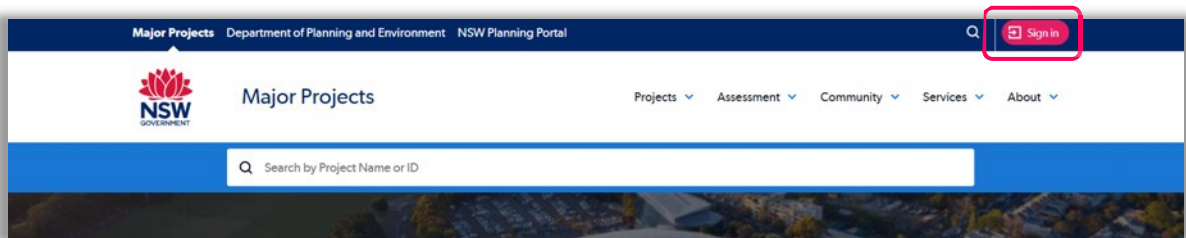


There are two ways to make a submission via the Major Projects website. This guide explains both methods.

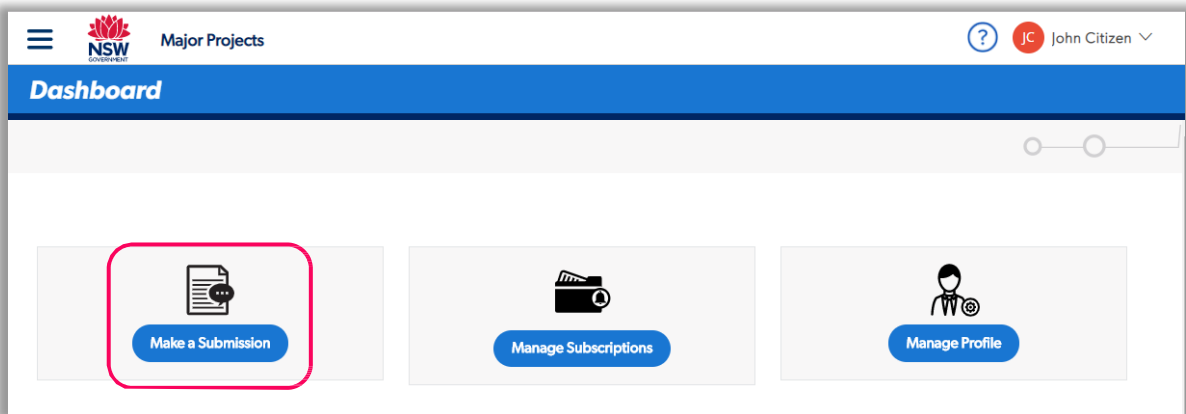
You need an account on the Major Projects website to make a submission. If you do not already have an account, click 'Sign in' in the top right-hand corner of the Major Projects website and then click 'Create account'. For help creating an account, view the guide available [here](#).

Method 1 – Make a submission via your dashboard

1. Sign-in to your account on the Major Projects website by clicking 'Sign in' in the top right-hand corner of the page.



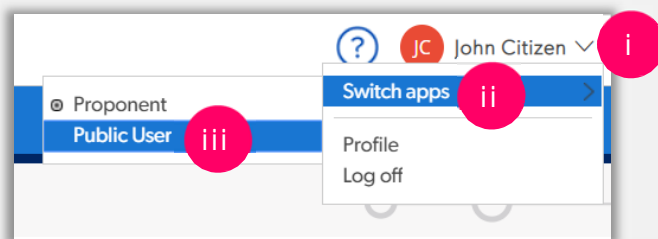
2. Once logged in, click on the 'Make a Submission' button on your dashboard.



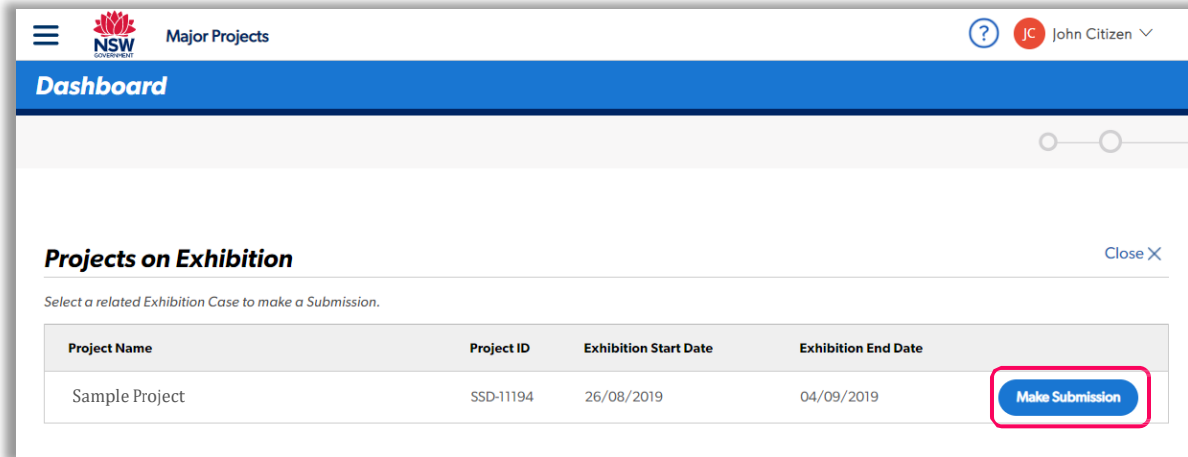
Don't see these options when you log-in?

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

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



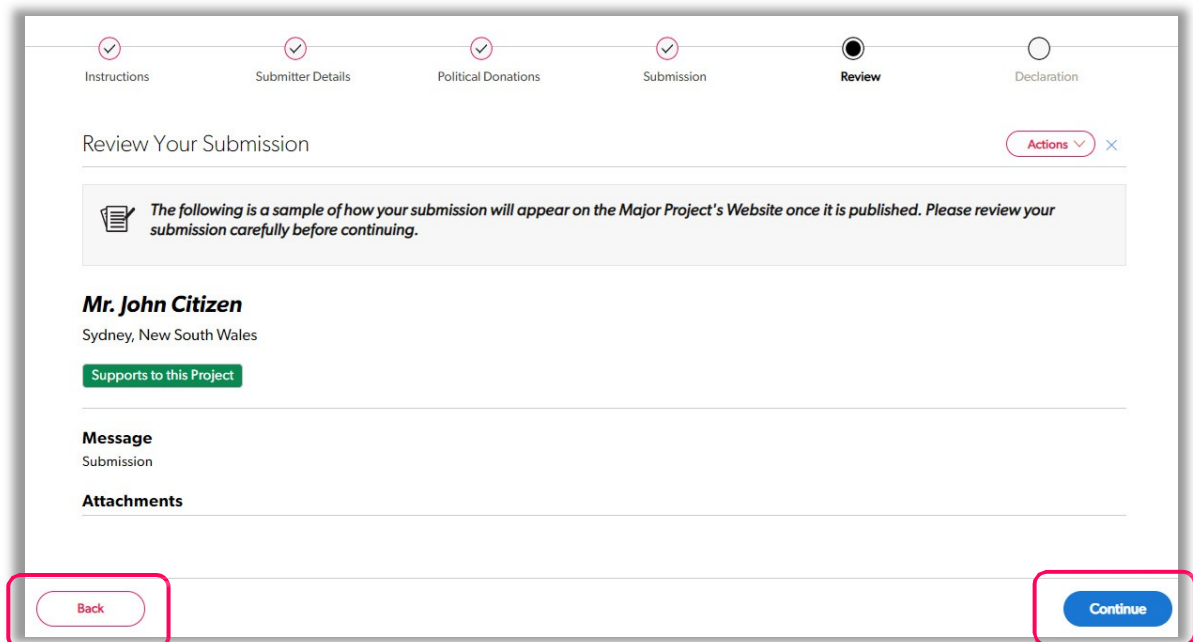
3. You will see a list of projects on exhibition. Click on the 'Make a Submission' button next to the project that you wish to make a submission on.



4. Follow the prompts to enter your personal details, declare political donations (if required) and enter the details of your submission.
5. Review your submission.

If you want to make changes to your submission, use the 'Back' button to navigate back through the submission form. Make your changes then 'Continue' through the form again.

When you are ready, click 'Continue'.



Major Projects Website

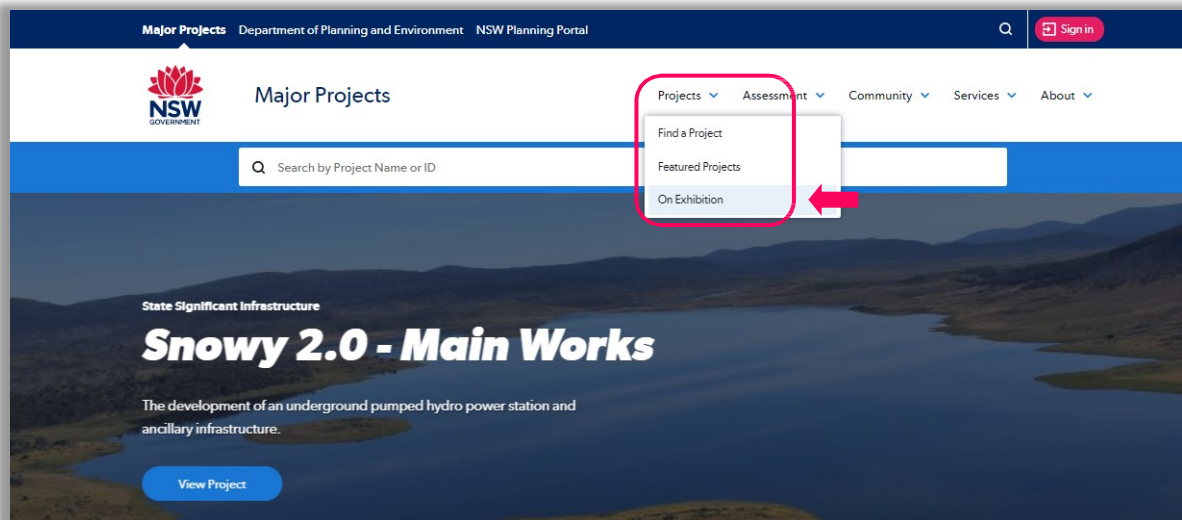


How to make a submission on a project on exhibition.

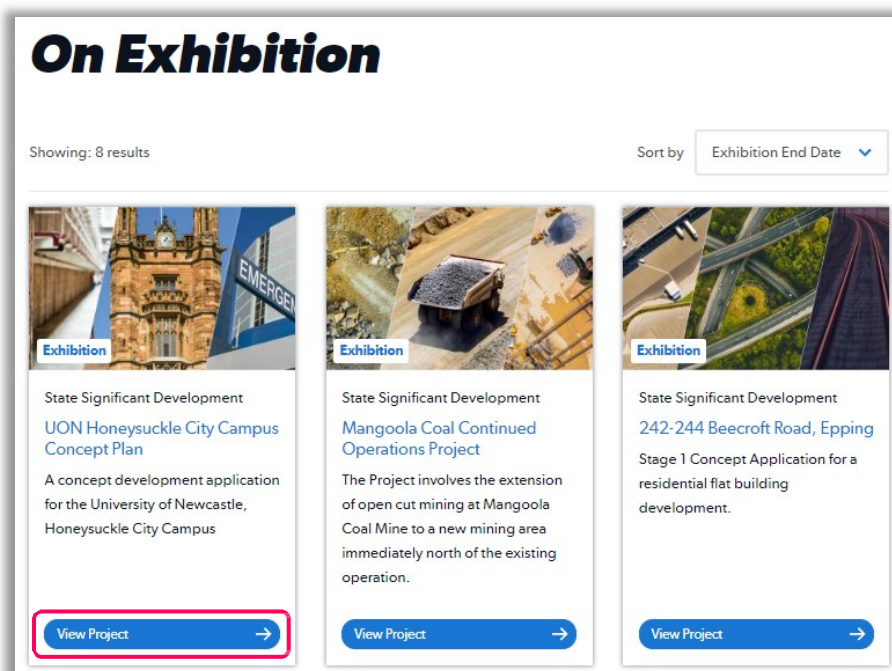
6. Complete your submission by agreeing to the Department's terms and conditions (by clicking the check box) and clicking the blue 'Submit' button in the bottom right.

Method 2 – Find a project on the website and make a submission.

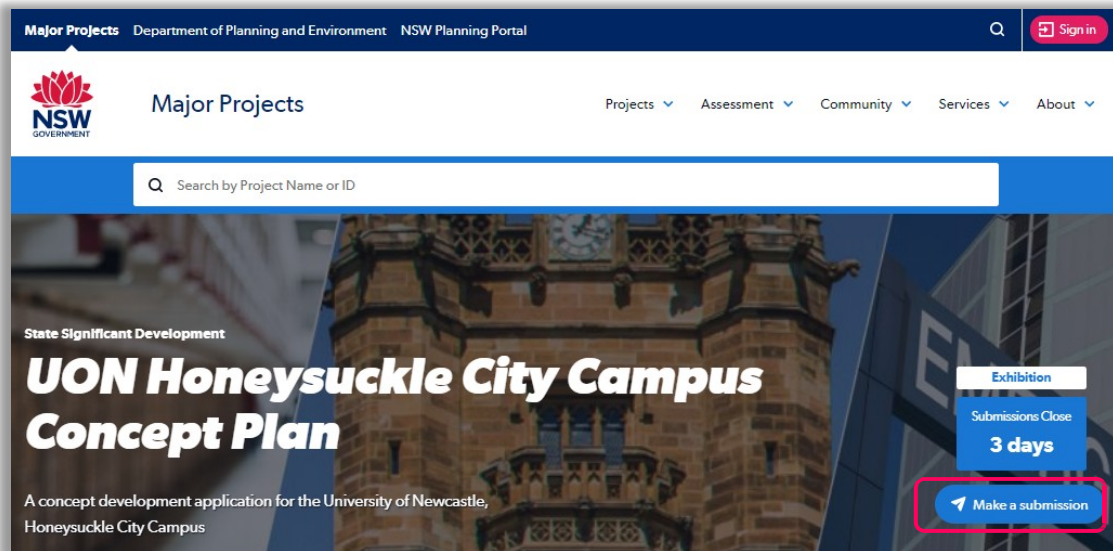
1. See all projects on exhibition by hovering over the 'Projects' menu, then clicking 'On Exhibition'.



2. Click 'View Project' on the project you would like to make a submission on.



3. Click the 'Make a submission' button.

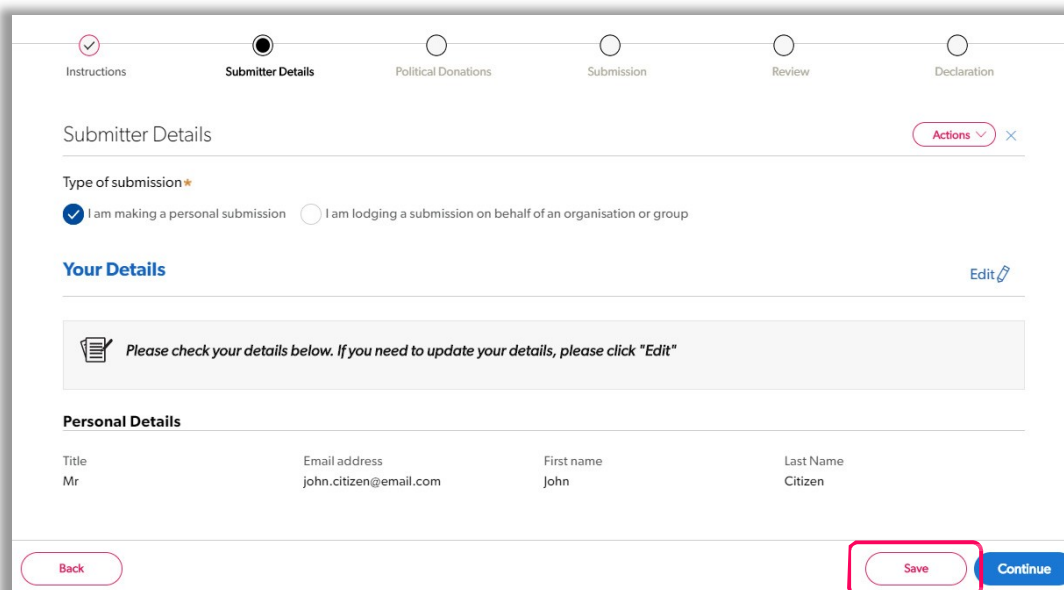


4. You will be prompted to log in to the website. Log in and follow steps 4 to 6 described in **Method 1** to complete your submission.

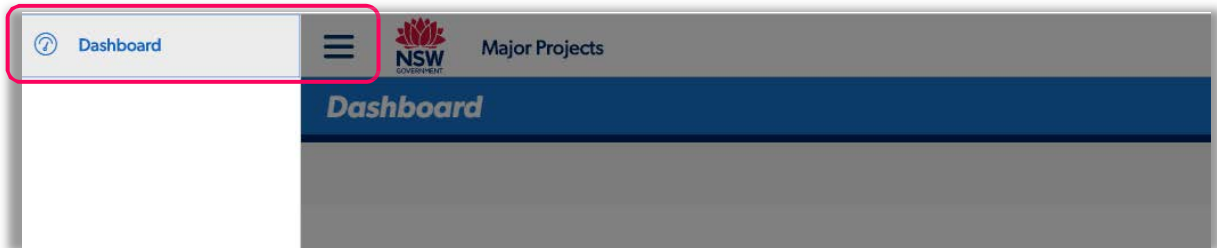
Saving a submission in progress

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.

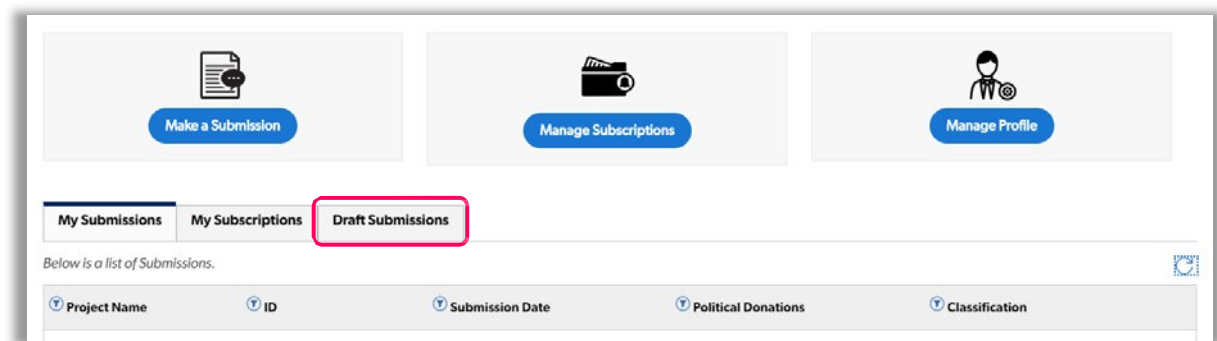
1. Save your submission by clicking on the Save button.



2. Click the menu and then click 'Dashboard' to return to your dashboard.



3. Click on the 'Draft Submissions' tab to view your draft submissions in the table.



4. Click on the submission to continue form where you left off.

Make individual submission

You can make choose to make personal submission and you should select 'I am making a personal Submission'

Submitter Details

Type of submission*

I am making a personal submission I am lodging a submission on behalf of an organisation or group

Make submission on behalf of an organisation or group

You can make choose to make organisation or group submission and you should select 'I am lodging a submission on behalf of an organisation or group', you will need to fill in the organisation you are representing and the your role in the organisation.

Submitter Details

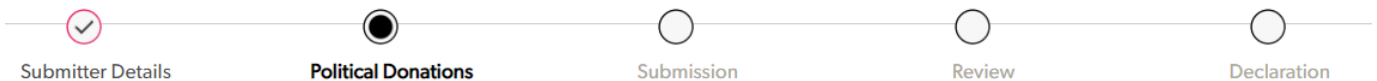
Type of submission*

I am making a personal submission I am lodging a submission on behalf of an organisation or group

Organisation Name*

Role In Organisation*

Political Donations Declaration



Political Donations

Actions ×

Have you made a reportable political donation?*

Yes

No

i 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.

To determine whether the reporting requirements apply to you, read Parts 3 and 4 of [Disclosure of 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.

Submission

Personal Information

 **When you make a submission, we will publish:**

- **The content of your submission and any attachments** - including any personal information about you which you have chosen to include in those documents
- **A list of submitters**, which will include your name (unless you request your name be withheld) and your suburb or town
- **Any political donations disclosure statement**, in accordance with the [Environmental Planning and Assessment Act 1979 \(EP&A Act\)](#)

If you wish to maintain your privacy in this submission process, you can request your name be withheld below.

Would you like to request your name be withheld? *

Yes

No

Submission



Please write the details of your submission below and/or upload an attachment containing your submission.

What is your view on the project? *

I support the project

I'm providing comments

I object to the project

Your Comments *

Remaining: 10000 characters

There are currently no attachments

[Add Attachment](#) +

Notifications

I would like to receive email updates about this project.

Need more help or have questions?

Contact the Major Projects Support team at MajorProjectsSupport@planning.nsw.gov.au.