Major Projects

How to make a submission on a State significant application

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.
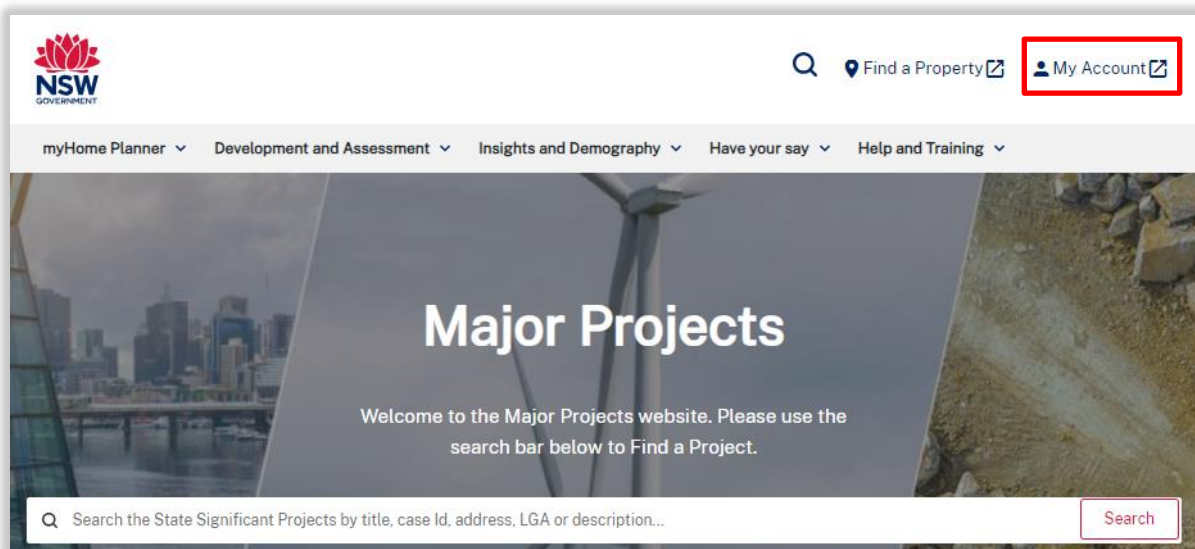
Pre-requisite:

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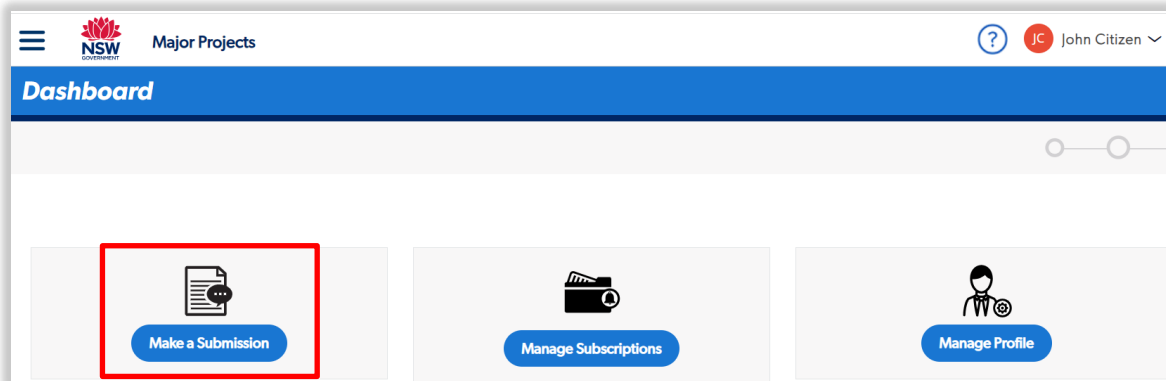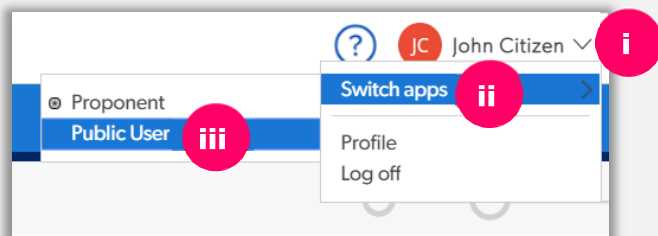
2. Once logged in, **click** the 'Make a Submission' button on your dashboard.


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

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

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

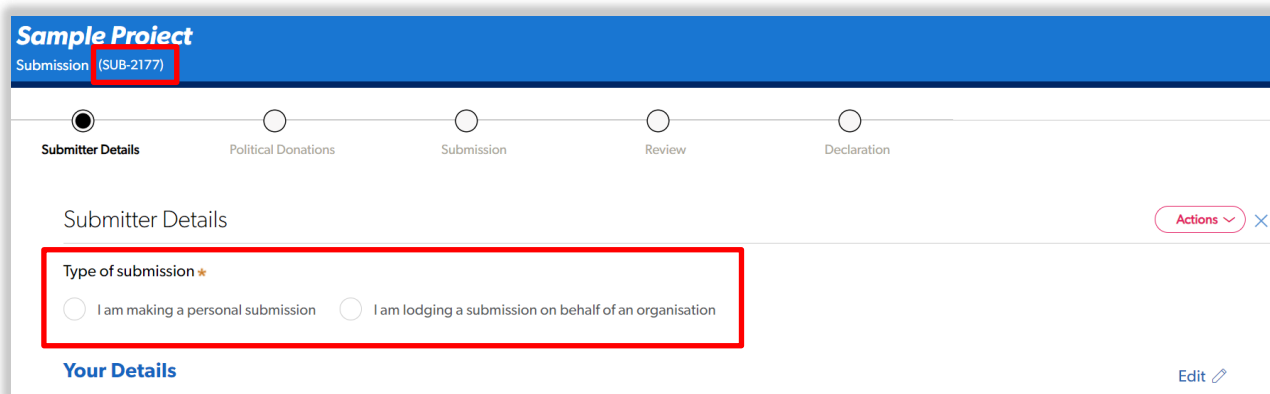The Projects on Exhibition screen displays a list of your subscribed projects that are currently on exhibition.

3. **Select** the project that you wish to make a submission on and then **click** the 'Make Submission' button.
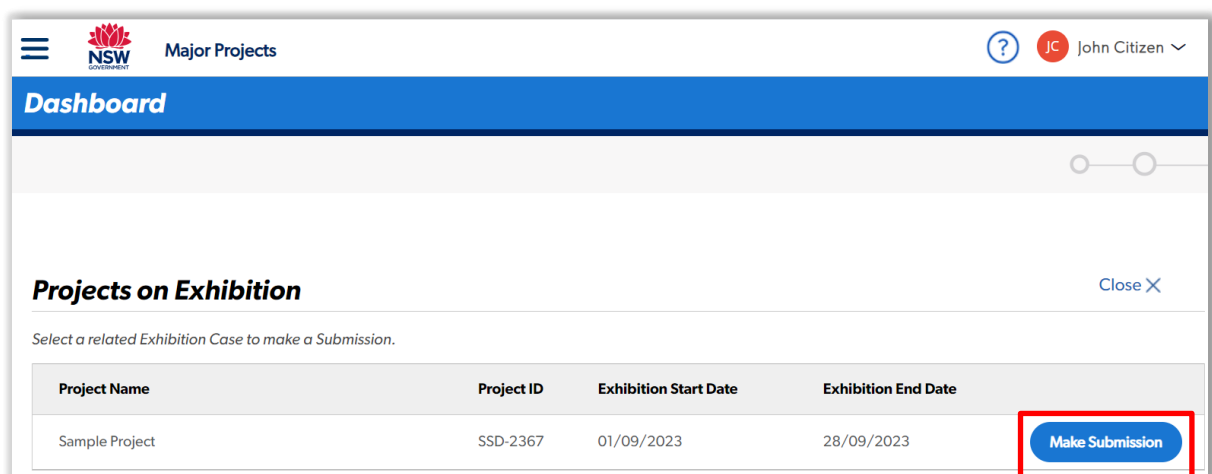
The Submitter Details screen displays. The system assigns a unique reference number with an SUB prefix that displays at the top of the screen.
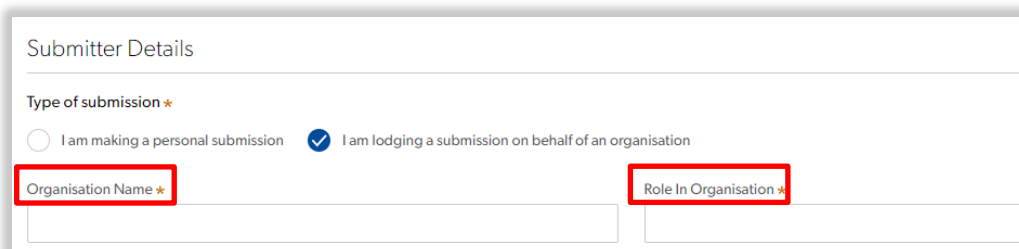
A red asterisk (*) indicates a mandatory field or document.
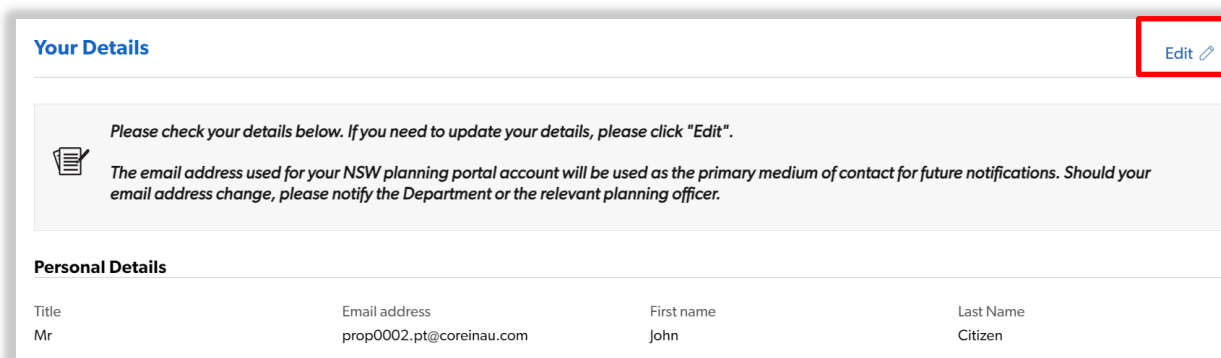
4. **Select** the Type of submission.

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

    a) Enter the Organisation Name.

    b) 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.
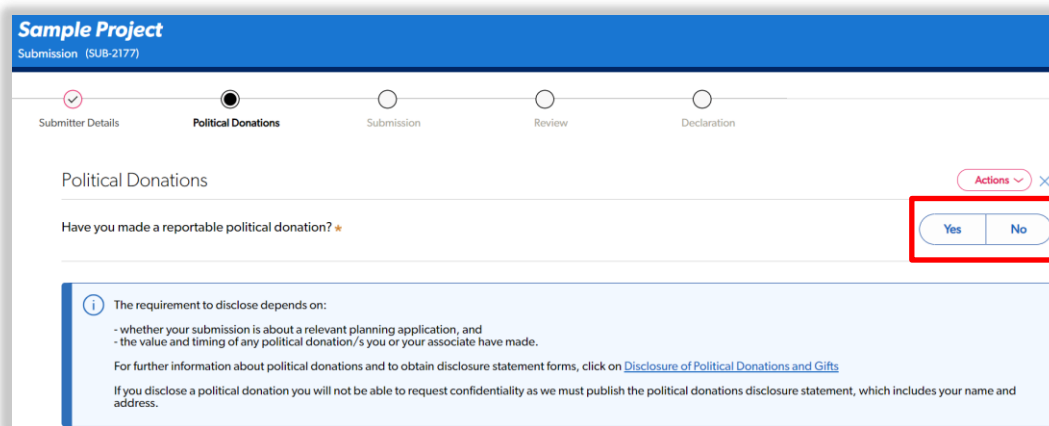
7. **Click** 'Continue'.

The Political Donations screen displays.
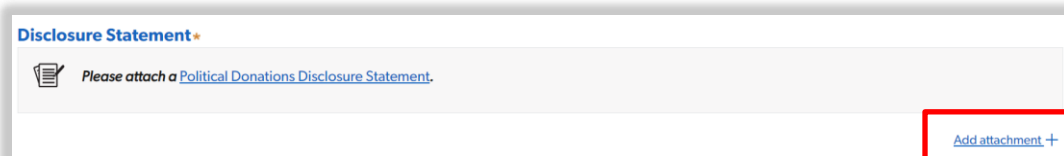
8. **Select** Yes or No to indicate whether you have made a reportable political donation.

   If you select Yes, continue to Step 9.

   If you select No, go to Step 11.

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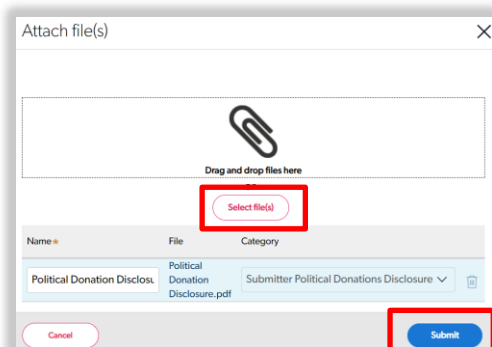

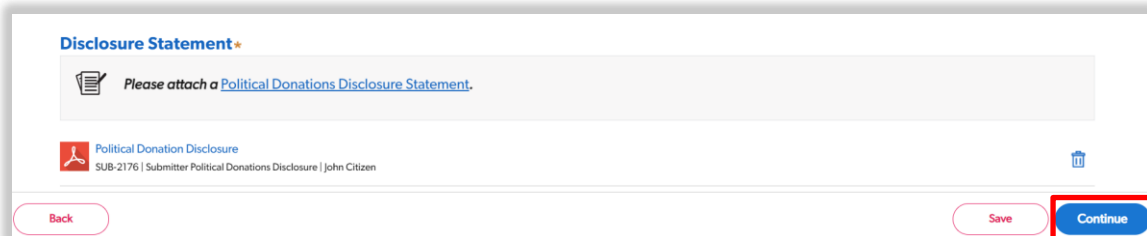10. To attach a Political Donations Disclosure Statement:

   a) **Click** Add attachment.

   b) **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.

   c) **Click** Submit.
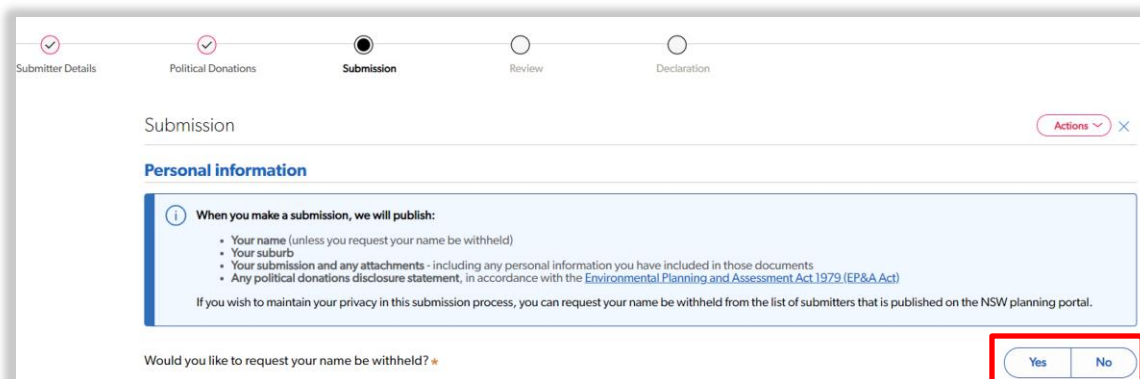
11. **Click** Continue.
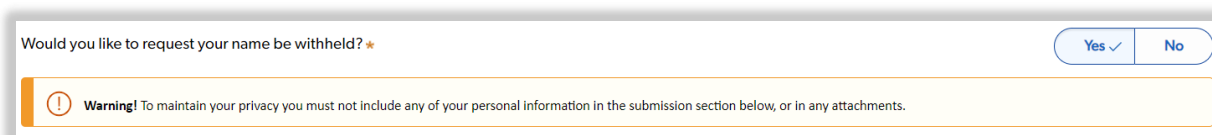
The Submission screen displays.
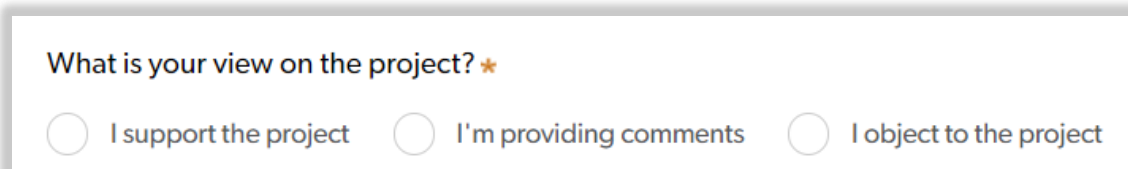
12. **Select** Yes or No to indicate whether you would like to request your name be withheld.

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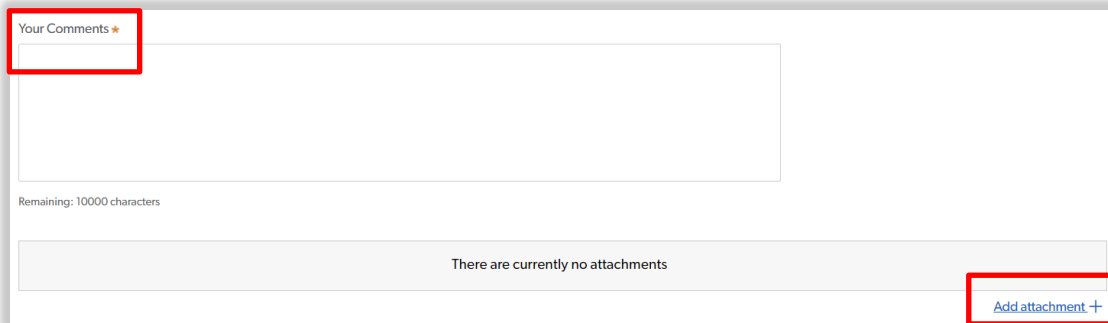
13. **Select** the applicable radio button to indicate your view on the project.

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

15. **Add** a submission attachment (optional).
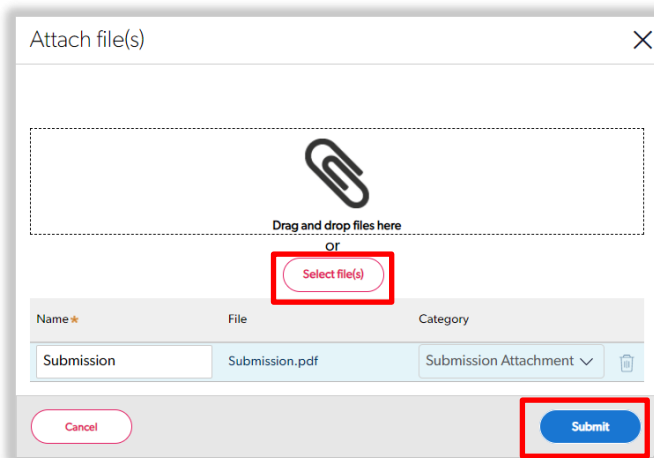
16. To add your submission comments in an attachment:

   a) **Click** Add attachment.

   b) **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.
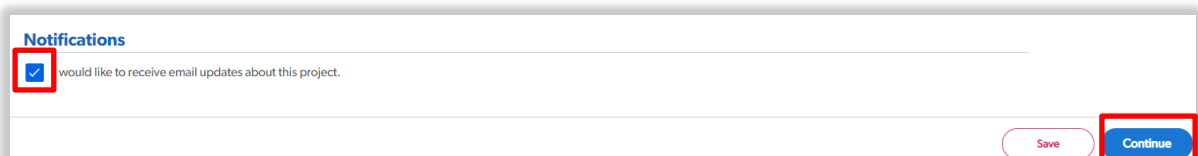
   c) **Click** Submit.

17. Indicate whether you would like to receive email updates about this project.
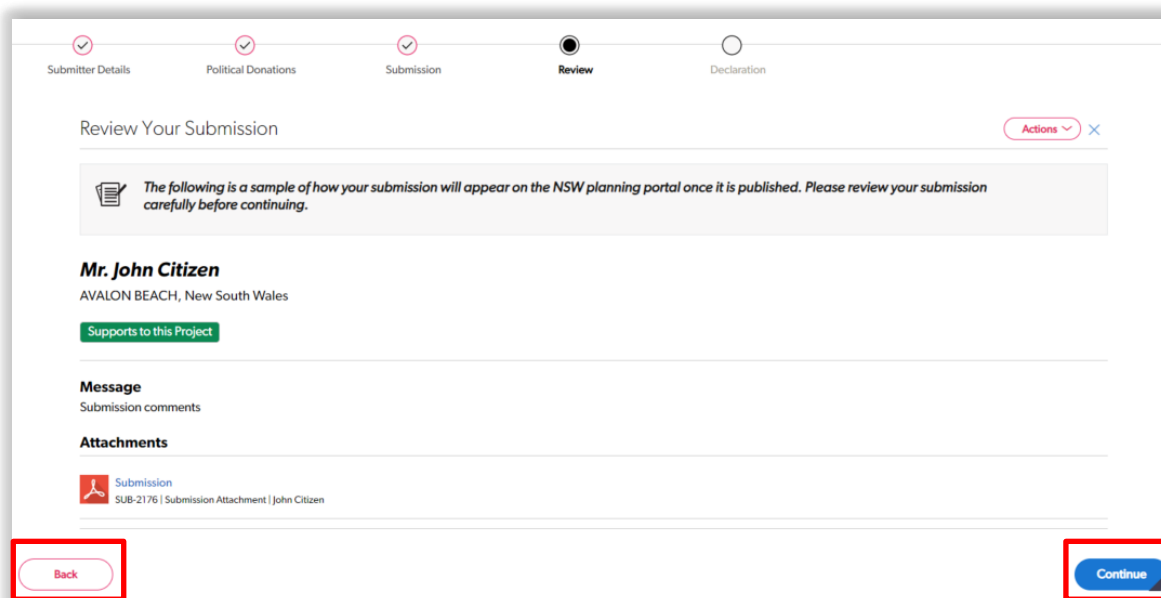
18. **Click** Continue.

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.

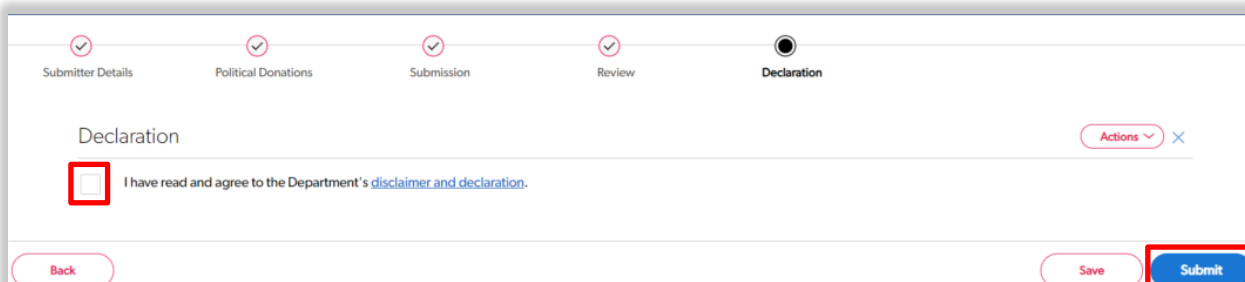When you have reviewed your submission,

20. **Click** Continue.

The 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.

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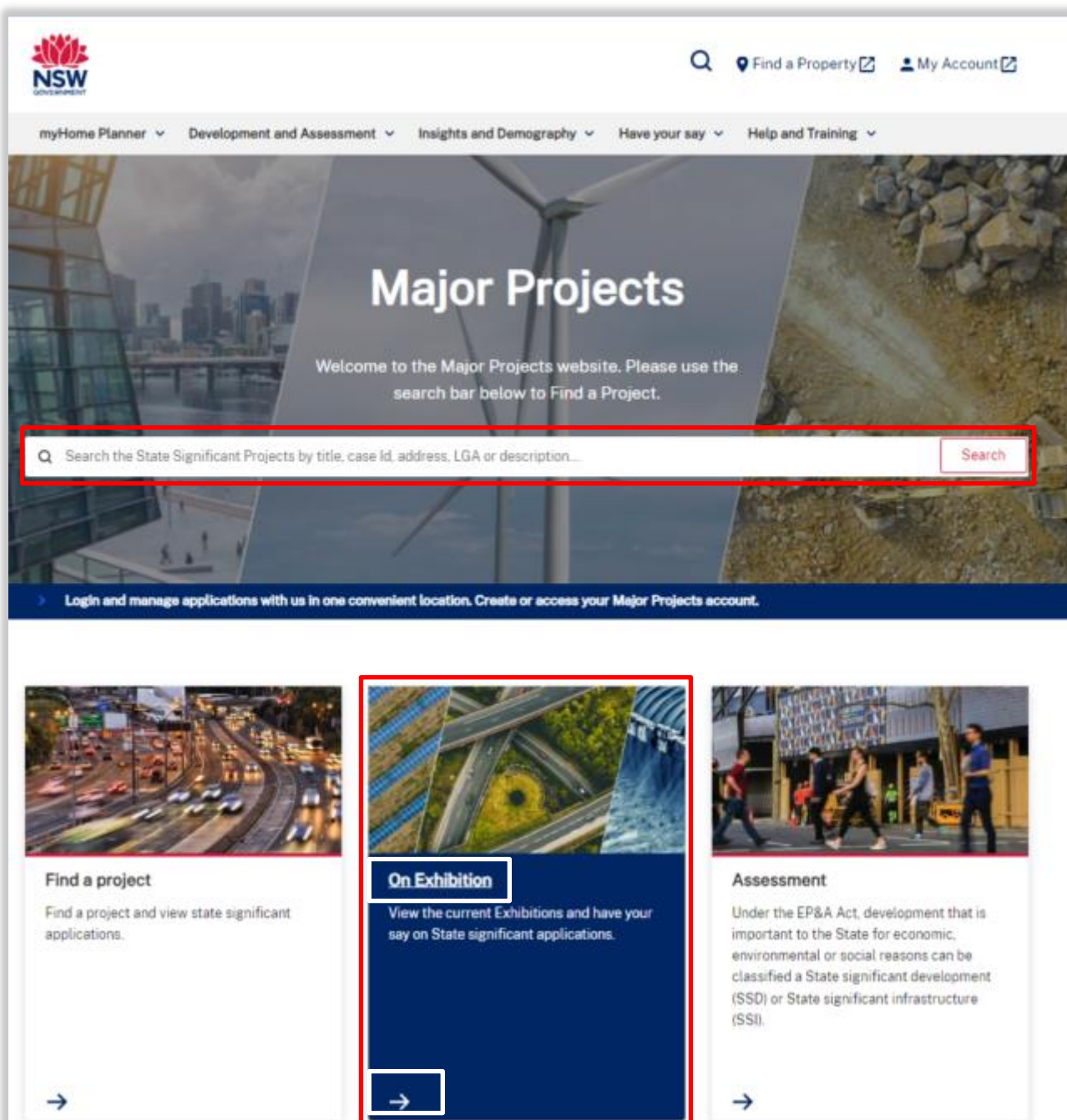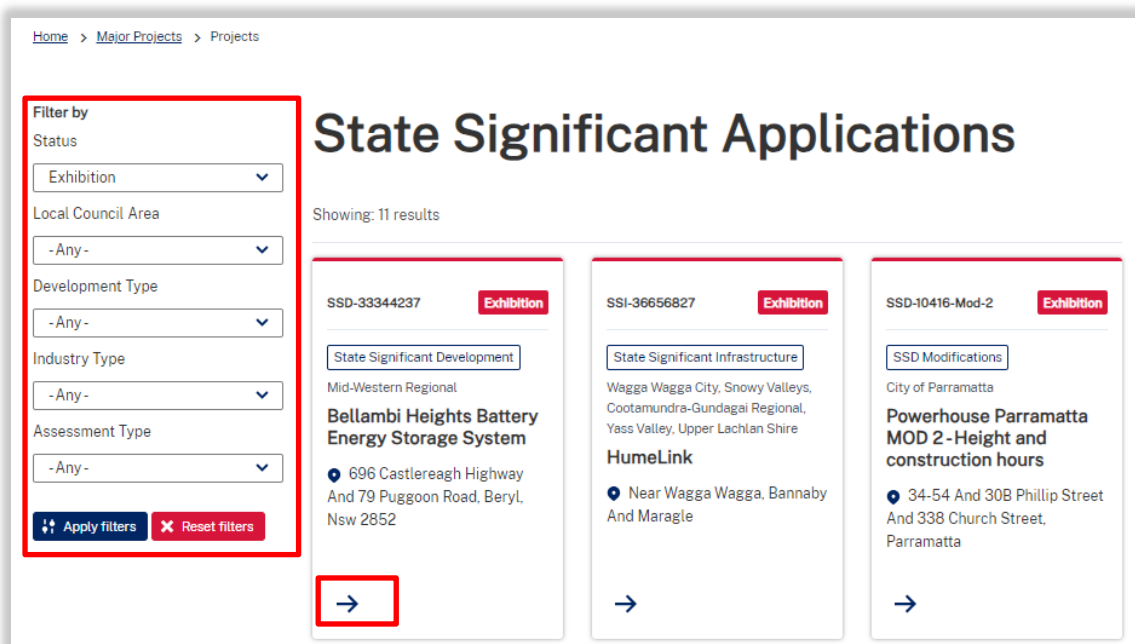
The State Significant Applications screen displays all projects currently on exhibition.

2. **Select** the State significant application for which you would like to make a submission.
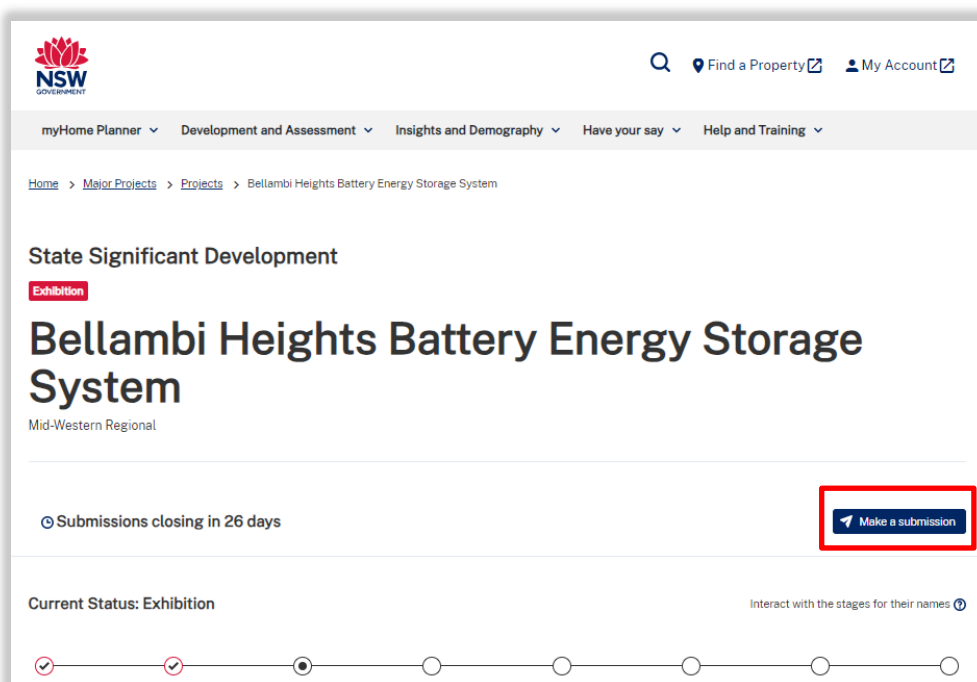
   Note: If you cannot find the project you are looking for, you can also filter by Local Council Area, Development Type, Industry Type and/or Assessment Type. **Select** the relevant option from the applicable down arrow and **click** Apply filters.

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

The State significant application opens.

3. **Click** the 'Make a submission' button.

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

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

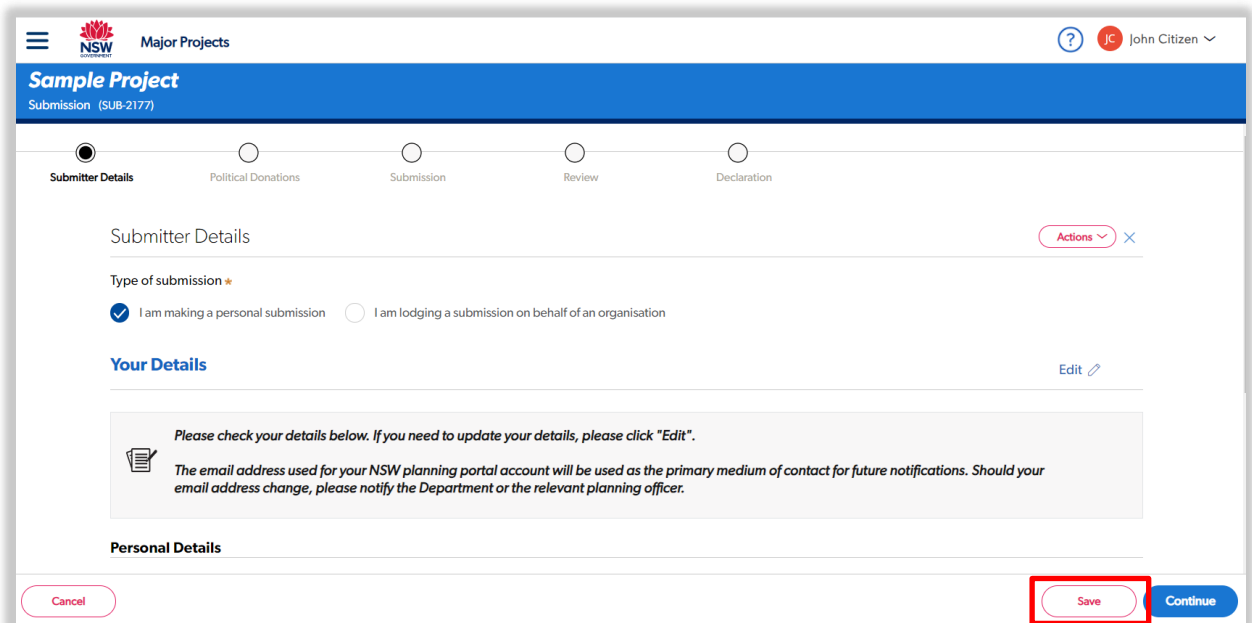## Save a submission in progress

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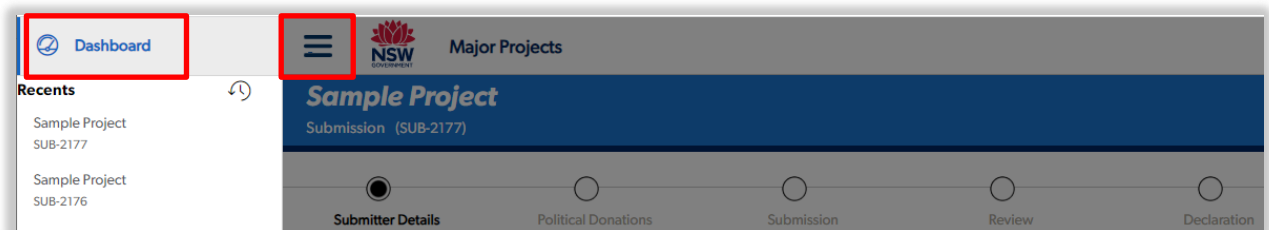
1. **Click** Save in the bottom right-hand corner of the relevant screen of your submission.

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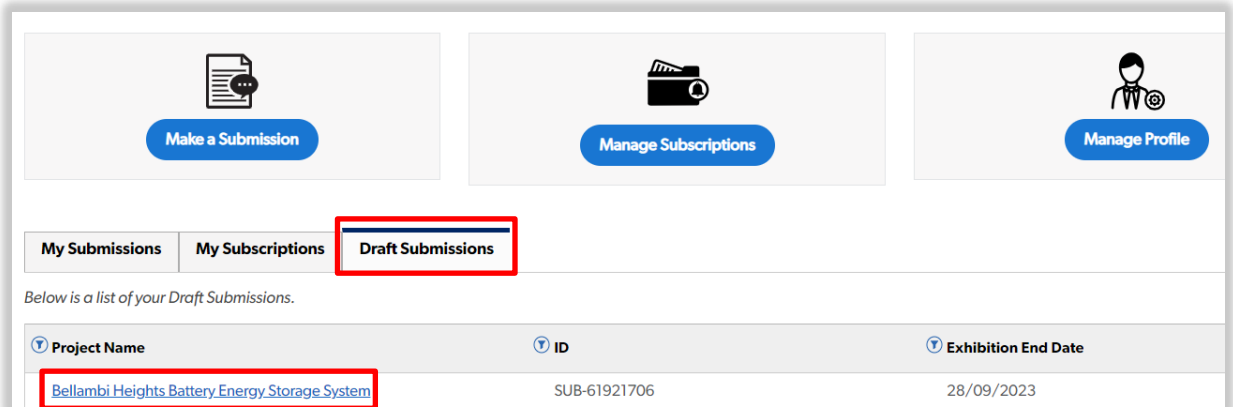

2. **Click** the main menu in the top-left hand corner of your screen and then **click** Dashboard to return to your dashboard.

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.

Need more help or have questions?

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