

Provide additional information

A consent authority or certifier may request additional or revised information to support the assessment of your application. This may occur prior to the application being lodged or at any time during assessment. If information is requested by the consent authority or certifier, you will receive a system-generated email advising you of the request for information. To view and action this request, follow the below steps.

Responding to additional information requests

1. Log in to the NSW Planning Portal and **open** the application that requires an additional information response from your Active work.

Note: The status will be Additional information requested.

Reference Number	LGA Name	Site Address	Status
PAN-22276	SUTHERLAND SHIRE	1 BINYA PLACE COMO 2226	Additional information requested

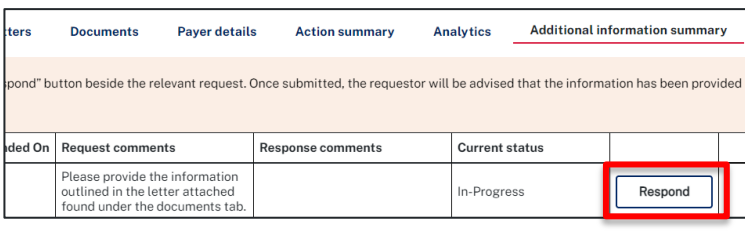
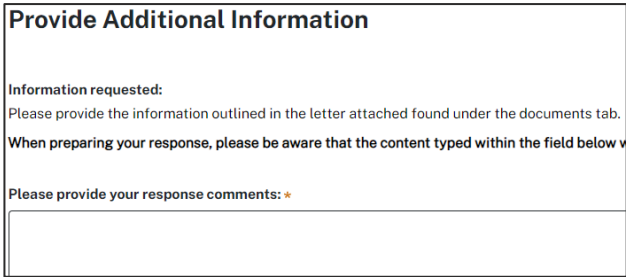
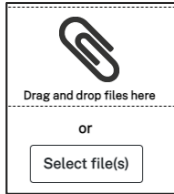

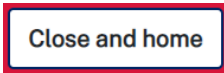
2. Review the request comments by **clicking** on the Additional information summary tab.

Requests	Documents	Payer details	Action summary	Analytics	Additional information summary
Respond button beside the relevant request. Once submitted, the requestor will be advised that the information has been provided					
Added On	Request comments	Response comments	Current status		
	Please provide the information outlined in the letter attached found under the documents tab.		In-Progress		Respond

Note: If an attachment has been provided to support the request, it will be available for download in the Documents tab.

Tip! Look for a document with the most recent date that has not been uploaded by you in the uploaded date column.


Application details	Relevant matters	Documents	Payer details	Action summary	Analytics	Additional information summary
To filter the documents within the table below, select one or more options from the drop-downs, then select "Filter". Select "Clear filter" to reset the table.						
Select document category	Select document type	Select uploaded by	Filter	Clear Filter		
Document type	File name		Uploaded by	Uploaded Date		
BASIX certificate	<input type="checkbox"/> BASIX Certificate.docx		Terry Trainer	8/02/2023 4:36 PM		
Clause 4.6 variation request	<input type="checkbox"/> Clause 4.6 variation request.docx		Terry Trainer	8/02/2023 4:36 PM		
Cost estimate report	<input type="checkbox"/> Cost Estimate Report.docx		Terry Trainer	8/02/2023 4:36 PM		
Generated Pre-DA form	<input type="checkbox"/> Pre-DA form_1675948346.pdf		Terry Trainer	8/02/2023 4:39 PM		
Heritage impact statement	<input type="checkbox"/> Heritage Impact Statement.docx		Terry Trainer	8/02/2023 4:36 PM		
Other	<input type="checkbox"/> Additional Info Request.docx		Hannah Hallows	8/02/2023 5:57 PM		

<p>3. When you are ready to provide the requested information, click Respond on the relevant request.</p>	
<p>4. Enter any comments into the Response Comments field.</p>	
<p>5. Click Upload.</p> <ol style="list-style-type: none"> Click Select files (s) or drag and drop your file(s) in the space provided. Categorise the file type(s) Click Attach. 	
<p>6. Click Submit to complete the information request.</p>	
<p>7. Click Close and home to return to your Active work.</p>	
<p>Note: The consent authority or certifier will receive an email to advise that the additional information has been provided.</p>	

Providing additional information

You can also provide additional information to the consent authority or certifier assessing your application prior to determination from your Actions drop down menu.

This option must not be used when the consent authority or certifier has initiated an additional information request as you will not be resolving the outstanding request, and the system will create a new one.

	
<p>Note: The consent authority will receive an email advising that additional information has been provided.</p>	

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.