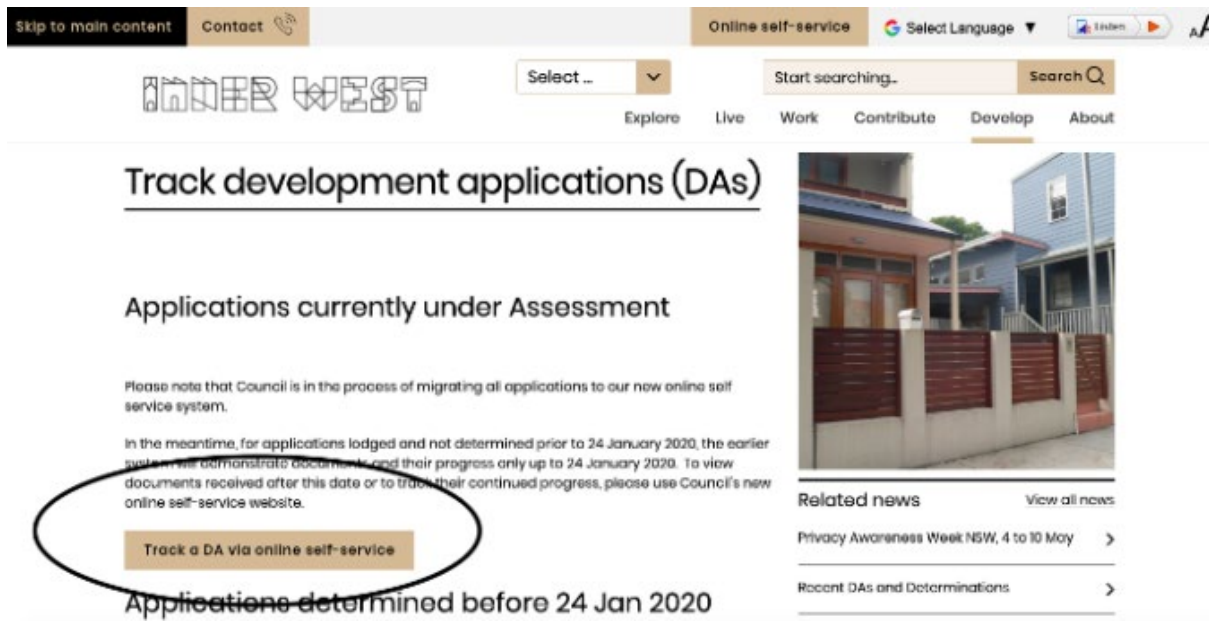
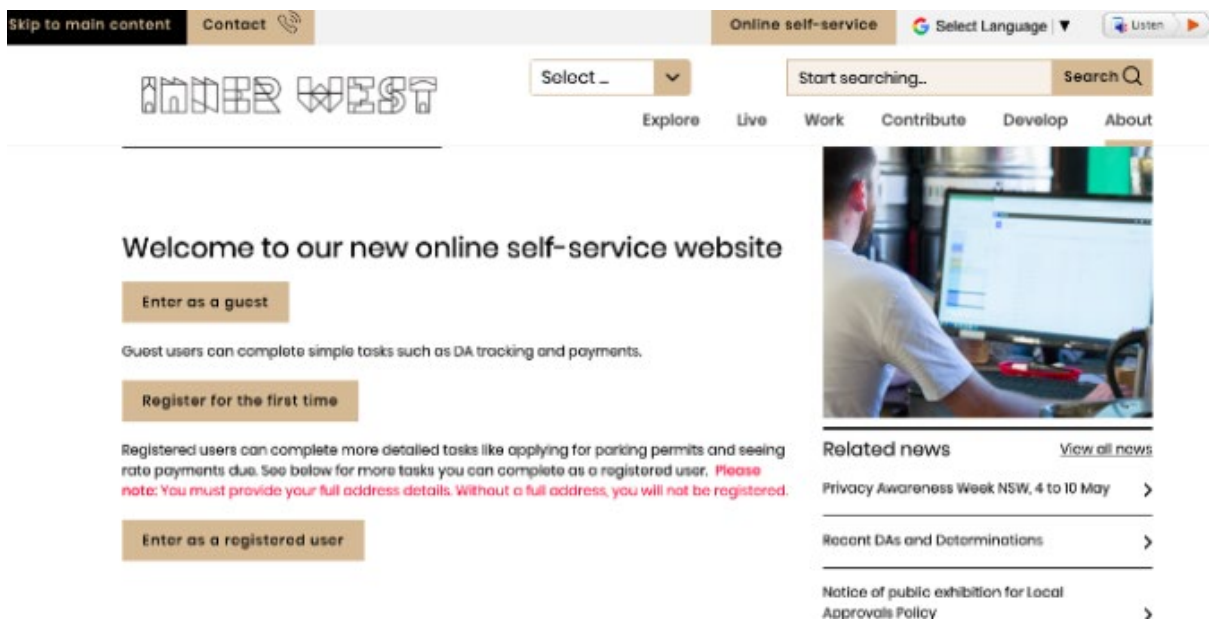


# How to lodge a submission

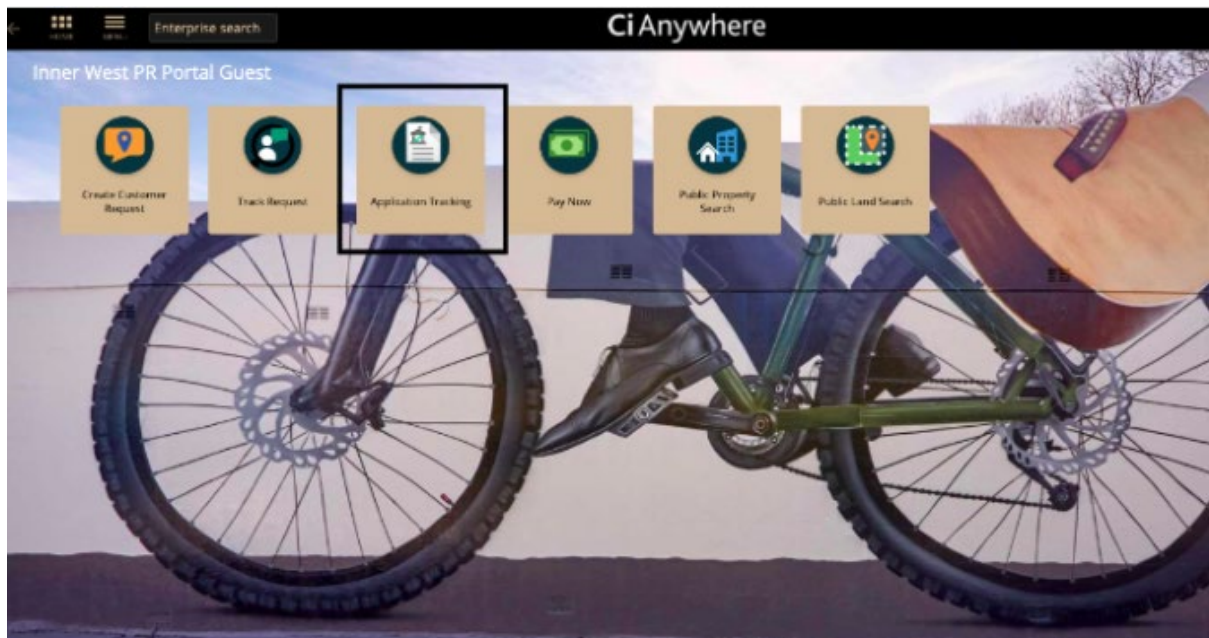
1. Click on track a DA via online self-service.



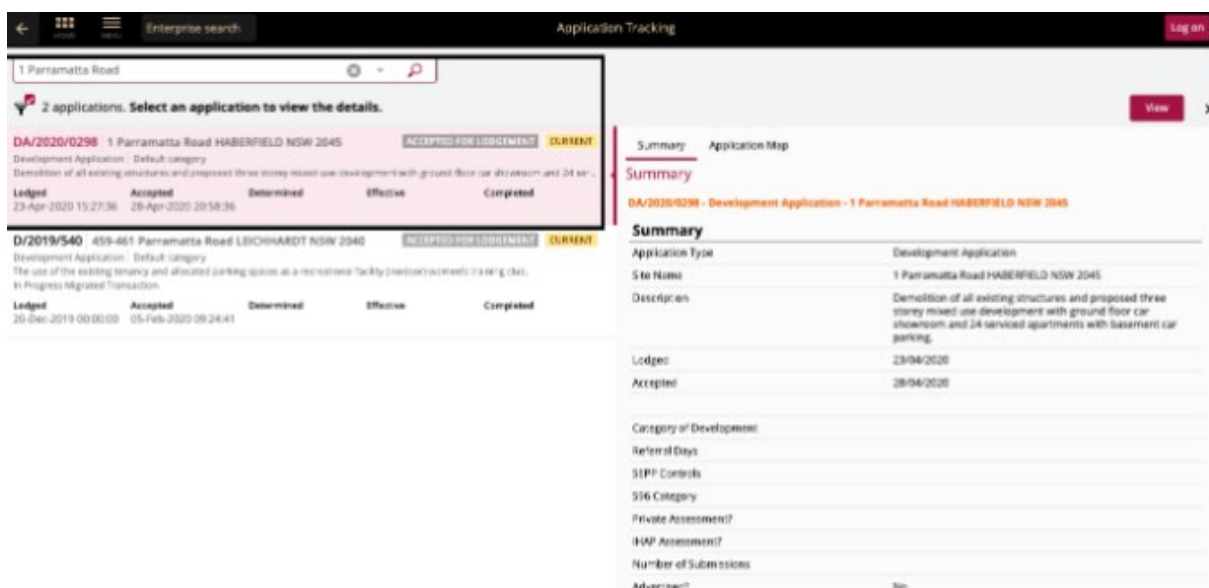
2. Click on enter as guest or register an account to enter the Council portal system.



3. Once in the portal click on application tracking



4. In the search bar located in the top left hand corner enter the DA number or address and click the magnifying glass. This will then bring up the relevant application.



5. Click on the 'View' button on the right hand side of the screen

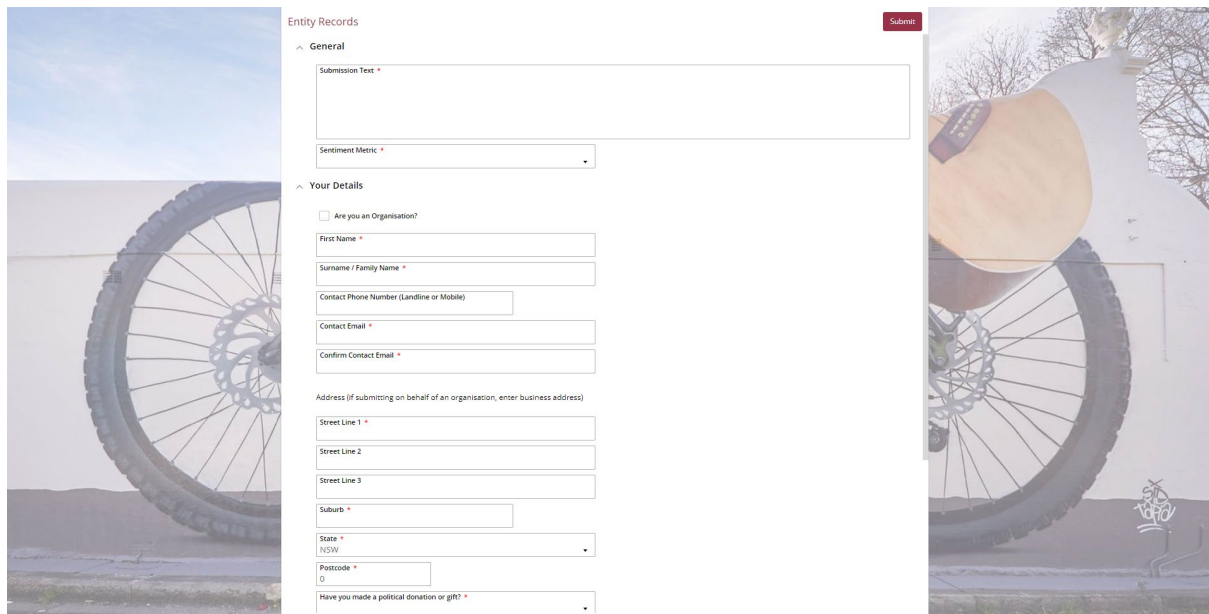
The screenshot shows the 'Application Tracking' interface. At the top, there's a search bar and a 'Log on' button. Below the search bar, it says '1,228 applications. Select an application to view the details.' A list of applications is displayed, each with a status indicator (e.g., 'IN PROGRESS', 'CURRENT', 'LOGGED'). The application PCA/2020/0488 is highlighted. To the right of this list, a 'View' button is circled in red. Below the list, the details for PCA/2020/0488 are shown, including a 'Summary' section with fields like Application Type, Site Name, Description, and Lodged date.

6. Click on the 'Lodge a submission' button on the left hand side of the screen

The screenshot shows the 'Application Tracking' interface. On the left side, a 'Lodge a submission' button is circled in red. Below this button, the details for DA/2021/0458 are shown, including a 'Summary' section with fields like Application Type, Site Name, Description, and Lodged date. The 'Lodge a submission' button is also highlighted with a red circle. Below the list, the details for DA/2021/0458 are shown, including a 'Summary' section with fields like Application Type, Site Name, Description, and Lodged date.

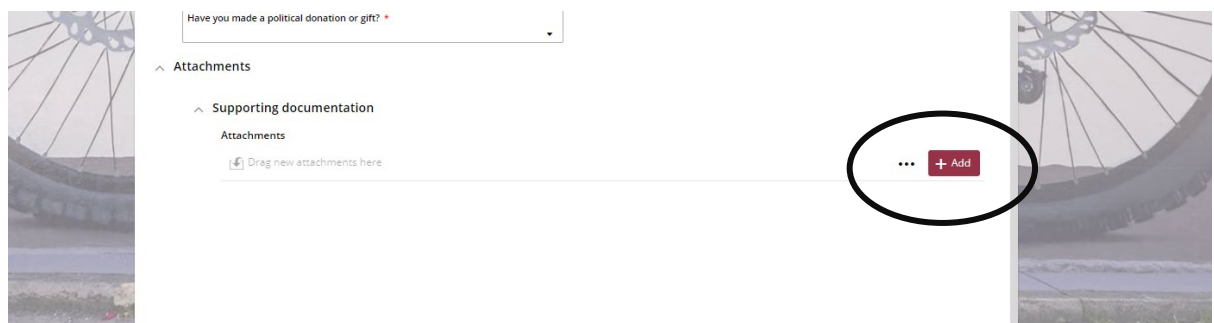
7. Complete the Mandatory fields outlined by the red \*

Please note: Under the submission text section there is a 1000-character limit. Should you wish to upload a submission longer than 1000-characters please see point 8 below.



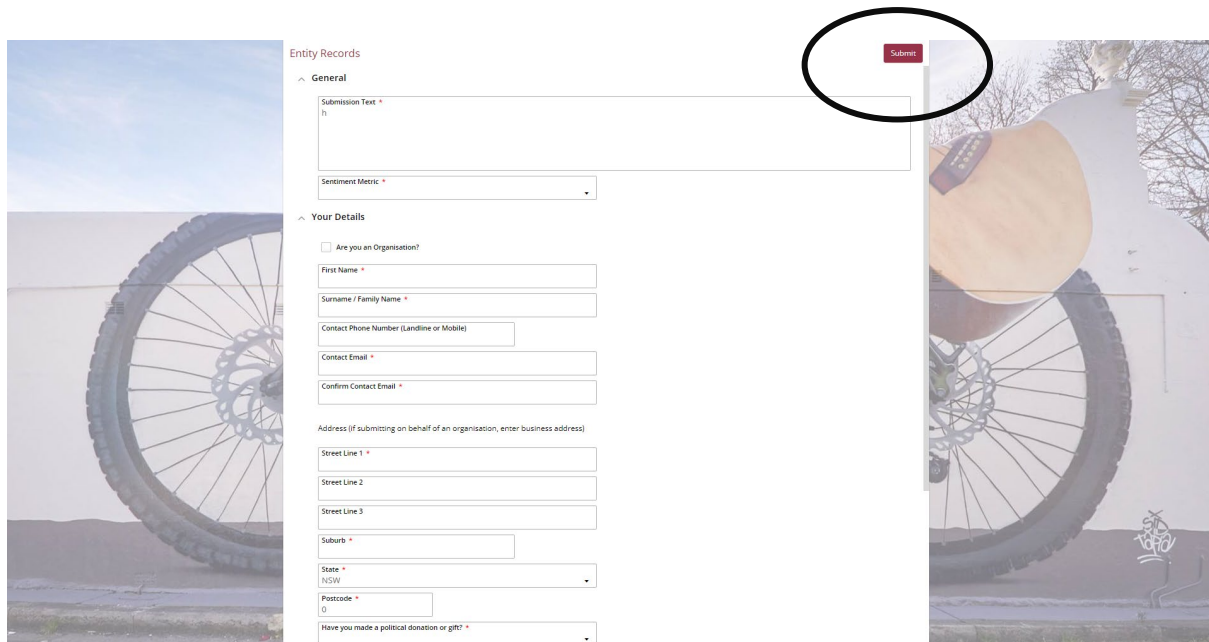
The screenshot shows the 'Entity Records' form. The 'General' section includes a 'Submission Text' field (marked with a red asterisk) and a 'Sentiment Metric' dropdown. The 'Your Details' section includes a checkbox for 'Are you an Organisation?', followed by 'First Name', 'Surname / Family Name', 'Contact Phone Number (Landline or Mobile)', 'Contact Email', and 'Confirm Contact Email' (all marked with red asterisks). Below these is an 'Address' section with 'Street Line 1', 'Street Line 2', 'Street Line 3', 'Suburb', 'State' (set to NSW), 'Postcode', and a 'Have you made a political donation or gift?' dropdown (all marked with red asterisks). A 'Submit' button is in the top right corner.

8. At the bottom of the page you can add attachments. This can be used to upload photos or submissions greater than 1000-characters. Click the add button on the right-hand side of the page towards the bottom.



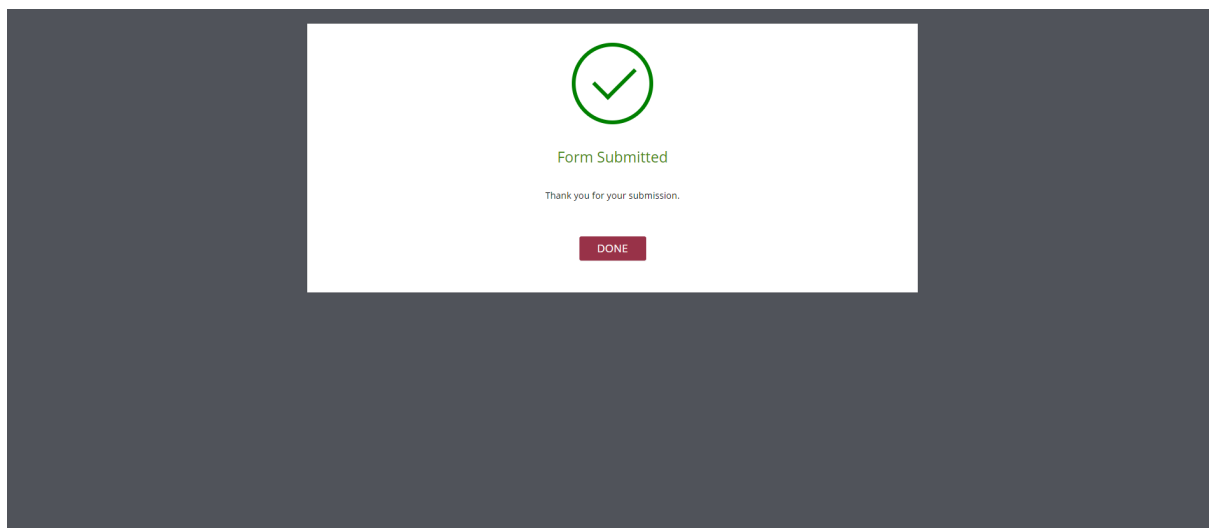
The screenshot shows the 'Attachments' section of the form. It includes a 'Supporting documentation' section with an 'Attachments' label and a drag-and-drop area with the text 'Drag new attachments here'. To the right of the drag-and-drop area is a button with three dots and a red '+ Add' button, which is circled in black. Above the attachments section is a dropdown menu for 'Have you made a political donation or gift?'.

9. Once you have completed the mandatory fields and uploaded any other relevant documents click the submit button on the top right-hand side of the page.



The screenshot shows a web form titled 'Entity Records'. It has two main sections: 'General' and 'Your Details'. The 'General' section includes a 'Submission Text' field, a 'Sentiment Metric' dropdown, and a 'Submit' button circled in black. The 'Your Details' section includes a checkbox for 'Are you an Organisation?', fields for 'First Name', 'Surname / Family Name', 'Contact Phone Number (Landline or Mobile)', 'Contact Email', and 'Confirm Contact Email'. Below this is an 'Address' section with fields for 'Street Line 1', 'Street Line 2', 'Street Line 3', 'Suburb', 'State' (a dropdown menu), 'Postcode', and a 'Have you made a political donation or gift?' dropdown. The background of the form is a blurred image of a bicycle wheel.

10. Once you click the submit button the below screen should appear, and a confirmation email sent to your email address.



11. Should you wish to lodge a submission outside of the prescribed notification period, then you must email: [council@innerwest.nsw.gov.au](mailto:council@innerwest.nsw.gov.au). Late submissions cannot be uploaded though Council's website and must be sent via email. In the email subject heading please outline the DA number and street address of the development

application your submission relates to. ***Please note:*** Late submissions can only be considered if the assessment report of the application has not been substantially completed. Please contact the assessment officer if you need further information in this regard.