

# Navigating the NSW Planning Portal dashboard

From the NSW Planning Portal dashboard applicants can start a new application and/or view and manage existing applications. The main features of the dashboard are discussed below.

### The dashboard

Image: State of the state								
Create new         Create new         Active work Completed work         Application Type         All       Image: Colspan="2">Submitted Date Image: Colspan="2">Status         Image: Colspan="2">Days Elapsed Image: Submitted Date Image: Colspan="2">Create new         Image: Colspan="2">Submitted Date Image: Colspan="2">Create new         Image: Colspan="2">Alt         Image: Colspan="2">Days Elapsed Image: Colspan="2">Status         Image: Colspan="2">PTP-2023-8       CESSNOCK       46 CESSNOCK ROAD NEATH 2326       In Progress         Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Create new         Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Create new         Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan		l l l l l l l l l l l l l l l l l l l						
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The dashboard consists of the following options:

- 1. NSW Planning portal main menu
- 2. Create new applications
- 3. Active and completed work tabs
- 4. Search function
- 5. User profile



#### The NSW Planning Portal main menu

The main menu can be accessed by clicking on the

menu icon  $\equiv$  located on the top left of the screen.

This will display:

- New (to commence a new application).
- Active work (to view current applications).
- Completed work (to view completed applications, including cancelled and withdrawn applications).
- STRA Listings (to view the properties you have registered on the Short-Term Rental Accommodation register).
- Recents (to view recently accessed applications).

+	New	>
Û	Active work	
2	Completed work	
Ρ	STRA Listings	
Rec	ents	See all

#### Create a new application

A new application can be created by selecting an application from the drop-down list, then clicking	Create a new application by selecting the relevant digital service from the options below Development Application (New DA, Mod, Review) Created				
'Create new'.	Search Activation Precinct Certificate F Building Information Certificate Complying Development Certific Development Application (New I	cate (New CDC, Mod)			
You can also create a new application via the main menu by clicking 'New', then selecting an application from the displayed list.		New       ~         Activation Precinct Certificate         Building Information         Certificate         Complying Development         Certificate (New CDC, Mod)         Development Application (New DA, Mod, Review)			

#### Access active work

Active work can be viewed by clicking on the Active work tab from the dashboard. You can also filter for the list of application by a specific application type.	Active work Application Type
	All ~



You can also select Active work from the main menu.	+	New
	Ê	Active work
	ĴÝ	Completed work
	Р	STRA Listings

Active work consists of all applications that are currently active on the NSW Planning Portal. There are several columns which provide information about each application that is active.

	D	Days Elapsed 🚊	Submitted Date	Reference Number	LGA Name	Site Address	Status =
				PTP-2023-8	CESSNOCK	46 CESSNOCK ROAD NEATH 2326	In Progress
			18/01/23	CNR-12435	SYDNEY	1 PYRMONT BRIDGE ROAD GLEBE 2037	Awaiting payment
-	•	1	18/01/23	PAN-21954	SYDNEY	1 PYRMONT BRIDGE ROAD GLEBE 2037	Under assessment
	•	1	18/01/23	PAN-21953	SYDNEY	1 PYRMONT BRIDGE ROAD GLEBE 2037	Under assessment

#### Column description

Column Name	Description	
Performance	This is only applicable for Concurrence and Referrals once the clocks have started an indicates if applications are within assessment periods:	
	<ul> <li>Green – application is within the assessment period.</li> <li>Amber – response is now overdue.</li> </ul>	
Days Lapsed	<ul> <li>Red – response is overdue and urgent action is required.</li> <li>Number of days lapsed since the application was accepted.</li> </ul>	
Submitted Date	The date the application was submitted by applicant.	
Reference Number	The unique NSW Planning Portal reference number for the application.	
LGA Name	The Local Government Area name associated with the site address.	
Site Address	The address of the site on the application.	
Status	The current status of the application.	



### Access completed work

Completed work can be viewed by clicking on the Completed work tab from the dashboard. You can also filter for the list of application by a specific application type.	Active work       Completed work         Application Type
You can also select Completed work from the main menu.	<ul> <li>New</li> <li>Active work</li> <li>Completed work</li> <li>STRA Listings</li> </ul>
This is where all completed work is held for all applie	cations. All the relevant documentation that was part of any

This is where all completed work is held for all applications. All the relevant documentation that was part of any application is stored against each application and can be accessed at any time by the applicant, by clicking onto the reference number to open the application.

#### Recents

The Recents option can be accessed from the main menu and displays the last five applications the applicant has accessed.	+ New >
<b>Click</b> 'See all' to display a comprehensive list of recent	Active work
applications.	Completed work
	P STRA Listings
	Recents See all



### Sorting and Filtering

To find an application, you can use either the column filter or search functions.

#### Sorting and filtering columns

<b>Click</b> the column heading to sort by that column.					1
	0	Days Elapsed 📃	Submitted Date	Reference Number 📃	
				PTP-2023-8	
			18/01/23	CNR-12435	
	•	1	18/01/23	PAN-21954	
<b>Click</b> the filter icon to the right of a column heading to open the Filter panel for that column.		ted Date	Reference Num	ber	
Use the contents listed to filter for a specific entry. Note: You can only filter by one column at a time, but you may check multiple options within each filter.			Clear Filter CDC-8678 CDC-8679 CDC-8680		
Once all options have been selected, <b>click</b> the Apply button.			pply Cance	el .	
<b>Note</b> : The information contained within the dashboard will applied.	change	e to show only	those with th	e specific filter (s	)

#### Searching

<b>1. Click</b> the filter icon beside a column heading to display the Filter panel for that column.	ted Date 🐺 Reference Number
2. Enter the text into the Search Text field, then click the Apply button.	Clear Filter         CDC-8678         CDC-8679         CDC-8680         Search Text         Apply         Cancel
<b>ote</b> : The information contained within the dashboar	rd will change to show only those records containing the keyword.

**Note**: The information contained within the dashboard will change to show only those records containing the keyword. If there are no search results, click the Clear Filter link to reset the dashboard view and try a different keyword.

#### 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 <u>https://www.planningportal.nsw.gov.au/support/frequently-asked</u>or contact ServiceNSW on 1300 305 695.