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 [here](#).

       Note: You must be a registered user to lodge a request. You can create an account by following [these steps](#). 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.

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'.
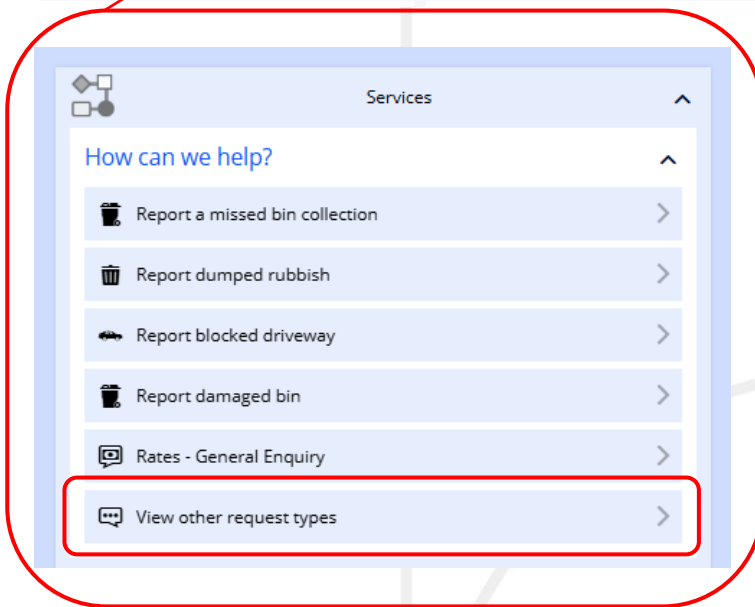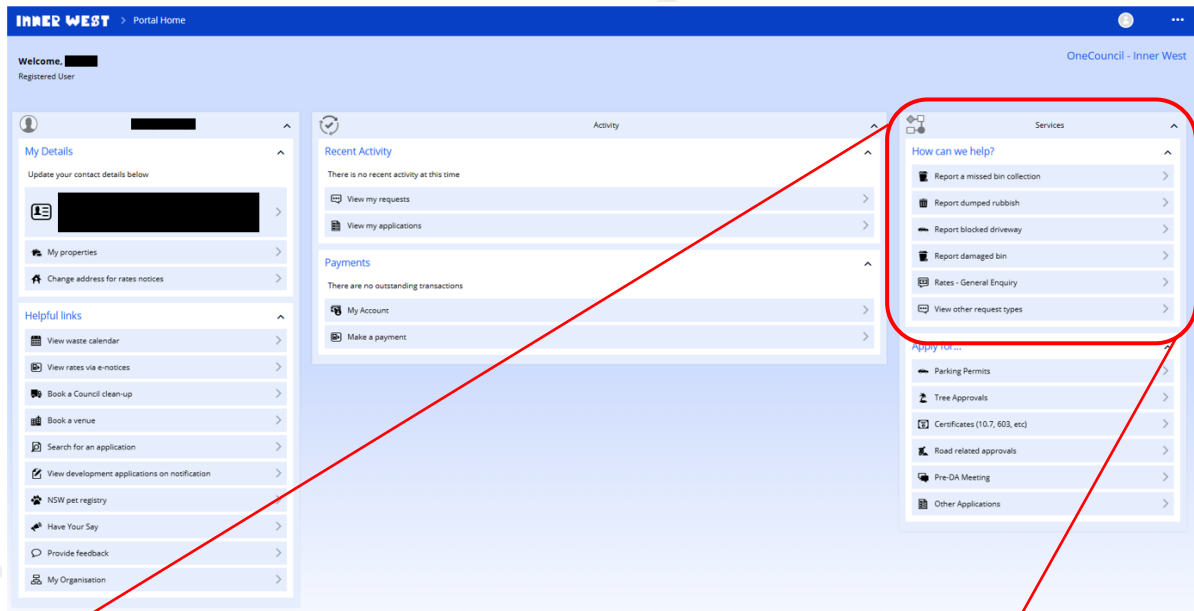
    c. You will be directed to the 'Add a New Request' page.

3. Complete the request details

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

INNER WEST > 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'.

INNER WEST > Create Customer Request

Add a New Request

Request Information

What can we help you with today?

| Planning |

I would like to

| |

Floodplain information

Request a redacted copy of DA submissions

Request a section 7.11/7.12 contributions invoice

Request development advice from a planning officer

Cancel

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

INNER WEST > Create Customer Request

Request Details

Please provide the Council application number that the submissions relate to. *

Important Information

Please search for the property address that the DA submission relates to

Location Search *

Additional Location Details

d. Confirm your contact details are correct or update as necessary.

INNER WEST > Create Customer Request

Contact Details

Contact

Given Names

Last Name

Preferred Name

Email Address

☐ Add new email address

Phone

☐ Add new phone

Country Code

Home Phone

Australia (+61)

Country Code

Work Phone

Australia (+61)

Postal Address

☐ Add new postal address

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

I'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.

Validation

✓ reCaptcha Validation Successful

Cancel   Submit