save and exit

Submit

5. Submit the Planning Proposal for Department assessment

1. Review and update 'Council officer's contact details'.

Council officer's contact details

Officer's name

council user10

Position

Organisation

PENRITH CITY COUNCIL

Postal Address

Phone

Mobile phone number preferred. Format: xxxxxxxxxx

Email

counciluser10@yopmail.com

2. Enter any comments.

Comment

3. Select 'Upload' to attach any required and optional supporting documents. Required documents vary depending on the selections made throughout the planning proposal.

Please upload the draft planning proposal, council assessment report and any supporting documentation.

Note: Documents uploaded by the applicant will be available under the documents tab.

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

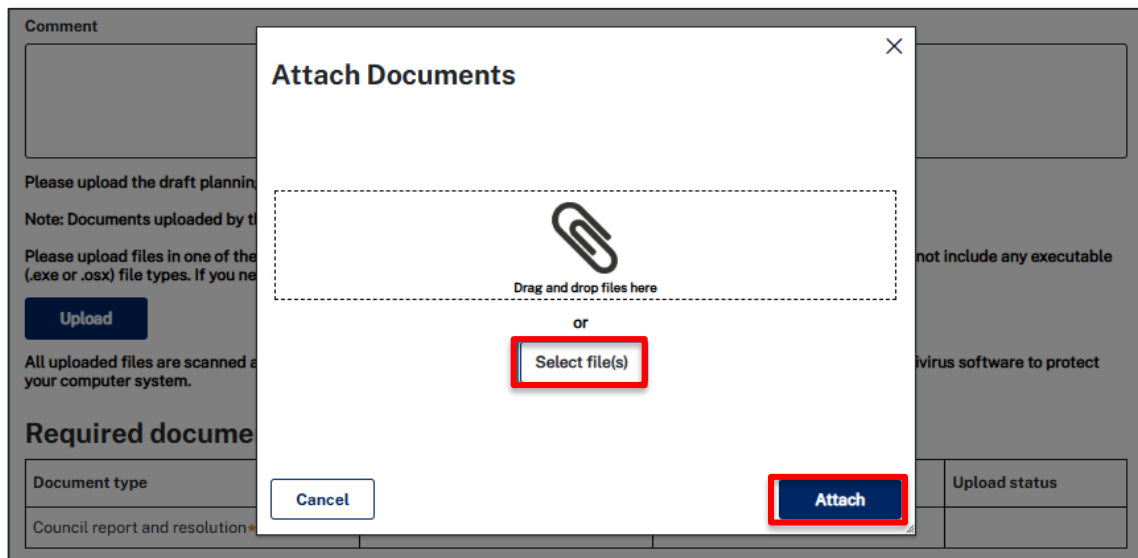
Upload

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.

Required documents

Document type		File name	Upload status
Council report and resolution*	What is this?		

- a. Select the file(s) or drag and drop them into the upload area.
- b. Select the appropriate category from the drop-down menu for each file.
- c. Click 'Attach'.

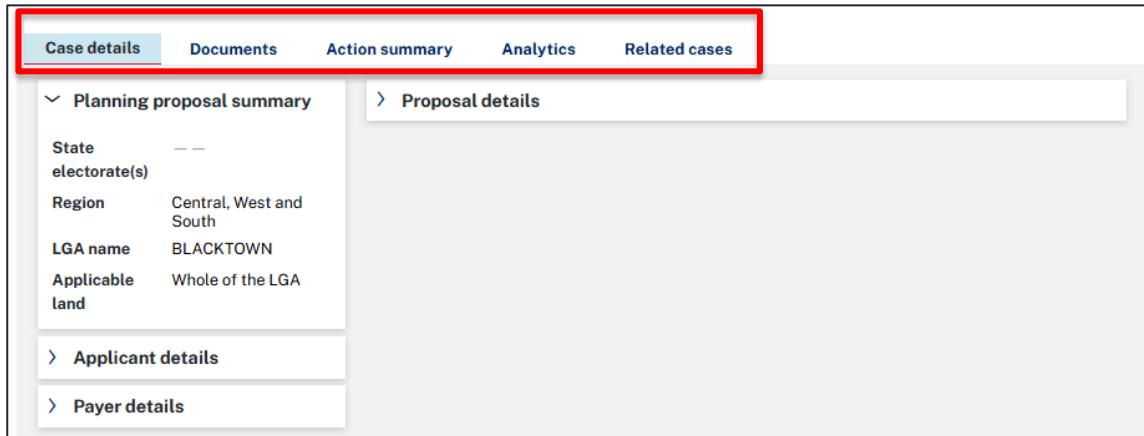


4. Click 'Submit' to submit planning proposal.



What happens next?

- After you submit the planning proposal you can review application details via the review harness.



The screenshot shows the 'Case details' tab selected in the review harness. The interface includes a navigation bar with tabs: 'Case details', 'Documents', 'Action summary', 'Analytics', and 'Related cases'. Below the navigation bar, there is a 'Planning proposal summary' section with a dropdown arrow. This section contains a table with the following details:

State electorate(s)	--
Region	Central, West and South
LGA name	BLACKTOWN
Applicable land	Whole of the LGA

Below the table, there are two expandable sections: 'Applicant details' and 'Payer details', each with a right-pointing arrow. To the right of the 'Planning proposal summary' section is a 'Proposal details' section, also with a right-pointing arrow.

- The planning proposal will progress through the assessment workflow in the NSW Planning Portal. The proposal status will update as it moves through each stage of the process.
- The Department of Planning, Housing and Infrastructure will assess the proposal, including its strategic and site-specific merit, to determine whether it should proceed to Gateway determination.
- If a Gateway determination is issued, the proposal may proceed to subsequent plan-making activities, including public exhibition, agency consultation and the consideration of submissions, depending on the requirements of the Gateway determination and plan-making authority arrangements.
- Throughout the process, system-generated notifications will be sent to relevant users to advise of status changes, requests for action and key milestones.

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 guide

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 provide additional information

These documents are available on the NSW Planning Portal Support Hub.