

User Guide: Submitting Developer Contributions Plans

This guide covers:

- basic information about preparing your application
- how to submit an application in the LG Portal, including uploading attachments
- how to manage requests for information (RFIs)
- troubleshooting and getting technical assistance.

1.1 Submitting a contributions plan (CP) application

Please see our website for guidance on preparing your application, and to download the application forms. Councils should access these early in the process to understand the required information as the contribution plan (CP) application form is quite extensive and requires a multitude of documents.

The application must include the following documents:

- the application form
- the contributions plan
- any public submissions
- any relevant supporting documentation needed for our analysis of the CP.

Please see Checklist B in Chapter 5 of [the application form](#) for more information.

The application process can be started anytime in the portal and saved as draft. We appreciate engagement and notice prior to the arrival of a CP.

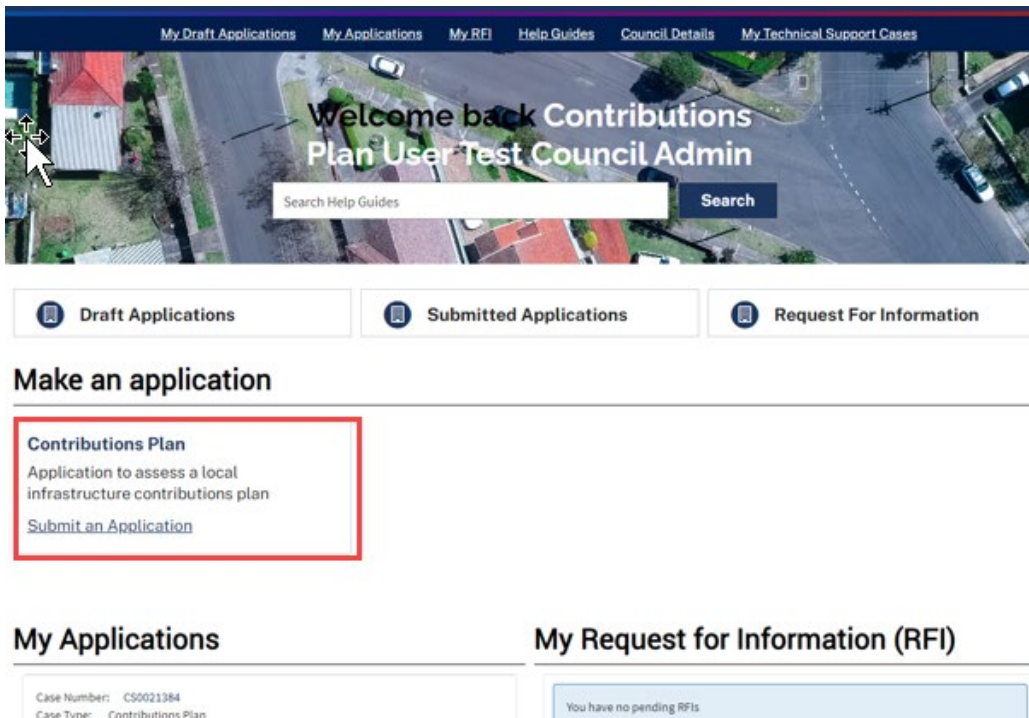
1.2 Application steps and tips

All applications can be saved as a draft and allow for attachments to be uploaded. We encourage councils to start their application early to ensure they are aware of all information requirements and there is no missing information.

Starting an application

When you are logged in the portal, use the tiles highlighted below to start your application.

If you require access to the portal, or do not see the correct tiles, please contact your 'Council Admin' in the first instance. (Once a Council is registered, the Council Admin can create as many additional users as required.)



Completing required information

Some information will be pre-populated, please check this for any errors. Follow the prompts to add any further required information.

Saving drafts

Drafts can be saved. Other organisation users and IPART will be able to access saved drafts. All drafts can be accessed under 'Draft Applications'. The separate link 'My Draft Applications' will only show a user any drafts they have prepared.

To view, edit or cancel a draft application, click on 'Draft Applications', and then the 'case number' of the application (see screenshot →).

This will take you to a new page where you can add information and save again or cancel the application.

Draft Applications	
Case Number ^	Case type
CS0018123	Contributions Plan
CS0018406	Special Variation
CS0018408	Notification Letter

Uploading mandatory and additional attachments

The portal has 2 ways to upload attachments, for mandatory and additional attachments. Attachment size is limited to 150MB per document, and you may upload as many documents as you consider relevant.

Mandatory attachments

The application portal has individual upload buttons for three mandatory attachments:


- CP application form (MS Word or PDF)
- Works Schedule (MS Excel)
- Exhibited draft of the CP (MS Word or PDF)

Other mandatory attachments should be uploaded as 'additional supporting documents' using the steps in the next section.

Attaching additional supporting documents

To upload additional attachments, follow the steps shown in the diagram and explained below.

Additional Supporting Documents




Actions	Document Type	Document Title	Document Description	Confidentiality	Date Att
4 	Other Attachment	test.docx		No	26-09-20


3 Proceed to Upload

Council Comments

[IPART's Local Government Publication Policy](#)

* I have read and accept IPART's Local Government Publication Policy

2  test.docx (11.7 KB) just now  

1  Add attachments

Upload your documents to the form, then click the "Proceed to Upload" button to add a type or note to each one.

1. Scroll to the bottom of the page, click 'Add attachments'
2. After uploading your attachment, it should appear here. You can add multiple attachments at this stage. Note that large attachments may take up to 3 minutes to upload. When an upload is in progress, 3 dots will show near 'Your profile' in the top right of the page.
3. Click the 'Proceed to Upload' box. Your documents should appear in the table
4. Click the edit (pencil) icon to edit the information in the table, including to mark the document as confidential.

After submitting an application

After you submit the application, you should receive a confirmation email. The application should become visible under the 'My Applications' and 'Submitted Applications' links.

To submit a revised document, please reach out to IPART staff and we will issue you with an RFI.

To withdraw an application, please contact IPART staff before doing so. Withdrawing an application via the portal requires approval from IPART admin.

1.3 Requests for information (RFIs)

IPART may request additional information through an 'RFI' via the portal.

Accessing the RFI

The user/s will receive an email when IPART sends an RFI via the portal.

In the portal, go to 'My RFIs' for user specific RFIs, or 'Request for Information' for all RFI's for the organisation for the function/s you have access to.

Reviewing and responding

You will see a table as per the diagram below. To view and respond to the RFI, click on the 'Number'.

My RFIs					
Number ^	Case Number	State	Description of LG Request	Created	Updated
LGRFI0001490	CS0018072	Responded	Please submit test document	29-06-2023 14:19:49	29-06-2023 14:20:18

Note: 'Case number' is the number given to the application

This will take you to a new page. You must enter a response in the text box 'RFI response', and you may upload attachments (follow the steps for '[additional attachments](#)' above).

1.4 Troubleshooting and technical issues

We encourage councils to become familiar with the portal and start application processes early to avoid last minute troubleshooting.

- For **help navigating the portal**, see our user guide [Navigating the LG Portal and troubleshooting](#)
- For **urgent issues**, please contact IPART staff directly on (02) 9113 7730 or localgovernment@ipart.nsw.gov.au
- For **non-urgent issues** please raise a technical support case using the following steps:
 1. At the top of your screen, select 'My Technical Support Cases'
 2. Select 'New' to start a new case

[My Draft Applications](#) [My Applications](#) [My RFI](#) [Create Contact](#) [Help Guides](#) [Council Details](#) [My Technical Support Cases](#) 1

[Home](#) > **My Technical Support Cases**

2

New

☰ My Technical Support Cases

No records in My Technical Issue using that filter