How to request a Redacted Copy of DA Submissions

This guide is <u>for applicants only</u>. All other requests for submissions must be lodged as a GIPA request.

- 1. Log in to Council's online portal
 - a. Log into the portal <u>here</u>.
 - Note: You must be a registered user to lodge a request. You can create an account by following <u>these steps</u>. Setup of your account may take up to two (2) business days. You will receive an email with your logon details or a request for further information to complete your setup. If you require further information, please contact Council on (02) 9392 5000.
 - b. Enter your username or email address and password.
 - c. Tick the 'I'm not a robot' box and wait for the reCAPTCHA to load.

Complete the reCAPTCHA task and click 'Verify'.

Wait for verification confirmation before pressing enter or clicking the 'Log On' button.

User name or email ac	ldress		
Password			
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Lo	og On		
 Keep me logged on 	A	Accessibility Mode	0
Don't have an account?		Forgotten passwo	ord?
		Terms and Conditi	ons



2. Lodge a request

- a. Once logged in, you'll be directed to your portal homepage.
- b. Under the Services tab, select 'View other request types'.

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3. Complete the request details

a. Select 'Planning' from the dropdown menu under 'What can we help you with today?'.

RERWEST > Create Customer Request	()	••••
Add a New Request		
Request Information		
What can we help you with today?		
Trees		
Animals		
Planning		
Parks and sporting grounds		
Access to information and privacy		
Community services		
Cancel		

b. Select 'Request a redacted copy of DA submissions' from the dropdown menu under 'I would like to'.

			Request informat
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			would like to
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c. Complete the request details, ensuring all questions with a red asterisk (*) have been completed.

RER WEST > Create Customer Request	
Request Details	
Please provide the Council application number that the submissions relate to. *	
لا	
Important Information	
Please search for the property address that the DA submission relates to	
Please search for the property address that the DA submission relates to Location Search *	
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d. Confirm your contact details are correct or update as necessary.

Contact Details		
Contact		
Given Names	Last Name	
Preferred Name		
Email Address		
	Add new email address	
Phone		
Phone	Add new phone	
Phone Country Code	Add new phone	
Phone Country Code Australia (+61)	Add new phone Home Phone	
Phone Country Code Australia (+61) Country Code	Add new phone Home V Vork Phone	
Phone Country Code Australia (+61) Country Code Australia (+61)	Add new phone Home Phone Work Phone	

e. Select the method of contact you would prefer for notification.

Notify me on				
Do you wish to be notified?				
Method of Contact *				
	~			

d. Tick the 'I'm not a robot' box and wait for the reCAPTCHA to load.

Complete the reCAPTCHA task and click 'Verify'.

Wait for verification confirmation before pressing enter or clicking the 'Log On' button.

Validation	
l'm not a robot	reCAPTCHA Privacy - Terms

e. Click 'Submit'. You have now successfully lodged your request.

You will receive an automated email with a reference number (REQ2024-XXXXXX), which you can use to track the progress of your request. Please quote this reference number when liaising with Council.

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reCaptcha Validation Successful	iccessful
Cancel	amit