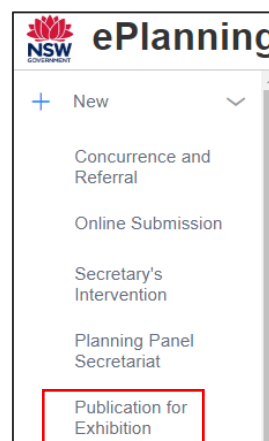
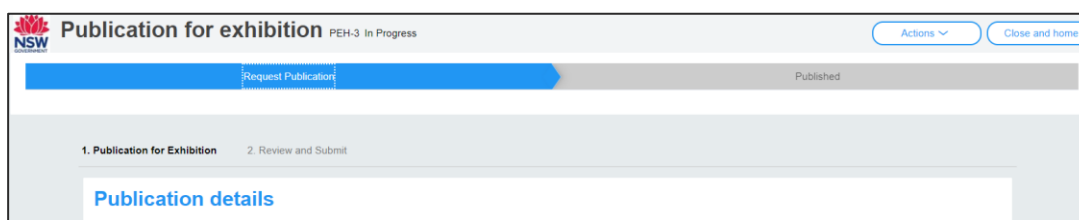


Uploading a Publication for Exhibition

1. **Select** Publication for Exhibition from the New menu.

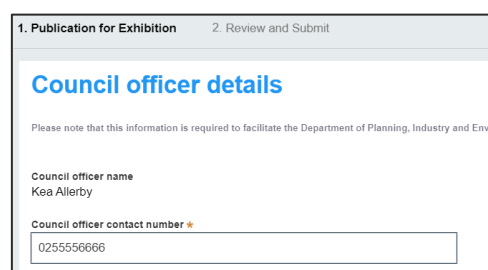


Note: A new publication for exhibition case will open and the system will auto-generate an "PEH-XX" reference number.



Council officer details

2. **Enter** your contact number as required.



The screenshot shows the 'Council officer details' form. At the top, there's a header with the text '1. Publication for Exhibition' and '2. Review and Submit'. Below the header, there's a section titled 'Council officer details'. Below this section, there's a note: 'Please note that this information is required to facilitate the Department of Planning, Industry and Environment'. Below the note, there are two fields: 'Council officer name' (Kea Allerby) and 'Council officer contact number' (0255556666).

Note: Your name and phone number will not be published on the NSW Planning Portal. It is for the Department of Planning, Industry and Environment's administration purposes only.

Matter to be exhibited on the NSW Planning Portal

3. **Enter** the developer name and site address(es) (if required).

Council Name	SUTHERLAND SHIRE COUNCIL
Developer name	
Site address	e.g. 4 Parramatta Square, 320 Pitt St
If your publication affects multiple addresses, please type the addresses in the site address field above.	

4. **Enter** a title and a description of the document to be uploaded.

Title *	
Description *	
Remaining: 1000 characters	

Note: Matters that are to be publicly exhibited must have an Exhibition start and end date. If the matter does not need to be on exhibition, continue to step 6.

5. **Enter** an exhibition start and end date by **selecting** a date from the calendar.

Matters that are to be publicly exhibited must have an Exhibition start date and end date. If the matter does not need to be on exhibition, please leave blank and proceed with your upload.

Exhibition start date	
Exhibition end date	
<input type="checkbox"/> Remove the matter from the NSW Planning Portal once the exhibition period has concluded.	

6. **Select** the checkbox to remove the matter from the NSW Planning Portal once the exhibition period has concluded (if required).

Note: You may upload multiple files as required. Files may be uploaded as either PDF, Word, Excel, JPEG, PNG or ZIP. If your file type is not supported, compress it and upload the ZIP file.

7. **Click** Upload and **select** or **drag and drop** your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

Note: You may elect to upload documents that are not required to be published on the NSW Planning Portal as a publicly available document.

- 8. Tick the Select to Publish checkbox(es) to indicate that you want the document published on the NSW Planning Portal.**


Document type	File name	Select to publish	Upload status	Date uploaded
Development application	What is this?			
Environmental impact statement	What is this?			
Development consent	What is this?			
Complying development certificate	What is this?			
Construction certificate	What is this?			
Voluntary planning agreement	What is this?			
State voluntary planning agreement	What is this?			
Development control plans - draft versions	What is this?			
Planning proposal	What is this?			
Contributions plans - draft versions	What is this?			
Annual statements - Contributions Plans	What is this?			
Contributions register	What is this?			
Local strategic planning statements - draft versions	What is this? Draft LSPS.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	23/04/2020 6:27 PM
Community participation	What is this?			

- 9. Click Save and Continue when you are ready to proceed.**

Save and continue

Review and Submit

- 10. Review the details entered before **completing** the declaration at the bottom of the page and then **click** Submit.**


Publication for exhibition
PEH-10 In Progress

Actions
Close and home

Request Publication

Published

plan - draft versions

[What is this?](#)

Planning guidelines relating to contaminated land

[What is this?](#)

DA - designated development

[What is this?](#)

DA - local development

[What is this?](#)

DA - modification applications

[What is this?](#)

DA - appeal decisions

[What is this?](#)

Occupation certificates

[What is this?](#)

Other publication attachments

[What is this?](#)

Declaration

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

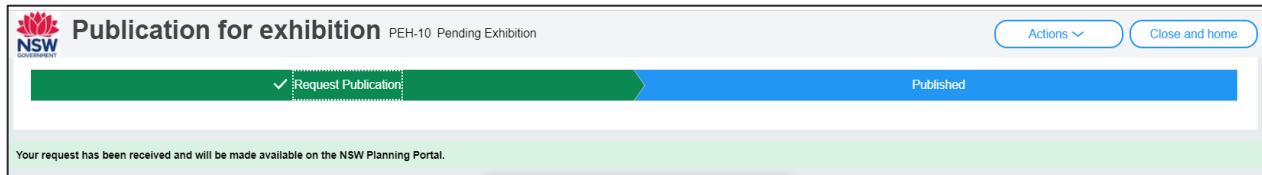
Previous

Save and edit

Submit

Next steps

Your case will move to a Pending Exhibition status and eventually again to On Exhibition once your exhibition document has been published to the NSW Planning Portal.



Once the publish is complete, you may view the information on the NSW Planning Portal website [here](#).

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 - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions>; and / or
- Email the ePlanning Program team at ePlanning@planning.nsw.gov.au