

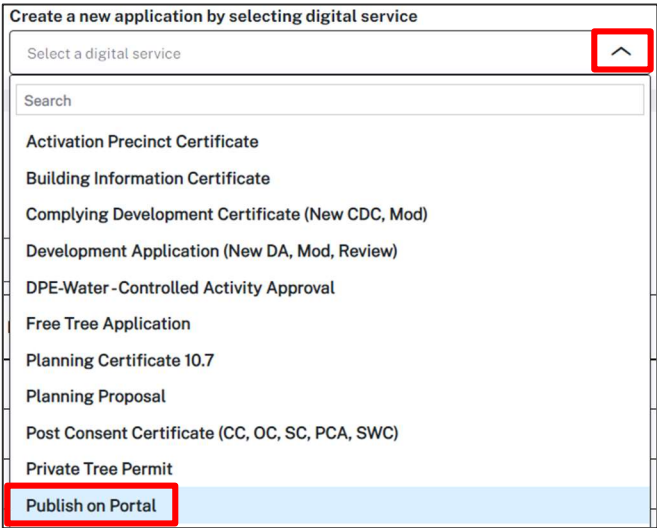

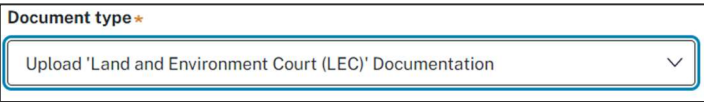

How to upload Land and Environment Court documentation to the Portal

When requested by the Land and Environment Court (LEC) to upload documentation to the NSW Planning Portal (Portal), applicants and councils can use the Publish on Portal service to action this request.

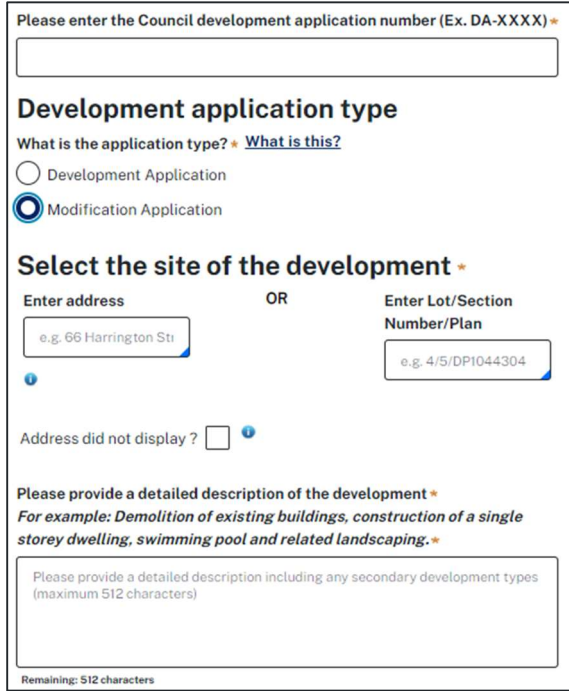

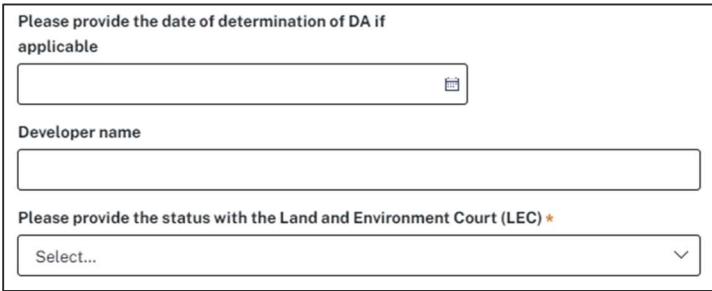


Note: To access this service, you will need a NSW Planning Portal account. To register a new account, refer to the *How to register for a NSW Planning Portal account* Quick Reference Guide or video.

Upload documents to the NSW Planning Portal

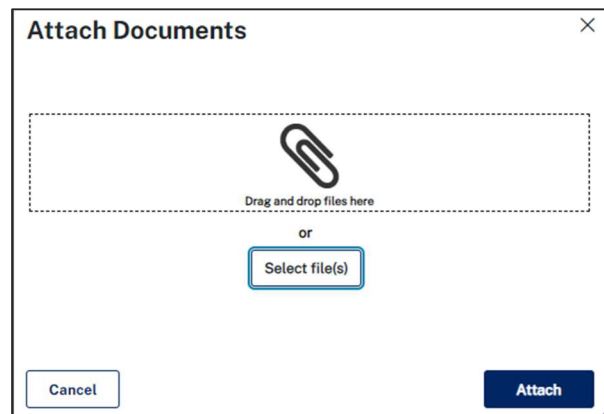
Note: All files will be published to the NSW Planning Portal and can be viewed publicly.

<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. Click “Create new”.</p>	
<p>3. Select “upload Land and Environment Court (LEC) documentation” from the document type dropdown menu.</p>	
<p>4. Click “Next” to continue.</p>	

<p>5. Enter the applicant’s contact details.</p> <p><u>Note:</u> 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="925 257 1300 705"><p>Applicant contact details</p><p>Title <input type="text" value="Please Select"/></p><p>First given name * <input type="text" value="Walter"/></p><p>Other given name/s <input type="text"/></p><p>Family name * <input type="text" value="White"/></p><p>Contact number <input type="text"/></p></div>
<p>6. Enter the reference number provided by the LEC.</p>	<div data-bbox="782 761 1452 862"><p>Please provide the Land and Environment Court reference number *</p><input type="text"/></div>
<p>7. Click “Save and continue”.</p>	<div data-bbox="1005 907 1228 974"><p>Save and continue</p></div>
<p>8. Identify if the DA was applied for through the NSW Planning Portal.</p>	<div data-bbox="774 1019 1460 1142"><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>
<p>If you select Yes:</p> <ul style="list-style-type: none">• Enter the portal application number commencing with “PAN-“• Click “Confirm”. <p><u>Note:</u> If the reference number is valid, relevant details from the application will be prepopulated. If the reference number is invalid, you will be asked to enter a valid PAN number.</p>	<div data-bbox="798 1187 1436 1299"><p>Please provide portal application number (PAN) *</p><input type="text" value="PAN-XXXX"/> <input type="button" value="Confirm"/></div>

<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. 	
<p>9. Enter a short description of the type of development (maximum of 100 characters). <u>Note:</u> 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 determination date and developer name (both optional), then select the LEC status. <u>Note:</u> If the status is “LEC Consideration“ you can update the status once determined. Please see relevant section below.</p>	
<p>11. Click “Save and continue”.</p>	
<p>12. Click “upload” to upload the required documentation.</p>	

- a. Click Select files (s) or drag and drop your file(s) in the space provided.
- b. **Categorise** the file type(s)
- c. Click “Attach”.

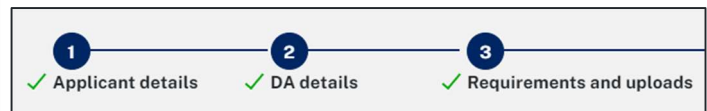


Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

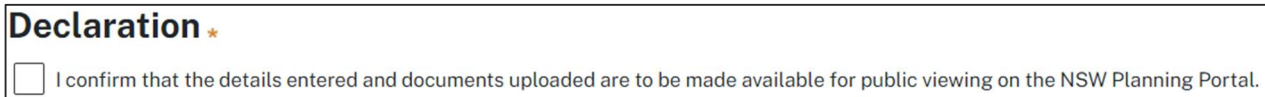
13. Click “Save and continue” once all documents have been uploaded.



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



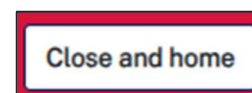
15. **Complete** the declaration, located at the bottom of the page.



16. Click Submit.



17. Click “Close and home” to return to the dashboard.

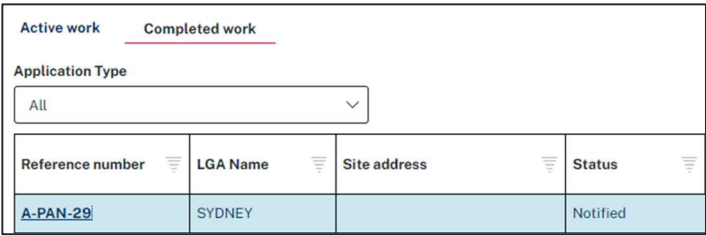

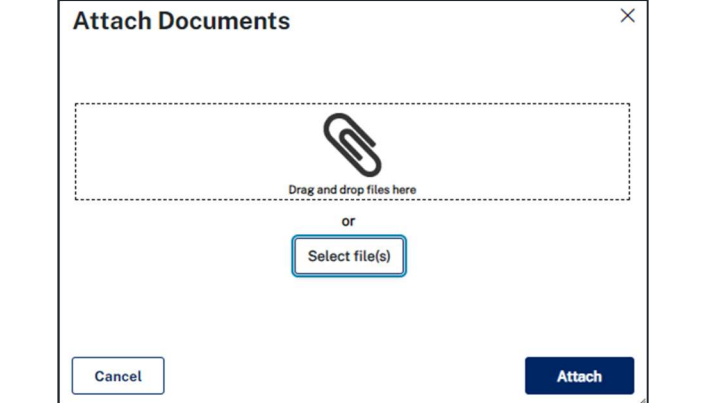



What happens next

- A system-generated email will be sent to the user to confirm the submission of the document/s.
- The application will be available in your Completed work section. It will have a reference number starting “A-PAN” and a status of “Notified”.
- The development application details and documentation will be published on the [NSW Planning Portal website](#).

Upload additional documents once published

If you need to upload additional documents once the request has been submitted:

<p>1. Log into the NSW Planning Portal. Locate and click the relevant reference number in the “Completed work” section.</p> <p><u>Note:</u> The reference number will start with “A-PAN”.</p>	
<p>2. Select “Upload documents” in the banner at the top of the page.</p>	
<p>3. Upload additional documents:</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>The additional documents will be published on the NSW Planning Portal and will be visible in the Documents tab.</p>	
<p>4. Click “Close and home” to return to the dashboard.</p>	

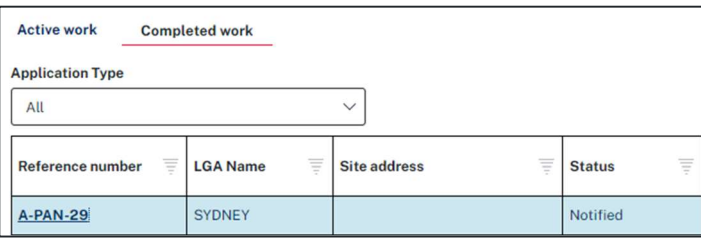
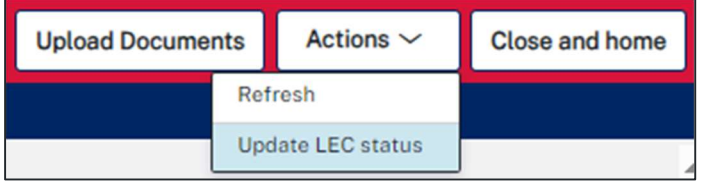
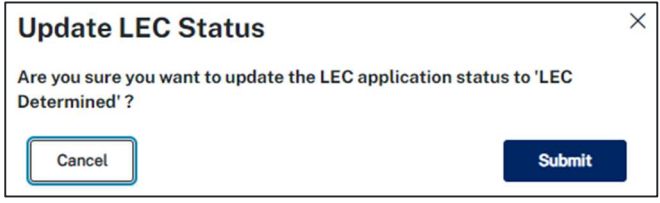

What happens next

- The additional documentation will be published on the [NSW Planning Portal website](#).
- The additional documents will be visible on the Documents tab of the application.

Update the Land and Environment Court status

Once a determination has been made for applications under consideration by the Land and Environment Court (LEC), you can update the status of the application. Note: This functionality only applies to applications where “LEC Consideration” was entered as the status of the application.

If you need to update the status of an application:

<p>1. Log into the NSW Planning Portal. Locate and click the relevant reference number in the “Completed work” section. <u>Note:</u> The reference number will start with “A-PAN”.</p>	
<p>2. Select “Update LEC status” from the Actions menu in the banner at the top of the page.</p>	
<p>3. Click “Submit” to confirm that you want to update the LEC status to LEC determined.</p>	
<p>4. Click “Close and home” to return to the dashboard.</p>	

What happens next

- The status of the application will be updated to “LEC Determined” on the “Case details” tab of the application.
- The status of the application will be updated on the [NSW Planning Portal website](#).

More information

We have developed a range of support materials, including Quick Reference Guides for other services and Frequently Asked Questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the [Help and Resources section](#) of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the [Information and Training sessions page](#) of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or [submit an enquiry online](#). If you are calling from outside Australia, please call +61 2 8894 1555.