

Development Application | Council

How to upload documents after determining a development application

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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 upload documents after determining a development application

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Introduction

The Online development application service includes functionality for NSW Planning Portal council users to upload documents to a determined development application in the following instances:

- upload a Land and Environment Court decision
- add an approved document or plan on a determined application
- replace an incorrectly uploaded document or plan on a determined application.

Note: A council user cannot use this functionality to change, amend or modify an approved document or plan. A modification to development application will need to be submitted in this scenario.

A council user can also tag application documents as superseded or sensitive as part of this functionality. For more information on how to manage documents, refer to the *How to manage documents in the NSW Planning Portal* step-by-step guide.

This guide outlines steps on how to use the functionality in the NSW Planning Portal.



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

How to upload a Land and Environment Court decision

Council users can upload a Land and Environment Court decision to a determined development application at any stage after determination.

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

Active work						
Completed work						
Unassigned tasks 232						
Assigned tasks						
Case status						
Application Type						
All						
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
	3	18/11/25	PAN-51673	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Under assessment
	3	18/11/25	PAN-51672	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment
	3	18/11/25	PAN-51671	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment

2. Locate and open the relevant development application by clicking on the reference number on the 'Completed work' dashboard.

Active work						
Completed work						
Unassigned tasks 232						
Assigned tasks						
Case status						
Application Type						
DA Online						
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed	
PAN-51790	20/11/25	BLACKTOWN	90 BLACKTOWN ROAD BLACKTOWN 2148	Determined	0	
PAN-25284	17/03/23	BLACKTOWN	6 MINAHAN PLACE PLUMPTON 2761	Determined	0	
PAN-51648	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0	
PAN-51640	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0	
PAN-51647	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0	

3. Select 'Upload documents' from the 'Actions' menu.

DA Online

Reference number: PAN-25284 Council Id: DA-562

Determined

Actions

Close and home

✓ Pre-lodgement Review

✓ Lodgement

✓ Ass

Determination

Case Owner: Council Planning Portal

Application details

Relevant matters

Documents

Payer details

Action summary

Notes

Refresh

Upload Documents

Mark sensitive documents

Mark superseded documents

4. Select the 'Land and Environment Court Decision' as the reason for upload.

Reason for upload*
☒ Land and Environment Court Decision
☐ To add an approved document or plan or replace an incorrectly uploaded document or plan

5. Enter the Land and Environment Court case number.

Land and Environment Court case number.* [What is this?](#)

6. Enter a comment to support the change, if required.

Comments

Maximum 500 characters

Remaining: 500 characters

7. Select 'Upload' to upload at least one document.

Requirements and Uploads

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 want 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.

Select or drag and drop your file(s). Categorise the file type before clicking 'Attach'.

Attach Documents

Drag and drop files here

or

Select file(s)

Name*	File	Category
Architectural plans_01062	Architectural plans_01062024.pdf	Land and Environment Court Decision

Cancel

Attach

Declaration *

☐

The documents or plans provided are accurate, complete, and relevant to this application. I declare that all uploaded documents and plans strictly reflect the decision maker's original decision at the time of exercising the statutory function for which this document or plan relates.

Cancel

Submit

documents uploaded post determination'.

How to add or replace an approved document

Council users can only use the functionality outlined below to add an approved document or plan or replace an incorrectly uploaded document or plan on a determined application. All documents and plans must reflect the decision maker's original decision at the time of exercising the statutory function for which the document or plan relates.

This option is only available for 14 calendar days after determination.

- ❑ Note: Any change to an approved document or plan must follow the modification pathway outlined in Section 4.55 and 4.56 of the *Environmental Planning and Assessment Act 1979*. This functionality cannot be used for that purpose.

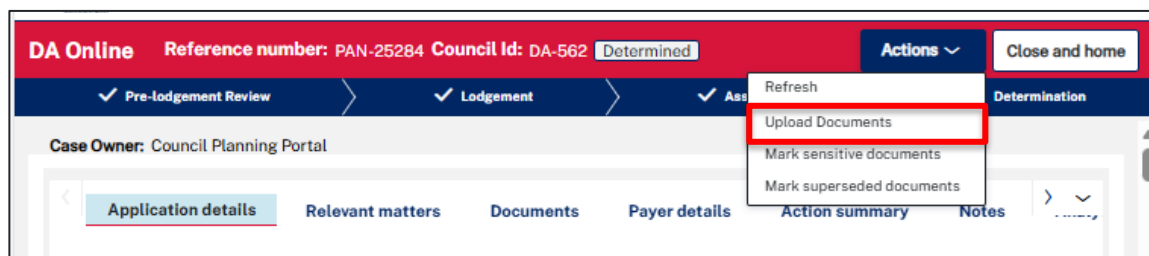
1. Log in to the NSW Planning Portal to display your dashboard.

Active work Completed work Unassigned tasks 232 Assigned tasks Case status						
Application Type						
All ▾						
	Days Elapsed ▾	Submitted Date ▾	Reference Number ▾	LGA Name ▾	Site Address ▾	Status ▾
●	3	18/11/25	PAN-51673	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Under assessment
●	3	18/11/25	PAN-51672	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment
●	3	18/11/25	PAN-51671	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment

2. Locate and open the relevant development application by clicking on the reference number on the 'Completed work' dashboard.

Active work Completed work Unassigned tasks 232 Assigned tasks Case status						
Application Type						
DA Online ▾						
Reference number ▾	Submitted Date ▾	LGA Name ▾	Site address ▾	Status ▾	Days Elapsed	
PAN-51790	20/11/25	BLACKTOWN	90 BLACKTOWN ROAD BLACKTOWN 2148	Determined	0	
PAN-25284	17/03/23	BLACKTOWN	6 MINAHAN PLACE PLUMPTON 2761	Determined	0	
PAN-51648	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0	
PAN-51640	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0	
PAN-51647	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0	

3. Select 'Upload documents' from the 'Actions' menu.



4. Select the 'To add an approved document or plan or replace an incorrectly uploaded document or plan' as the reason for upload.

Reason for upload*

☐ Land and Environment Court Decision

☒ To add an approved document or plan or replace an incorrectly uploaded document or plan

5. Enter a comment to support the change, if required.

Comments

Maximum 500 characters

Remaining: 500 characters

6. Select 'Upload' to upload at least one document.

Requirements and Uploads

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 want 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.

Select or drag and drop your file(s). Categorise the file type before clicking 'Attach'.

×

Attach Documents



Drag and drop files here

or

Select file(s)

Name *	File	Category	
Architectural plans_01012	Architectural plans_01012024.pdf	Architectural plans	

Cancel

Attach

7. Check the declaration.

Declaration *

☐

The documents or plans provided are accurate, complete, and relevant to this application. I declare that all uploaded documents and plans strictly reflect the decision maker's original decision at the time of exercising the statutory function for which this document or plan relates.

8. Click 'Submit'.

Cancel

Submit

To view the changes made, please go to section of this document titled 'How to view the documents uploaded post determination'.

To mark an existing document as sensitive or superseded, refer to the *How to manage documents in the NSW Planning Portal* step-by-step guide.

How to view the documents uploaded post determination

When a council user uploads a document after determination, a new tab will appear in the review harness titled 'Post determination actions'. This tab displays a table with the reason for upload, comments, date and time of the change and who made the change. The edits are also logged in the 'Action summary' within the application for audit purposes.

All documents will be visible on the documents tab.

This section outlines how to view the information in these three locations.

View the 'Documents' tab

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

Active work

Completed work

Unassigned tasks

232

Assigned tasks

Case status

Application Type

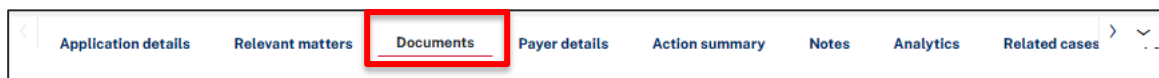
All

	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
	3	18/11/25	PAN-51673	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Under assessment
	3	18/11/25	PAN-51672	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment
	3	18/11/25	PAN-51671	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment

2. Locate and open the relevant development application by clicking on the reference number on the 'Completed work' dashboard.

Active work	Completed work	Unassigned tasks	232	Assigned tasks	Case status
Application Type					
DA Online					
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed
PAN-51790	20/11/25	BLACKTOWN	90 BLACKTOWN ROAD BLACKTOWN 2148	Determined	0
PAN-25284	17/03/23	BLACKTOWN	6 MINAHAN PLACE PLUMPTON 2761	Determined	0
PAN-51648	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0
PAN-51640	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0
PAN-51647	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0

- When the application opens scroll down to the review harness section and select the 'Documents' tab.



Any documents uploaded due to a Land and Environment Court decision will be tagged with 'LEC'.

Name	Type	Modified
 Architectural plans_01062024.pdf 	Land and Environment Court Decision	21/11/2025 05:15 PM by Council Planning Portal

Use the filters to locate the documents.

Filter

Type

Please select

Marked as

Please select

Uploaded by

Please select

From

For example, 01/01/2022

To

For example, 01/01/2023

Apply Filters

Reset all

View the summary in the 'Post determination actions' tab

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

Active work						
Completed work						
Unassigned tasks						
Assigned tasks						
Case status						
Application Type						
All						
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
	3	18/11/25	PAN-51673	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Under assessment
	3	18/11/25	PAN-51672	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment
	3	18/11/25	PAN-51671	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment

- Locate and open the relevant development application by clicking on the reference number on the 'Completed work' dashboard.

Active work	Completed work	Unassigned tasks	232	Assigned tasks	Case status
Application Type					
DA Online					
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed
PAN-51790	20/11/25	BLACKTOWN	90 BLACKTOWN ROAD BLACKTOWN 2148	Determined	0
PAN-25284	17/03/23	BLACKTOWN	6 MINAHAN PLACE PLUMPTON 2761	Determined	0
PAN-51648	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0
PAN-51640	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0
PAN-51647	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0

3. When the application opens scroll down to the review harness section and select the 'Post determination actions' tab.

<	matters	Documents	Payer details	Action summary	Notes	Analytics	Related cases	Post determination actions	>	⌵
Post determination actions										
	Date and time	Performed by	User role	Reason for upload						
▶	21/11/2025 04:36 PM	Council Planning Portal	Council officer	Land and Environment Court Decision						
▶	21/11/2025 03:00 PM	Council Planning Portal	Council officer	To add an approved document or plan or replace an incorrectly uploaded document or plan						

To view any comments made by the council officer, select the arrow beside the relevant row.

<

matters

Documents

Payer details

Action summary

Notes

Analytics

Related cases

Post determination actions

>

⌵

Post determination actions

	Date and time	Performed by	User role	Reason for upload
⌵	21/11/2025 04:36 PM	Council Planning Portal	Council officer	Land and Environment Court Decision
Land and Environment Court case number LEC-1234 Comments Land and Environment Court decision provided.				
▶	21/11/2025 03:00 PM	Council Planning Portal	Council officer	To add an approved document or plan or replace an incorrectly uploaded document or plan

 **Note:** If the 'Post determination actions' tab is not visible, either:

- i) Click the '>' arrow to progress to tabs further to the right

Application details	Relevant matters	Documents	Payer details	Action summary	Notes	Analytics	Related cases	>	⌵
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ii) Click the drop-down arrow and select from the list that displays

Application details **Relevant matters** **Documents** **Payer details** **Action summary** **Notes** **Analytics**

History

Time ↓	Description
21/11/25 3:00 PM	Status changed to Determined.
21/11/25 3:00 PM	Manually updated.

Application details
Relevant matters
Documents
Payer details
Action summary
Notes
Analytics
Related cases
Post determination actions
Portal

View the audit log in the 'Action summary'

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

Active work Completed work Unassigned tasks 232 Assigned tasks Case status						
Application Type All						
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
	3	18/11/25	PAN-51673	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Under assessment
	3	18/11/25	PAN-51672	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment
	3	18/11/25	PAN-51671	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment

2. Locate and open the relevant development application by clicking on the reference number on the 'Completed work' dashboard.

Active work Completed work Unassigned tasks 232 Assigned tasks Case status						
Application Type DA Online						
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed	
PAN-51790	20/11/25	BLACKTOWN	90 BLACKTOWN ROAD BLACKTOWN 2148	Determined	0	
PAN-25284	17/03/23	BLACKTOWN	6 MINAHAN PLACE PLUMPTON 2761	Determined	0	
PAN-51648	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0	
PAN-51640	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0	
PAN-51647	17/11/25	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Determined	0	

3. When the application opens scroll down to the review harness section and select the 'Action summary' tab.

Application details	Relevant matters	Documents	Payer details	Action summary	Notes	Analytics	Related cases
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History

<<
<
Page 1 of 8
>
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Time ↓	Description	Performed by
25/09/25 5:32 PM	Generating the comparison PDF as part of edit DA	Poppy Council

You can review the audit trail of what was uploaded by whom, including date and time stamps.

Application details	Relevant matters	Documents	Payer details	Action summary	Notes	Analytics	Related cases
-------------------------------------	----------------------------------	---------------------------	-------------------------------	-----------------------	-----------------------	---------------------------	-------------------------------

History

<<
<
Page 1 of 4
>
>>

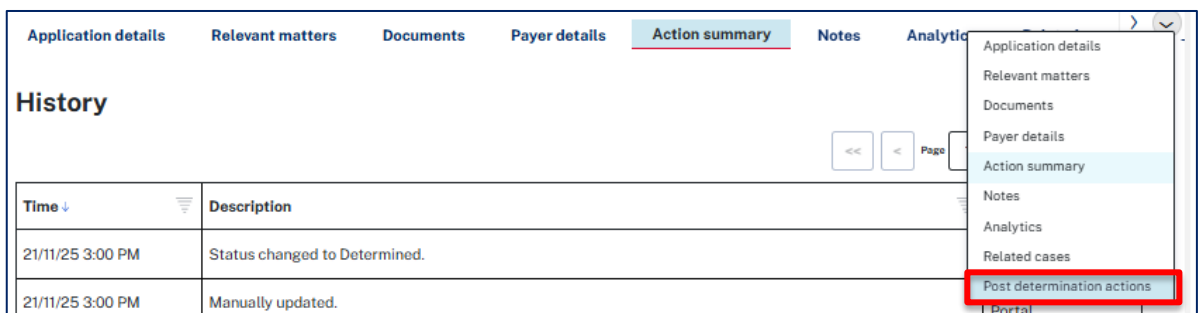
Time ↓	Description	Performed by
21/11/25 3:00 PM	Status changed to Determined.	Council Planning Portal
21/11/25 3:00 PM	Manually updated.	Council Planning Portal
21/11/25 3:00 PM	Correspondence has been attached: Development application (PAN-25284): Updated documents.	Council Planning Portal
21/11/25 3:00 PM	Attached documents: Document Filtering Screen.pdf and reason for upload: To add an approved document or plan or replace an incorrectly uploaded document or plan	Council Planning Portal
21/11/25 3:00 PM	Assigned to Council Planning Portal to 'complete task'	Council Planning Portal
21/11/25 3:00 PM	Item reopened.	Council Planning Portal

What happens next?

- When the 'Upload document' functionality is used by a council user, an email will be sent to the applicant and any Agency that provided a concurrence and referral response. This will advise them of the change to the documentation and the name of the new document.
- The 'Action summary' will include a record that documents were uploaded to the development application, including the date and time for audit and record-keeping purposes.
- A new tab will appear in the review harness titled 'Post determination actions'. If it is not visible, please use one of the below options:
 - Click the '>' arrow to progress to tabs further to the right



- Click the drop-down arrow and select from the list that displays



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 navigate the NSW Planning Portal dashboard
- How to manage documents in the NSW Planning Portal

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