

Development Application | Council

How to use the edit functionality in the development application service

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How to use the edit functionality in the development application service

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Introduction

The Online development application service includes functionality for NSW Planning Portal council users to enable them to make edits to certain:

- application details, as input by the applicant
- council entered information.

These edits can be made following the submission of the application to council, and up until the applications determination.

What fields can be edited?

The fields that the council user can edit will vary depending on the stage of the application lifecycle and application type. Fields that are in edit mode, that is you can replace the value in a cell and the content is not 'greyed out', can be changed.

How can you view the edits made?

All edits are tracked in the 'Action summary' for that application. In addition, a PDF is generated that highlights the edited fields and shows the previous value, for transparency.

This guide outlines steps on how to use the edit 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 edit application details

Council users can edit certain fields entered by the applicant on the development application form.

 **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.

Active work Completed work Unassigned tasks 841 Assigned tasks Case status							
DA Council WB 471							
1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		24/09/25	PAN-50658	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50657	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		5/06/25	PAN-46594	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Modification
		23/09/25	PAN-50603	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Pending lodgement	Development Application
					6 25 BARBER AVENUE	Pending	

2. Locate and **open** the development application you would like to edit, by clicking on the reference number.

Active work Completed work Unassigned tasks 843 Assigned tasks Case status							
DA Council WB 472							
1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		22/09/25	PAN-50568	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Pending lodgement	Development Application
		25/09/25	PAN-50677	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50658	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50657	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application

Select 'Edit application details' from the 'Actions' dropdown menu.

DA Online Reference number: PAN-50568 Pending lodgement

Actions Close and home

Pre-lodgement Review Lodgement Assessment Termination

Completeness Check

What was the outcome of the pre-lodgement review? *

☐ Application was lodged

☐ Application was returned

You may upload a document to support the application return.

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.

- Refresh
- Request additional info
- Withdraw
- Re-assign
- Reject Application
- Mark assessment documents
- Mark sensitive documents
- Edit application details**
- Resend API
- Mark superseded documents

3. Select 'Submit' to confirm that you would like to continue and to edit the application details.

Edit application details

Are you sure you want edit DA Online (PAN-22036)

Cancel Submit

The application will open in edit mode enabling you to make the required changes.

4. Edit the required information by clicking on the relevant field or selecting a different option.

Pre-lodgement Review Lodgement Assessment Determination

1 Applicant details 2 Application details 3 Related planning information 4 Sustainable Buildings 5 Payer details 6 Requirements and uploads

Primary applicant details

First given name *

Peachy

Other given name/s

Family name *

Keen

Contact number

130001277

Email

applicant05@yopmail.com

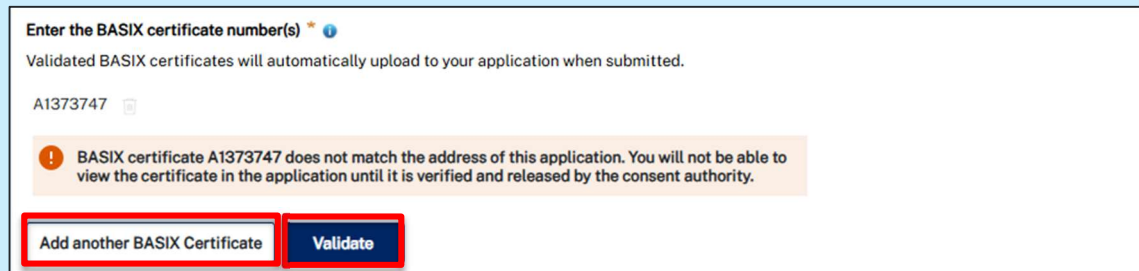
 **Note:** Any fields that cannot be edited will be greyed out or unavailable for selection.

5. Continue through the application by **clicking** 'Save and continue' at the bottom of each page.



A horizontal bar containing two buttons. On the left is a white button with a thin blue border labeled 'Cancel'. On the right is a dark blue button with white text labeled 'Save and continue'. The 'Save and continue' button is highlighted with a red rectangular border.

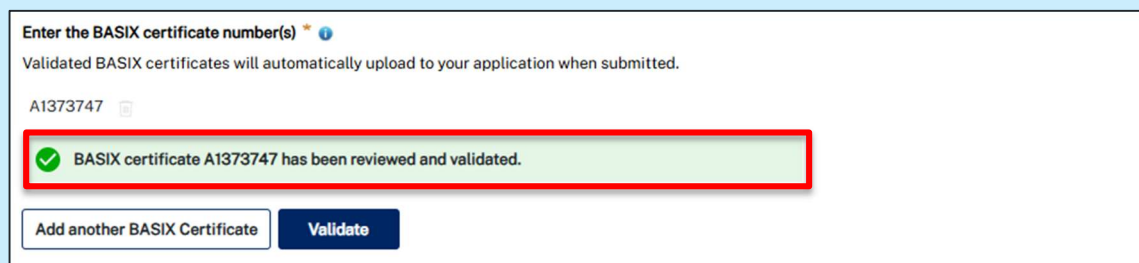
 **Note:** Council users cannot edit BASIX certificate numbers entered by the applicant. To add a new BASIX certificate, **select** 'Add another BASIX certificate', **enter** the reference number and **click** 'Validate'.



A screenshot of the BASIX certificate validation interface. At the top, it says 'Enter the BASIX certificate number(s)' with a star and an information icon. Below that, it says 'Validated BASIX certificates will automatically upload to your application when submitted.' A text input field contains 'A1373747' with a small square icon to its right. Below the input field is an orange error message box with a red exclamation mark icon: 'BASIX certificate A1373747 does not match the address of this application. You will not be able to view the certificate in the application until it is verified and released by the consent authority.' At the bottom are two buttons: 'Add another BASIX Certificate' (white with blue border) and 'Validate' (dark blue with white text). Both buttons are highlighted with red rectangular borders.

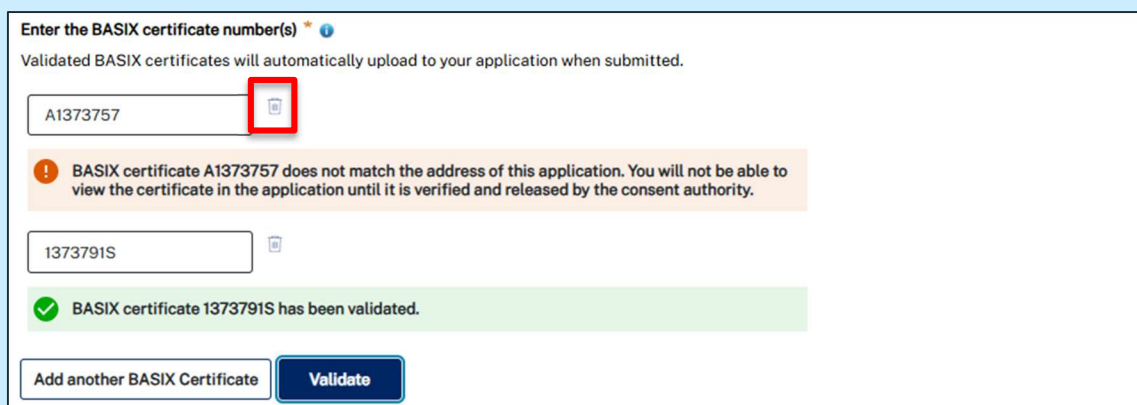
If the validation identifies that the address on a BASIX certificate does not match the application address, the certificate will be tagged as 'Review required'. You will need to use the 'Review BASIX certificates' functionality to validate the certificate and remove that tag.

If a BASIX certificate has been reviewed and validated previously, the below validation message will appear.



A screenshot of the BASIX certificate validation interface. At the top, it says 'Enter the BASIX certificate number(s)' with a star and an information icon. Below that, it says 'Validated BASIX certificates will automatically upload to your application when submitted.' A text input field contains 'A1373747' with a small square icon to its right. Below the input field is a green success message box with a green checkmark icon: 'BASIX certificate A1373747 has been reviewed and validated.' At the bottom are two buttons: 'Add another BASIX Certificate' (white with blue border) and 'Validate' (dark blue with white text).

To delete an invalid BASIX certificate, **click** the recycle bin beside the relevant field.



A screenshot of the BASIX certificate validation interface. At the top, it says 'Enter the BASIX certificate number(s)' with a star and an information icon. Below that, it says 'Validated BASIX certificates will automatically upload to your application when submitted.' There are two text input fields. The first contains 'A1373757' and has a small square icon with a red 'X' inside, which is highlighted with a red rectangular border. Below the first input field is an orange error message box with a red exclamation mark icon: 'BASIX certificate A1373757 does not match the address of this application. You will not be able to view the certificate in the application until it is verified and released by the consent authority.' The second input field contains '1373791S' with a small square icon to its right. Below the second input field is a green success message box with a green checkmark icon: 'BASIX certificate 1373791S has been validated.' At the bottom are two buttons: 'Add another BASIX Certificate' (white with blue border) and 'Validate' (dark blue with white text).

 Tip: You cannot delete a reference number if it is the only one listed on the application. You will need to:

- add another BASIX certificate reference number before deleting the invalid one, or
- change the answer to the question ‘Do you have one or more BASIX certificates?’ to ‘No’ if there isn’t a BASIX certificate for that application.

6. Once you reach the requirements and uploads section, **select** the checkbox confirming that the change(s) you have made were authorised by the applicant.

7. **Upload** a confirmation of the applicant’s authorisation to edit the development application details.

Click ‘Upload’.

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

Name	File	Category
Written consent from Peac	Written consent from Peachy Keen to edit DA - Copy - Copy - Copy - Copy.pdf	Approved DA edit details

 **Note:** While uploading applicant approval to make the edits is not mandatory, it is considered good practice to do so for transparency.

8. **Click** Submit to finalise the edit.

A horizontal bar containing two buttons. On the left is a light blue button with the text 'Previous'. On the right is a dark blue button with the text 'Submit', which is highlighted with a red rectangular border.

 **Note:** You can edit details for a modification or review application whilst the development application is at the 'Completeness check' stage only.

9. To review the system generated documents and confirm all edits have been successfully updated to application, please go to section of this document titled 'How to view the edits made'.

How to edit council entered details

Council users can edit certain council entered details, input during the review, assessment and determination process.

 **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.

Active work Completed work Unassigned tasks 841 Assigned tasks Case status							
DA Council WB 471							
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		24/09/25	PAN-50658	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50657	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		5/06/25	PAN-46594	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Modification
		23/09/25	PAN-50603	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Pending lodgement	Development Application
					6 25 BARBER AVENUE	Pending	

2. Locate and **open** the development application you would like to edit, by clicking on the reference number.

Active work Completed work Unassigned tasks 3943 Assigned tasks Case status						
Application Type DA Online						
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
		25/09/25	PAN-22050	PENRITH	5 MOUNTAIN VIEW CRESCENT PENRITH 2750	Pending lodgement
0		25/09/25	PAN-22049	PENRITH	100 LORD SHEFFIELD CIRCUIT PENRITH 2750	Additional information requested
7		19/09/25	PAN-22036	PENRITH	30 REDDAN AVENUE PENRITH 2750	Under assessment
8		16/09/25	PAN-22011	PENRITH	136 STAFFORD STREET PENRITH 2750	Under assessment
		2/09/25	PAN-21960	PENRITH	1 SHEPHERD STREET COLYTON 2760	Pending lodgement
28		30/05/25	PAN-21681	PENRITH	1 SHEPHERD STREET COLYTON 2760	Additional information requested

Select 'Edit council entered details' from the 'Actions' dropdown menu.

The screenshot shows the DA Online interface. At the top, there's a red header bar with 'DA Online', 'Reference number: PAN-22011', 'Council Id: DA123', and 'Under assessment'. Below this is a blue navigation bar with 'Pre-lodgement Review', 'Lodgement', and 'Assessment'. The main content area is titled 'Capture Determination' and contains a message: 'The assessment of contributions remains outstanding. Please go to 'Related Cases' and finalise the contribution'. Below this is a link: 'Formulate the Conditions of Consent by selecting the "Insert Conditions of Consent" option from the Actions button, or [Insert Conditions of Consent]'. On the right, there's an 'Actions' dropdown menu with options: Refresh, Arrange Exhibition, Request additional info, Create CNR, Add conditions of consent, Withdraw, Re-assign, Reject Application, Mark assessment documents, Mark sensitive documents, Edit application details, Edit council entered details (highlighted with a red box), and Resend API. A 'Close and home' button is also visible.

3. The 'Edit council entered details' screen will open. You can edit certain previously input council entered information.

Edit the required information.

The screenshot shows the 'Edit council entered details' screen. At the top right, there's a user profile for 'PS Poppy Smith' and a 'Days Elapsed' counter showing '0'. The main section is titled 'Fee paid and lodged' and contains a question: 'Has the applicant paid the Development Application fees required for lodgement of the application?'. There are two radio buttons: 'Yes' (unselected) and 'No' (selected). Below this is a paragraph: 'The fees payable for a modification application are specified in Schedule 4 of the Environmental Planning and Assessment Regulation 2021 and determined in accordance with Part 13. Following your review of this application, are fees payable under Part 13?'. There are two radio buttons: 'Yes' (selected) and 'No' (unselected). Below this is a text input field for 'Enter the Council unique identification number:' with the value '50'. Below that is a text input field for 'Enter the date the application was lodged into the Council system:' with the value '25/09/2025'.

 **Note:** Only the fields that you can enter will be displayed on this screen.

4. Update required fields and **select** 'Submit'.

The screenshot shows the bottom of the 'Edit council entered details' screen. There are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box.

5. To review the system generated documents and confirm all edits have been successfully updated, please go to section of this document titled 'How to view the edits made'.

How to view the edits made

When a council user edits either application details or council entered information, a system generated PDF highlighting the changes is created. The edits are also logged in the 'Action summary' within the application for audit purposes.

Viewing the system generated document

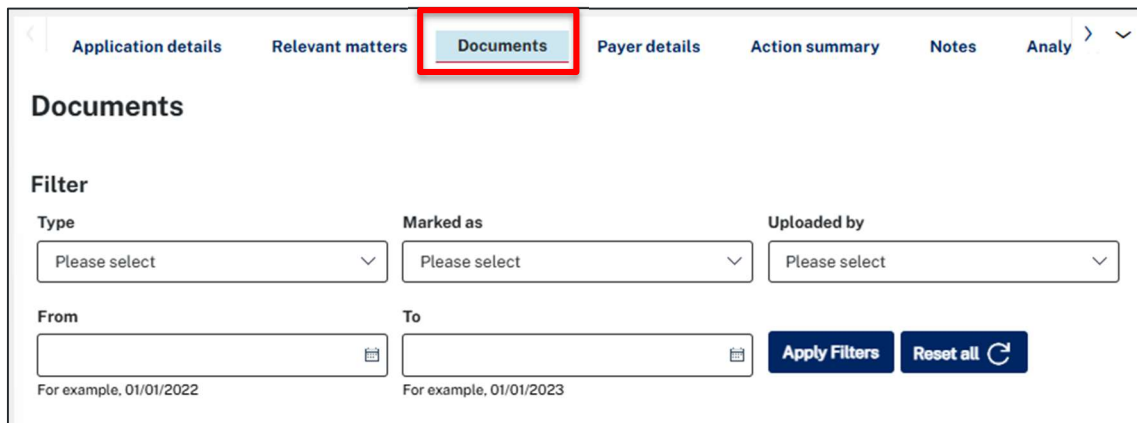
1. **Log in** to the NSW Planning Portal to display your dashboard.

Active work Completed work Unassigned tasks 841 Assigned tasks Case status							
DA Council WB							471
1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		24/09/25	PAN-50658	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50657	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		5/06/25	PAN-46594	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Modification
		23/09/25	PAN-50603	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Pending lodgement	Development Application
					6 25 BARBER AVENUE	Pending	

2. Locate and **open** the relevant development application by clicking on the reference number.

Active work Completed work Unassigned tasks 3943 Assigned tasks Case status						
Application Type DA Online						
1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
		25/09/25	PAN-22050	PENRITH	5 MOUNTAIN VIEW CRESCENT PENRITH 2750	Pending lodgement
	0	25/09/25	PAN-22049	PENRITH	100 LORD SHEFFIELD CIRCUIT PENRITH 2750	Additional information requested
	7	19/09/25	PAN-22036	PENRITH	30 REDDAN AVENUE PENRITH 2750	Under assessment
	8	16/09/25	PAN-22011	PENRITH	136 STAFFORD STREET PENRITH 2750	Under assessment
		2/09/25	PAN-21960	PENRITH	1 SHEPHERD STREET COLYTON 2760	Pending lodgement
	28	30/05/25	PAN-21681	PENRITH	1 SHEPHERD STREET COLYTON 2760	Additional information requested

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

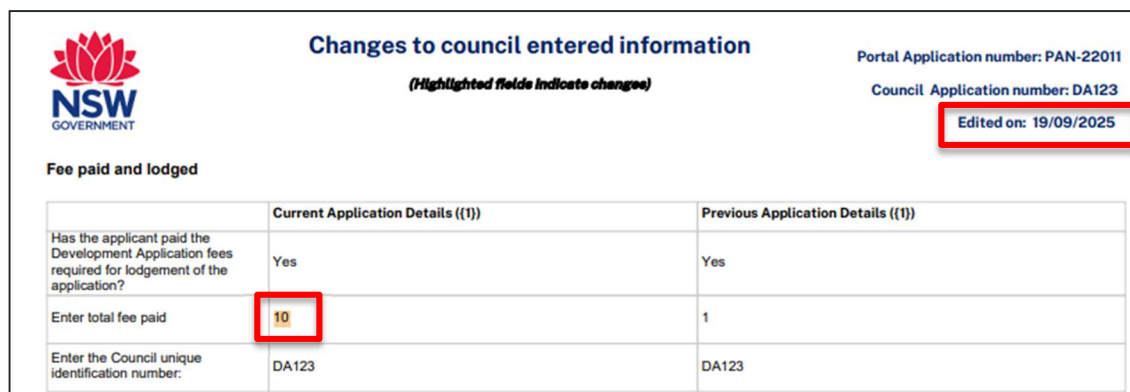


4. **Open** the system generated document to confirm all edits have been successfully updated to application.

Name	Type	Modified
 Changes to council entered information_25092025.pdf	System generated document	25/09/2025 05:42 PM by Poppy Council
 DA form_1758899346.pdf	Generated DA form	25/09/2025 05:36 PM by Poppy Council
 DA form_1758705931.pdf	Generated DA form	23/09/2025 11:52 AM by Poppy Council

 **Note:** Amendments to the application details will be captured in a document titled 'DA form_[unique reference number].pdf'. Any amendments to council entered information will be captured in a document titled 'Changes to council entered information_ddmmyyyy.pdf'.

The document will include the date the edits were made and the current and previous values, with the edited value highlighted orange.



	Current Application Details ((1))	Previous Application Details ((1))
Has the applicant paid the Development Application fees required for lodgement of the application?	Yes	Yes
Enter total fee paid	10	1
Enter the Council unique identification number:	DA123	DA123

Viewing the audit log in the 'Action summary'

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

DA Council WB							
471							
1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		24/09/25	PAN-50658	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		24/09/25	PAN-50657	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Development Application
		5/06/25	PAN-46594	PENRITH	6 25 BARBER AVENUE PENRITH 2750	Pending lodgement	Modification
		23/09/25	PAN-50603	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Pending lodgement	Development Application
					6 25 BARBER AVENUE	Pending	

2. Locate and **open** the relevant development application by clicking on the reference number.

Application Type							
DA Online							
●	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	
		25/09/25	PAN-22050	PENRITH	5 MOUNTAIN VIEW CRESCENT PENRITH 2750	Pending lodgement	
	0	25/09/25	PAN-22049	PENRITH	100 LORD SHEFFIELD CIRCUIT PENRITH 2750	Additional information requested	
●	7	19/09/25	PAN-22036	PENRITH	30 REDDAN AVENUE PENRITH 2750	Under assessment	
●	8	16/09/25	PAN-22011	PENRITH	136 STAFFORD STREET PENRITH 2750	Under assessment	
		2/09/25	PAN-21960	PENRITH	1 SHEPHERD STREET COLYTON 2760	Pending lodgement	
	28	30/05/25	PAN-21681	PENRITH	1 SHEPHERD STREET COLYTON 2760	Additional information requested	

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	Analys
History						
<< < Page 1 of 8 > >>						
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 updated by whom, including date and time stamps.

History		
<< < Page 1 of 8 > >>		
Time 	Description 	Performed by 
25/09/25 5:32 PM	Generating the comparison PDF as part of edit DA	Poppy Council
25/09/25 5:32 PM	A file has been attached: DA form_1758899143.pdf.	Poppy Council
25/09/25 5:32 PM	Edit Application action completed . Application moved to previous assignment	Poppy Council

What happens next?

- A system-generated document will be created every time the edit functionality is used. This document can be viewed in the 'Documents' tab.
- The 'Action summary' will include a record that the application was edited, including the date and time for audit and record-keeping purposes.
- If there is a BASIX certificate reference number with an address mismatch validation message, use the 'Review BASIX certificates' functionality to validate the certificate and remove the 'Review required' tag.

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 validate a BASIX certificate marked as review required

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