

Development application | Council

How to review and approve or reject a request to amend a development or modification application

Version: 1.0

Last Updated: April 2026



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.

Published by NSW Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au

How to review and approve or reject a request to amend a development or modification application

Copyright and disclaimer

© State of New South Wales through the Department of Planning, Housing and Infrastructure 2026. Information in this publication is based on knowledge and understanding at the time of writing, April 2026, and is subject to change. For more information, please visit nsw.gov.au/copyright

DPHI-MC-R-WC-V1.0

Contents

Introduction 1

How to review the request to amend a development or modification application 3

How to approve the amendment request 6

How to reject the amendment request 9

What happens next?..... 11

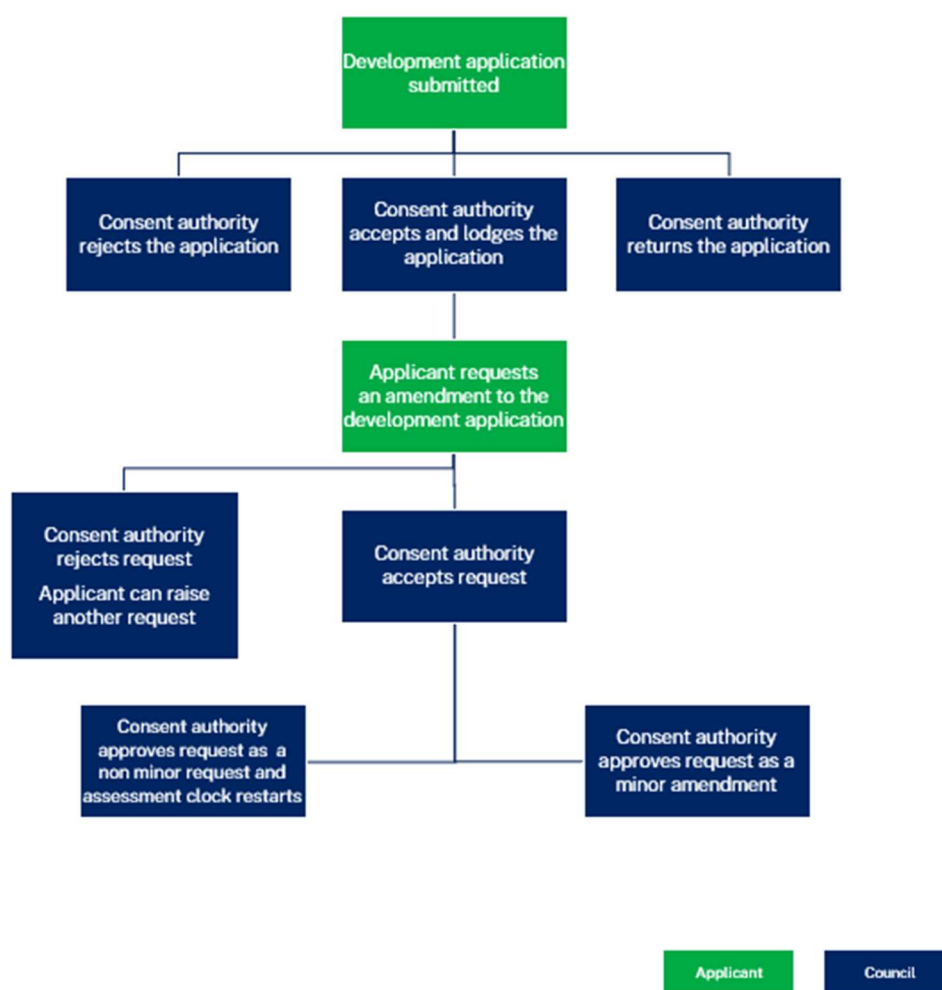
More information12

Need help using the NSW Planning Portal?12

Recommended step-by-step guides12

Introduction

Following a request to amend a development or modification application being submitted by the applicant, the consent authority will need to enter the outcome of their review through the NSW Planning Portal (section 28 of the *Environmental Planning and Assessment Regulation*).



Caption: High level workflow for the amendment request functionality.

If a request to amend an application is approved, the consent authority will need to update the relevant development or modification application using the 'Edit application details' functionality.

This guide outlines steps on how to review and approve or reject a request to amend a development or modification application on the Portal.

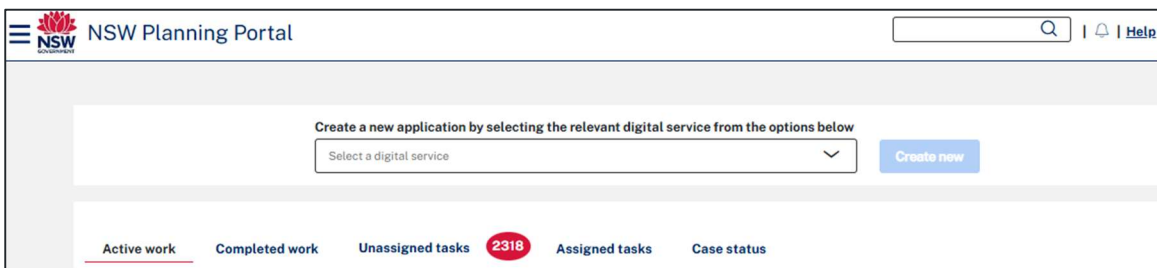


Note: You will need a NSW Planning Portal account to review a request to amend a development or modification application. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

How to review the 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. Click the 'Unassigned tasks' tab and then select 'DA Council WB'.

Active work	Completed work	Unassigned tasks 2318	Assigned tasks	Case status
 BIC WB				2
 Certificate WB				911
 Complying Development Certificate (CDC)				648
 DA Council WB				431
 Part 5 -Determination work basket				89

3. Click the relevant reference number.

Active work

Completed work

Unassigned tasks

2318

Assigned tasks

Case status

DA Council WB

443

1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		1/04/26	AMDR-391	BLACKTOWN	33 NORFOLK STREET BLACKTOWN 2148	Pending lodgement	Amendment to DA
		31/03/26	AMDR-366	BLACKTOWN	50 RIPPLE CRESCENT THE PONDS 2769	Cancelled	Amendment to DA
		31/03/26	PAN-40957	BLACKTOWN	2 212 FLUSHCOMBE ROAD BLACKTOWN 2148	Pending lodgement	Modification
		31/03/26	AMDR-359	BLACKTOWN	33 NEWTON ROAD BLACKTOWN 2148	Pending lodgement	Amendment to DA

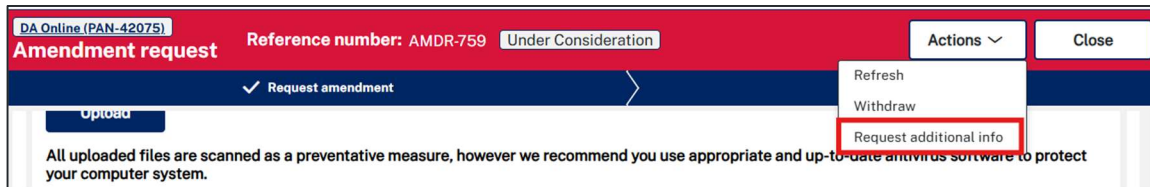
 **Note:** A request to amend a development or modification application will display a portal reference number AMDR-XXX.

4. Scroll down the page and locate the review harness. By selecting each tab, you can **review** the amendment details, documents, action summary and related cases, to assist with your review of this request.



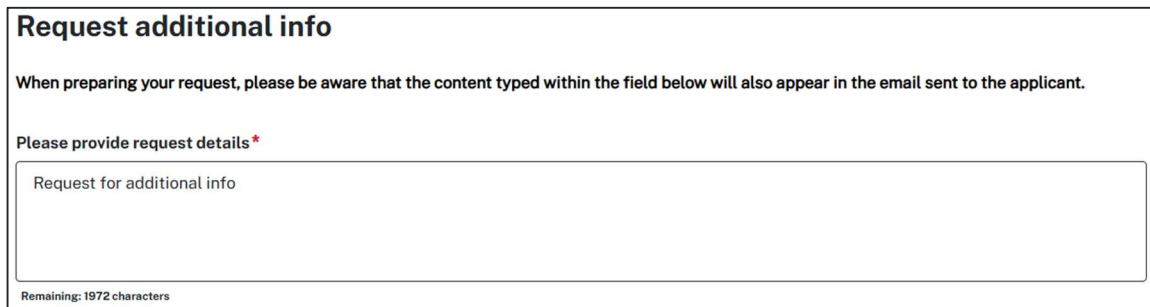
The screenshot shows a review harness with four tabs: 'Amendment details', 'Documents', 'Action summary', and 'Related cases'. The 'Amendment details' tab is selected and highlighted with a red border. Below the tabs, the title 'Amendment request' is displayed, followed by the 'Amendment request date' as '29/04/2026' and the 'Amendment details' section.

5. If you need to request additional information to support your review, select 'Request additional info' from the 'Actions' menu.



The screenshot shows the 'Amendment request' page with a red header bar. The header bar contains the text 'DA Online (PAN-42075)', 'Reference number: AMDR-759', and 'Under Consideration'. Below the header bar, there is a blue bar with a checkmark and the text 'Request amendment'. To the right of the blue bar is a dropdown menu labeled 'Actions' with a downward arrow. The dropdown menu is open, showing three options: 'Refresh', 'Withdraw', and 'Request additional info'. The 'Request additional info' option is highlighted with a red border. To the right of the dropdown menu is a 'Close' button. Below the blue bar, there is a section titled 'Upload' with a note: '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.'

This will open the 'Request additional info' screen. **Enter** details to support your request for additional information.



The screenshot shows the 'Request additional info' screen. At the top, the title 'Request additional info' is displayed. Below the title, there is a note: 'When preparing your request, please be aware that the content typed within the field below will also appear in the email sent to the applicant.' Below the note, there is a section titled 'Please provide request details*' with a red asterisk. Below this section is a large text input field with the placeholder text 'Request for additional info'. At the bottom of the input field, there is a small text label: 'Remaining: 1972 characters'.

Click 'Submit'.



The screenshot shows the 'Request additional info' form. It has a table with four columns. The first column contains the text 'Other'. The second column contains a link 'What is this?'. The third and fourth columns are empty. Below the table, there are three buttons: 'Cancel', 'Save and exit', and 'Submit'. The 'Submit' button is highlighted with a red border.

 **Note:** Once you have submitted the additional information request, an email will be sent to the applicant, and the AMDR-XXX status will update to 'Additional information'.

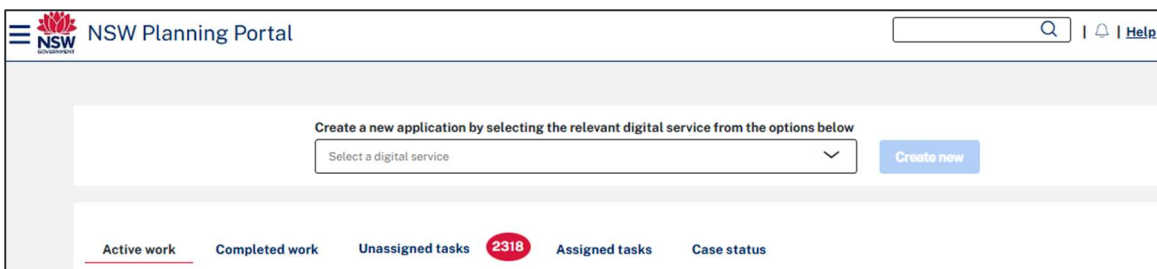
requested'. You will receive an email to advise when the applicant has provided the requested information.

 **Note:** If the related development or modification application has been referred to the Local Planning Panel for assessment, this request cannot be considered by Council. This request to amend the application must be sent to the Planning Panel Secretariat outside the NSW Planning Portal. When the Planning Panel provides an outcome of their review, this will need to be input into the NSW Planning Portal on their behalf by the Council.

How to approve the amendment request

 **Note:** This section of the guide assumes you have exited the application prior to entering the outcome.

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



2. Click the 'Unassigned tasks' tab and then select 'DA Council WB'.

Active work	Completed work	Unassigned tasks 2318	Assigned tasks	Case status
	BIC WB	2		
	Certificate WB	911		
	Complying Development Certificate (CDC)	648		
	DA Council WB	431		
	Part 5-Determination work basket	89		

3. Click the relevant reference number.

Active work

Completed work

Unassigned tasks

2318

Assigned tasks

Case status

DA Council WB

443

1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		1/04/26	AMDR-391	BLACKTOWN	33 NORFOLK STREET BLACKTOWN 2148	Pending lodgement	Amendment to DA
		31/03/26	AMDR-366	BLACKTOWN	50 RIPPLE CRESCENT THE PONDS 2769	Cancelled	Amendment to DA
		31/03/26	PAN-40957	BLACKTOWN	2 212 FLUSHCOMBE ROAD BLACKTOWN 2148	Pending lodgement	Modification
		31/03/26	AMDR-359	BLACKTOWN	33 NEWTON ROAD BLACKTOWN 2148	Pending lodgement	Amendment to DA

4. After reviewing the amendment details, scroll up the page to confirm if the request is approved. Select 'Yes' to approve the amendment request.

Review amendment request

In accordance with [Sections 37](#) or [Sections 113](#) of the [Environmental Planning and Assessment Regulation 2021](#), the applicant has applied to amend the application prior to determination.

Please review the request and provide an outcome of your review.

If you require clarification or additional information (including an updated or new BASIX certificate number) please use the request additional information functionality from the action menu.

Is the amendment request approved? *

☒ Yes

☐ No

 **Note:** If a request to amend a development or modification application is approved, the related application must be updated with the amended information. This will ensure the system generated application form is updated and any subsequent related applications contain the correct information. Council can select the 'Edit application details' from the Actions menu on the related application. Please refer to the step-by-step guide on *How to edit a development application*.

5. Indicate if the amendment request is minor.

Do you consider the amendments to be minor? *

☐ Yes

☐ No

Comments

Remaining: 2000 characters

If 'No' is selected, the original and updated lodgement dates will display.

Do you consider the amendments to be minor? *

☐ Yes

☒ No

 In accordance with [Section 38](#) and [Section 113](#) of the [Environmental Planning and Assessment Regulation 2021](#), upon approval of a non-minor amendment request, the original application timeframe will be reset to reflect the day on which the applicant applied for the amendment. The consent authority is responsible for reviewing all "Related cases" and taking appropriate actions.

Non-minor amendments will update the application lodgement date.

Original lodgement date → Updated lodgement date
01/04/2026 → 01/04/2026

Comments

 **Note:** Upon approval of a non-minor amendment request, the original application timeframe will be reset to reflect the day on which the applicant applied for the amendment (i.e. amendment submission date).

6. **Enter** any comments related to the outcome of your review in the space provided.

Comments

Remaining: 2000 characters

7. **Click** 'Submit'.

Other	What is this?		
-------	-------------------------------	--	--

Cancel

Save and exit

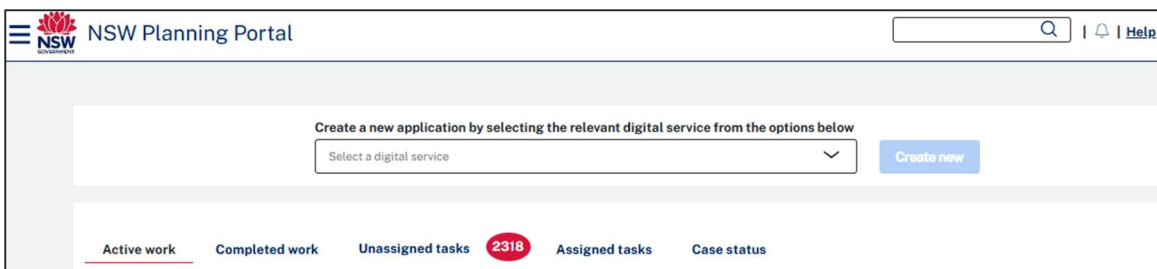
Submit

 **Note:** For all approved amendment requests, council must edit the related development or modification application to ensure the amended details are updated. To do this, you will need to select 'Edit applicant details' from the 'Actions' menu within the related application.

How to reject the amendment request

 **Note:** This section of the guide assumes you have exited the application prior to entering the outcome.

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



NSW Planning Portal

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

Select a digital service [Create new](#)

[Active work](#) [Completed work](#) [Unassigned tasks 2318](#) [Assigned tasks](#) [Case status](#)

2. Click the 'Unassigned tasks' tab and then select 'DA Council WB'.

Active work

Completed work

Unassigned tasks 2318

Assigned tasks

Case status

	BIC WB	2
	Certificate WB	911
	Complying Development Certificate (CDC)	648
	DA Council WB	431
	Part 5-Determination work basket	89

3. Click the relevant reference number.

Active work

Completed work

Unassigned tasks

2318

Assigned tasks

Case status

DA Council WB

443

	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		1/04/26	AMDR-391	BLACKTOWN	33 NORFOLK STREET BLACKTOWN 2148	Pending lodgement	Amendment to DA
		31/03/26	AMDR-366	BLACKTOWN	50 RIPPLE CRESCENT THE PONDS 2769	Cancelled	Amendment to DA
		31/03/26	PAN-40957	BLACKTOWN	2 212 FLUSHCOMBE ROAD BLACKTOWN 2148	Pending lodgement	Modification
		31/03/26	AMDR-359	BLACKTOWN	33 NEWTON ROAD BLACKTOWN 2148	Pending lodgement	Amendment to DA

4. Select 'No' to indicate the amendment request is not approved.

☐ No

5. **Enter** the reason for the rejection in the space provided.

Remaining: 2000 characters

6. **Click 'Upload'** to upload documentation to support the outcome of your review.

Upload

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

 **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.

7. Click 'Submit'.

Submit

What happens next?

- The applicant will receive an email to advise them of the status of the amendment request and confirm the outcome of the review.
- The amendment request status will change to either 'Approved' or 'Rejected', depending on the outcome of the review.
- The amendment request will move to the 'Completed work' tab but can also be accessed from the 'Related cases' tab within the related application.
- For all approved amendment requests, council must edit the related development or modification application to ensure the amended details are updated. To do this, you will need to select 'Edit applicant details' from the 'Actions' menu.
- If the amendment request was approved as non-minor, the related development or modification application will revert back to the preliminary assessment screen. This will enable the consent authority to:
 - edit an existing exhibition or create an exhibition
 - refer or re-refer an application to an agency for their consideration (concurrence and referral)
 - create or edit housing and productivity contributions.

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 edit a development application
- How to review and lodge or return a development application
- How to complete the preliminary assessment of a development application
- How to determine a development or modification application
- How to request additional information
- How to exhibit a development application
- How to create a concurrence and referral request from a development application

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