

Functionality: Edit application and council entered information

As part of our collaboration with councils to improve the NSW Planning Portal, we are expanding the council edit functionality within the Online DA service. The ability to amend additional applicant entered responses and certain fields entered by council during the assessment process, will reduce the need to request assistance from customer support. The changes, being introduced on 26 September 2025, are documented below.

1. Expansion of the applicant entered information edit functionality

Currently, the Online DA service includes functionality whereby a council can amend the majority of information entered by the applicant.

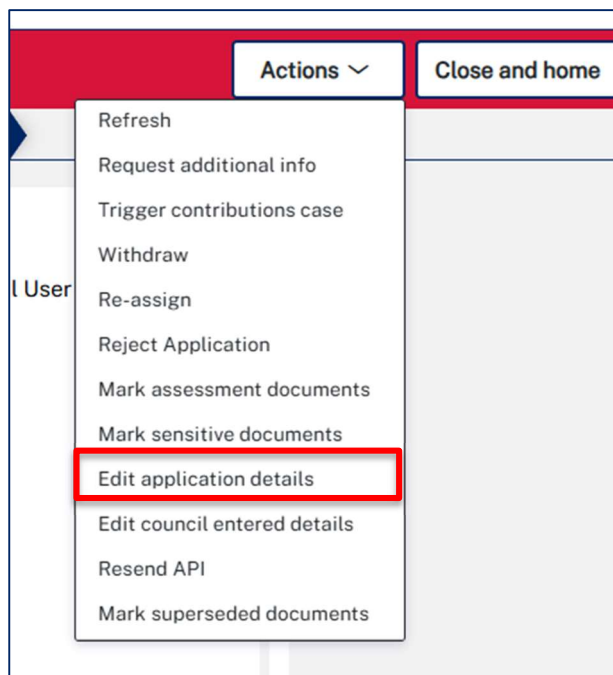
As part of the 26 September 2025 release, the following additional fields will be able to be edited by the assigned council user through Planning Portal:

- 'What type of modification application is requested?' (NB: This is only available when the application status is '**Pending lodgement**'.)
- 'Provide a description of the proposed modification?' (NB: This is only available when the application status is '**Pending lodgement**'.)
- 'Was the DA applied for via the NSW Planning Portal?'
- 'Please provide NSW Planning Portal application number (PAN)?'
- 'What is the Development Application number of the consent to be modified?'
- 'What is the Development Application number of the consent to be reviewed?'

How to access this functionality

The assigned council user can access this functionality by selecting 'Edit application details' from the 'Actions' menu within a development application.

Note: This option is currently labelled as 'Edit DA Online details'. The name change will be done as part of this release.



System documentation

Once the fields have been edited, a system generated document will be created and can be accessed from the 'Documents' tab within the development application. This document is titled: **DA form_[unique reference number]** (please see image below).



Notes:

1. The fields that have been amended will be highlighted within this document. The new input will be listed under the 'Current application' column, and the previous content will be listed under the 'Previous application details' column.
2. The applicant has visibility of this document.

2. New 'Edit council entered details' functionality

As part of the 26 September 2025 release, the following council entered fields within the Online DA service will be able to be edited:

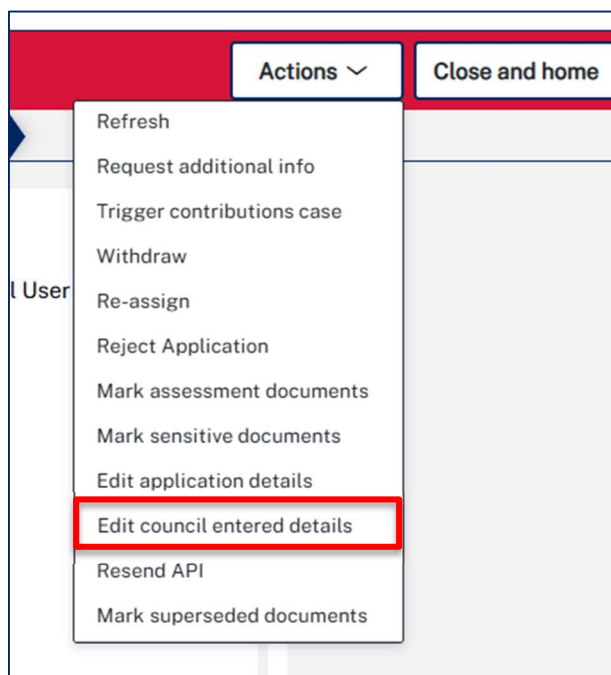
Location	Change
Sub-heading: Fee paid and lodged Note: These fields can only be edited once an application is lodged, that is after this stage has been submitted.	Council users can edit the following council entered information in the development application: • 'Has the applicant paid the Development Application fees required for lodgement of the application?' • 'Enter Total Fee Paid' • 'Enter the Council unique identification number' • 'The fees payable for a modification application are specified in Schedule 4 of the <i>Environmental Planning and Assessment Regulation 2021</i> and determined in accordance with Part 13. Following your review of this application, are fees payable under Part 13?'
Sub-heading: Preliminary assessment Note: These fields can only be edited once the preliminary assessment screen has been completed.	Council users can edit the following council entered information in the development application: • 'Is the development subject to the Special Infrastructure Contribution (SIC)?' • Is the development located within an Urban release area? • Nominated urban release area • Does the development trigger the need for consideration of satisfactory arrangements for public infrastructure?

Location	Change
Sub-heading: Final assessment Note: These fields can only be edited once the final assessment has been completed.	Council users can edit the following council entered information in the development application: • 'When was the site inspection completed?' • Declarations 'I confirm that the SIC condition has been included in the proposed conditions' and 'I confirm that a SAC has been issued in relation to this development'.

How to access this functionality

The assigned council user can access this functionality by selecting 'Edit council entered details' from the 'Actions' menu within an application.

Note: This is a new option available under the 'Actions' menu from 26 September 2025.



System documentation

Once the fields have been edited, a system generated document will be created and can be accessed from the 'Documents' tab within the development application. This document is titled: **Changes to council entered information_[date].pdf** (please see image below).

System generated document	☐  Changes to council entered information_20082025_V1.pdf ☐  Changes to council entered information_20082025.pdf
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Notes:

1. If multiple edits are performed on the same day, the document title includes a version number ie: **Changes to council entered information_[date]_V1.pdf** where V1 indicates version number.
2. The fields that have been amended will be highlighted within this document. The new input will be listed under the 'Current application' column, and the previous content will be listed under the 'Previous application details' column.
3. The applicant has visibility of this document.

Note: This content was accurate at the time of distribution (21/08/2025). There may be some slight variation at the time of release but this is not anticipated.