

## Edit an application

The application details submitted by the applicant can be updated by the certifier during the assessment stage up and up until determination.

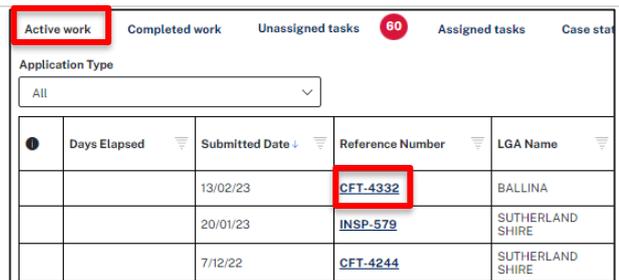
The edit functionality is only available for the following application types:

- Complying Development Certificate (CDC),
- Construction Certificate (CC), and
- Occupation Certificate (OC).

If changes are required to other Post Consent Certificate applications, such as Principal Certifier Appointment (PCA), Subdivision Certificate (SC) or Subdivision Works Certificate (SWC), you will need to contact the customer support team to request an update ([epanning.support@planning.nsw.gov.au](mailto:epanning.support@planning.nsw.gov.au)).

## Access application

1. Log in to the NSW Planning Portal.  
From the Active work tab, **click** on the portal reference number of the application you wish to assess.

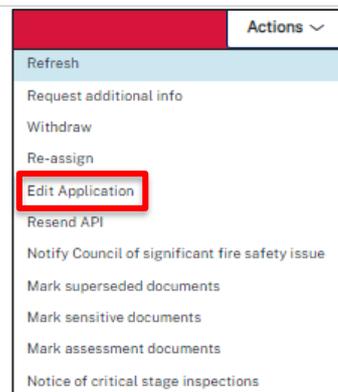


Active work	Completed work	Unassigned tasks	60	Assigned tasks	Case stat
Application Type					
All					
Days Elapsed	Submitted Date	Reference Number	LGA Name		
	13/02/23	CFT-4332	BALLINA		
	20/01/23	INSP-579	SUTHERLAND SHIRE		
	7/12/22	CFT-4244	SUTHERLAND SHIRE		

**Note:** Only applications that have been previously accepted for assessment, and are assigned to you, will be displayed in the Active work tab.

## Edit application

2. After opening the relevant application, **select** Edit Application from the Actions dropdown menu.



Actions
Refresh
Request additional info
Withdraw
Re-assign
<b>Edit Application</b>
Resend API
Notify Council of significant fire safety issue
Mark superseded documents
Mark sensitive documents
Mark assessment documents
Notice of critical stage inspections

3. **Indicate** you have received consent from the applicant to edit their application and **click** submit.

### Edit Application

Prior to editing this application please confirm you have received consent from the applicant? \*

Yes  
 No

**Note:** You will not be able to edit the application details unless you confirm the applicant has provided their consent before submitting. Once confirmed and submitted, the Applicant details will open enabling you to make the required changes.

4. Edit the information on the application.

**Click** Save and continue to proceed from one section to the next.

5. **Select** the checkbox confirming that the change(s) you have made were authorised by the applicant.

### Requirements And Uploads

\* I confirm that the change(s) entered is/are made with appropriate authority from the applicant(s).

6. Upload a confirmation of the applicant's authorisation to edit the application details.

**Click** Upload and:

- a. **Click** Select files (s) or drag and drop your file(s) in the space provided.
- b. **Categorise** the file type(s)
- c. **Click** Attach.

### Attach Documents



Drag and drop files here

or

**Note:** You do not have to upload the approval to edit the application details if the request to update the application details has been captured as an additional information item on the application.

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

## What Happens Next?

After clicking Submit, you will be redirected to the application overview.

The Action summary will show the application was edited for recordkeeping / audit purposes.

An *Edit \*\* application form.pdf* will be generated and is visible under the Documents tab. This will include the changes performed in addition to the previous version.

Certificate details	Documents	Related cases	Analytics	Action summary	Notes
<b>History</b>					
<< < Page 1 of 2 > >>					
Time ↓	Description	Performed by			
16/02/23 9:03 AM	A file has been attached: Edit OC application form_1676612195.pdf.	Jane Citizen			
16/02/23 9:03 AM	Edit Application action completed . Application moved to previous assignment	Jane Citizen			
16/02/23 9:03 AM	Assignment 'Requirements Upload Screen' is completed.	Jane Citizen			
16/02/23 9:01 AM	Assigned to Jane Citizen to 'complete task'	Jane Citizen			

### End of Steps

## If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.