

This quick reference guide provides steps on how to make a submission on a State significant application via the NSW Planning Portal. Submissions can only be made while a project is on public exhibition.

There are two ways to make a submission, either via your Major Projects dashboard or via the Major Projects website. This guide describes both methods.

Pre-requisite:

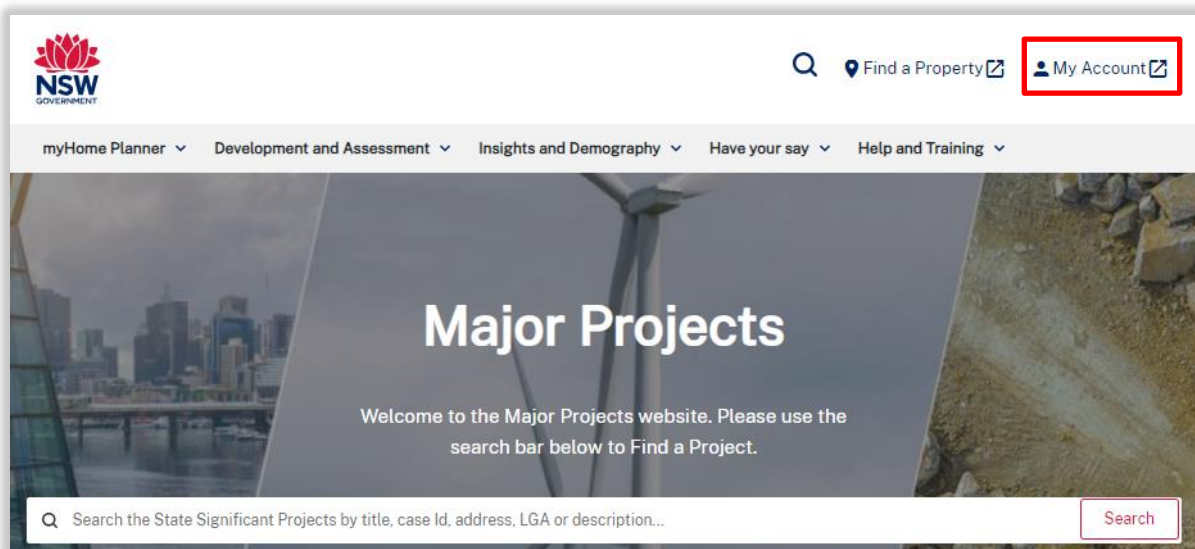
- You must have a Major Projects account to make a submission. If you don't have an account, click 'My Account' in the top right-hand corner of the Major Projects website and then select 'Create account'. For help creating an account, please view the guide available [here](#).

Sections included in this guide:

1. Method 1 – Make a submission via your Major Projects
2. Method 2–Make a submission via the Major Projects website
3. Save a submission in progress
4. Need more help or have questions?

Method 1 – Make a submission via your Major Projects dashboard

1. Log in to your Major Projects account by **clicking** 'My Account' in the top right-hand corner of the Major Projects website.

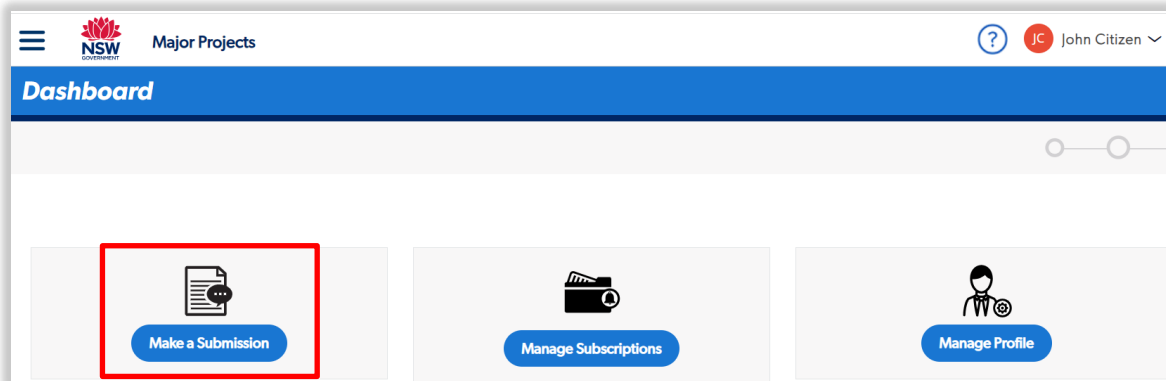


Major Projects

How to make a submission on a State significant application



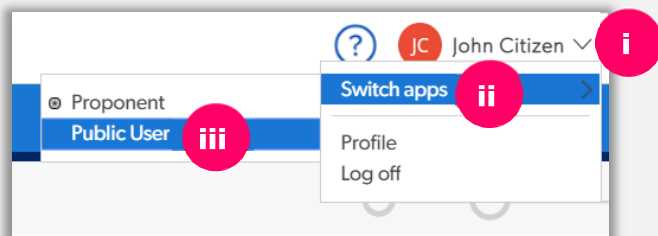
2. Once logged in, **click** the 'Make a Submission' button on your dashboard.



Don't see these options when you log-in?

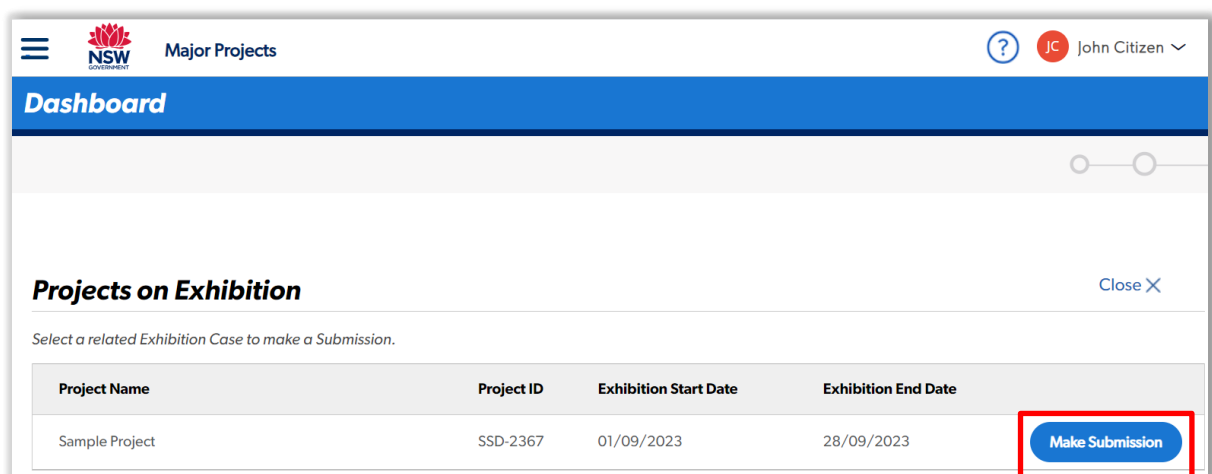
You need to change to the 'Public User' view.

- Click on the drop-down arrow beside your name.
- Select 'Switch apps'.
- Click on 'Public User'.



The Projects on Exhibition screen displays a list of your subscribed projects that are currently on exhibition.

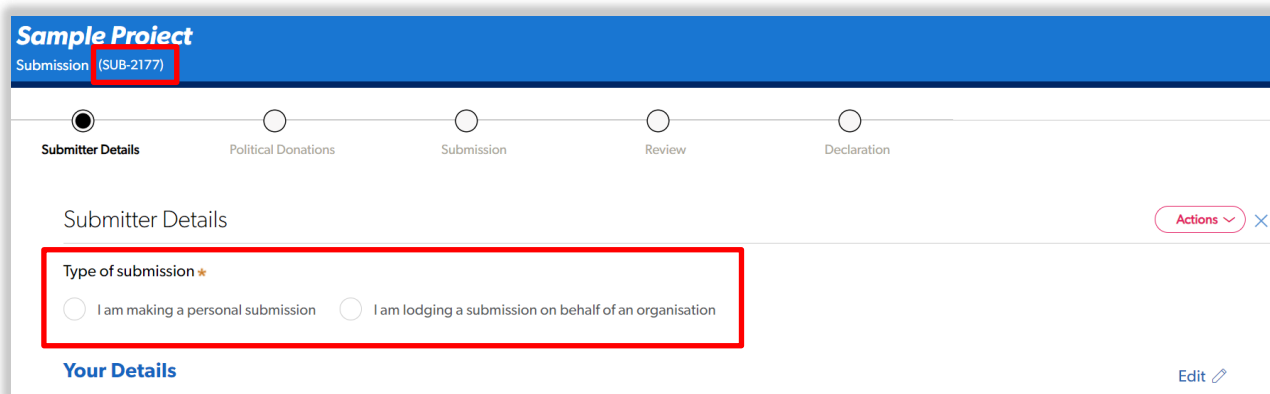
3. **Select** the project that you wish to make a submission on and then **click** the 'Make Submission' button.



The Submitter Details screen displays. The system assigns a unique reference number with an SUB prefix that displays at the top of the screen.

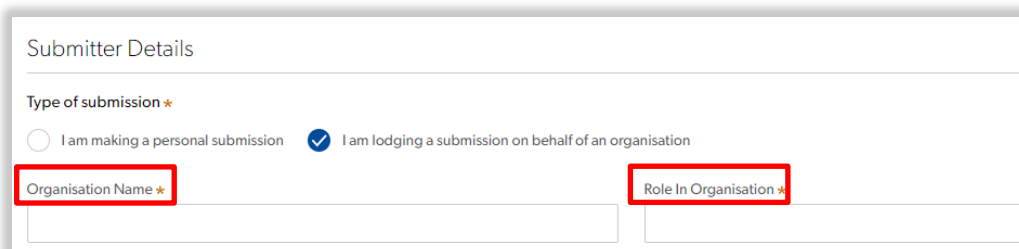
A red asterisk (*) indicates a mandatory field or document.

4. **Select** the Type of submission.



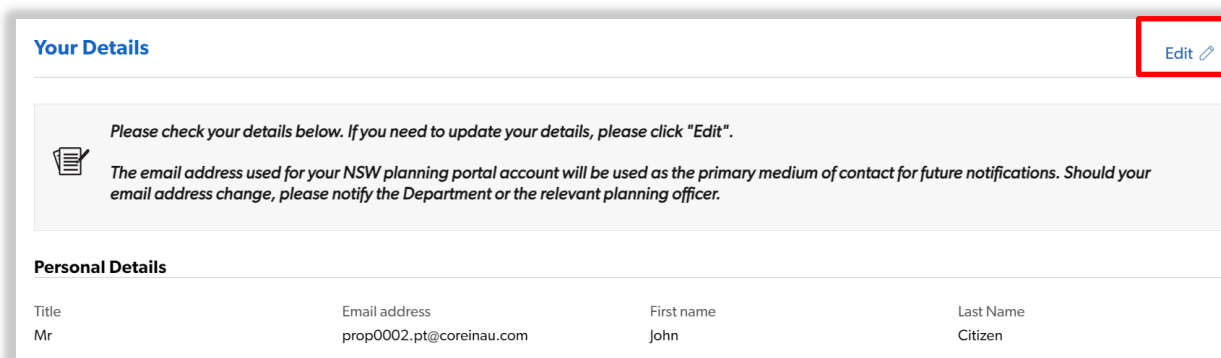
5. If you are lodging a submission on behalf of an organisation, additional fields will display.

- Enter the Organisation Name.
- Enter your Role in the Organisation.



Your personal details are automatically populated based on your registration profile.

6. **Verify** your personal details. If needed, **click** on the Edit pencil icon to update your details.



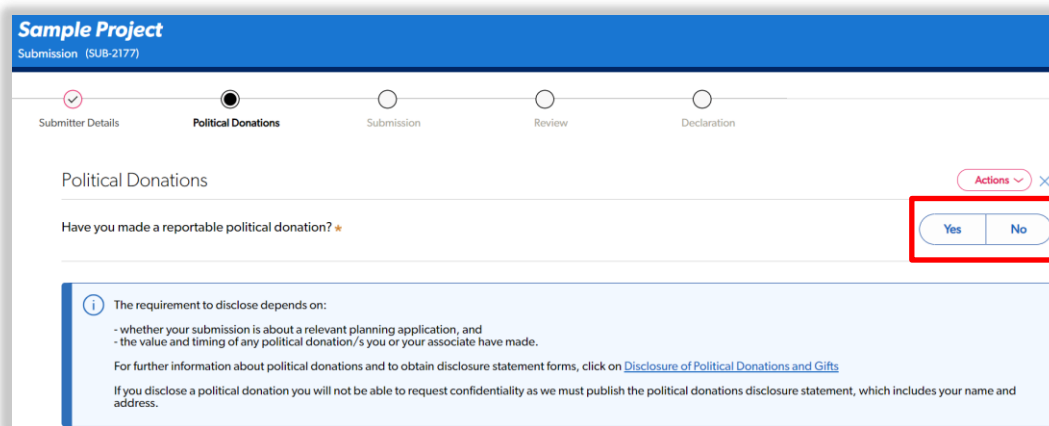
- Click 'Continue'.

The Political Donations screen displays.

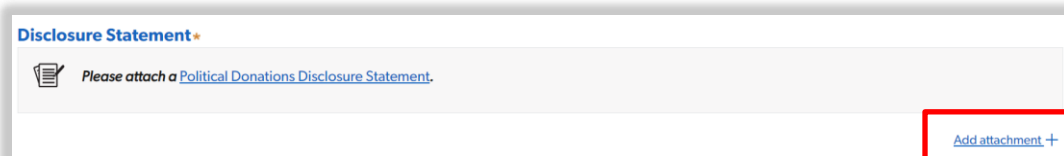
- Select Yes or No to indicate whether you have made a reportable political donation.

If you select Yes, continue to Step 9.

If you select No, go to Step 11.



- If you have made a reportable political donation, please attach a Political Donations Disclosure Statement.

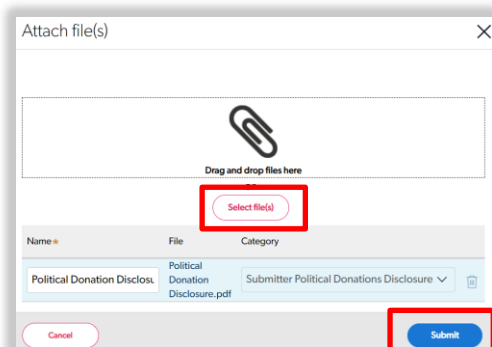


- To attach a Political Donations Disclosure Statement:

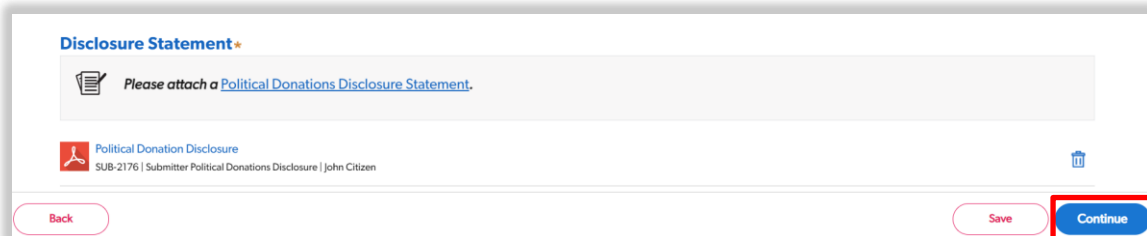
- Click Add attachment.
- Click Select file(s) and navigate to the stored location of your Political Donations Disclosure Statement.

Alternatively, you can drag and drop files directly in the space provided.

- Click Submit.

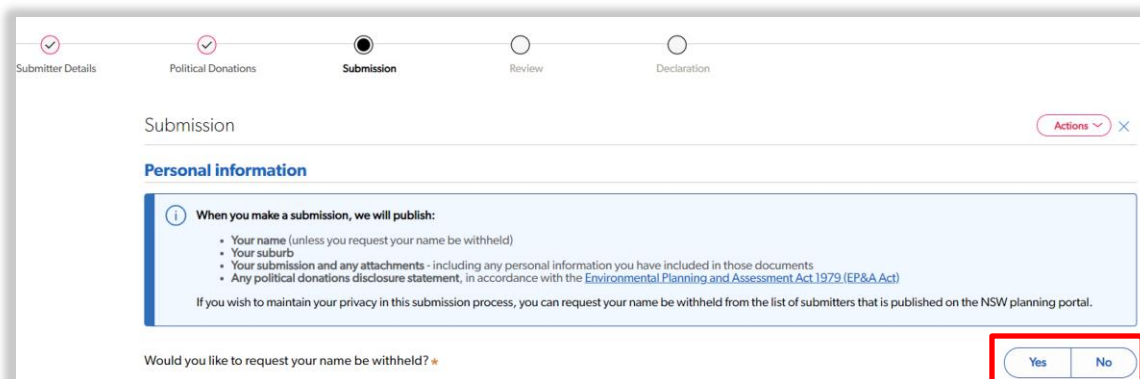


11. Click Continue.

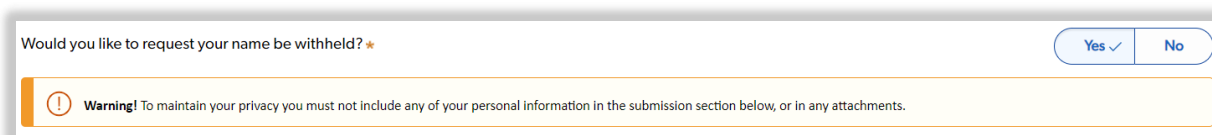


The Submission screen displays.

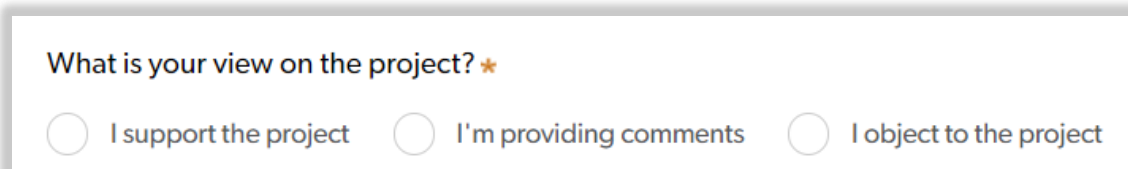
12. Select Yes or No to indicate whether you would like to request your name be withheld.



Note: If you would like your name withheld and to maintain your privacy, you must not include any of your personal information in the submission section on this screen or in any attachments.

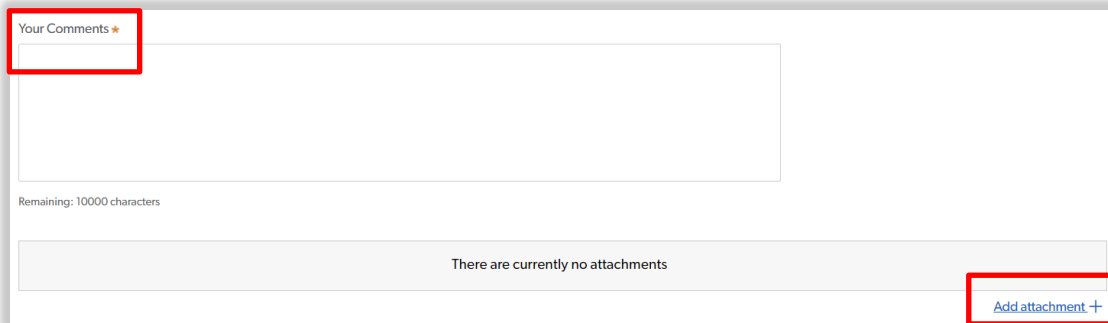


13. Select the applicable radio button to indicate your view on the project.



14. **Enter** your submission comments in the text box.

15. **Add** a submission attachment (optional).



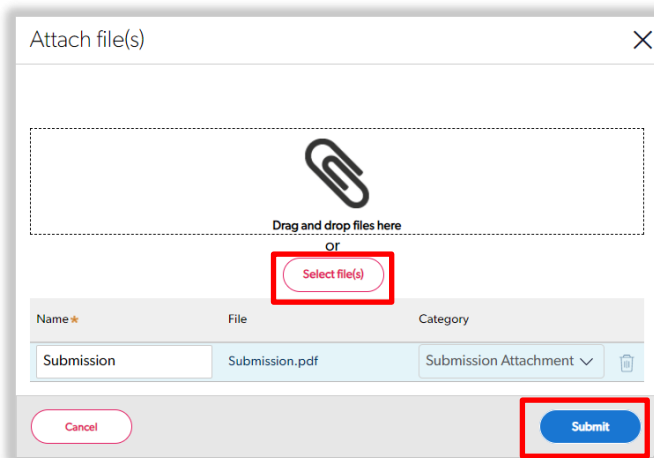
The screenshot shows a form with a text box labeled 'Your Comments' with a red asterisk. Below the text box is a character count: 'Remaining: 10000 characters'. At the bottom of the form, there is a message 'There are currently no attachments' and a button labeled 'Add attachment +'. Red boxes highlight the 'Your Comments' label and the 'Add attachment +' button.

16. To add your submission comments in an attachment:

- Click** Add attachment.
- Click** Select file(s) and navigate to the stored location of your submission attachment.

Alternatively, you can drag and drop files directly in the space provided.

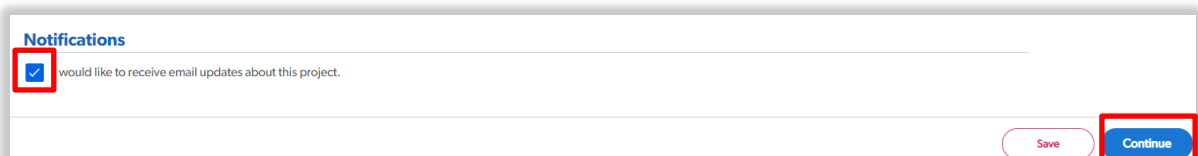
- Click** Submit.



The screenshot shows a dialog box titled 'Attach file(s)'. It has a large dashed box for dragging and dropping files, with a paperclip icon and the text 'Drag and drop files here'. Below this is a button labeled 'Select file(s)'. At the bottom, there is a table with columns 'Name', 'File', and 'Category'. The table contains one row: 'Submission', 'Submission.pdf', and 'Submission Attachment'. At the bottom right of the dialog is a blue 'Submit' button. Red boxes highlight the 'Select file(s)' button and the 'Submit' button.

17. Indicate whether you would like to receive email updates about this project.

18. **Click** Continue.



The screenshot shows a section titled 'Notifications'. It contains a checkbox that is checked, followed by the text 'would like to receive email updates about this project.' At the bottom right, there are two buttons: 'Save' and 'Continue'. Red boxes highlight the checked checkbox and the 'Continue' button.

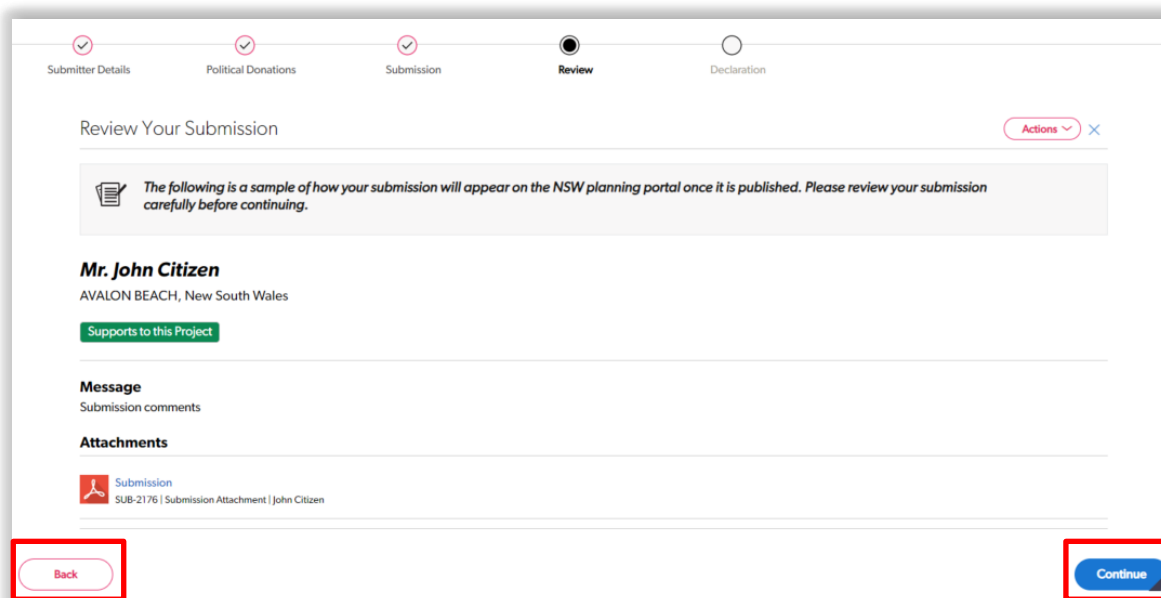
The Review screen displays.

19. Review your submission.

If you want to make changes to your submission, **click** on the 'Back' button (bottom left of the screen) to navigate to the previous screens. Make your changes and **click** 'Continue' to progress to the next screen.

When you have reviewed your submission,

20. **Click** Continue.

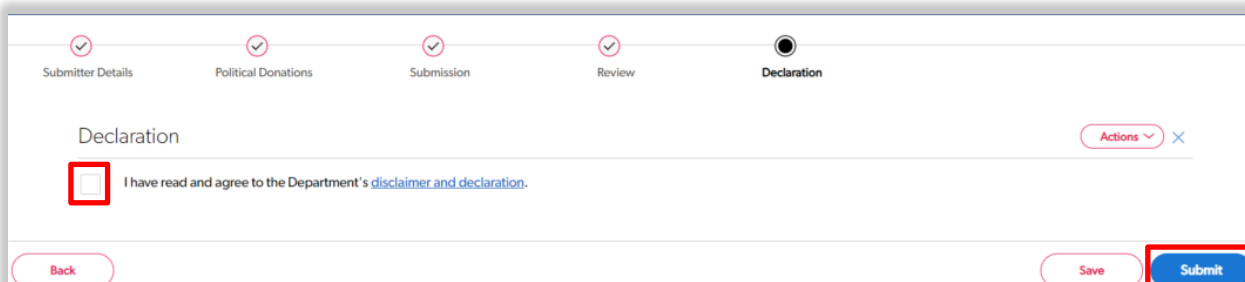


The screenshot shows the 'Review Your Submission' screen. At the top, a progress bar indicates the status of five steps: Submitter Details (checked), Political Donations (checked), Submission (checked), Review (active), and Declaration (unchecked). The main content area displays a preview of the submission, including the name 'Mr. John Citizen', location 'AVALON BEACH, New South Wales', a green button 'Supports to this Project', a 'Message' section for submission comments, and an 'Attachments' section showing a PDF file named 'SUB-2176 | Submission Attachment | John Citizen'. At the bottom, there are two buttons: 'Back' on the left and 'Continue' on the right, both highlighted with red boxes.

The Declaration screen displays.

21. **Select** the Declaration tick box after reading and agreeing to the Department's terms and conditions.

22. **Click** the 'Submit' button to complete your submission.

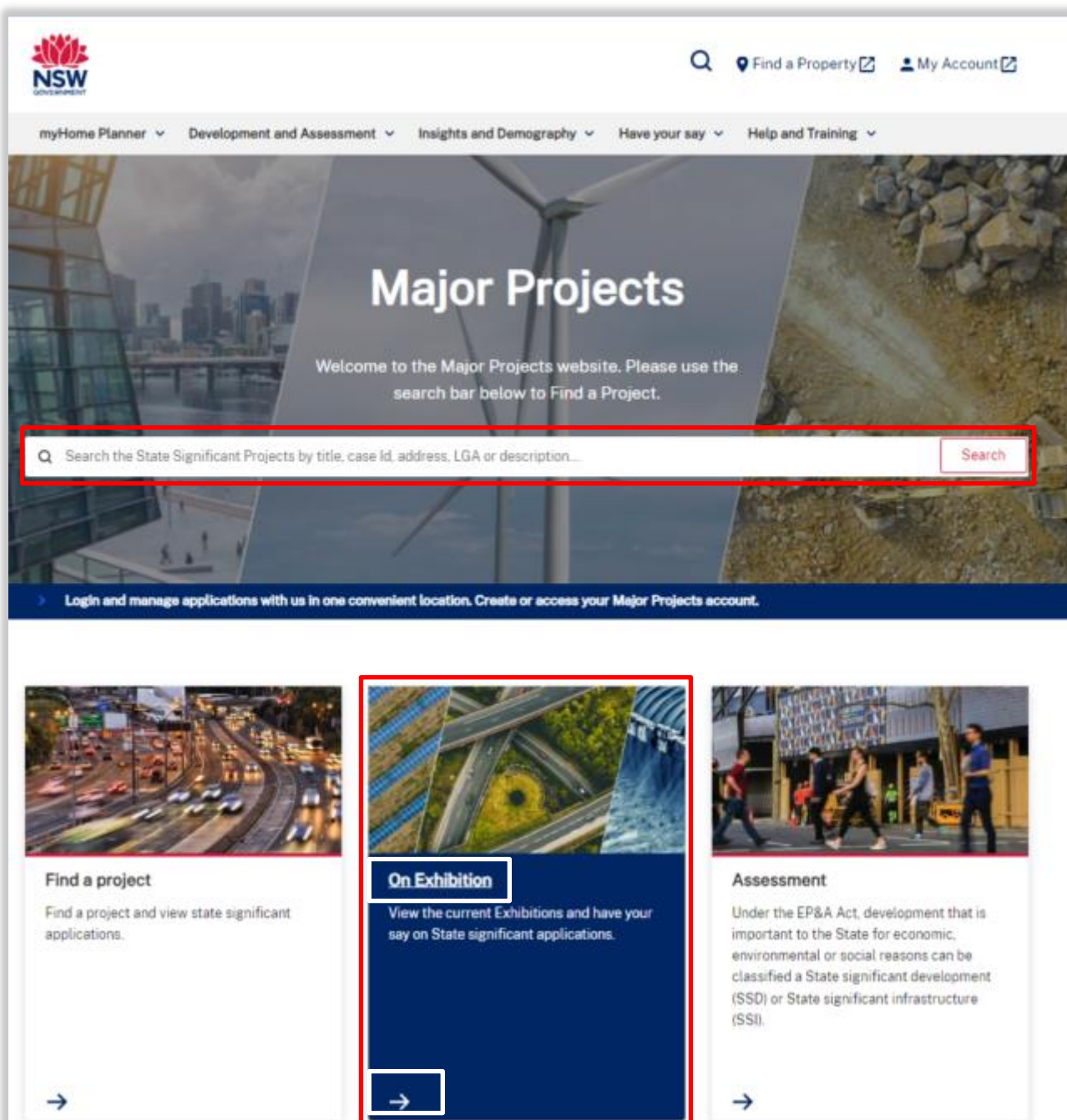


The screenshot shows the 'Declaration' screen. The progress bar at the top shows 'Declaration' as the active step. The main content area contains a declaration statement: 'I have read and agree to the Department's [disclaimer and declaration](#).' To the left of this statement is a checkbox, which is highlighted with a red box. At the bottom, there are three buttons: 'Back' on the left, 'Save' in the middle, and 'Submit' on the right, with the 'Submit' button highlighted by a red box.

Method 2 – Make a submission via the Major Projects website

1. To view all State significant applications currently on exhibition, **click** the 'On Exhibition' link or arrow on the Major Projects website.

Note: You can also search for a particular State significant application by title, case ID, address, local government area (LGA) or description on the Major Projects home page by entering the details in the Search field and clicking the 'Search' button.

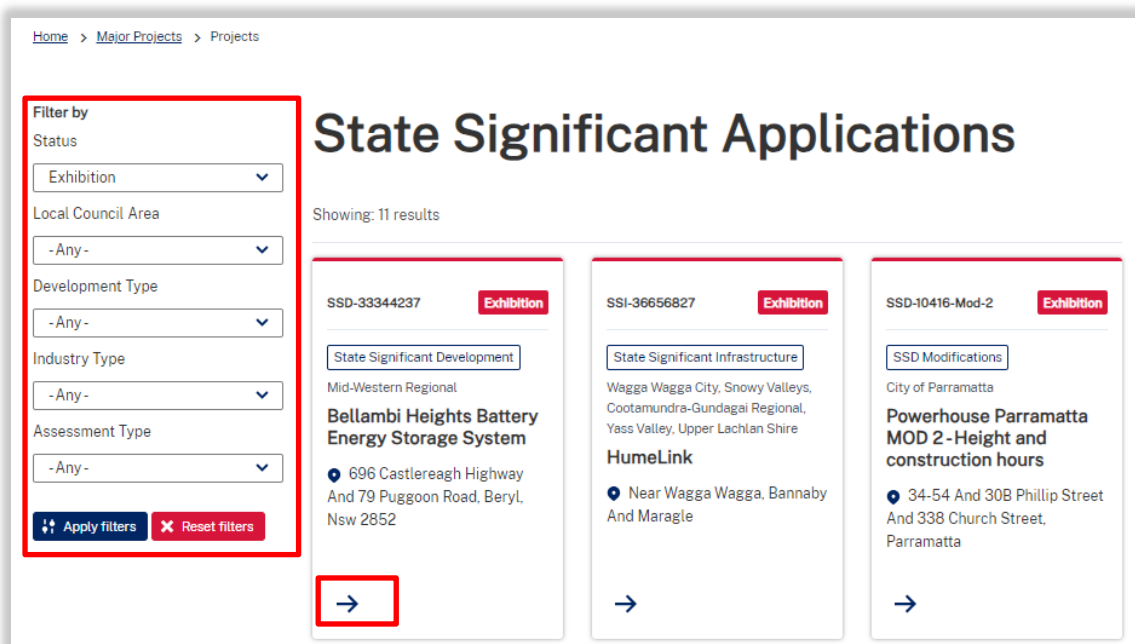


The State Significant Applications screen displays all projects currently on exhibition.

2. **Select** the State significant application for which you would like to make a submission.

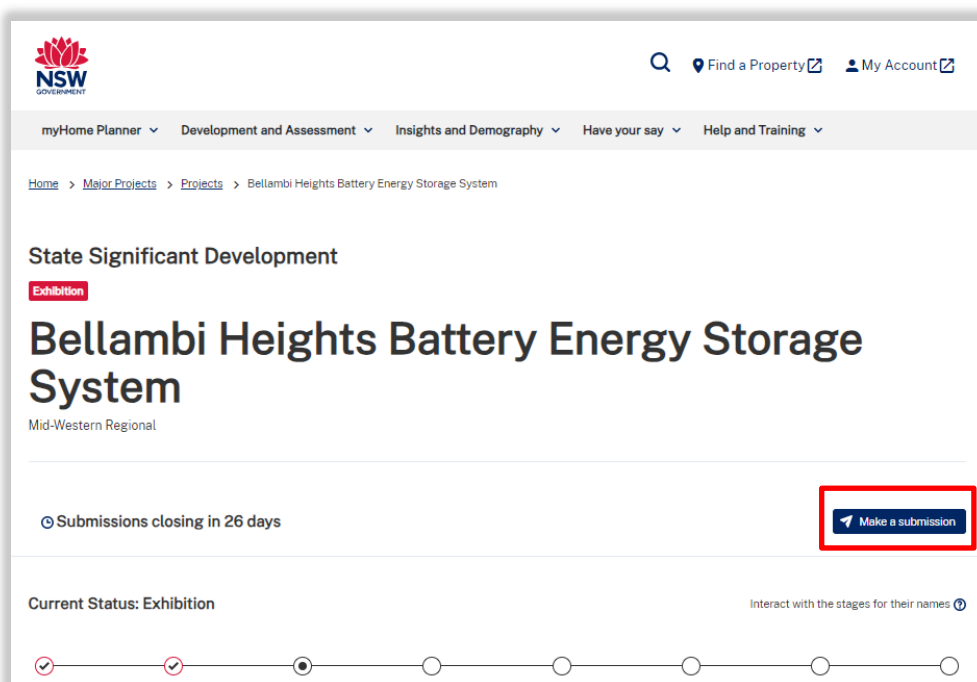
Note: If you cannot find the project you are looking for, you can also filter by Local Council Area, Development Type, Industry Type and/or Assessment Type. **Select** the relevant option from the applicable down arrow and **click** Apply filters.

You can apply more than one filter to narrow your search further.



The State significant application opens.

3. Click the 'Make a submission' button.



Major Projects

How to make a submission on a State significant application



4. You will be prompted to log in to your Major Projects account.

A screenshot of the Major Projects login page. At the top is the NSW Government logo. Below it is the heading "Major Projects". There is a login form with a username field containing "johnncitizen.@planning.nsw.gov.au" and a password field with masked characters. A "Forgot password?" link is below the password field. A blue "Log in" button is highlighted with a red rectangle. At the bottom, there is a link: "Don't have an account? Create account".

5. Log in to display the project selected and follow Steps 4 to 22 described in **Method 1** to complete your submission.

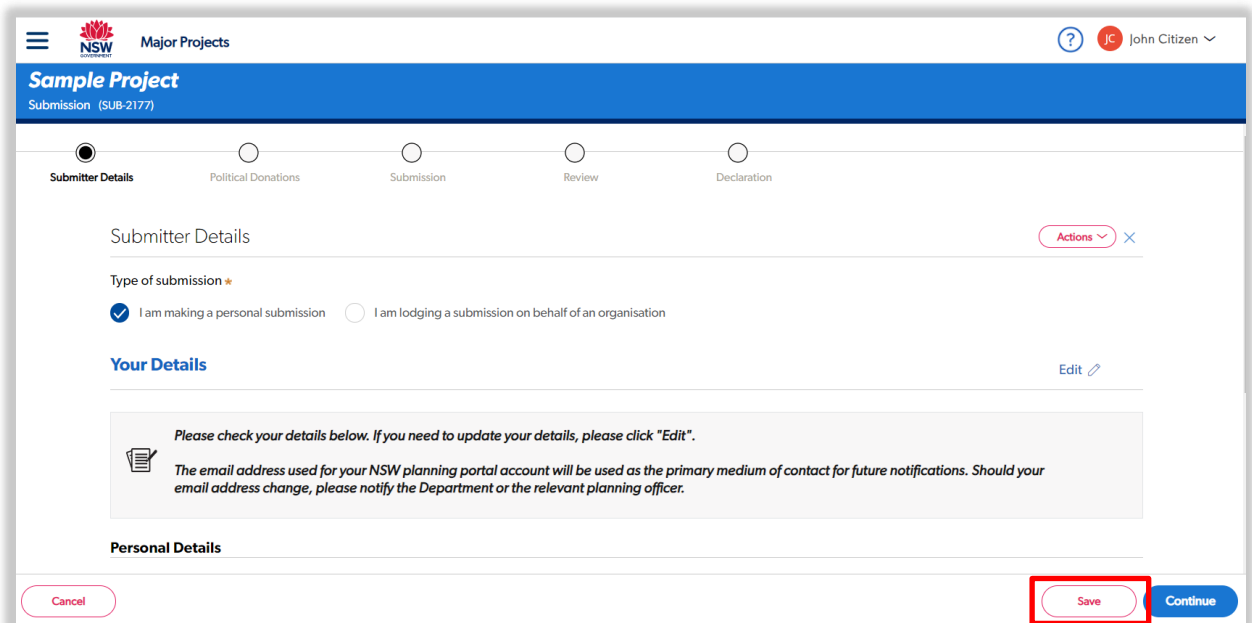
A screenshot of the submission progress screen for the "Bellambi Heights Battery Energy Storage System" project. The page has a blue header with the project name and "Submission (SUB-61917970)". Below the header is a progress bar with five steps: "Submitter Details" (active), "Political Donations", "Submission", "Review", and "Declaration". The "Submitter Details" section is expanded, showing "Type of submission" with two radio button options: "I am making a personal submission" (selected) and "I am lodging a submission on behalf of an organisation". There is an "Edit" link at the bottom right of the section. An "Actions" dropdown menu is visible in the top right corner of the section.

Save a submission in progress

You can save your submission and return to it at any time before the close of the exhibition period. To do this follow the steps below.

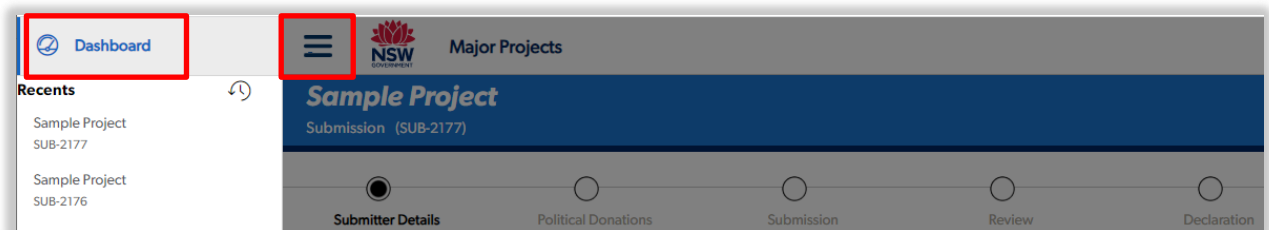
1. Click Save in the bottom right-hand corner of the relevant screen of your submission.

Note: Mandatory fields must be completed before you can save your details.



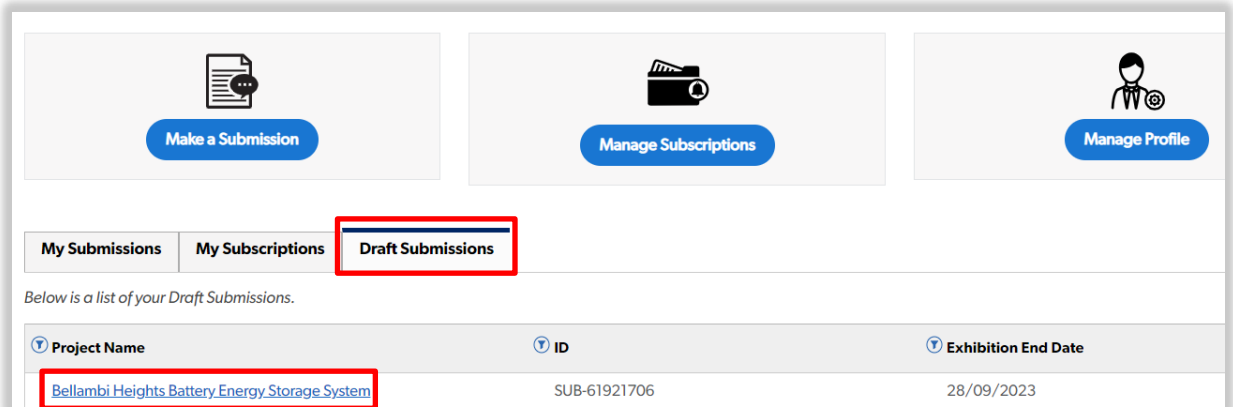
The screenshot shows the 'Sample Project' submission interface. At the top, there's a header with the NSW logo and 'Major Projects'. Below that, a blue bar indicates 'Sample Project Submission (SUB-2177)'. A progress bar shows five steps: Submitter Details (active), Political Donations, Submission, Review, and Declaration. The 'Submitter Details' section includes a 'Type of submission' field with two radio buttons: 'I am making a personal submission' (selected) and 'I am lodging a submission on behalf of an organisation'. Below this is a 'Your Details' section with an 'Edit' link. A message box states: 'Please check your details below. If you need to update your details, please click "Edit". The email address used for your NSW planning portal account will be used as the primary medium of contact for future notifications. Should your email address change, please notify the Department or the relevant planning officer.' At the bottom, there are three buttons: 'Cancel', 'Save' (highlighted with a red box), and 'Continue'.

2. Click the main menu in the top-left hand corner of your screen and then click Dashboard to return to your dashboard.



When you are ready to complete your submission:

3. Click on the Draft Submissions tab on your dashboard to display a list of your draft submissions.
4. Click on the Project Name link to open the relevant submission and continue.



The screenshot shows the NSW Major Projects dashboard. At the top, there are three main action buttons: 'Make a Submission' (with a document icon), 'Manage Subscriptions' (with a folder icon), and 'Manage Profile' (with a person icon). Below these are three tabs: 'My Submissions', 'My Subscriptions', and 'Draft Submissions'. The 'Draft Submissions' tab is selected and highlighted with a red box. Below the tabs, a message states 'Below is a list of your Draft Submissions.' A table follows with three columns: 'Project Name', 'ID', and 'Exhibition End Date'. The first row of the table shows 'Bellambi Heights Battery Energy Storage System' (highlighted with a red box), 'SUB-61921706', and '28/09/2023'.

Project Name	ID	Exhibition End Date
Bellambi Heights Battery Energy Storage System	SUB-61921706	28/09/2023

Need more help or have questions?

Contact the Major Projects Support team at MajorProjectsSupport@planning.nsw.gov.au.