

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:

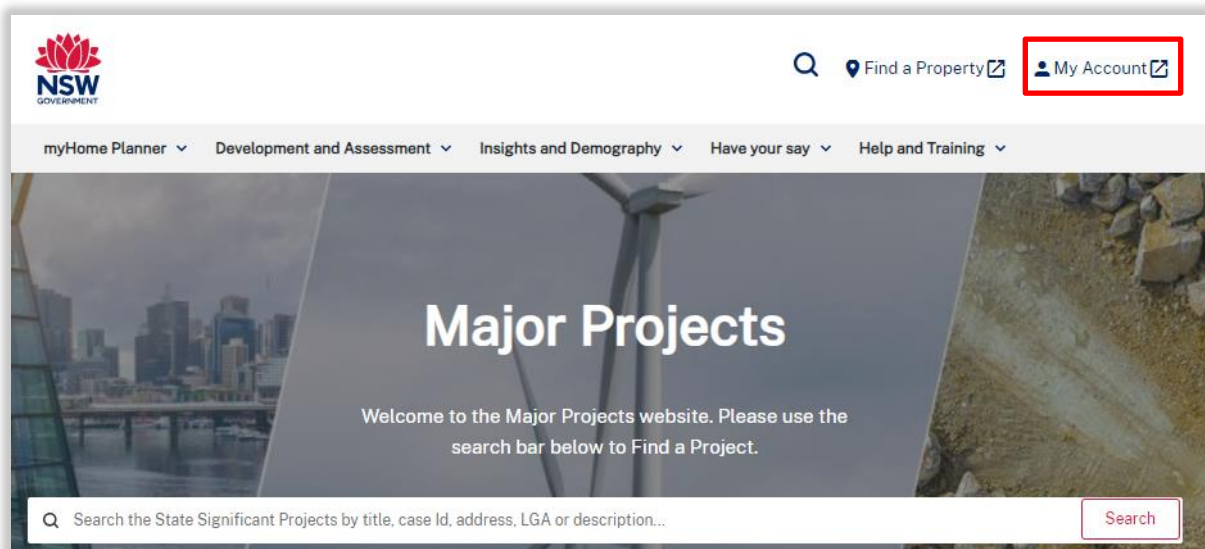
- You must have a Major Projects account to make a submission. If you don't have an account, click 'My Account' in the top right-hand corner of the Major Projects website and then select 'Create account'. For help creating an account, please view the guide available [here](#).

### 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.

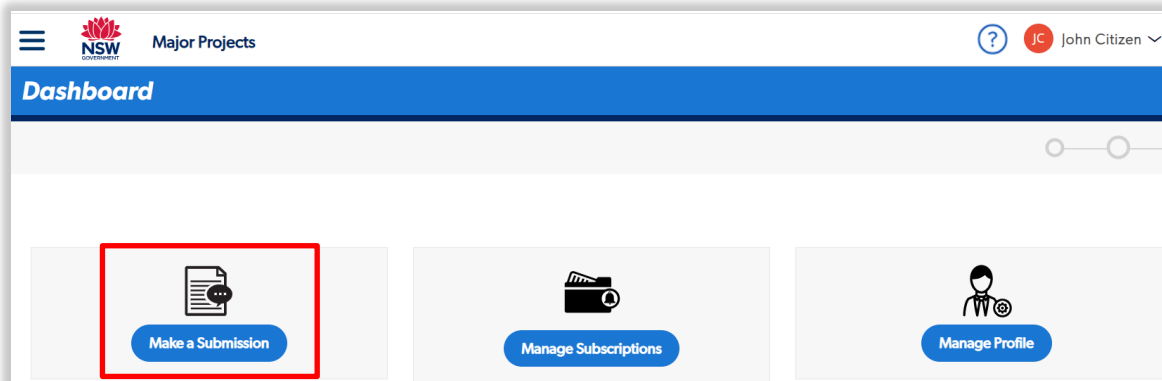


# Major Projects

How to make a submission on a State significant application



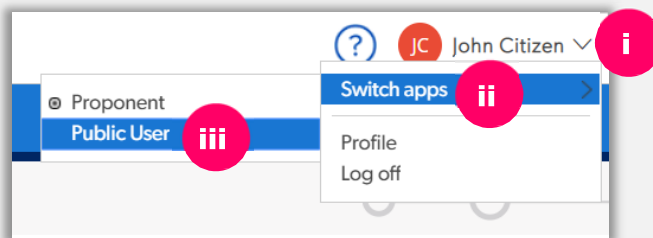
2. Once logged in, click the 'Make a Submission' button on your dashboard.



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

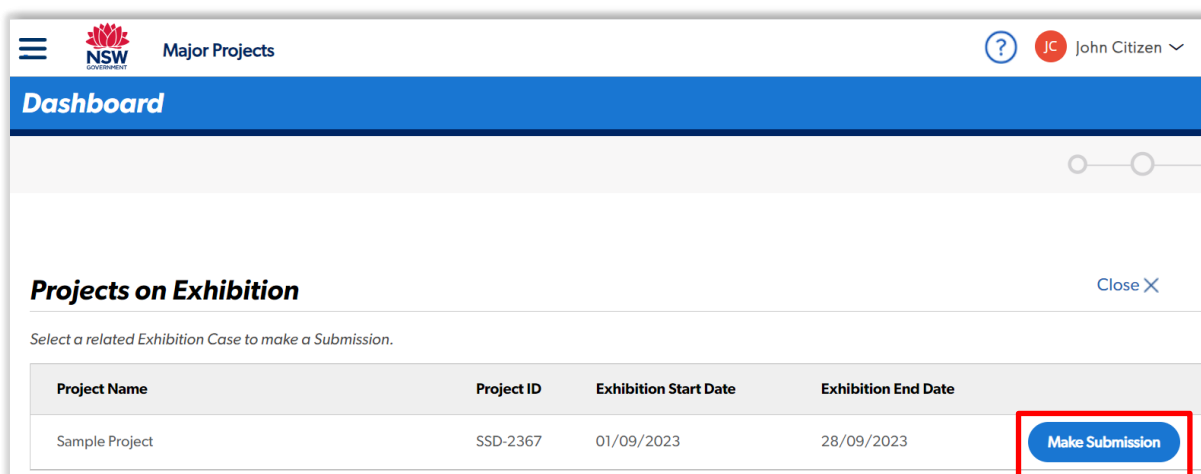
You need to change to the 'Public User' view.

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



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

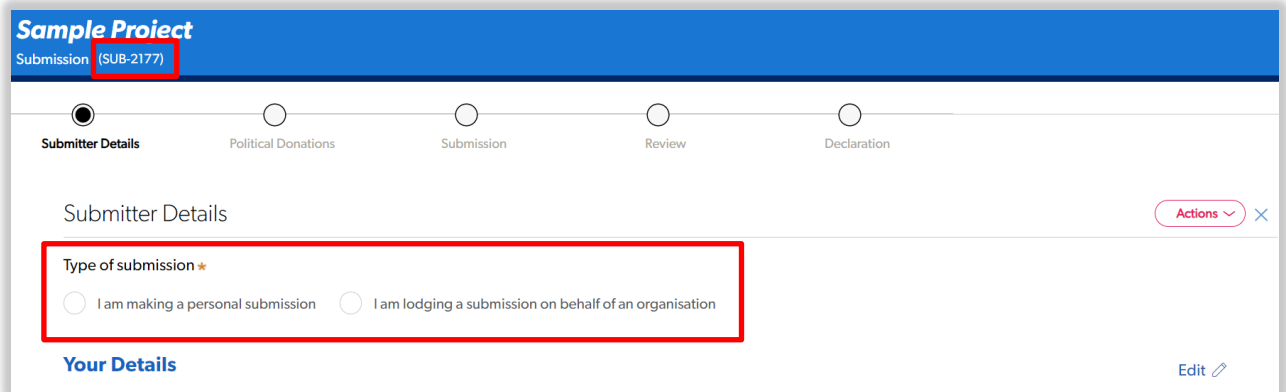
3. Select the project that you wish to make a submission on and then click the 'Make Submission' button.



The Submitter Details screen displays. The system assigns a unique reference number with an SUB prefix that displays at the top of the screen.

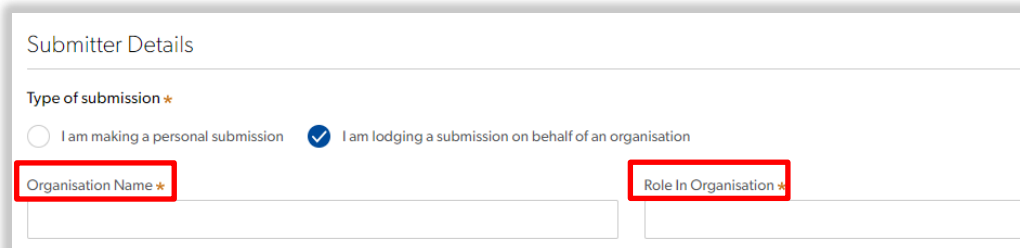
A red asterisk (\*) indicates a mandatory field or document.

4. **Select** the Type of submission.



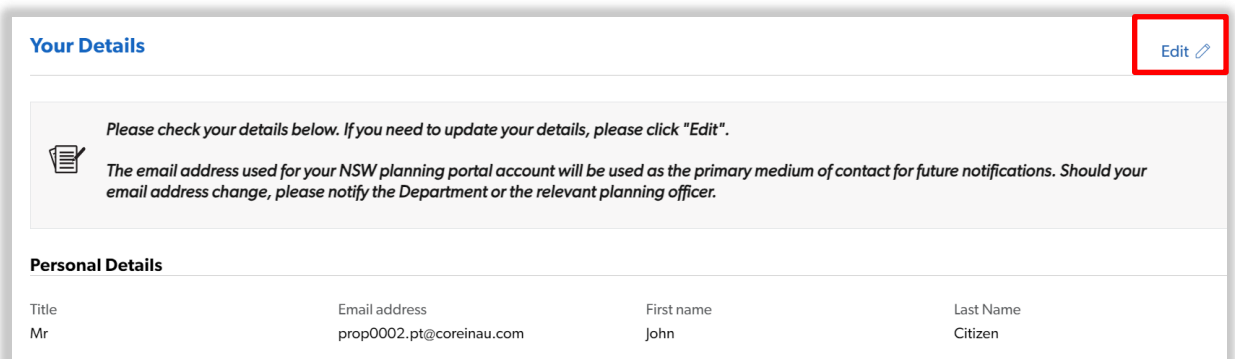
5. If you are lodging a submission on behalf of an organisation, additional fields will display.

- 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.



Personal Details			
Title	Email address	First name	Last Name
Mr	prop0002.pt@coreinau.com	John	Citizen

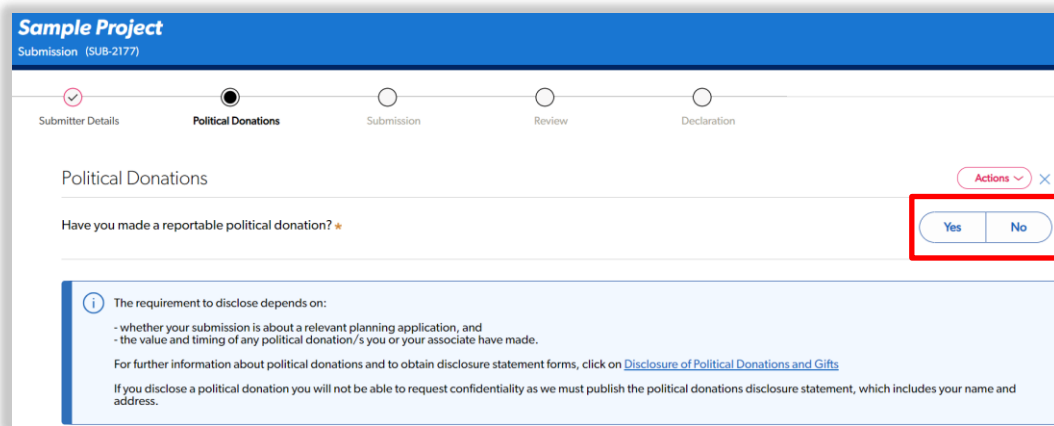
7. Click 'Continue'.

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.



**Sample Project**  
Submission (SUB-2177)

Submitter Details **Political Donations** Submission Review Declaration

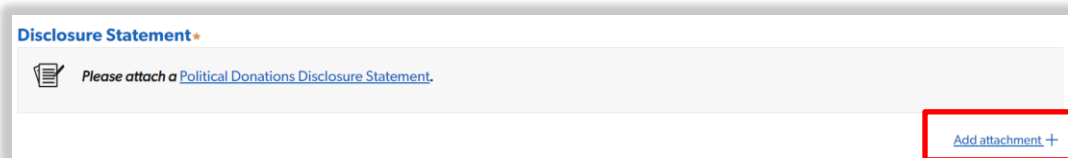
Political Donations

Have you made a reportable political donation? \*

Yes No

**1** The requirement to disclose depends on:  
- whether your submission is about a relevant planning application, and  
- the value and timing of any political donation/s you or your associate have made.  
For further information about political donations and to obtain disclosure statement forms, click on [Disclosure of Political Donations and Gifts](#)  
If you disclose a political donation you will not be able to request confidentiality as we must publish the political donations disclosure statement, which includes your name and address.

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



**Disclosure Statement\***

Please attach a [Political Donations Disclosure Statement](#).

Add attachment +

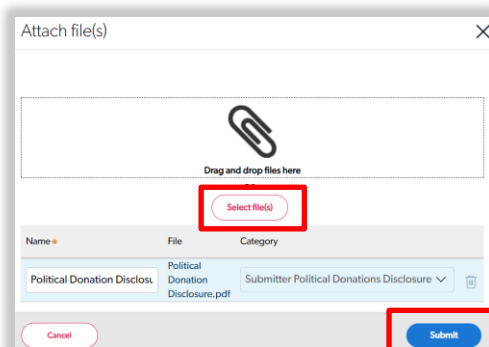
10. To attach a Political Donations Disclosure Statement:

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.



Attach file(s)

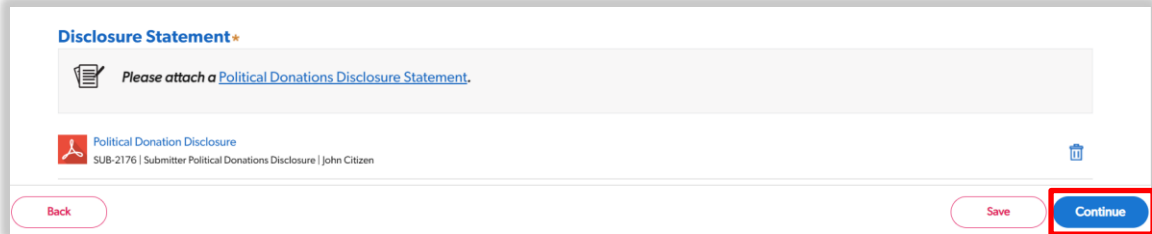
Drag and drop files here

Select file(s)

Name	File	Category
Political Donation Disclos.	Political Donation Disclosure.pdf	Submitter Political Donations Disclosure

Cancel Submit

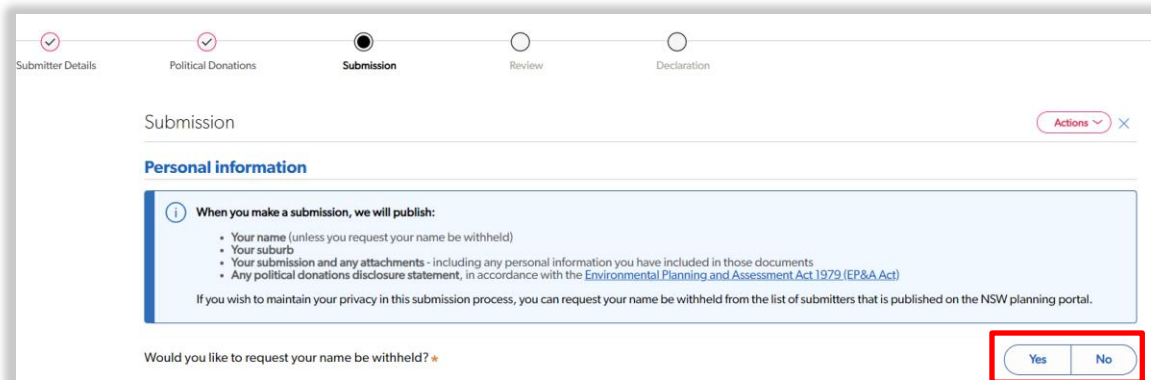
11. Click Continue.



The screenshot shows a form titled "Disclosure Statement" with a sub-header "Please attach a [Political Donations Disclosure Statement](#)". Below this is a file upload area with a PDF icon and the text "Political Donation Disclosure" and "SUB-2176 | Submitter Political Donations Disclosure | John Citizen". At the bottom, there are three buttons: "Back", "Save", and "Continue". The "Continue" button is highlighted with a red border.

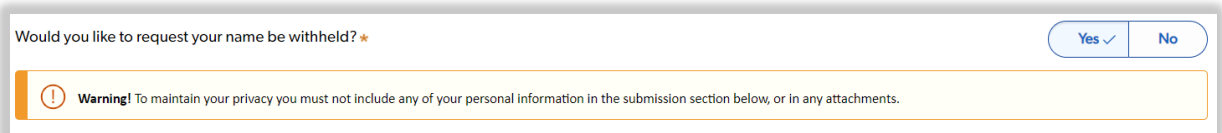
The Submission screen displays.

12. Select Yes or No to indicate whether you would like to request your name be withheld.



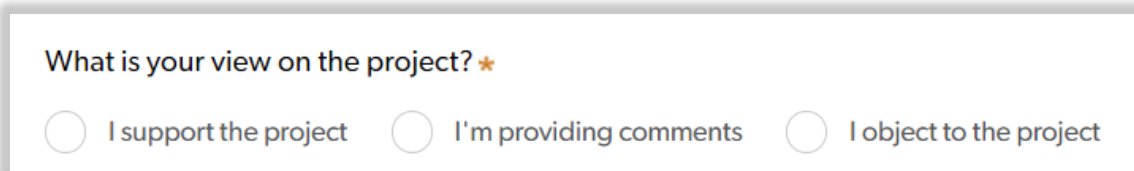
The screenshot shows the "Submission" screen with a progress bar at the top indicating the current step. The main heading is "Submission" with an "Actions" dropdown menu. Below this is a section titled "Personal information" with an information icon and the text "When you make a submission, we will publish:" followed by a list of items: "Your name (unless you request your name be withheld)", "Your suburb", "Your submission and any attachments - including any personal information you have included in those documents", and "Any political donations disclosure statement, in accordance with the [Environmental Planning and Assessment Act 1979 \(EP&A Act\)](#)". Below the list is a note: "If you wish to maintain your privacy in this submission process, you can request your name be withheld from the list of submitters that is published on the NSW planning portal." At the bottom, there is a question "Would you like to request your name be withheld?" with "Yes" and "No" radio buttons. The "No" button is highlighted with a red border.

**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.



The screenshot shows a close-up of the question "Would you like to request your name be withheld?". There are "Yes" and "No" radio buttons. The "Yes" button is selected. Below the question is a warning message: "Warning! To maintain your privacy you must not include any of your personal information in the submission section below, or in any attachments."

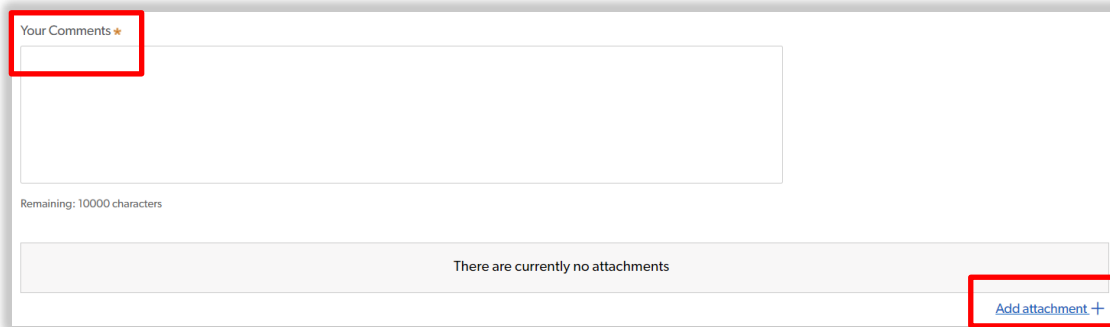
13. Select the applicable radio button to indicate your view on the project.



The screenshot shows a question "What is your view on the project?" with three radio buttons: "I support the project", "I'm providing comments", and "I object to the project".

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

15. **Add** a submission attachment (optional).



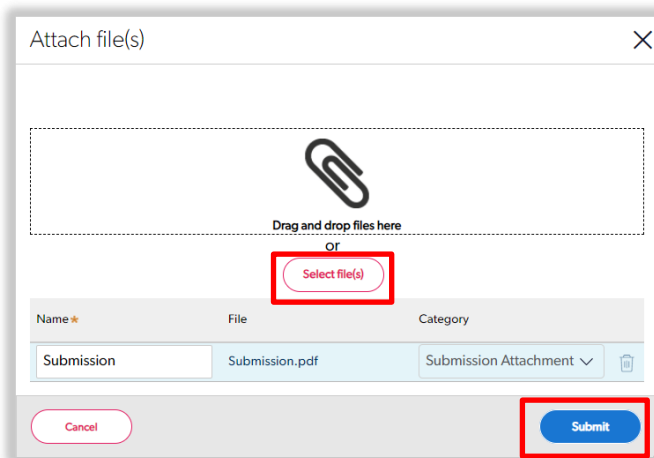
The screenshot shows a form with a text box labeled "Your Comments \*". Below the text box, it says "Remaining: 10000 characters". At the bottom of the form, there is a message "There are currently no attachments" and a button labeled "Add attachment +".

16. To add your submission comments in an attachment:

- Click** Add attachment.
- 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.

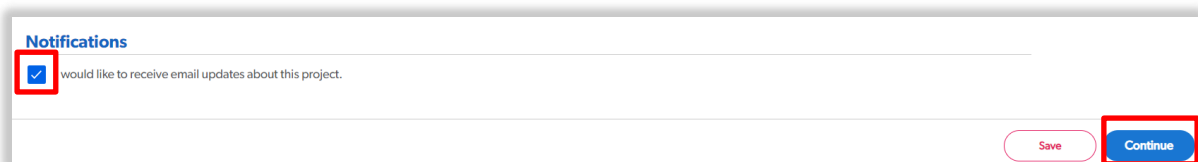
- Click** Submit.



The screenshot shows a dialog box titled "Attach file(s)". It features a dashed box with a paperclip icon and the text "Drag and drop files here". Below this, there is a "Select file(s)" button. At the bottom, there is a table with columns for "Name", "File", and "Category". The table contains one row: "Submission", "Submission.pdf", and "Submission Attachment". There are "Cancel" and "Submit" buttons at the bottom.

17. Indicate whether you would like to receive email updates about this project.

18. **Click** Continue.



The screenshot shows a "Notifications" section with a checked checkbox and the text "would like to receive email updates about this project." At the bottom right, there are "Save" and "Continue" buttons.

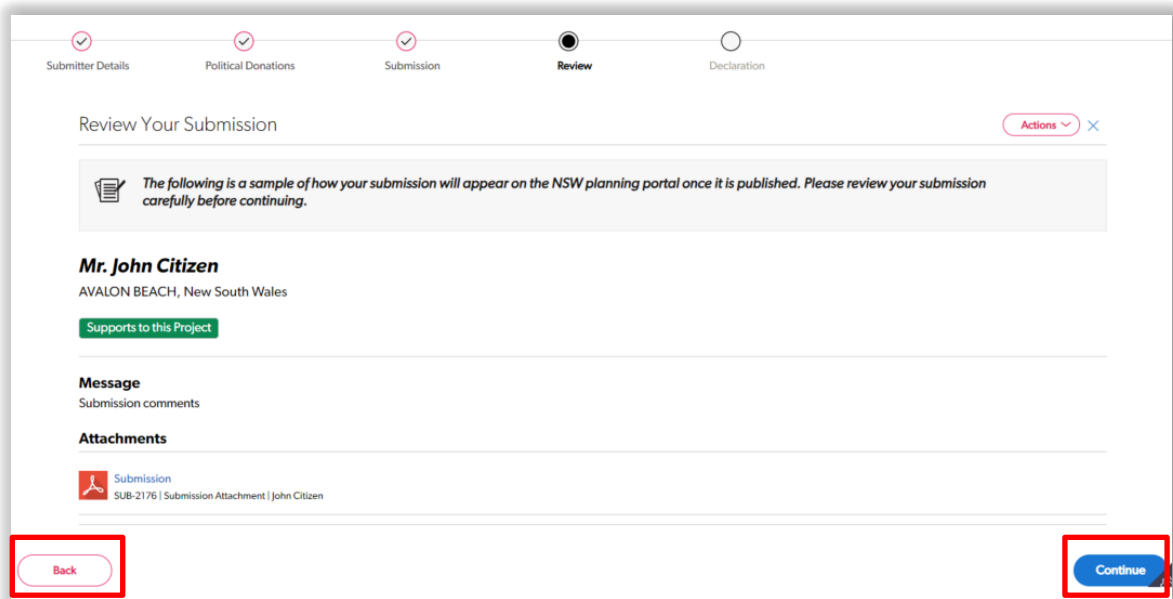
The Review screen displays.

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,

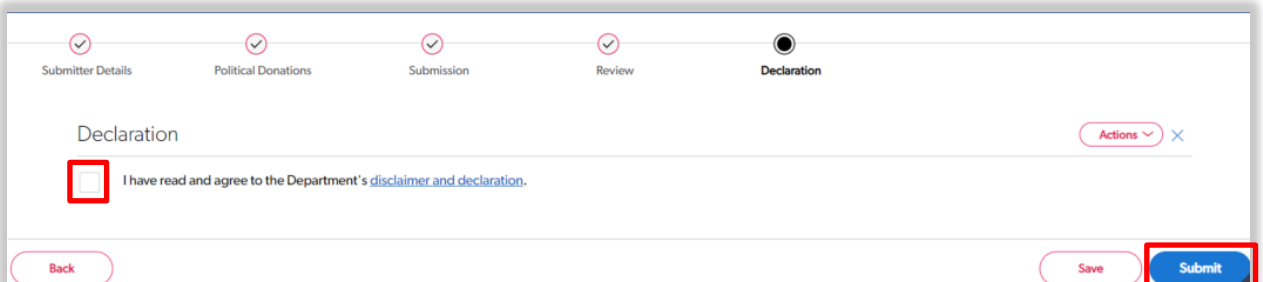
20. **Click** Continue.



The Declaration screen displays.

21. **Select** the Declaration tick box after reading and agreeing to the Department's terms and conditions.

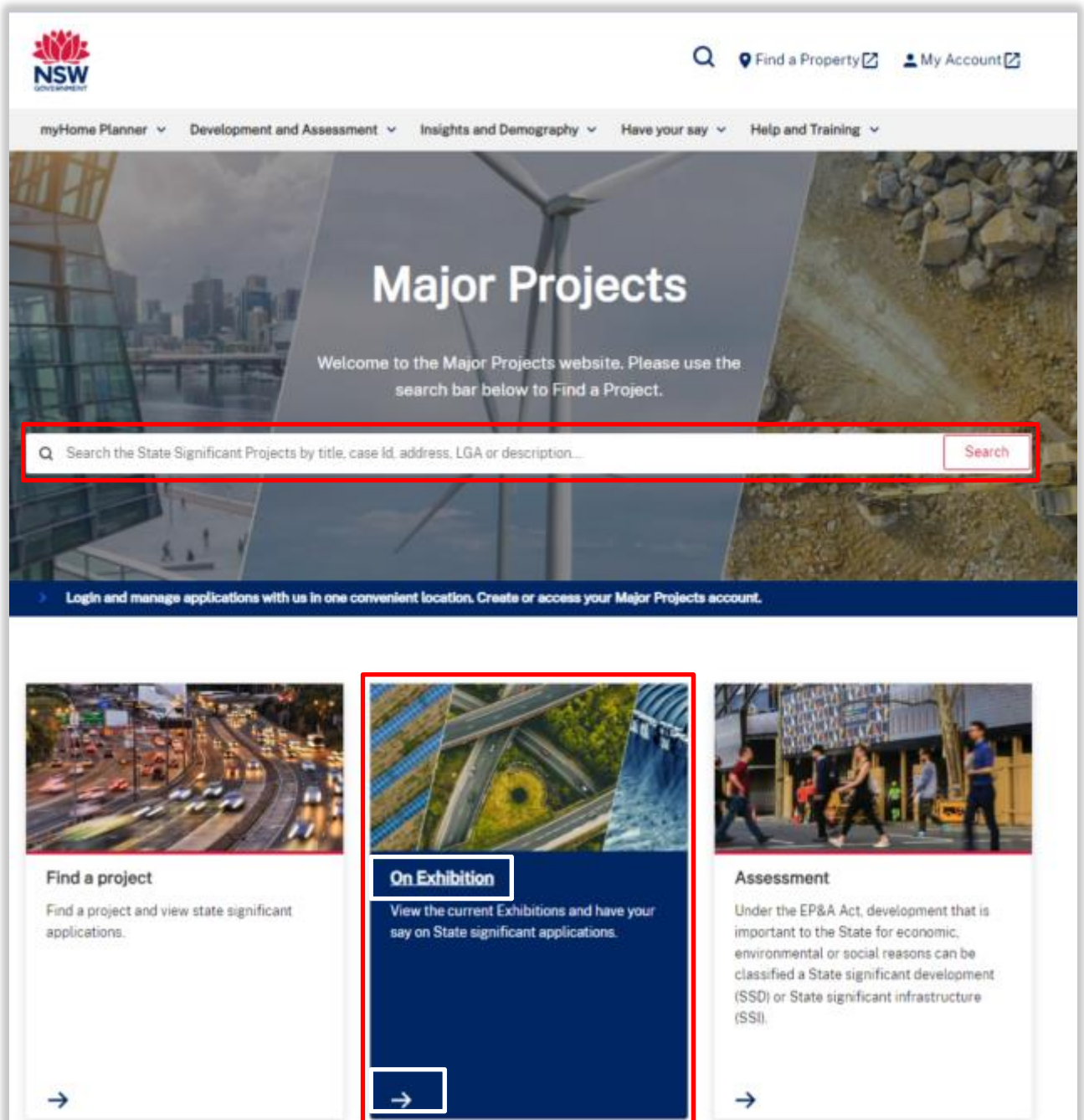
22. **Click** the 'Submit' button to complete your submission.



## 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.



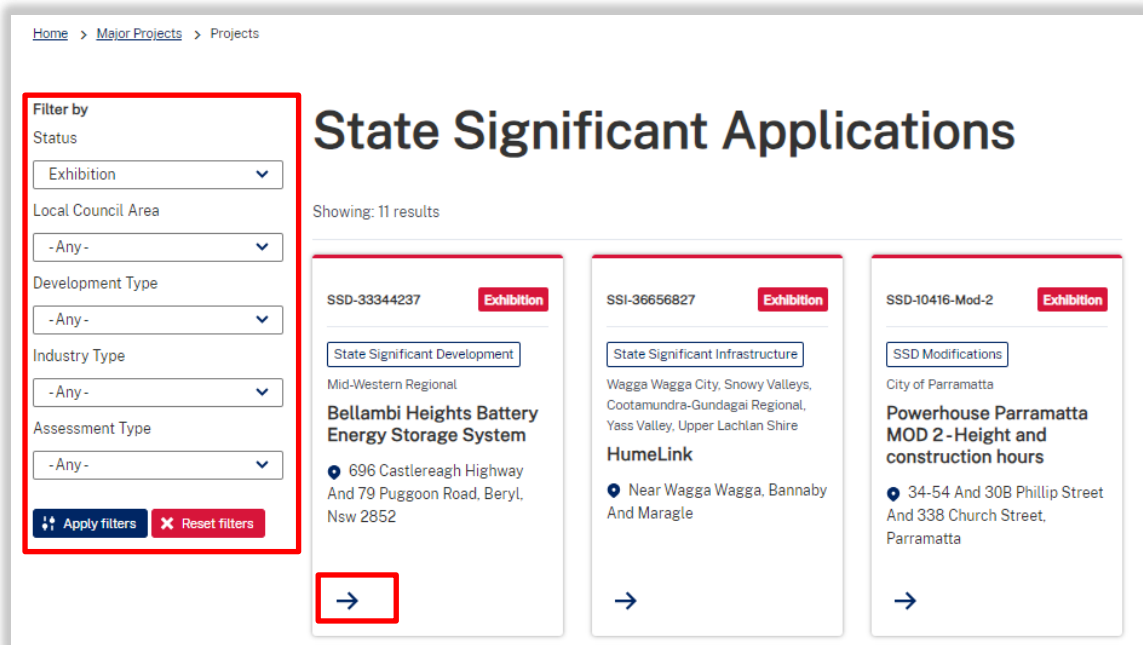


The State Significant Applications screen displays all projects currently on exhibition.

2. **Select** the State significant application for which you would like to make a submission.

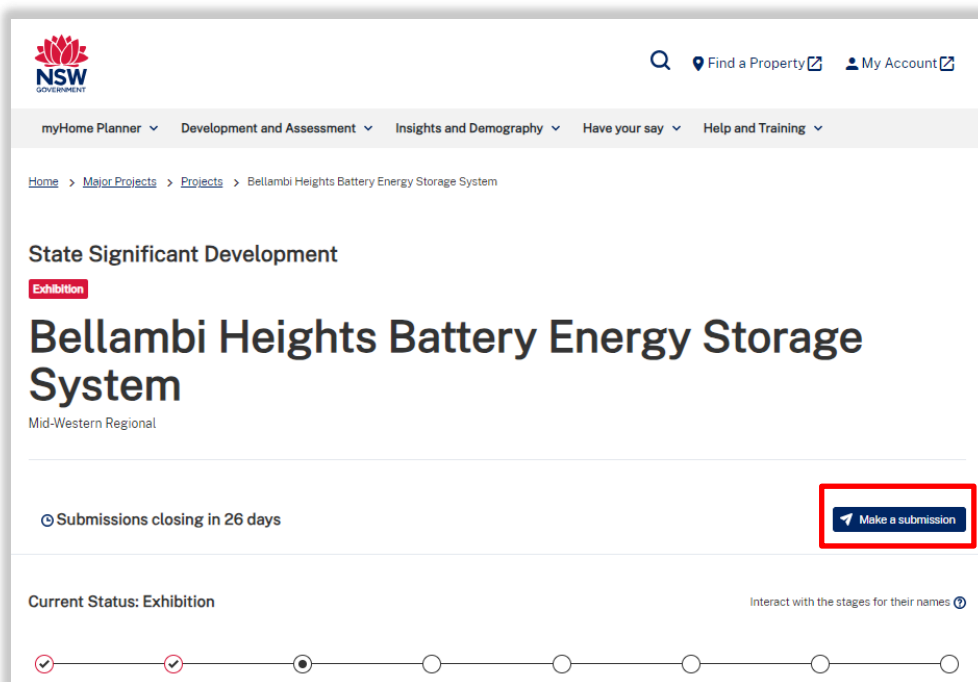
**Note:** If you cannot find the project you are looking for, you can also filter by Local Council Area, Development Type, Industry Type and/or Assessment Type. **Select** the relevant option from the applicable down arrow and **click** Apply filters.

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



The State significant application opens.

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



# Major Projects

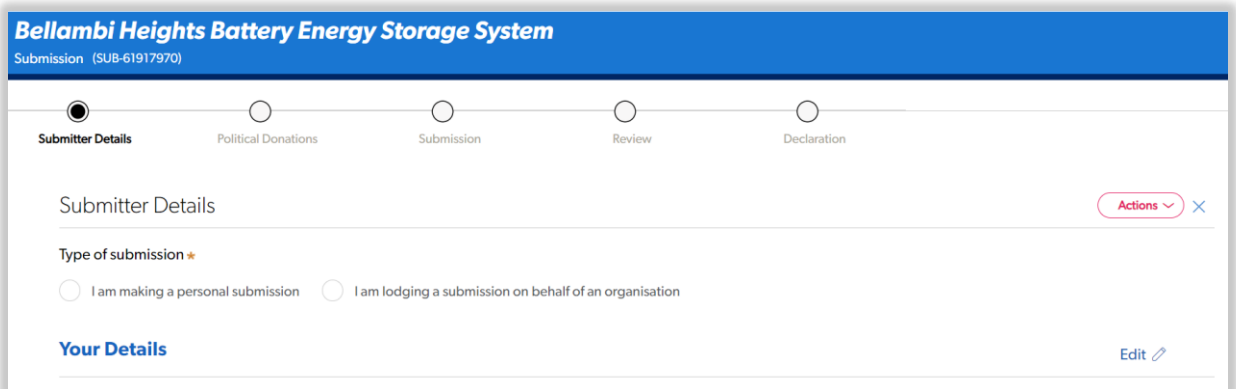
How to make a submission on a State significant application



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.

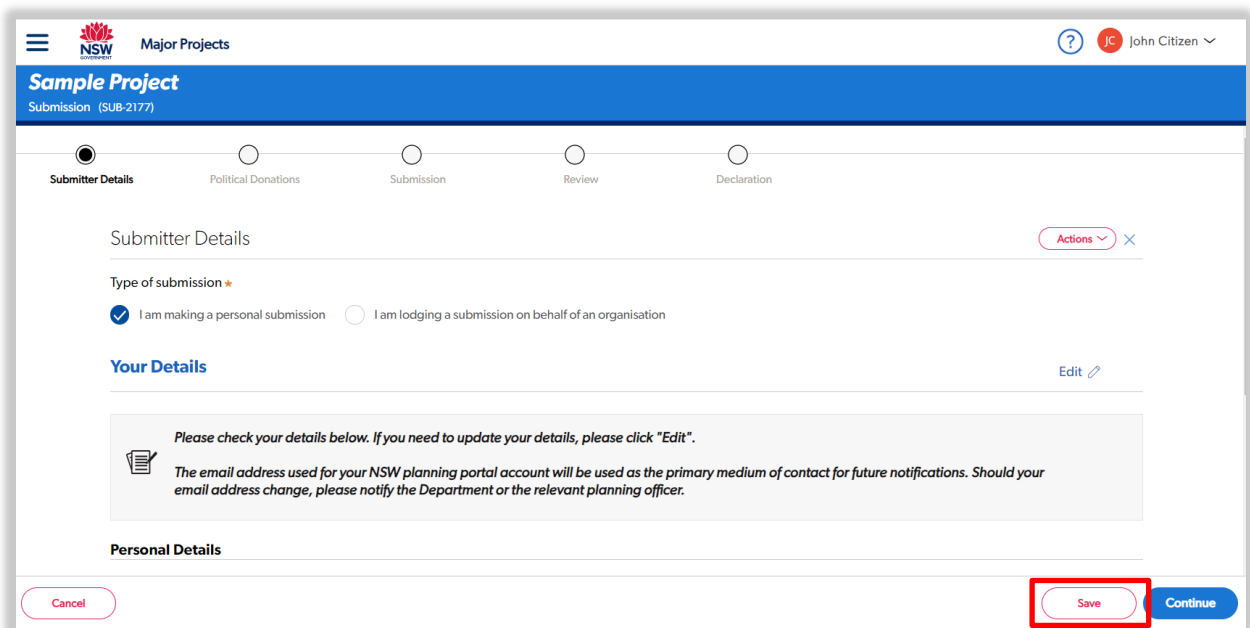


### Save a submission in progress

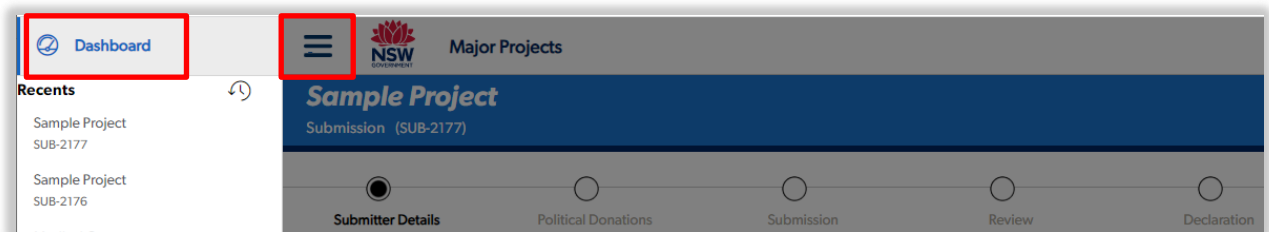
You can save your submission and return to it at any time before the close of the exhibition period. To do this follow the steps below.

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.

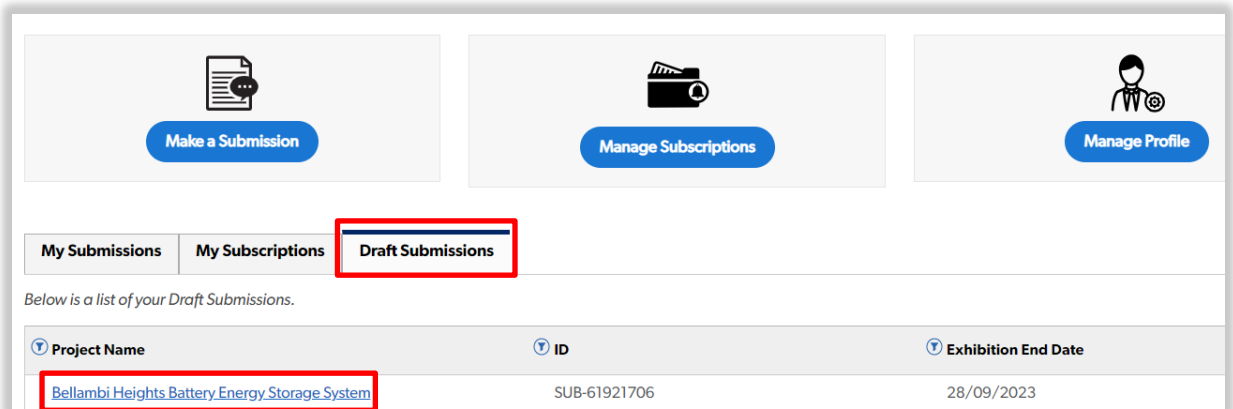


2. **Click** the main menu in the top-left hand corner of your screen and then **click** Dashboard to return to your dashboard.



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](mailto:MajorProjectsSupport@planning.nsw.gov.au).