

How to edit a concurrence and referral request

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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 edit a concurrence and referral request

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Introduction

Once a council user has submitted a concurrence and referral request, there may be circumstances where the request needs to be updated to accommodate changes to the related application. This may include updating information about the related application, providing additional documents, and adding/removing State agencies and/or clauses.

This guide outlines the steps a council user takes to edit a concurrence and referral case within the NSW Planning Portal. This functionality is available from when the request is submitted until the Agency decision has been provided or the related application has been determined.

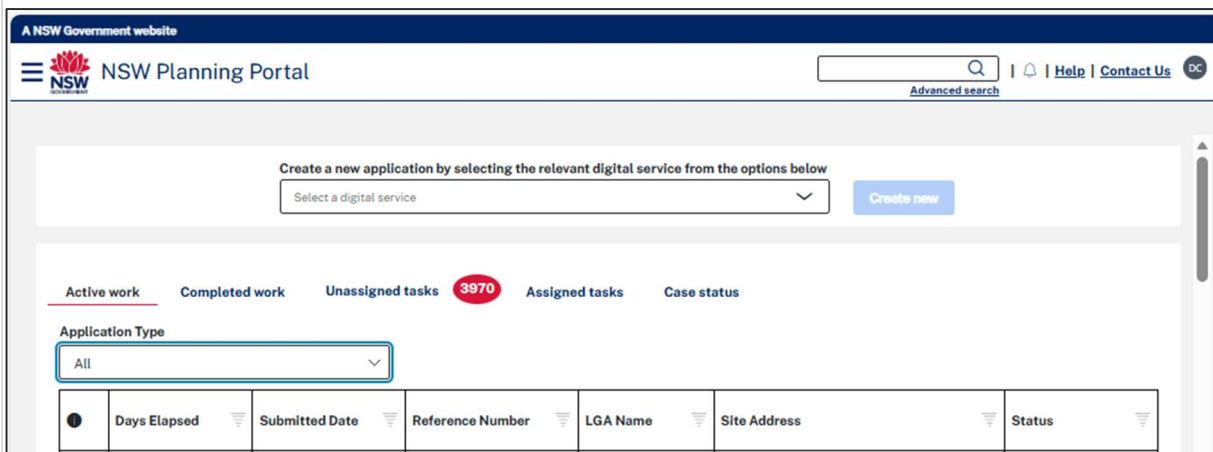


Note: You will need a NSW Planning Portal council user account to access the functionality within this document. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

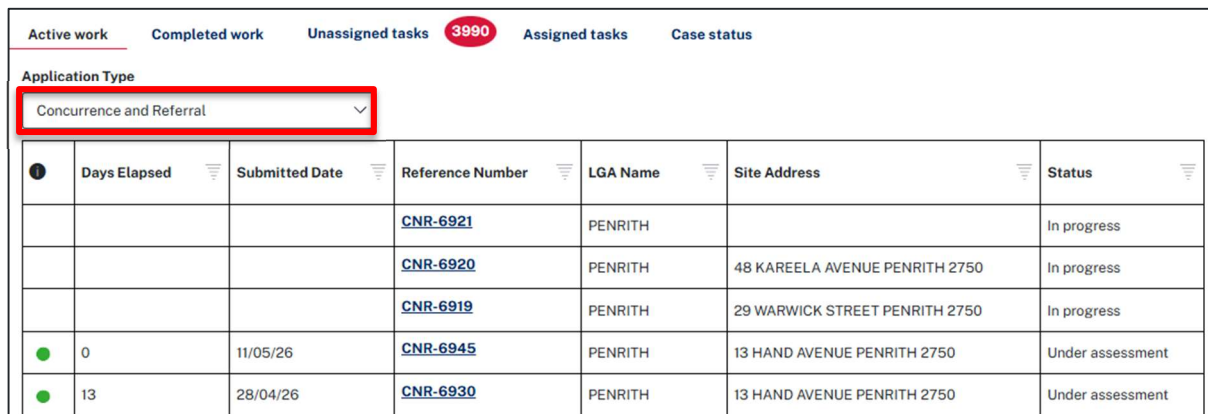
Steps

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

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



2. From your 'Active work' dashboard, **select** 'Concurrence and Referral' from the 'Application type' filter, to show only the active applications.



	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
			CNR-6921	PENRITH		In progress
			CNR-6920	PENRITH	48 KAREELA AVENUE PENRITH 2750	In progress
			CNR-6919	PENRITH	29 WARWICK STREET PENRITH 2750	In progress
●	0	11/05/26	CNR-6945	PENRITH	13 HAND AVENUE PENRITH 2750	Under assessment
●	13	28/04/26	CNR-6930	PENRITH	13 HAND AVENUE PENRITH 2750	Under assessment

 **Tip:** If the application is not assigned to you, it will not be in your 'Active work' tab. Use the search functionality to locate the application and re-assign it to yourself.

3. Click the relevant reference number to open the application.

Active work Completed work Unassigned tasks 3990 Assigned tasks Case status						
Application Type Concurrence and Referral						
1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
			CNR-6921	PENRITH		In progress
			CNR-6920	PENRITH	48 KAREELA AVENUE PENRITH 2750	In progress
			CNR-6919	PENRITH	29 WARWICK STREET PENRITH 2750	In progress
●	0	11/05/26	CNR-6945	PENRITH	13 HAND AVENUE PENRITH 2750	Under assessment
●	13	28/04/26	CNR-6930	PENRITH	13 HAND AVENUE PENRITH 2750	Under assessment

 **Note:** The concurrence and referral case can also be accessed from the development application, via the 'Related cases' tab.

4. Select 'Edit case' from the 'Required actions' menu on the right-hand of the screen.

DA Online (PAN-22842)
Reference number: CNR-6945
DA number: DA/2026/05/11
Under assessment
Close and home

Concurrence and Referral
Create request
Actions
Determination

Determination
This application has been assessed and has been:
☐ Approved
☐ Determination provided - deferred commencement consent
☐ Refused

DC Daisy Council
Required actions
Refresh
Upload agency communication
Edit case
Re-assign
Cancel Case
Mark sensitive documents

5. Click 'Submit' to confirm you wish to edit the case.

Edit case
DC Daisy Council

Are you sure you want edit Concurrence and Referral (CNR-6945)

Cancel
Save and exit
Submit

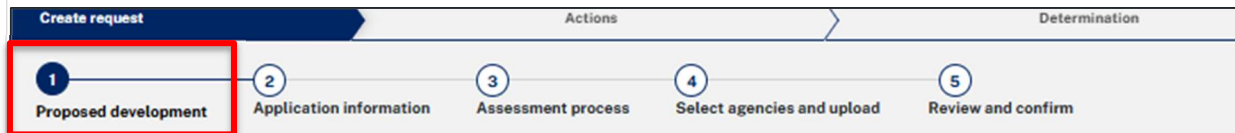
 **Note:** Once the concurrence and referral case is open for editing, it will revert to a status of 'In progress' and display the 'Proposed development details' page.

DA Online (PAN-22842)
Reference number: CNR-6945
DA number: DA/2026/05/11
In progress
Actions

Create request
Actions
Determination

1 Proposed development
2 Application information
3 Assessment process
4 Select agencies and upload
5 Review and confirm

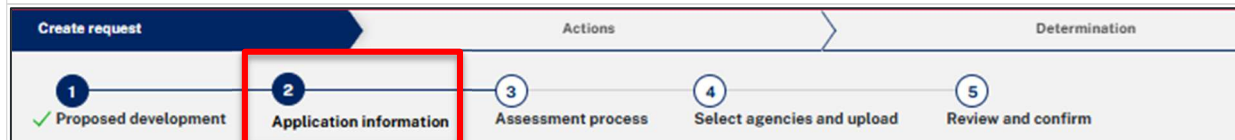
6. **Update** the information to the 'Proposed development details' page, where required.



7. **Select** 'Save and continue' to progress to the next page.

A row of three buttons: 'Cancel', 'Save and exit', and 'Save and continue'. The 'Save and continue' button is highlighted with a red box.

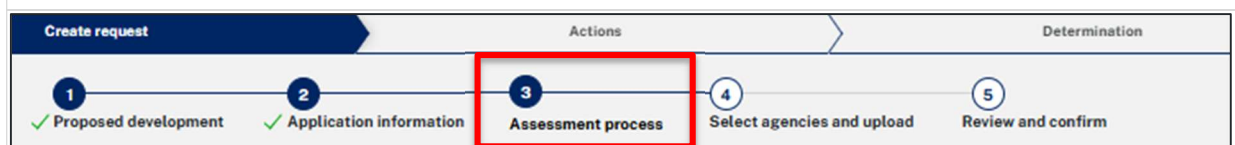
8. **Update** the information to the 'Application information' page, where required.



9. **Select** 'Save and continue' to progress to the next page.

A row of three buttons: 'Cancel', 'Save and exit', and 'Save and continue'. The 'Save and continue' button is highlighted with a red box.

10. **Update** the information to the 'Assessment process' page, where required.



 **Note:** If the application will be publicly exhibited, when the closing date for public submissions is entered, the responsible council officer will be notified 2 days prior to the expiry date of public submissions to either update or confirm the submission closure date. Once the closing date has passed, the responsible council officer will be required to upload the submissions to the case or indicate that none were received.

Where there have been public submissions, agency clocks will start upon the first public submission uploaded by council. For specific instructions on uploading submissions, refer to the 'How to upload submissions to a concurrence and referral request' step-by-step guide.

11. **Select** 'Save and continue' to progress to the next page.

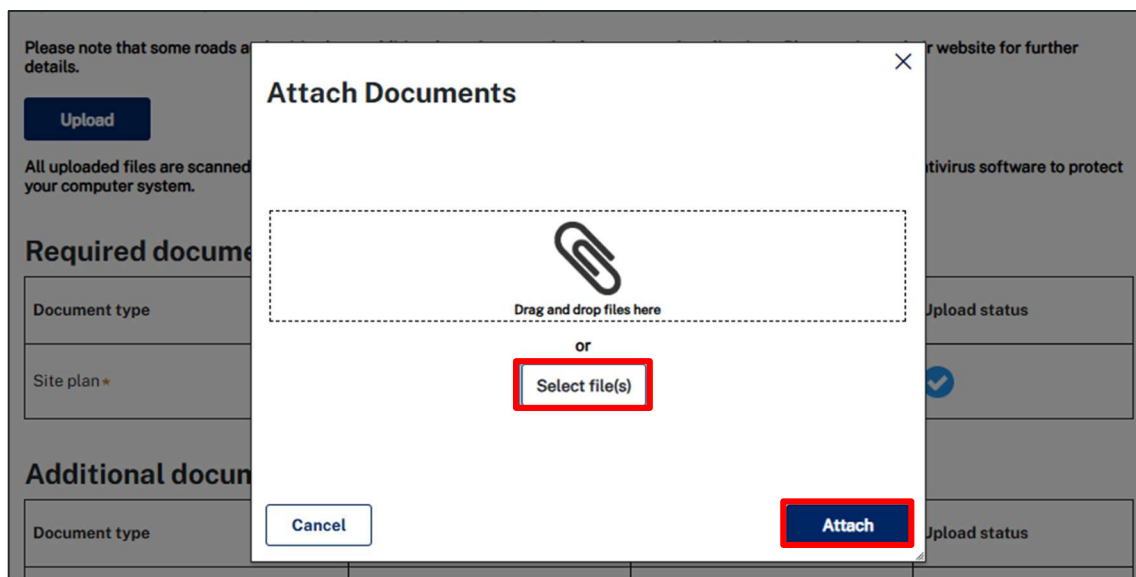
A row of three buttons: 'Cancel', 'Save and exit', and 'Save and continue'. The 'Save and continue' button is highlighted with a red box.

12. (Optional) Click 'Upload' on the 'Select agencies and upload' step to upload supporting documentation.



Upload

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



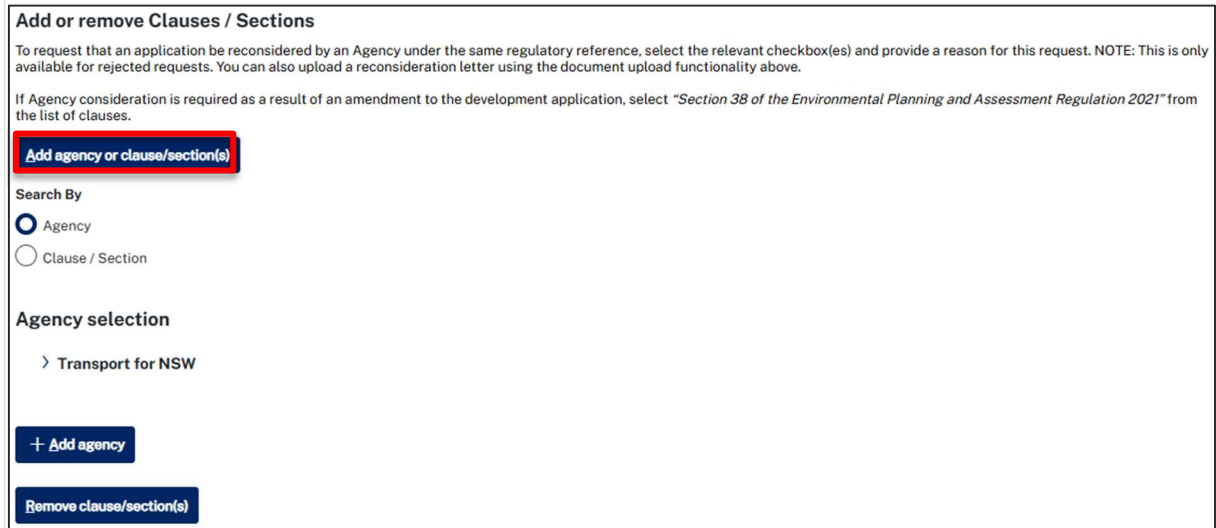
There are several options available on this screen. You can:

- Add a clause/section from an existing Agency request
- Add a new Agency to the concurrence and referral case
- Remove an existing clause/section from consideration by an agency.

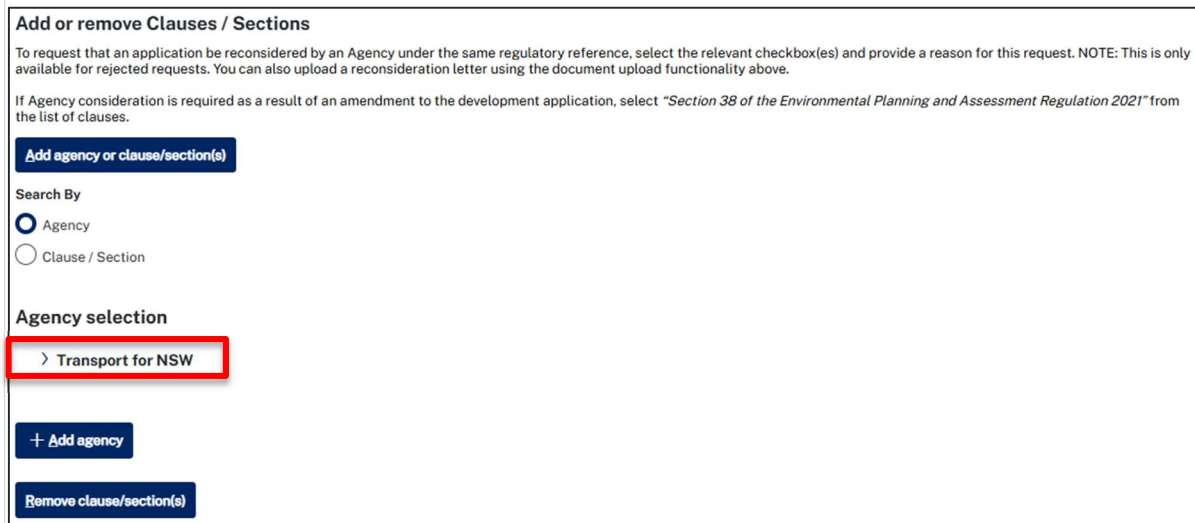
Please refer to the relevant section below or continue to step 24.

Add a clause/section(s) to an existing Agency request

 **Note:** This section is only relevant if you are wanting to add a clause or section to an existing Agency request.

13. Scroll down and **click** on 'Add agency or clause/section(s)'.


 **Note:** The 'Search by' option will display, along with the previously selected Agency(s).

14. Select the drop-down arrow beside the Agency name to display the previous clause/section selections, and options to add new selections.


15. **Select** and/or unselect clause/section(s) as required.

☒	SEPP (Resources and Energy) 2021, Chapter 2	Referral
☒	SEPP (Resources and Energy) 2021, s2.22	Referral
☐	SEPP (Transport and Infrastructure) 2021, s2.118 (Development on proposed classified road)	Concurrence
☐	SEPP (Transport and Infrastructure) 2021, s2.119 (Development with frontage to classified road)	Referral
☒	SEPP (Transport and Infrastructure) 2021, s2.121	Referral
☐	SEPP (Transport and Infrastructure) 2021, s2.122 (Traffic-generating development)	Referral

16. Enter the Agency officer email (optional).

Agency officer email (Optional):

Notifications will be sent additionally to the email ID added in this field

17. Enter comments to the agency in the space provided, if relevant.

Enter comments for agency, including the reason for a request for reconsideration of an application (if relevant).

Provide any additional comments (maximum 512 characters)

 **Note:** Information entered in the comments field will be included in the email to the Agency.

Add an agency to a concurrence and referral case

 **Note:** This section is only relevant if you are wanting to add a new Agency to an existing concurrence and referral case.

18. Scroll down and click the 'Add agency' button.

Add or remove Clauses / Sections

To request that an application be reconsidered by an Agency under the same regulatory reference, select the relevant checkbox(es) and provide a reason for this request. NOTE: This is only available for rejected requests. You can also upload a reconsideration letter using the document upload functionality above.

If Agency consideration is required as a result of an amendment to the development application, select "Section 38 of the Environmental Planning and Assessment Regulation 2021" from the list of clauses.

Add agency or clause/section(s)

Search By

☒ Agency

☐ Clause / Section

Agency selection

> Transport for NSW

+ Add agency

Remove clause/section(s)

19. Click on the drop-down arrow and select an agency from the list of options.

Agency name *

Select Agency 

Select Agency

Air Services Australia

APA Group

Clause / Section status

20. A list of clause/sections that relate to that Agency will appear. **Select** at least one clause/section from the list.

Clause / Section name	Clause / Section type	Clause / Section status
☐ Penrith LEP 1998 (Urban Land)	Concurrence	
☐ Penrith LEP No.201 (Rural Land)	Concurrence	
☐ SEPP (Industry and Employment) 2021, s2.34	Concurrence	
☒ SEPP (Precincts - Western Parkland City) 2021, s4.27(1)	Concurrence	
☒ SEPP (Transport and Infrastructure) 2021, s2.101(4)	Concurrence	

 **Note:** To remove an Agency added in error, select the 'garbage bin' icon beside that Agencies name. This is only available prior to submitting the change.

▼ DPE - Heritage NSW 

21. (Optional) **Enter** the comments for the agency related to why this request is being sent.

Enter comments for agency, including the reason for a request for reconsideration of an application (if relevant).

Provide any additional comments (maximum 512 characters)

Remove clause/section(s)

 **Note:** This section is only relevant if you are wanting to remove a clause/section from an existing concurrence and referral request.

22. Scroll down and **select** remove clause/section(s).

Add or remove Clauses / Sections

To request that an application be reconsidered by an Agency under the same regulatory reference, select the relevant checkbox(es) and provide a reason for this request. NOTE: This is only available for rejected requests. You can also upload a reconsideration letter using the document upload functionality above.

If Agency consideration is required as a result of an amendment to the development application, select "Section 38 of the Environmental Planning and Assessment Regulation 2021" from the list of clauses.

Add agency or clause/section(s)

Search By

☒ Agency

☐ Clause / Section

Agency selection

> Transport for NSW

+ Add agency

Remove clause/section(s)

23. Select the clauses to be removed.

Remove clause/section(s)

Clauses to be removed

Remove	Agency Name	Requested clause	Clause type
☐	Transport for NSW	Roads Act 1993-s138 (Non-integrated)	Referral
☐	Transport for NSW	SEPP (Industry and Employment) 2021, s2.25	Referral
☐	Transport for NSW	SEPP (Resources and Energy) 2021, Chapter 2	Referral
☐	Transport for NSW	SEPP (Resources and Energy) 2021, s2.22	Referral

 **Note:** If you are removing all selected clause/section(s) from an Agency request, please use the 'Withdraw' function instead to close this request. This can be accessed from the 'Actions' menu within the relevant Agency case reference.

24. Select 'Save and continue' to progress to the next page.

Cancel **Save and exit** **Save and continue**

Create request **Actions** **Determination**

1 ☒ Proposed development

2 ☒ Application information

3 ☒ Assessment process

4 ☒ Select agencies and upload

5 ☒ Review and confirm

25. **Review** the information you have provided. You can amend incorrect information by using the previous button at the bottom of the page to return to the relevant section.

Select the 'Documents' tab to ensure all relevant development application information has been uploaded.

26. **Complete** the declaration by checking the checkboxes.

Declaration*

☐ confirm that all applicable clauses have been selected based on the information available to me. I note that future changes may affect assessment times and applicant fees.

☐ declare that the applicant has authorised the consent authority to disclose their personal information to the Department of Planning, Housing and Infrastructure for the purpose of assessing their application, and that their personal information will be disclosed to other NSW Government agencies for the purpose of assessing their application.

27. Click 'Submit'.

[Previous](#) [Save and exit](#) [Submit](#)

28. Select 'Close and home' to return to the dashboard.

What happens next?

- The Agency(s) impacted by the changes made to the concurrence and referral request will receive a system generated email to advise them of a change to the request. This includes an email to Agencies where additional clause/sections were selected.
- The Agency(s) will review the updated request and action accordingly.

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 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 create a concurrence and referral request during the assessment of a development application
- How to upload agency communication
- How to upload submissions to a concurrence and referral request
- How to re-refer a concurrence and referral request
- How to navigate the NSW Planning Portal dashboard

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