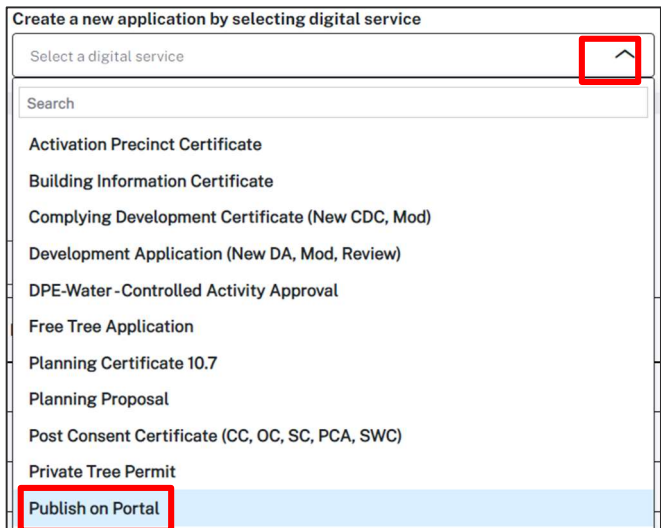

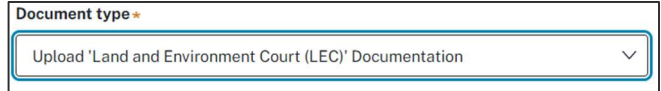

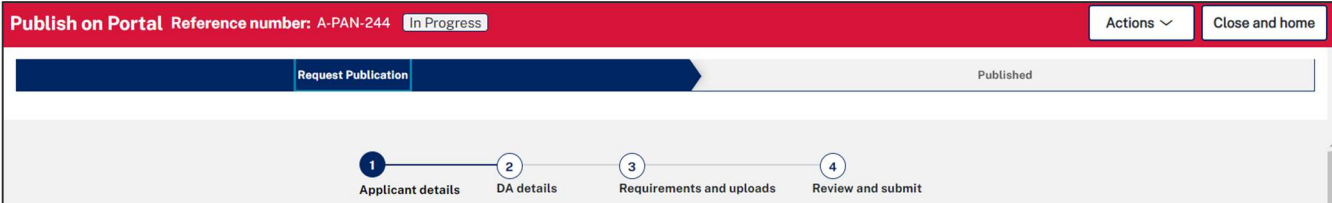


Upload Land and Environment Court documents

Applicants can use the Publish on Portal service when requested by the Land and Environment Court (LEC) to upload documentation to the NSW Planning Portal (Portal). To register a new account, refer to our *Register for the NSW Planning Portal* quick reference guide or video.

<p>1. Log in to the NSW Planning Portal.</p> <p>Select Publish on Portal from the list of options within the create a new application drop-down arrow.</p>	
<p>2. Select Create new.</p>	
<p>3. Select upload LEC documentation from the document type dropdown menu.</p>	
<p>4. Click Next to continue.</p>	
	

Note: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields and any desired fields as required to publish the document.

Applicant contact details

<p>5. Enter the applicant's contact details.</p> <p>Note: Your user profile name and contact email address will automatically populate in the applicant's details.</p> <p>When entering the applicant's address it will be validated against the registered address database. Select an option from the list or continue to enter the details manually.</p>	<div data-bbox="954 338 1297 745"> <p>Applicant contact details</p> <p>Title Please Select ▾</p> <p>First given name * Walter</p> <p>Other given name/s _____</p> <p>Family name * White</p> <p>Contact number _____</p> </div>
<p>6. Enter the reference number provided by the LEC.</p>	<div data-bbox="842 790 1417 875"> <p>Please provide the Land and Environment Court reference number *</p> <p>_____</p> </div>
<p>7. Click Save and continue.</p>	<div data-bbox="1038 920 1219 969"> <p>Save and continue</p> </div>

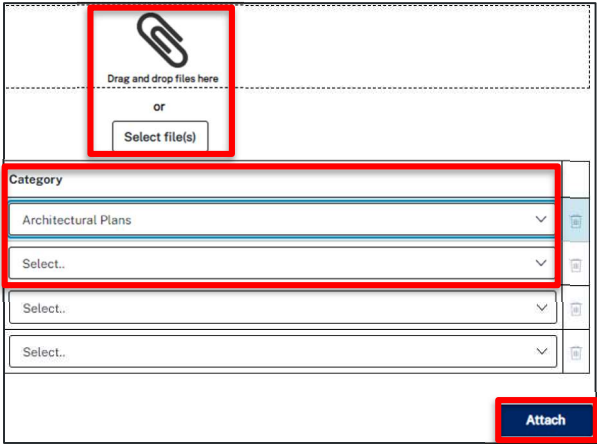
DA details

<p>8. Identify if the DA was applied for through the NSW Planning Portal.</p> <p>If you select Yes:</p> <ul style="list-style-type: none"> • Enter the portal application number commencing with PAN- • Click Confirm and relevant details from the application will be prepopulated. <p>If you select No:</p> <ul style="list-style-type: none"> • Enter further DA details including Council DA number, application type, site of development and description of development. 	<div data-bbox="815 1182 1449 1301"> <p>Was the DA applied for via the NSW Planning Portal? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div> <div data-bbox="882 1330 1378 1641"> <p>Please provide portal application number (PAN) *</p> <p>PAN-XXXX Confirm</p> <p>Please enter the Council development application number (Ex. DA-XXXX)</p> <p>---</p> <p>Development application type</p> <p>What is the application type? What is this?</p> <p>---</p> <p>Site of Development</p> <table border="1"> <tr> <td>Street address</td> <td>Local government area</td> <td>Lot/Section Number/Plan</td> <td>Prin</td> </tr> </table> </div> <div data-bbox="842 1671 1417 2000"> <p>Please enter the Council development application number (Ex. DA-XXXX) *</p> <p>_____</p> <p>Development application type</p> <p>What is the application type? * What is this?</p> <p><input type="radio"/> Development Application</p> <p><input type="radio"/> Modification Application</p> <p>Select the site of the development *</p> <p>Enter address OR</p> <p>e.g. 66 Harrington Street, Sydney NSW 2000</p> </div>	Street address	Local government area	Lot/Section Number/Plan	Prin
Street address	Local government area	Lot/Section Number/Plan	Prin		

<p>9. Enter a short description of the type of development (maximum of 100 characters).</p>	<p>Please provide the type of development with a short description *</p> <input type="text"/>
<p>Note: The short description entered will be published as the title of the development, and where it can be viewed publicly, on the NSW Planning Portal website.</p>	
<p>10. Enter the remaining information such as determination date and developer name (both optional), then select the LEC status.</p>	<p>Please provide the date of determination of DA if applicable</p> <input type="text"/> <p>Developer name</p> <input type="text"/> <p>Please provide the status with the Land and Environment Court (LEC) *</p> <input type="text" value="Select..."/>
<p>11. Click Save and continue.</p>	<p>Save and continue</p>


Requirements and uploads

Note: All files uploaded will be published to the NSW Planning Portal where they may be viewed publicly.

<p>12. Click Upload.</p>	<p>Upload</p>
<p>a. Click Select files (s) or drag and drop your file(s) in the space provided.</p> <p>b. Categorise the file type(s)</p> <p>c. Click Attach.</p>	
<p>Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.</p>	
<p>13. Click Save and continue.</p>	<p>Save and exit Save and continue</p>

Review and submit

14. Review the application the information entered on your application.
To edit information, **click** on the relevant progress step within the application form.



15. Complete the declaration.

Declaration *

I confirm that the details entered and documents uploaded are to be made available for public viewing on the NSW Planning Portal.

16. Click Submit.

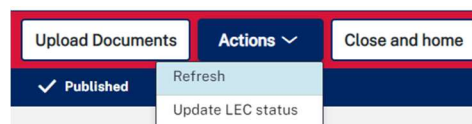
End of steps

What happens next?

- The development application details and documentation will be published on the [NSW Planning Portal website](#). The application will be available in your Completed work section.
- Following submission, you may continue to upload documents using the Upload Documents button on the application banner.



- For applications that under consideration by the Land and Environment Court (LEC), as indicated at Step 10 above, once a determination is made you can update the LEC status via the applications' Actions menu.



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