How to Upload Supporting Documentation

Agencies

Uploading Supporting Documentation

To view all Concurrence and Referral requests referred to your agency, you will need to be logged into the Concurrence and Referral service via the NSW Planning Portal. The link can be found here: https://apps.planningportal.nsw.gov.au/prweb/IAC. If you do not have a NSW Planning Portal account, see the *How to register for a planning portal account* guide.

a. To upload documents, you will need to resume to the step where you are required to attach documentation.

For Agencies, uploads occur where: Agencies request for additional information or at the agency decision-making stage.

o Secretary Intervention can be requested by the council, the communication of this action to the Agency will happen offline.

a. If you are providing an agency decision then click the **Upload advice or decision** button, or

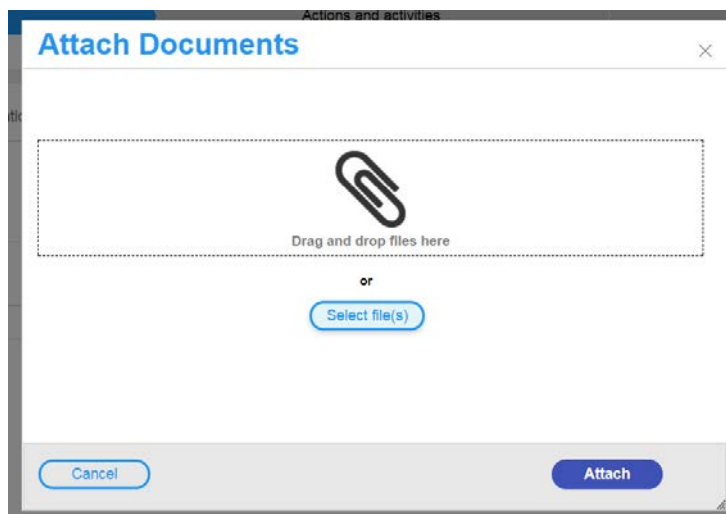b. If you are requesting addition information then click the **Upload information request** button, as required.

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After you click your upload button, the **Attach Documents** pop-up window will appear:

b. Either select files via a **Drag and drop** method, or by browsing your computer using the **Select file(s)** link ..

It is advised that you input the current date within the title of the document in case multiple uploads of iterated documents are required at a later stage. By doing this, users will be able to identify the latest document easily when reviewing documents in the case. You cannot delete previously attached documents from a case.

The file types that the system allows for include: Pdf, xls, xlsx, doc, docx, jpeg, jpg, and png files.
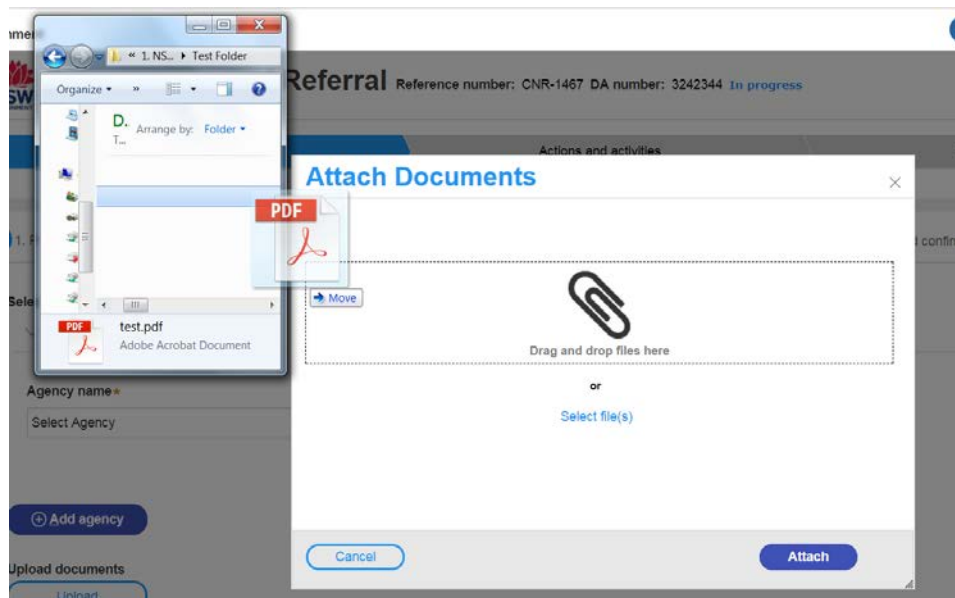
Drag and drop

a. Locate your file from your computer local drive.

b. Click on the icon of your file once and drag the file into the dotted box boundary. This will result in the file being "dropped" and uploaded automatically.

c. Repeat for each file to be uploaded

d. Click **Attach** when done

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Select file(s) from your computer

a. Click the **Select file(s)** link. A File Explorer window will display

b. Click a file to select it for uploading.

c. Click the **Open** button in the explorer window.

d. Repeat for any additional files to be uploaded

    Note: To delete files prior to uploading, click the trash bin icon.
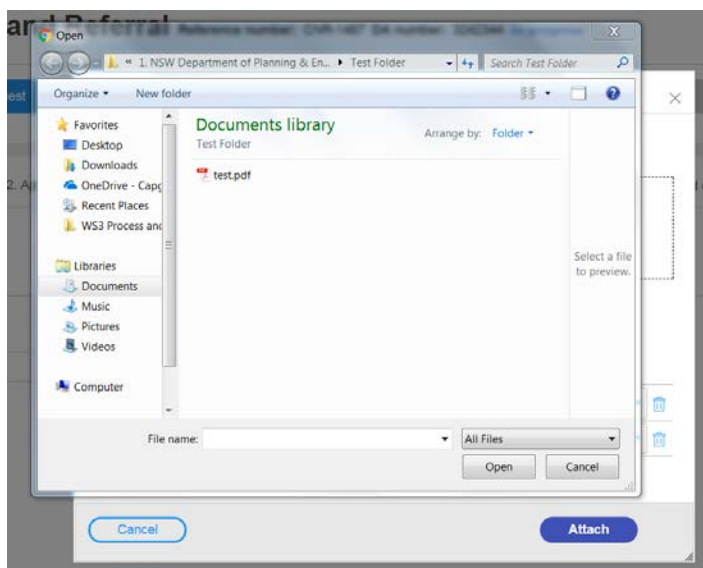
e. Click **Attach** when done.

Categorise your documentation uploads

It is mandatory to categorise each file. The categorisation label helps anyone to identify the "*Document type*" when viewing the list of documents uploaded (visible in the "Documents" tab) when reviewing the case:

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a. Once all relevant files have been chosen, select the category which your files fall under via the drop-down list. Categories include:

o   Air Quality

o   BAM Letter

o   BASIX certificate

o   BCA Compliance and Accessibility

o   Biodiversity

o   Bushfire

o   Engineering/Structural

o   Flooding Hydrology

o   Geotech/Soils

o   Heritage

o   Noise

o   Plans

o   Statement of Environmental Effects

o   Traffic and Transport

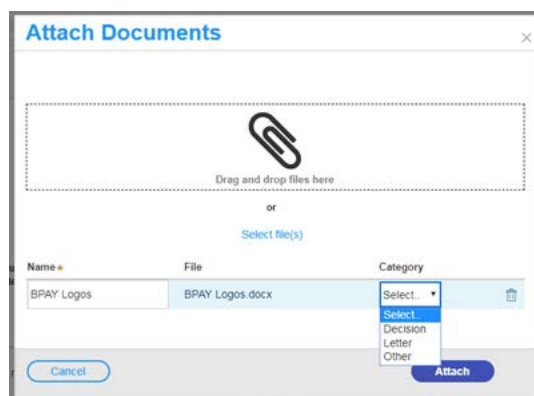o   Water Assessment

o   Other

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When requesting additional information, categories include:

- o "*Additional info request"* or

- o *"Other"*

When lodging an agency decision, categories include:

- o "*Decision"*

- o *"Letter"* or

- o *"Other"*

Please categorise your documents accurately. Once you have submitted documentation, the categorisation cannot be changed

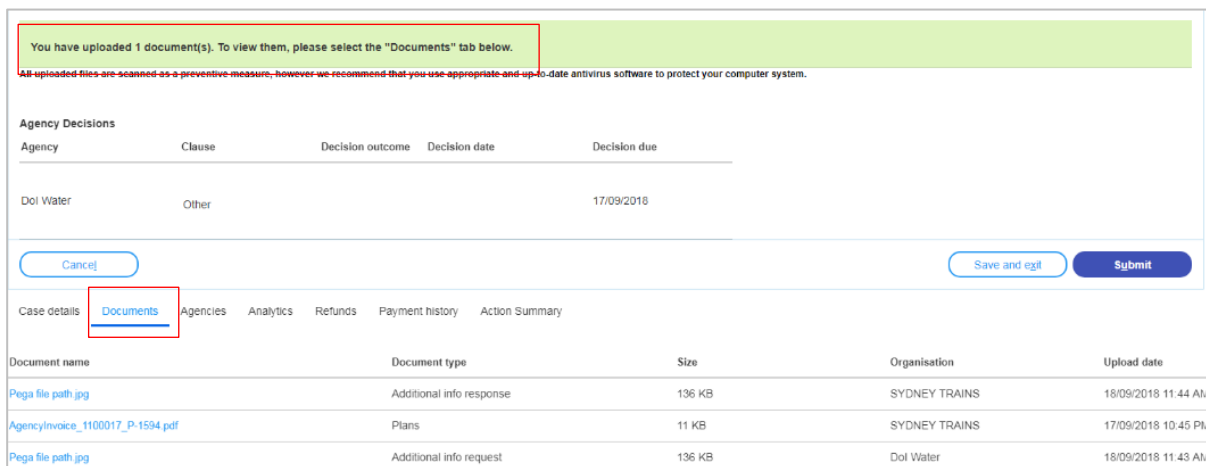You can bulk upload your documents and proceed to categorise them one at a time.

b. Review and confirm your document uploads. Then, click the **Attach** button.   You will receive confirmation once your documents have been uploaded successfully.

Review and confirm all your documents before you attach them to your case. Be careful as you will not be able to remove files once you have clicked *Attach*.

You will not be able to proceed with the upload if you upload the same file more than once.

You will be able to review all documents that are attached to the case via the "Documents" tab.

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💡 The online concurrence and referral system will keep all documents uploaded pertaining to a concurrence and referral case. However, it is advised you continue to save the documents into your organisation's local data management system and continue with data management procedures.

Next steps

When documents are uploaded successfully, you will be able to proceed with your Concurrence and Referral workflow. All documents uploaded to the system will be visible to the Applicant, the relevant Council Responsible Officer, and other Agencies assessing the same Development Application.

If you need more information:

If you need assistance, please contact eplanning@planning.nsw.gov.au