

Planning Proposals | Council / DPHI officer

How to complete the Gateway Implementation stage

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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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dphi.nsw.gov.au

How to complete the Gateway Implementation stage

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Introduction

The Gateway Implementation stage of a planning proposal includes functionality for the Planning Proposal Authority (PPA) to:

	Pre-exhibition phase	Exhibition phase	Post exhibition phase
Refer an application to an Agency	✓		✓
Exhibit an application	✓	✓	✓
Request additional information	✓		✓
Upload documents for exhibition / agency consideration	✓	✓	
Edit an exhibition	✓	✓	
Review submissions		✓	✓
Upload offline submissions			✓
Upload post exhibition report and move to finalisation stage			✓
Change status of application to 'Do not proceed'	✓		✓

This guide outlines the main functions within each of these 3 phases:

1. **Pre-exhibition**: Create agency referrals and enter the public exhibition details.
2. **On exhibition**: Edit the information on exhibition on the NSW Planning Portal.
3. **Post exhibition**: Upload any additional submissions received outside the Portal and the post exhibition report.

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

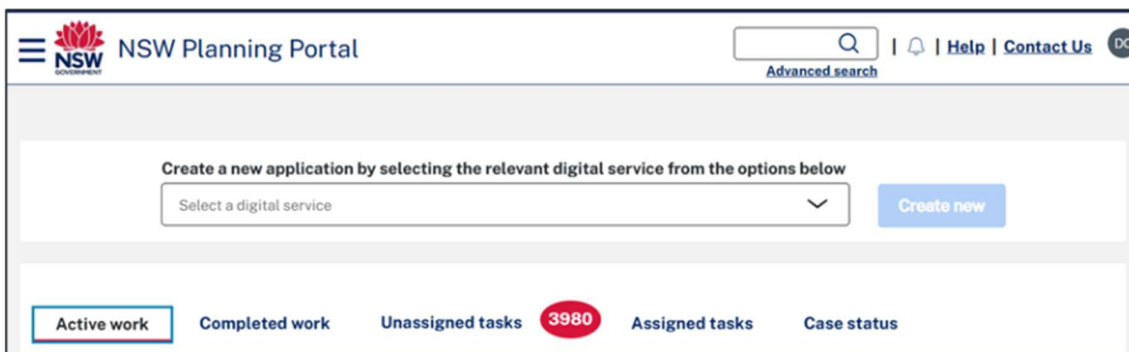
1. Pre-exhibition stage

This section outlines the process for Agency referrals, including referrals to the Development Coordination Authority (DCA), and entering the exhibition details.

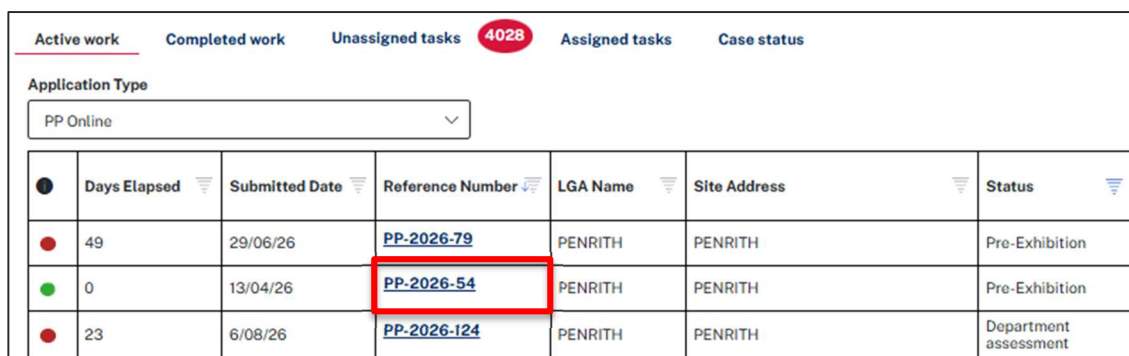
 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

1.1 How to create an Agency referral

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



2. From your 'Active work' dashboard, **click** the relevant reference number to open.



●	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
●	49	29/06/26	PP-2026-79	PENRITH	PENRITH	Pre-Exhibition
●	0	13/04/26	PP-2026-54	PENRITH	PENRITH	Pre-Exhibition
●	23	6/08/26	PP-2026-124	PENRITH	PENRITH	Department assessment

The application status will be 'Pre-exhibition'. If the application is not in your 'Active work' dashboard, click the 'Unassigned tasks' work basket.

3. **Select** 'Assign this task to me' and **click** 'Submit'.

Assign work

Current assessing officer

--

Email

--

☐ Assign this task to me

Cancel

Save and exit

Submit

 **Note:** After you assign the proposal to yourself, the workflow automatically processes to the 'Pre-exhibition' screen. If you 'save and exit' the proposal and return later, you can access it from 'Active work'.

4. Click 'Upload to upload any relevant documents.'

Documents

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.

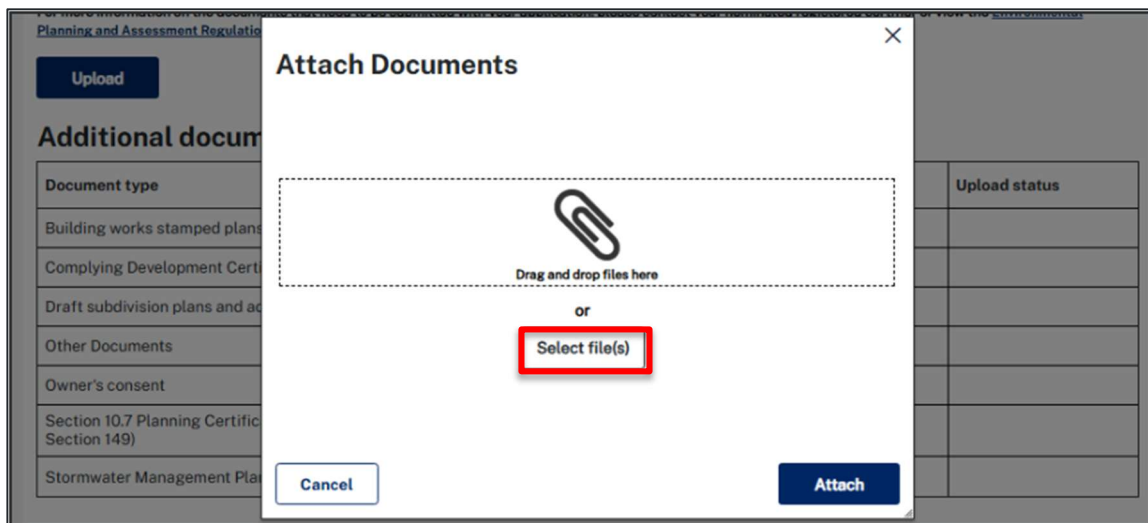
The file name can be up to 150 characters long.

If you are wanting 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.

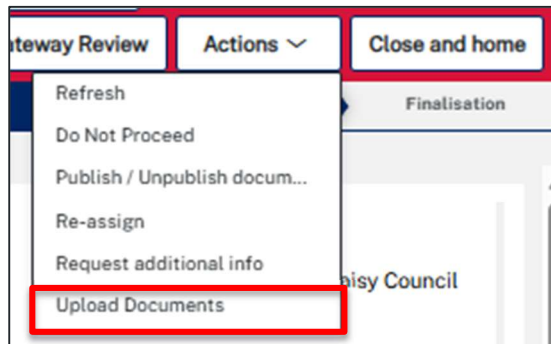
Upload

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.



- Click 'Select files (s)' or drag and drop your file(s) in the space provided.
- Select the appropriate category to correspond to each file.
- Click 'Attach'.

-  **Note:** Ensure you select the correct document type. If you need to upload a document with a different document type and you do not want to use 'Other', upload these documents using the 'Upload Documents' option in the 'Actions' menu.



5. Indicate whether you want to consult with relevant agencies.

Would you like to consult with relevant agencies

☒ Yes

☐ No

-  **Note:** If you indicated that agency consultation would be required at an earlier stage of the process, these agencies will be automatically displayed. You can remove them by selecting the recycle bin at the end of the relevant row.

To which agency is the activity being referred?	Due date	Reason for referral
Development Coordination Authority (DCA)		Please detail the reason of

If yes,

- i) Click 'Add Agency' to add additional agencies. You can add multiple agencies by repeating this process.

Agencies to consult with

Add Agency

- ii) **Enter** the agency name and select it from the list. **Enter** a due date and referral reason for the agency.

To which agency is the activity being referred?	Due date	Reason for referral
Select from the suggested list		Please detail the reason of

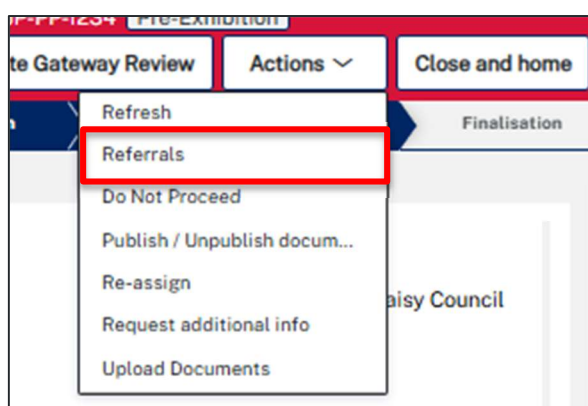
6. Click 'Submit' to continue.



A screenshot of a form interface. At the top, there are three buttons: 'Cancel', 'Save and exit', and 'Submit'. The 'Submit' button is highlighted with a red border.

Notes:

- A referral case (REF-xxx) will be created for each of the agencies selected for consultation upon submission. These can be viewed in the 'Related cases' tab.
- The selected agencies will receive an email to advise them of the referral request.
- If you need to add another referral after you have passed this point, select 'Referrals' from the 'Actions' menu to add additional agencies.

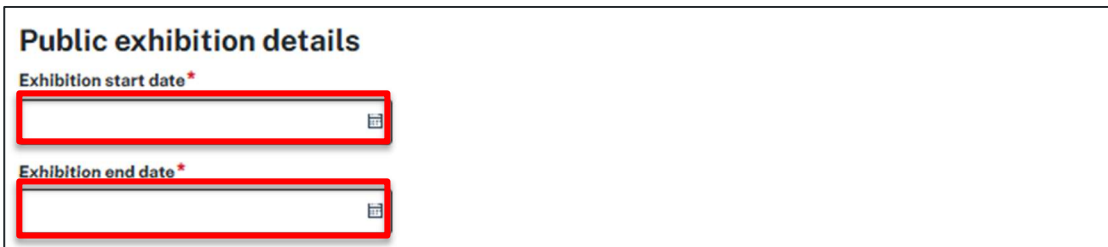


Note: You will be unable to add additional referrals when the application is on exhibition.

1.2 How to enter exhibition details

 **Note:** When you create the agency referrals in section 1.1, you will be automatically progressed to the 'Exhibition' page. The steps below assume you have not left the Portal in between. If you have, you will need to open the application to re-commence this process.

1. **Input** the exhibition start and end date. The exhibition start date must be after the Gateway Determination date.



Public exhibition details

Exhibition start date*

Exhibition end date*

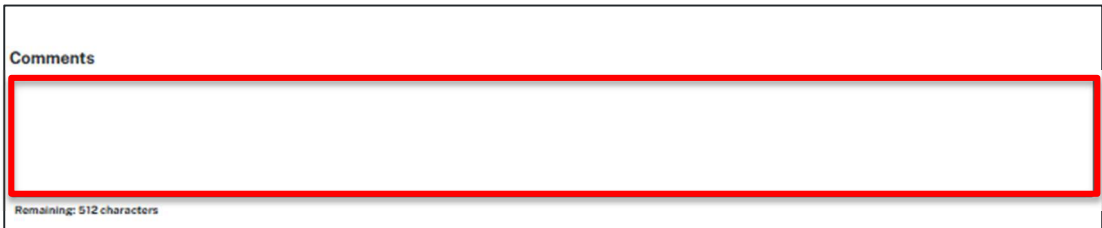
 **Note:** The exhibition and related documentation will only be visible from the exhibition start date. This step can be completed in advance.

2. **Select** the checkbox if spatial data has been uploaded to the view for exhibition.



☐ Spatial data has been uploaded to the viewer and proposed mapping is ready to be shared for exhibition

3. **Provide** any comments related to the exhibition.



Comments

Remaining: 512 characters

4. If the exhibition will be advertised in a newspaper, click 'Add newspaper' and enter the relevant details.

Add newspaper

Name of newspaper the advertisement is booked in *

Has newspaper slot been booked ?

*Date of newspaper circulation

Remaining: 100 characters

Note: If additional newspapers need to be added, repeat step 4 again.

5. Click 'Upload' to upload any additional documents.

Documents

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 are wanting 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.

Attach Documents

Drag and drop files here

or

Select file(s)

Attach

Cancel

- Click 'Select files (s)' or drag and drop your file(s) in the space provided.
- Select the appropriate category to correspond to each file.
- Click 'Attach'.

6. Select the checkbox next to documents that are to be published during the exhibition.

Select all document ☐

Document type	File name	Select to publish
Council report and resolution	Annual statement_V1.pdf	☒
	Annual statement.pdf	☒
Draft Planning Proposal	Draft Planning Proposal_V1.pdf	☐
	Draft Planning Proposal.pdf	☒
Gateway determination	Architectural plans_01062024.pdf	☒
Gateway determination report	Annual statement_V2.pdf	☒
Map of the applicable land area	Map of the applicable land area_V1.pdf	☒
	Map of the applicable land area.pdf	☒
Planning Proposal for agency consultation	Agency.pdf	☐
	Certificate.pdf	☐
Proposal for Public Exhibition	Public.pdf	☒
	Certificate_V1.pdf	☐

7. Click 'Submit' to continue.

 **Note:** The application status will change to 'On Exhibition'. You will be unable to add additional referrals during this time.

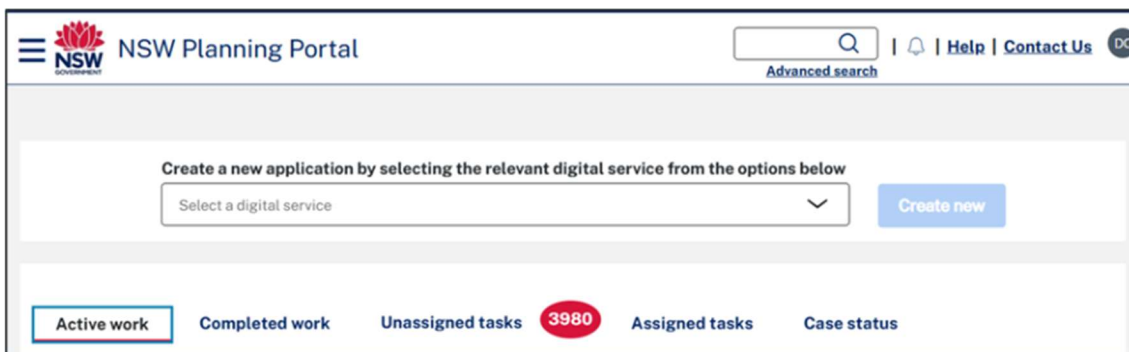
2. On exhibition stage

This section outlines how to edit exhibitions details and upload additional documents. During this stage you cannot refer an application to additional agencies.

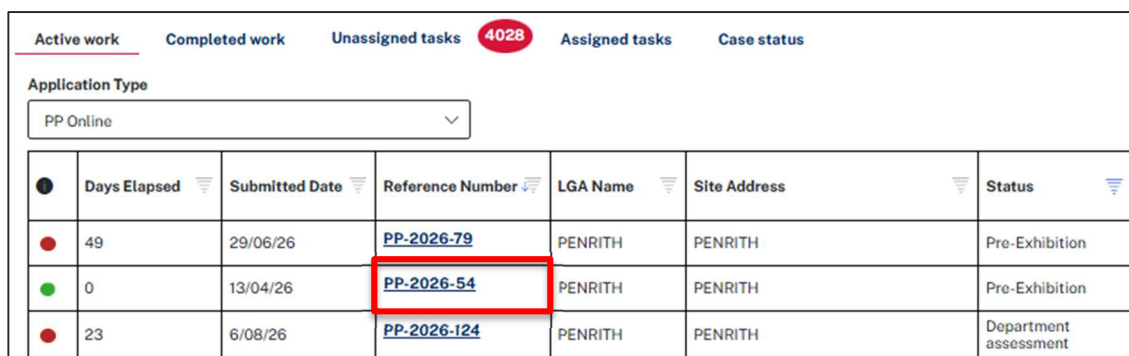
 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

2.1 How to edit exhibition information

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



2. From your 'Active work' dashboard, **click** the relevant reference number to open.



●	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
●	49	29/06/26	PP-2026-79	PENRITH	PENRITH	Pre-Exhibition
●	0	13/04/26	PP-2026-54	PENRITH	PENRITH	Pre-Exhibition
●	23	6/08/26	PP-2026-124	PENRITH	PENRITH	Department assessment

The application status will be 'On exhibition'.

3. **Select** 'Assign this task to me' and **click** 'Submit'.

Assign work

Current assessing officer
--

Email
--

☐ Assign this task to me

4. Select 'Edit exhibition details' from the 'Actions' menu.

Refresh
Edit Exhibition details
Publish / Unpublish docum...
Upload Documents

5. Edit the exhibition end date, if required, by entering a new date.

Public exhibition details

Exhibition start date
08/09/2026

Exhibition end date*

☐ Spatial data has been uploaded to the viewer and proposed mapping is ready to be shared for exhibition

Comments

Remaining: 512 characters

6. Select the checkbox if spatial data has been uploaded to the view for exhibition.

☐ Spatial data has been uploaded to the viewer and proposed mapping is ready to be shared for exhibition

7. Provide any comments related to the exhibition.

Comments

Remaining: 512 characters

8. If the exhibition will be advertised in a newspaper, click 'Add newspaper' and enter the relevant details.

Add newspaper

Name of newspaper the advertisement is booked in *

Has newspaper slot been booked ?

☐ Yes

☐ No

Date of newspaper circulation *

Remaining: 100 characters

Note: If additional newspapers need to be added, repeat step 8 again.

9. Click 'Upload' to upload any additional documents.

Documents

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 are wanting 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.

Attach Documents

Drag and drop files here

or

Select file(s)

Cancel Attach

- Click 'Select files (s)' or drag and drop your file(s) in the space provided.
- Select the appropriate category to correspond to each file.
- Click 'Attach'.

10. Select the checkbox next to documents that are to be published during the exhibition.

Select all document ☐

Document type	File name	Select to publish
Council report and resolution	Annual statement_V1.pdf	☒
	Annual statement.pdf	☒
Draft Planning Proposal	Draft Planning Proposal_V1.pdf	☒
	Draft Planning Proposal.pdf	☒
Gateway determination	Architectural plans_01062024.pdf	☒
Gateway determination report	Annual statement_V2.pdf	☒
Map of the applicable land area	Map of the applicable land area_V1.pdf	☒
	Map of the applicable land area.pdf	☒
Planning Proposal for agency consultation	Agency.pdf	☐
	Certificate.pdf	☐
Proposal for Public Exhibition	Public.pdf	☒
	Certificate_V1.pdf	☐

11. Click 'Submit' to continue.

Any submissions added via the NSW Planning Portal during the exhibition dates will be automatically uploaded into the application and can be viewed on the 'Exhibition details' tab.

 **Note:** At the end of the exhibition period, you will receive a system generated email that advises you of the number of exhibitions received via the portal during the exhibition period. These can be downloaded via the csv file in the 'Documents' tab within the Portal.

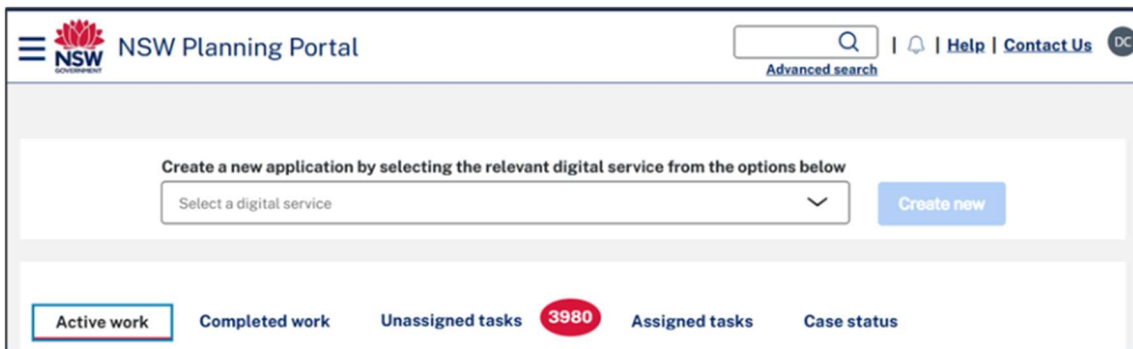
3. Post exhibition stage

Once the exhibition dates have lapsed, the application enters the post exhibition stage. During this stage you will upload any submissions that have been provided to you outside of the portal and upload your post exhibition report. You can also refer the application to additional agencies or arrange another exhibition.

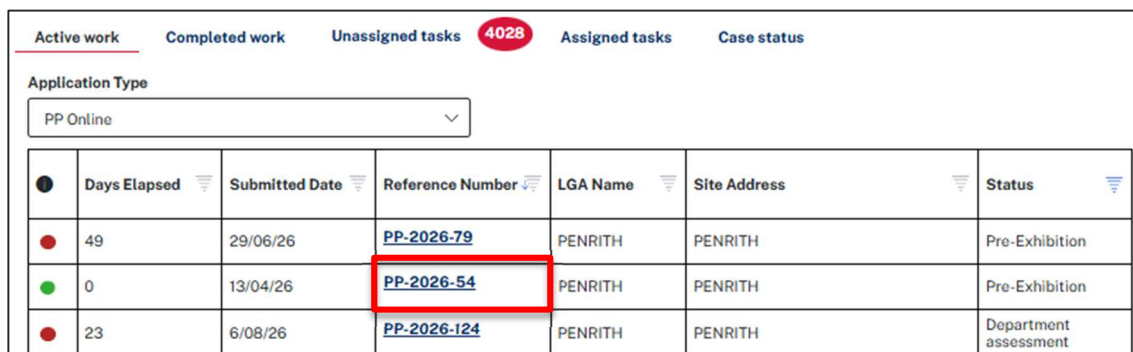
- Note: If you need to refer the application to an additional agency, or arrange an exhibition, you can do so via the 'Actions' menu. Please follow the steps from earlier in this document for guidance.

3.1 How to publish / unpublish documents

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



2. From your 'Active work' dashboard, **click** the relevant reference number to open.



Active work	Completed work	Unassigned tasks	4028	Assigned tasks	Case status
Application Type					
PP Online					
Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
49	29/06/26	PP-2026-79	PENRITH	PENRITH	Pre-Exhibition
0	13/04/26	PP-2026-54	PENRITH	PENRITH	Pre-Exhibition
23	6/08/26	PP-2026-124	PENRITH	PENRITH	Department assessment

The application status will be 'Post-Exhibition'.

3. Select 'Assign this task to me' and click 'Submit'.

Assign work

Current assessing officer
--

Email
--

☐ Assign this task to me

Cancel

Save and exit **Submit**

4. Select 'Publish/Unpublish' documents from the 'Actions' menu.

Post-Exhibition

Gateway Review

Actions

Close and home

Refresh

Referrals

Arrange Exhibition

Do Not Proceed

Publish / Unpublish docum...

Re-assign

Request additional info

Upload Documents

Finalisation

Details

Include any

5. Select or unselect the checkbox beside each document. Any boxes with a tick will be published.

Select all document ☐		
Document type	File name	Select to publish
Council report and resolution	Annual statement_V1.pdf	☒
	Annual statement.pdf	☒
Draft Planning Proposal	Draft Planning Proposal_V1.pdf	☐
	Draft Planning Proposal.pdf	☒
Gateway determination	Architectural plans_01062024.pdf	☒
Gateway determination report	Annual statement_V2.pdf	☒
Map of the applicable land area	Map of the applicable land area_V1.pdf	☒
	Map of the applicable land area.pdf	☒
Planning Proposal for agency consultation	Agency.pdf	☐
	Certificate.pdf	☐
Proposal for Public Exhibition	Public.pdf	☒
	Certificate_V1.pdf	☐

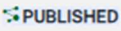
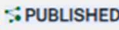
6. Click 'Submit' to continue.

Cancel

Save and exit

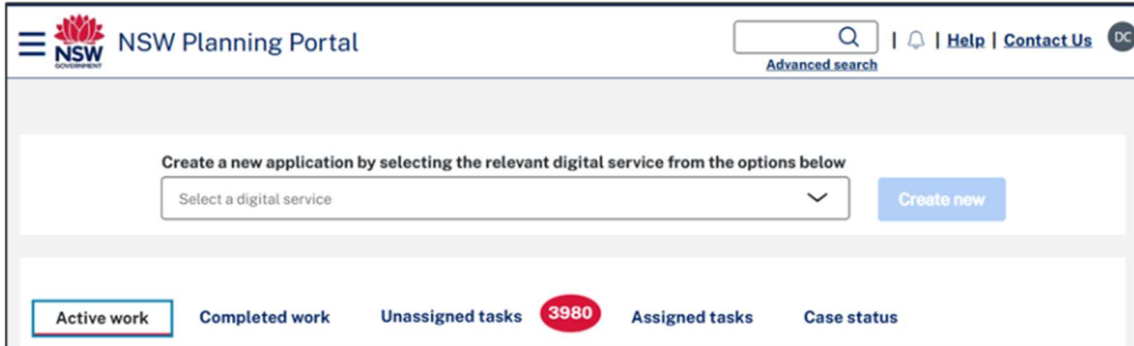
Submit

 **Note:** Any documents that have been selected for publication will have a document tag 'Published'.

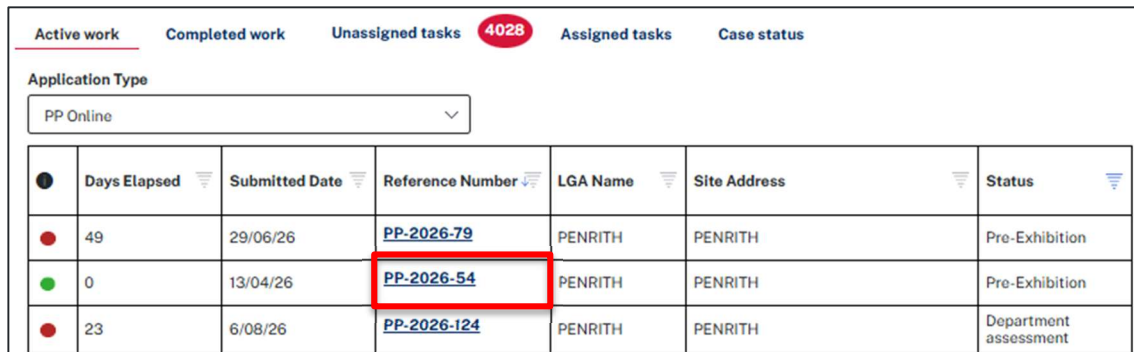
Case details	Documents	Action summary	Exhibition details	Analytics	Notes	Related cases
Select Documents Filter Clear Filter						
Document type	File name	Uploaded by	Upload date			
Council report and resolution	☐  Annual statement_V1.pdf 	Daisy Council	8/09/2026 1:50 PM			
	☐  Annual statement.pdf	Daisy Council	8/09/2026 1:50 PM			
Draft Planning Proposal	☐  Draft Planning Proposal_V1.pdf	Daisy Council	13/04/2026 10:08 PM			
	☐  Draft Planning Proposal.pdf 	Daisy Council	13/04/2026 10:04 PM			
Gateway determination	☐  Architectural plans_01062024.pdf 	Lily dpiieppUser	8/09/2026 2:03 PM			

3.2 How to upload submissions received outside the Portal

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



2. From your 'Active work' dashboard, **click** the relevant reference number to open.



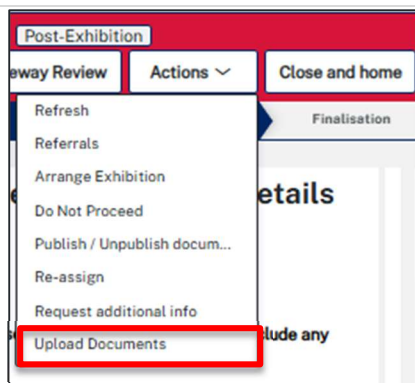
Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
49	29/06/26	PP-2026-79	PENRITH	PENRITH	Pre-Exhibition
0	13/04/26	PP-2026-54	PENRITH	PENRITH	Pre-Exhibition
23	6/08/26	PP-2026-124	PENRITH	PENRITH	Department assessment

The application status will be 'Post-Exhibition'.

3. **Select** 'Assign this task to me' and **click** 'Submit'.



4. **Select** 'Upload documents' from the 'Actions menu'.



5. Click 'Upload' to upload any additional documents.

Documents

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.

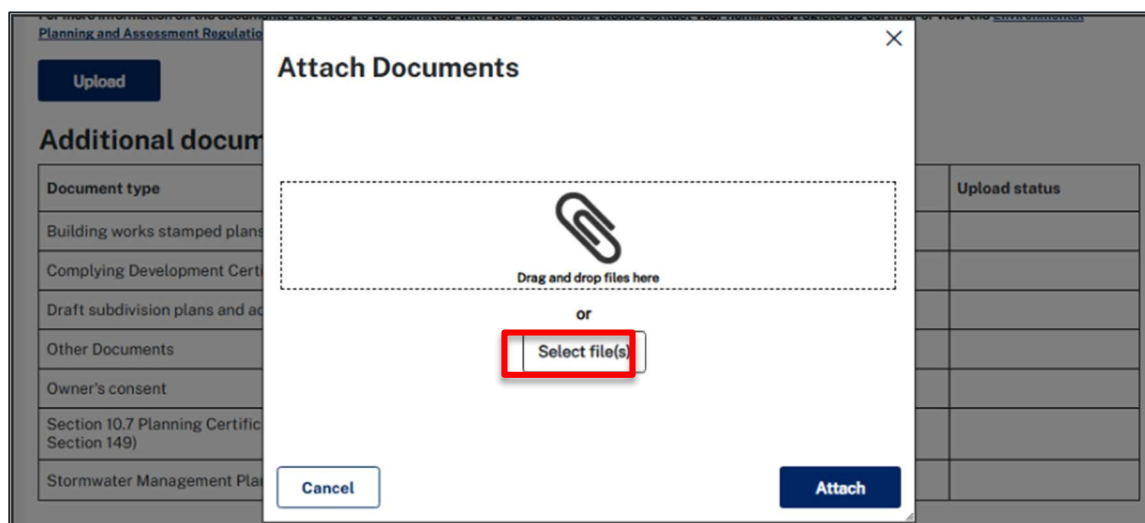
The file name can be up to 150 characters long.

If you are wanting 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.



- Click 'Select files (s)' or drag and drop your file(s) in the space provided.
- Select 'Public Submissions' as the document category.
- Click 'Attach'.

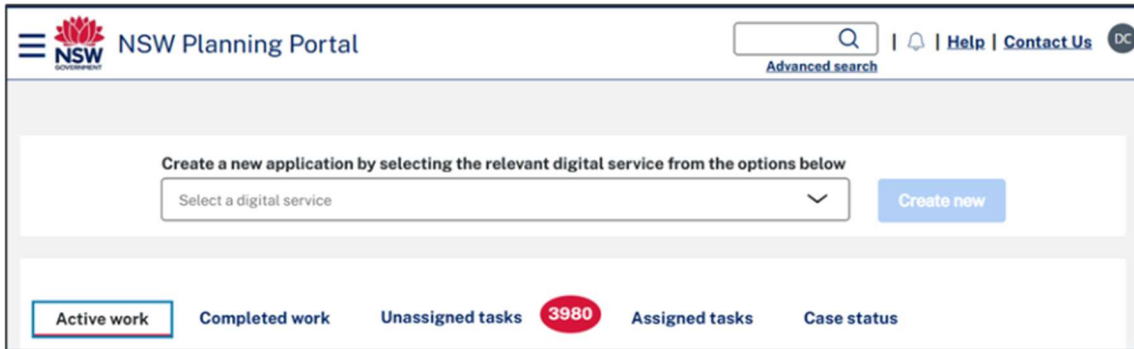
6. Click 'Submit' to continue. The submissions will be visible on the 'Documents' tab.

Cancel

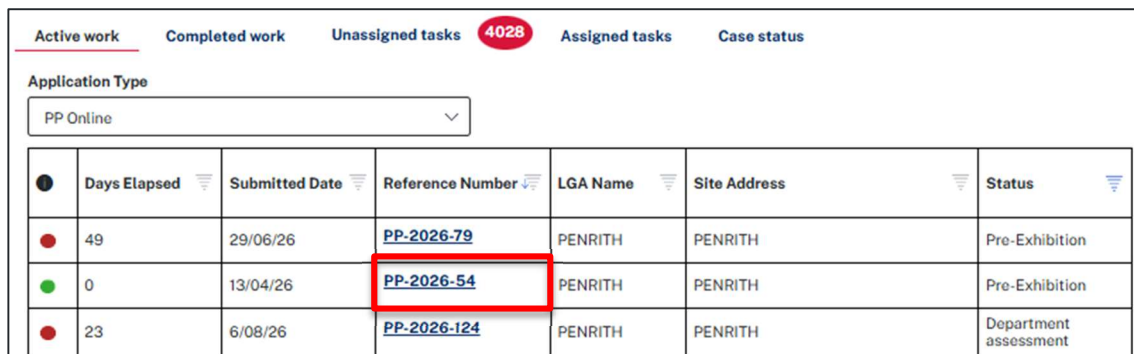
Save and exit **Submit**

3.3 How to upload the post exhibition report

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



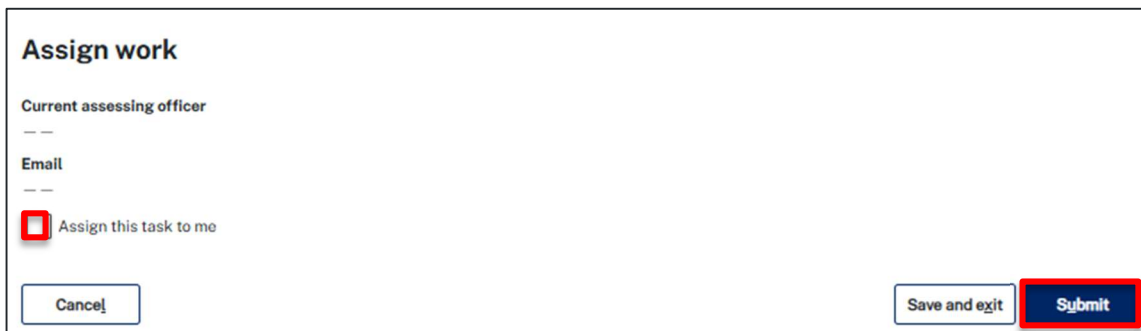
2. From your 'Active work' dashboard, **click** the relevant reference number to open.



	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
●	49	29/06/26	PP-2026-79	PENRITH	PENRITH	Pre-Exhibition
●	0	13/04/26	PP-2026-54	PENRITH	PENRITH	Pre-Exhibition
●	23	6/08/26	PP-2026-124	PENRITH	PENRITH	Department assessment

The application status will be 'Post-Exhibition'.

3. **Select** 'Assign this task to me' and **click** 'Submit'.



4. **Click** 'Upload' to upload any additional documents.

Documents

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.

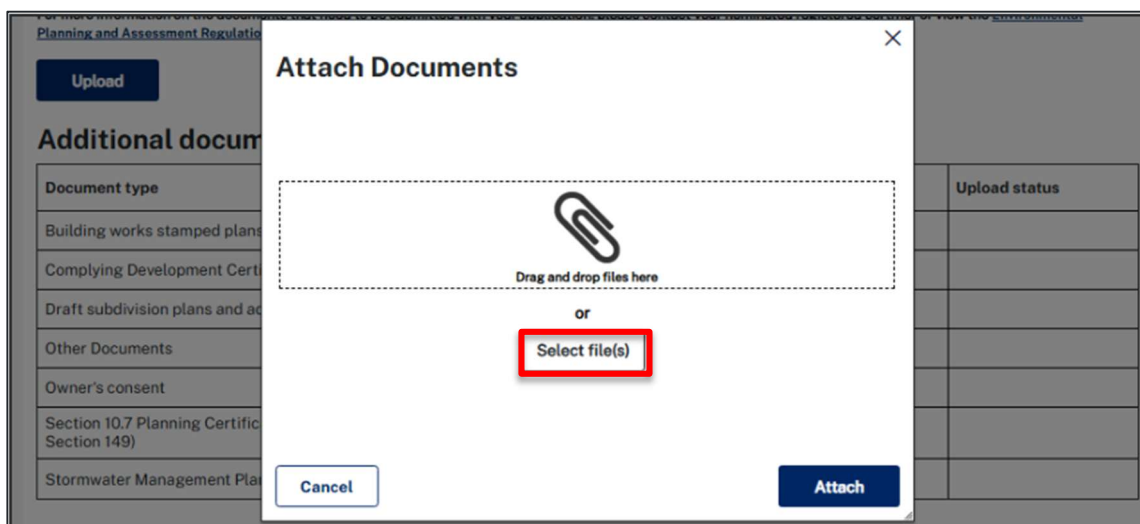
The file name can be up to 150 characters long.

If you are wanting 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.



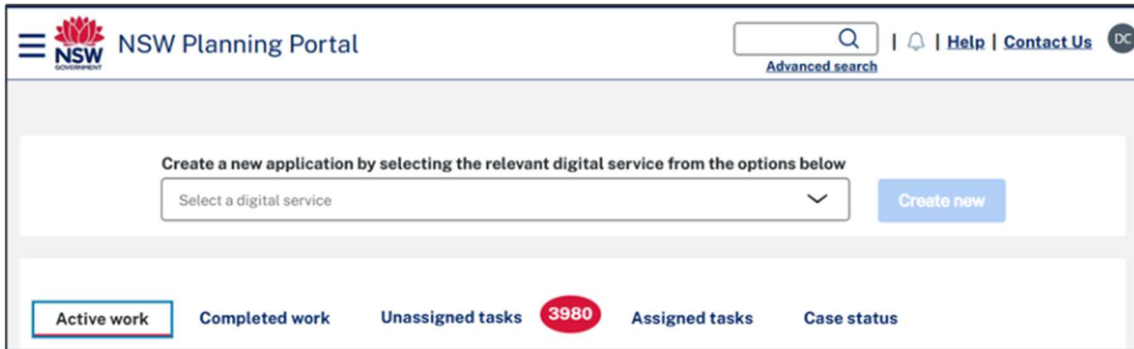
- Click 'Select files (s)' or drag and drop your file(s) in the space provided.
- Select 'Post exhibition report' as the document category.
- Click 'Attach'.

5. Click 'Submit' to continue.

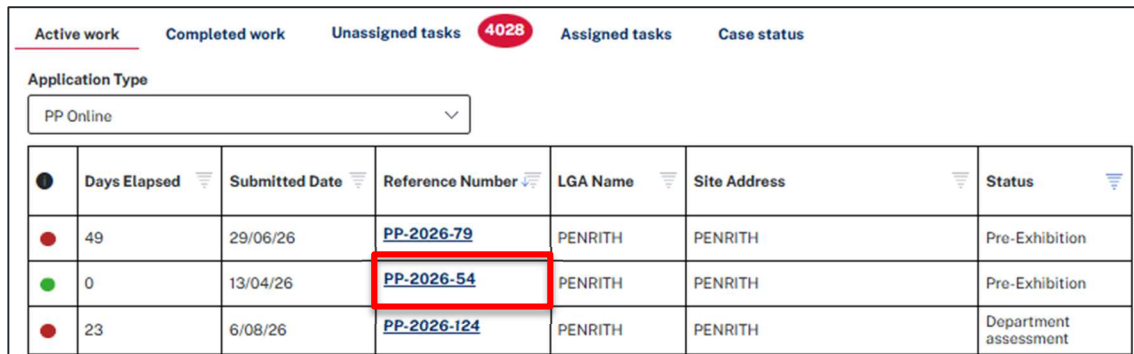


3.4 How to mark the application as 'Do not proceed'

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



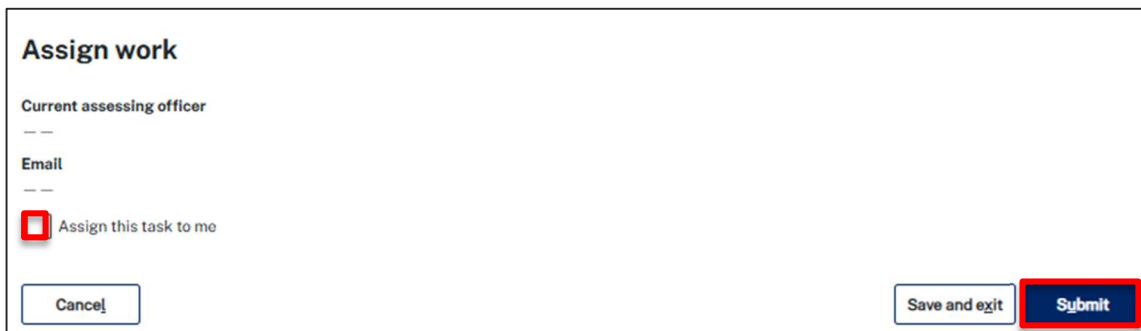
2. From your 'Active work' dashboard, **click** the relevant reference number to open.



Active work	Completed work	Unassigned tasks	4028	Assigned tasks	Case status
Application Type					
PP Online					
Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
49	29/06/26	PP-2026-79	PENRITH	PENRITH	Pre-Exhibition
0	13/04/26	PP-2026-54	PENRITH	PENRITH	Pre-Exhibition
23	6/08/26	PP-2026-124	PENRITH	PENRITH	Department assessment

The application status will be 'Post-Exhibition'.

3. **Select** 'Assign this task to me' and **click** 'Submit'.



Assign work

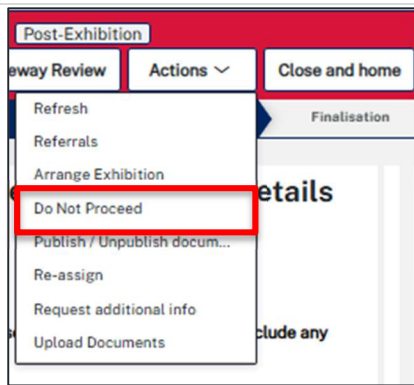
Current assessing officer
--

Email
--

☒ Assign this task to me

Cancel Save and exit **Submit**

4. **Select** 'Do not proceed' from the 'Actions' menu.



5. **Select** who approved the status change from the drop-down list.

Do Not Proceed approved by *

Select... ▼

6. **Select** a reason from the drop-down list.

Please select reason *

Other ▼

Select... details *

Withdraw

Other

7. **Enter** details to support this decision.

Please provide details *

Remaining: 512 characters

8. **Enter** the date that the decision was made. It is pre-populated with today's date. **Click** the calendar icon to select another date.

Date Of Do Not Proceed *

08/09/2026

9. **Click** 'Upload' to upload any additional documents.

Documents

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.

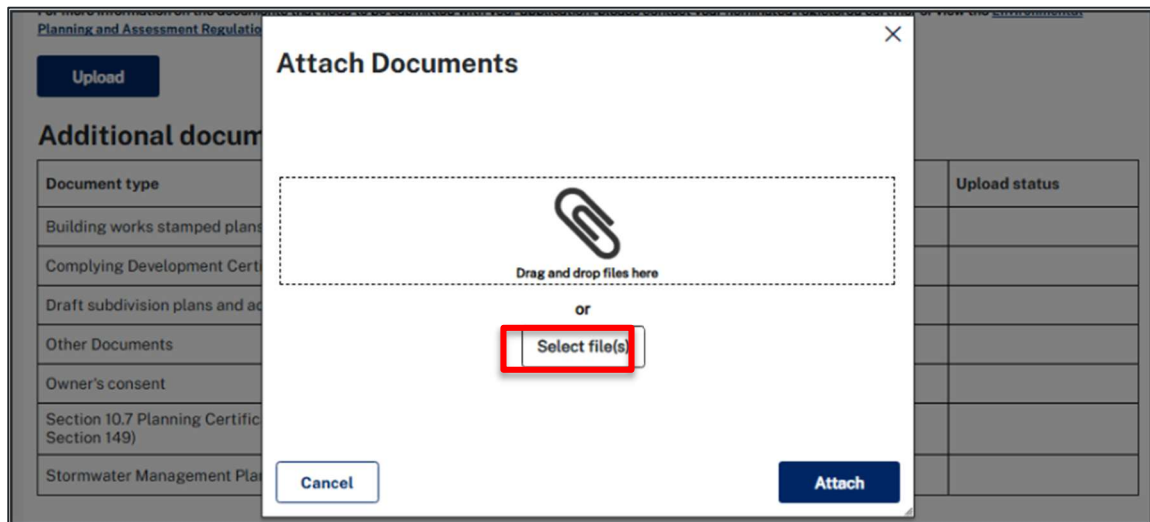
The file name can be up to 150 characters long.

If you are wanting 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.



- Click 'Select files (s)' or drag and drop your file(s) in the space provided.
- Select the relevant document category.
- Click 'Attach'.

10. Click 'Submit' to continue.

[Cancel](#)[Save and exit](#)[Submit](#)

 Note: The application status will change to 'Not proceeding'.

What happens next?

- Following the completion of the Gateway Implementation stage, the Planning Proposal can then be finalised by the Plan Making Authority (PMA), unless the application was marked as not proceeding.
- When an application has been marked as 'not proceeding' the application will be moved to the 'Completed work' dashboard.

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 complete an adequacy assessment

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