

Section 68 of the Local Government Act | Council

How to upload documents after determining a Section 68 of the Local Government Act 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 Section 68 of the Local Government Act application

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Introduction

The Section 68 of the Local Government Act service includes functionality for council users to upload documents to a determined application. This functionality allows users to:

- add an approved document or plan
- replace an incorrectly uploaded document or plan within 14 calendar days of determination.

Note: A council user cannot use this functionality to change, amend or modify an approved document or plan.

A council user can also tag application documents as superseded or sensitive as part of this functionality.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.



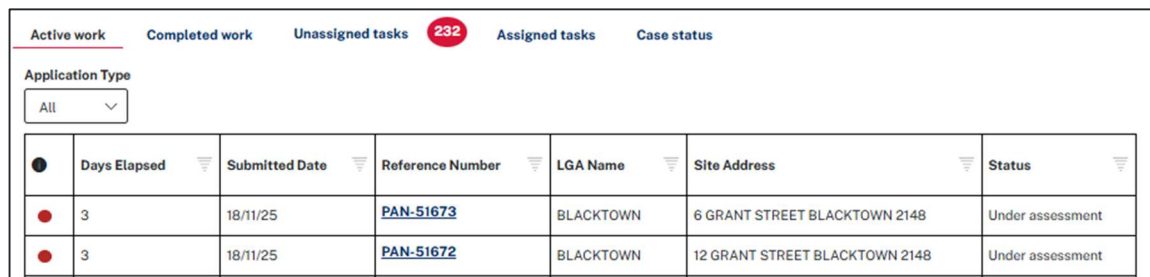
Note: You will need a NSW Planning Portal council user account to be able to use this functionality. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

How to 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.

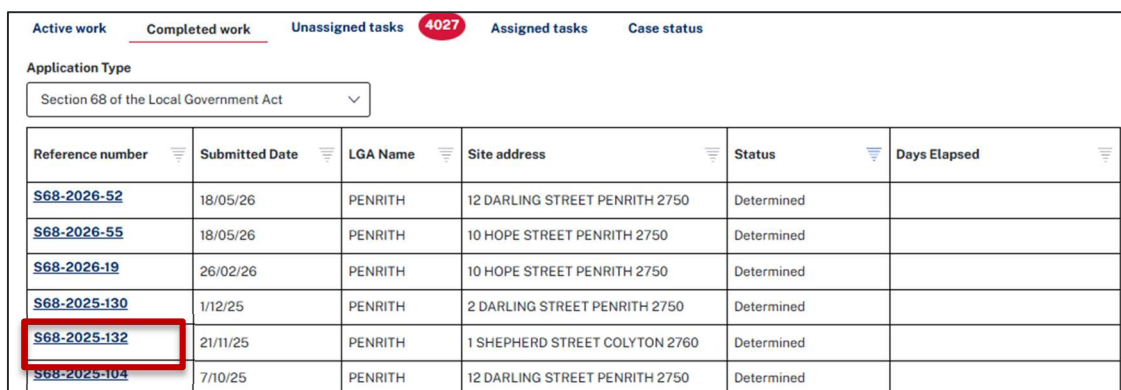
This option is only available for 14 calendar days after determination.

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



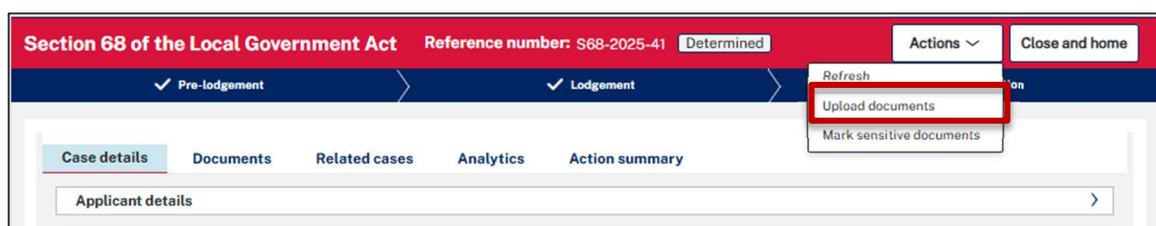
Active work Completed work Unassigned tasks 232 Assigned tasks Case status						
Application Type All ▾						
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
●	3	18/11/25	PAN-51673	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Under assessment
●	3	18/11/25	PAN-51672	BLACKTOWN	12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

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 4027 Assigned tasks Case status						
Application Type Section 68 of the Local Government Act ▾						
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed	
S68-2026-52	18/05/26	PENRITH	12 DARLING STREET PENRITH 2750	Determined		
S68-2026-55	18/05/26	PENRITH	10 HOPE STREET PENRITH 2750	Determined		
S68-2026-19	26/02/26	PENRITH	10 HOPE STREET PENRITH 2750	Determined		
S68-2025-130	1/12/25	PENRITH	2 DARLING STREET PENRITH 2750	Determined		
S68-2025-132	21/11/25	PENRITH	1 SHEPHERD STREET COLYTON 2760	Determined		
S68-2025-104	7/10/25	PENRITH	12 DARLING STREET PENRITH 2750	Determined		

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



Section 68 of the Local Government Act Reference number: S68-2025-41 Determined Actions ▾ Close and home

✓ Pre-lodgement ✓ Lodgement on

Refresh
Upload documents
Mark sensitive documents

Case details Documents Related cases Analytics Action summary

Applicant details >

 **Note:** If this does not appear the application was determined over 14 days ago and you are unable to use this functionality.

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

Comments

Maximum 500 characters

Remaining: 500 characters

5. 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

6. 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.

7. 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 the post-consent certificate is determined:

- all documents will be visible on the 'Documents' tab
- 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.

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

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	4027	Assigned tasks	Case status
Application Type					
Section 68 of the Local Government Act					
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed
S68-2026-52	18/05/26	PENRITH	12 DARLING STREET PENRITH 2750	Determined	
S68-2026-55	18/05/26	PENRITH	10 HOPE STREET PENRITH 2750	Determined	
S68-2026-19	26/02/26	PENRITH	10 HOPE STREET PENRITH 2750	Determined	
S68-2025-130	1/12/25	PENRITH	2 DARLING STREET PENRITH 2750	Determined	
S68-2025-132	21/11/25	PENRITH	1 SHEPHERD STREET COLYTON 2760	Determined	
S68-2025-104	7/10/25	PENRITH	12 DARLING STREET PENRITH 2750	Determined	

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

The screenshot shows the 'Section 68 of the Local Government Act' review harness. At the top, it displays the reference number 'S68-2025-41' and the status 'Determined'. Below this are three progress tabs: 'Pre-lodgement', 'Lodgement', and 'Determination'. Under the 'Determination' tab, there are six sub-tabs: 'Case details', 'Documents' (highlighted with a red box), 'Related cases', 'Analytics', 'Post determination actions', and 'Action summary'. The 'Documents' sub-tab is currently selected, showing the 'Documents' heading.

- Use the filters to locate the documents.

The screenshot shows the 'Filter' section for documents. It includes three dropdown menus for 'Type', 'Marked as', and 'Uploaded by', each with a 'Please select' option. Below these are two date input fields labeled 'From' and 'To', with a calendar icon and a date range example 'For example, 01/01/2022' to 'For example, 01/01/2023'. There are two buttons: 'Apply Filters' and 'Reset all'.

View the summary in the 'Post determination actions' tab

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

The screenshot shows the 'Completed work' dashboard. At the top, there are tabs for 'Active work', 'Completed work', 'Unassigned tasks' (with a red circle containing the number 232), 'Assigned tasks', and 'Case status'. Below the tabs is a dropdown menu for 'Application Type' set to 'All'. The main content is a table with the following columns: 'Days Elapsed', 'Submitted Date', 'Reference Number', 'LGA Name', 'Site Address', and 'Status'.

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	4027	Assigned tasks	Case status
Application Type					
Section 68 of the Local Government Act					
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed
S68-2026-52	18/05/26	PENRITH	12 DARLING STREET PENRITH 2750	Determined	
S68-2026-55	18/05/26	PENRITH	10 HOPE STREET PENRITH 2750	Determined	
S68-2026-19	26/02/26	PENRITH	10 HOPE STREET PENRITH 2750	Determined	
S68-2025-130	1/12/25	PENRITH	2 DARLING STREET PENRITH 2750	Determined	
S68-2025-132	21/11/25	PENRITH	1 SHEPHERD STREET COLYTON 2760	Determined	
S68-2025-104	7/10/25	PENRITH	12 DARLING STREET PENRITH 2750	Determined	

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

Case details	Documents	Related cases	Analytics	Post determination actions	Action summary
Post determination actions					
	Date and time	Performed by	User role	Reason for upload	
▶	28/09/2026 09:04 AM	Daisy Council	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.

Case details

Documents

Related cases

Analytics

Post determination actions

Action summary

Post determination actions

	Date and time	Performed by	User role	Reason for upload
▼	28/09/2026 09:04 AM	Daisy Council	Council officer	To add an approved document or plan or replace an incorrectly uploaded document or plan
Comments Accidentally uploaded the wrong document				

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

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 4027 Assigned tasks Case status						
Application Type						
Section 68 of the Local Government Act ▾						
Reference number ▾	Submitted Date ▾	LGA Name ▾	Site address ▾	Status ▾	Days Elapsed ▾	
S68-2026-52	18/05/26	PENRITH	12 DARLING STREET PENRITH 2750	Determined		
S68-2026-55	18/05/26	PENRITH	10 HOPE STREET PENRITH 2750	Determined		
S68-2026-19	26/02/26	PENRITH	10 HOPE STREET PENRITH 2750	Determined		
S68-2025-130	1/12/25	PENRITH	2 DARLING STREET PENRITH 2750	Determined		
S68-2025-132	21/11/25	PENRITH	1 SHEPHERD STREET COLYTON 2760	Determined		
S68-2025-104	7/10/25	PENRITH	12 DARLING STREET PENRITH 2750	Determined		

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

Case details	Documents	Related cases	Analytics	Post determination actions	Action summary
History					
<< < Page 1 of 2 > >>					
Time ▾	Description	Performed by ▾			

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

History		
<< < Page 1 of 2 > >>		
Time ▾	Description	Performed by ▾
28/09/26 9:04 AM	Correspondence has been attached: Section 68 of the Local Government Act (S68-2025-41): Updated do.	Daisy Council
28/09/26 9:04 AM	Attached documents: Certificate.pdf and reason for upload: To add an approved document or plan or replace an incorrectly uploaded document or plan	Daisy Council
28/09/26 9:04 AM	A file has been attached: Certificate.	Daisy Council

What happens next?

- When the 'Upload document' functionality is used by a council user, an email will be sent to the applicant to 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.

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](#).