

Development application | Applicant

How to request to amend a development or modification application

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How to request to amend a development or modification application

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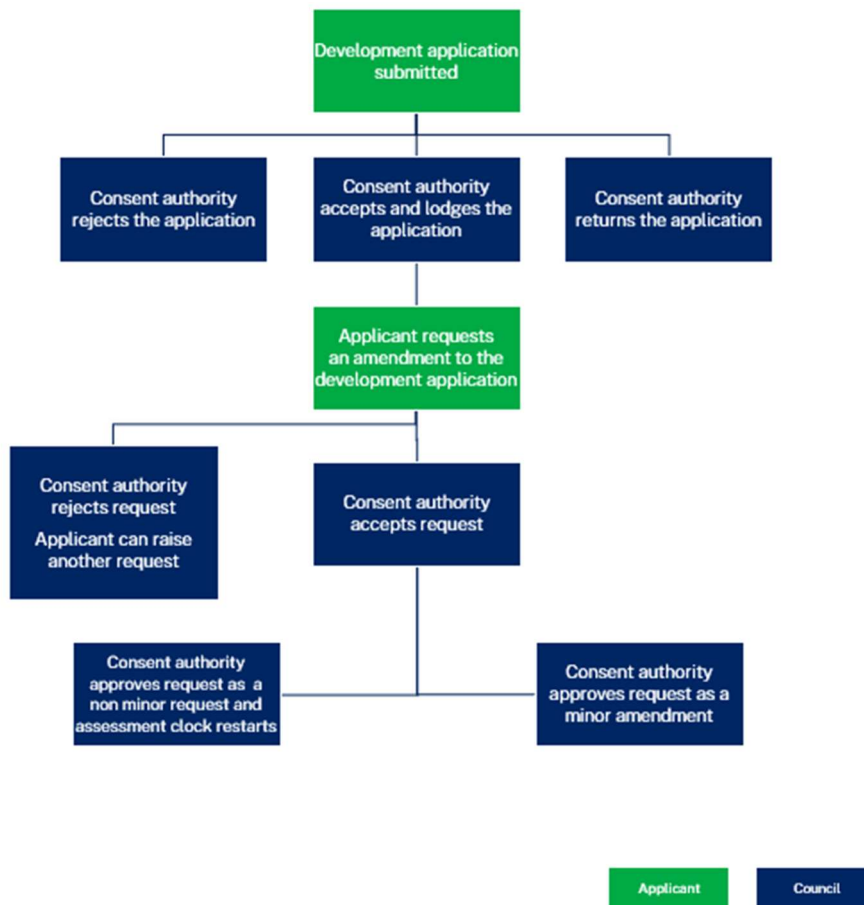
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Introduction

After a development or modification application has been lodged on the NSW Planning Portal (the Portal), an applicant can request to amend that application (section 37 or 113 of the *Environmental Planning and Assessment Regulation*) up until the determination of the related application.



Caption: High level workflow for the amendment request functionality.

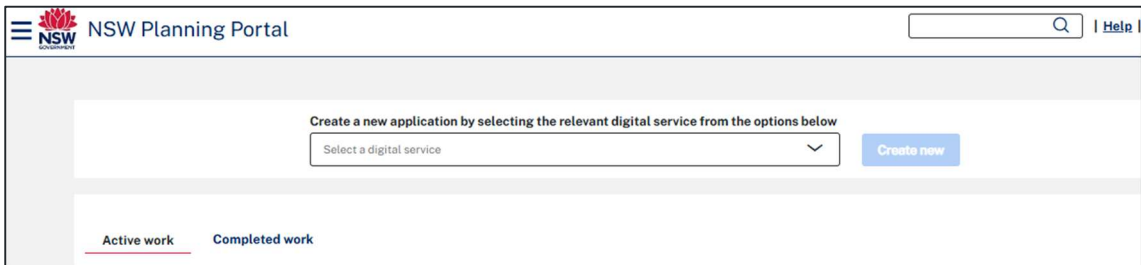
This guide outlines steps on how to request to amend a development or modification application via the NSW Planning Portal (the Portal).

 **Note:** You will need a NSW Planning Portal account to request to amend your development or modification application. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

How to create and submit a request to amend a development or modification application

 **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. **Select** 'DA Online' from the application type drop-down.



3. **Click** on the relevant reference number of the development or modification application from the active work folder.

	Days Elapsed 	Submitted Date 	Reference Number 	LGA Name 	Site Address 	Status 
	0	1/04/26	PAN-41009	BLACKTOWN	33 NORFOLK STREET BLACKTOWN 2148	Under assessment
		31/03/26	AMDR-390	BLACKTOWN	33 NEWTON ROAD BLACKTOWN 2148	Pending lodgement
		31/03/26	AMDR-389	BLACKTOWN	10 MELOMYS STREET MELONBA 2765	Pending lodgement
	1	31/03/26	PAN-40994	BLACKTOWN	10 MELOMYS STREET MELONBA 2765	Under assessment

4. **Select** 'Request amendment' from the 'Actions' menu in the top right-hand corner.

5. A pop-up message will display. Click 'Amend application' to continue, or 'Cancel' to cancel the request.

 **Note:** A new portal reference number will be automatically created (AMDR-XXX) and will display in the related cases tab after you click 'Amend application'.

6. Enter the details of the amendment request.

7. Click 'Upload' to upload attach supporting documents for request for amendment. You must upload a document using the document type 'Request for amendment'.

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

Requirements and uploads

Please upload files in one of the following file formats: PDF, Word, Excel, PowerPoint, or image. 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 documents, you must upload it as a separate file.

If you need to amend any attachments please click the 'Amend' button.

For more information on the documents that need to be submitted, please view the [Environmental Planning and Assessment Regulation 2021](#).

Upload

All uploaded files are scanned as a preventative measure to protect your computer system.

Secretary's approved form

Document type	Upload status
Cost estimate report*	

Attach Documents



Drag and drop files here

or

Select file(s)

Attach

Cancel

 **Note:** The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

8. Click 'Submit'.

Cancel

Save and exit

Submit

9. Click 'Close' to return to the dashboard.



NSW Planning Portal

DA Online (PAN-22588) Reference number: AMDR-9 Under Consideration

Amendment request

Request amendment

Acceptance

Close

✓ Your request has been submitted.
The consent authority will review it and contact you with the outcome.

What happens next?

- The status of the amendment request will change to 'Under consideration'.
- You can access the amendment request via the 'Related cases' tab for the development or modification application, or from your 'Active work' dashboard. Click on the 'AMDR-xxx' reference number to open the application.
- Your application will be sent to the relevant consent authority for review. The consent authority may request additional or revised information to assist with their consideration of this request.
- You can withdraw the amendment request using the 'Actions' menu within the amendment request.

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 navigate the NSW Planning Portal dashboard
- How to create and submit a development application

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