

How to upload documents to a Part 5 activity

Documents can be uploaded to a Division 5.1 (Part 5) activity at any time until the assessment is complete. Note: The proponent is also able to upload certain documents after determination.

This guide provides step-by-step instructions for uploading documents for a Part 5 activity.

Uploading documents

1. **Log in** to the Portal, **locate** and **open** the relevant Division 5.1 activity from your 'Active' work dashboard. Note: If you are uploading documents to a determined application, select the 'Completed work' tab to locate the activity instead.

Active work

Completed work

Unassigned tasks

7

Assigned tasks

Case status

Application Type

All

	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
		31/05/24	P5-2024-20	PENRITH	10 HOPE STREET PENRITH 2750	Under assessment

2. **Click** the 'Actions' drop-down menu located in the top right corner of the screen and **select** 'Upload Documents'.

View Guidelines

Actions

Close and home

Refresh

Upload Documents

The 'Upload Documents' screen opens.

Upload files

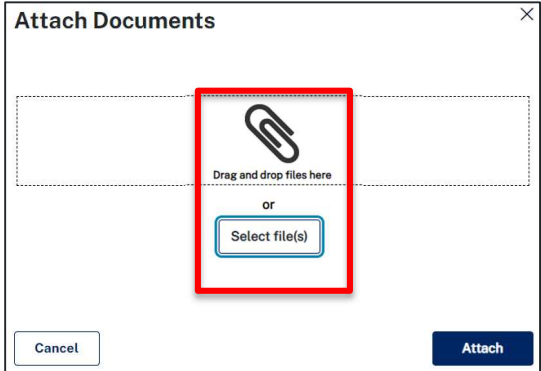
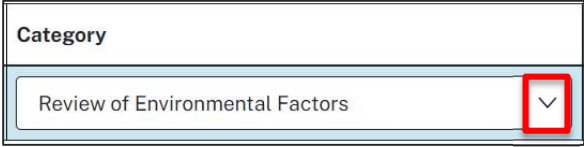
The REF document will record the Division 5.1 assessment and any relevant consultation. Please ensure the REF and any relevant supporting documents are uploaded below.

Please upload files in one of the following 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.

Upload

3. **Click** 'Upload'.

Upload

4. Click 'Select file(s)' or drag and drop your file(s) in the space provided.	 The 'Attach Documents' dialog box shows a red box around the 'Drag and drop files here' area and the 'Select file(s)' button. The 'Attach' button is also visible.
5. Click the 'Category' drop-down menu and select the appropriate category to correspond to each file.	 The 'Category' drop-down menu shows 'Review of Environmental Factors' selected, with a red box around the dropdown arrow.
6. Click 'Attach'.	 The 'Attach' button is highlighted.
7. Click 'Save and continue'.	 The 'Save and continue' button is highlighted.

What happens next

- The documents uploaded will be visible on the 'Documents' tab.

More information

We have developed a range of support materials, including quick reference guides for other services and frequently asked questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the [Help and Resources](#) section of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the [Information and Training sessions page](#) of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or [submit an enquiry online](#). If you are calling from outside Australia, please call +61 2 8894 1555.