

Provide missing submission information

If the proponent submits an incomplete submission for the State Design Review Panel (SDRP) meeting, the SDRP design advisor can request the missing information via the NSW Planning Portal (the Portal).

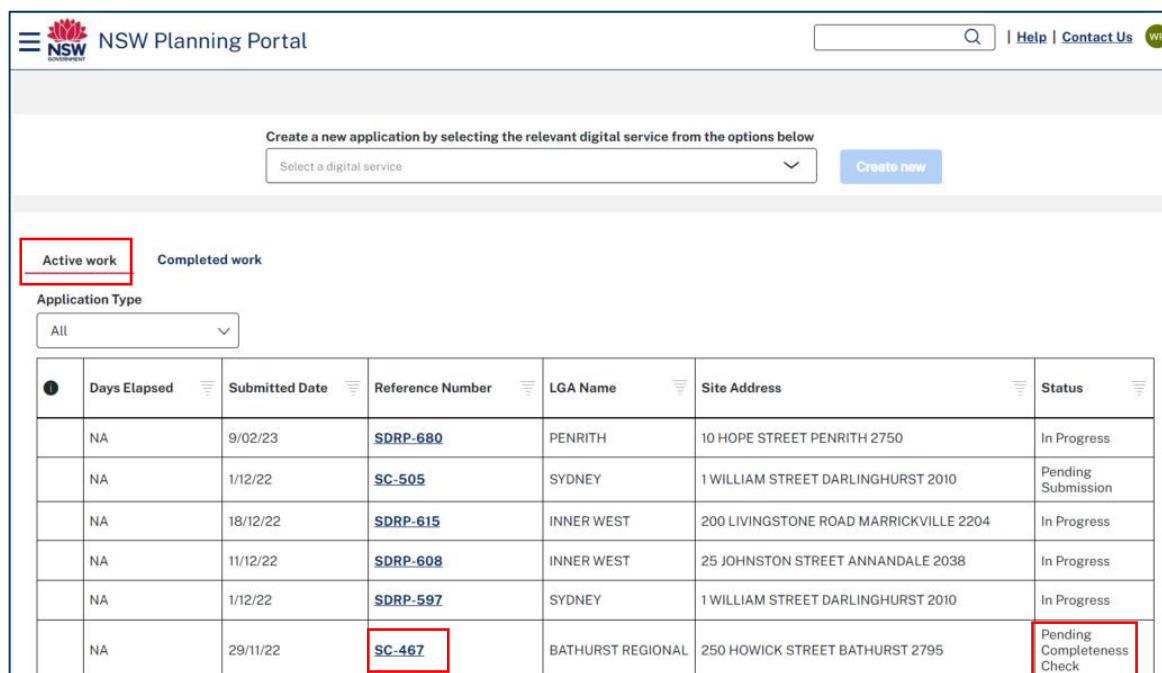
The primary and any additional contact/s will receive an email notification containing details of the incomplete information and when it is due.

This guide provides steps on how the primary contact can provide the missing submission information via the Portal.

A red asterisk (*) indicates a mandatory field or document.

Locating the submission requirements case

1. **Log in** to the Portal to display your Active work on the dashboard



NSW Planning Portal

Create a new application by selecting the relevant digital service from the options below

Select a digital service

Active work Completed work

Application Type: All

Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
NA	9/02/23	SDRP-680	PENRITH	10 HOPE STREET PENRITH 2750	In Progress
NA	1/12/22	SC-505	SYDNEY	1 WILLIAM STREET DARLINGHURST 2010	Pending Submission
NA	18/12/22	SDRP-615	INNER WEST	200 LIVINGSTONE ROAD MARRICKVILLE 2204	In Progress
NA	11/12/22	SDRP-608	INNER WEST	25 JOHNSTON STREET ANNANDALE 2038	In Progress
NA	1/12/22	SDRP-597	SYDNEY	1 WILLIAM STREET DARLINGHURST 2010	In Progress
NA	29/11/22	SC-467	BATHURST REGIONAL	250 HOWICK STREET BATHURST 2795	Pending Completeness Check

Respond to the request for the missing submission information via the submission requirements case (SC-XXX).



2. **Click** on the SC reference number, included in the email notification, to open the submission requirements case.

Note: The status is 'Pending Completeness Check'.

[SC-467](#)

If you cannot easily find the submission requirements case, you can search for it by using the global search field at the top of the screen. **Enter** the SC-XXX reference number and **press** [Enter] on your keyboard to locate and open the submission requirements case.

You can also enter the SDRP-XXX reference number in the global search field. **Click** the magnifying glass and from the drop-down, **select** the applicable SC-XXX reference number.

SDRP-583

Case

Complying Development Certificate

Include

Work items only

Show

All work

Last Updated

Anytime

Show results in a new window

Case type	Description	ID	Status	Updated
	Submission Requirements	SC-465	Complete	8/12/22
	Submission Requirements	SC-467	Pending Completeness Check	16/02/23
	Meeting	MTG-8518	Pending Meeting	8/12/22
	Meeting	MTG-8521	Pending Panel confirmation	16/02/23
	State Design Review Panel	SDRP-583	In Progress	16/02/23


Note: In this example, it is the proponent's second meeting with the SDRP.

Additional Project Information

The submission requirements case opens and the Additional Project Information screen displays.

Note: The fields on this screen and those to follow have been pre-populated with the proponent's document submission information. All fields can be edited as needed.

State Design Review Panel (SDRP-583)
 Meeting (MTG-8521)


Submission Requirements
Reference number: SC-467
 Pending Completeness Check
 Actions
 Close and home

Initial check Stage
 Document Submission Stage
 Completeness Check

1 Additional Project Information
 2 Other Related Project Information
 3 Requirements & Uploads

Planning Information

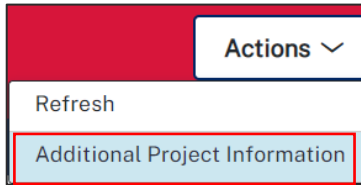
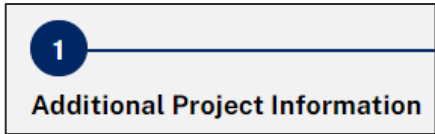

Local Authority *
 BATHURST REGIONAL

Heritage Considerations *
 Heritage conservation area

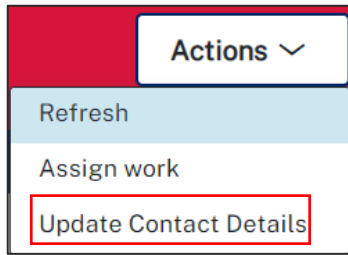
Aboriginal Country *

Statutory Context *

Schedule 1 clause 14 of the SEPP - CIV more than \$30 million
 Remaining: 440 characters

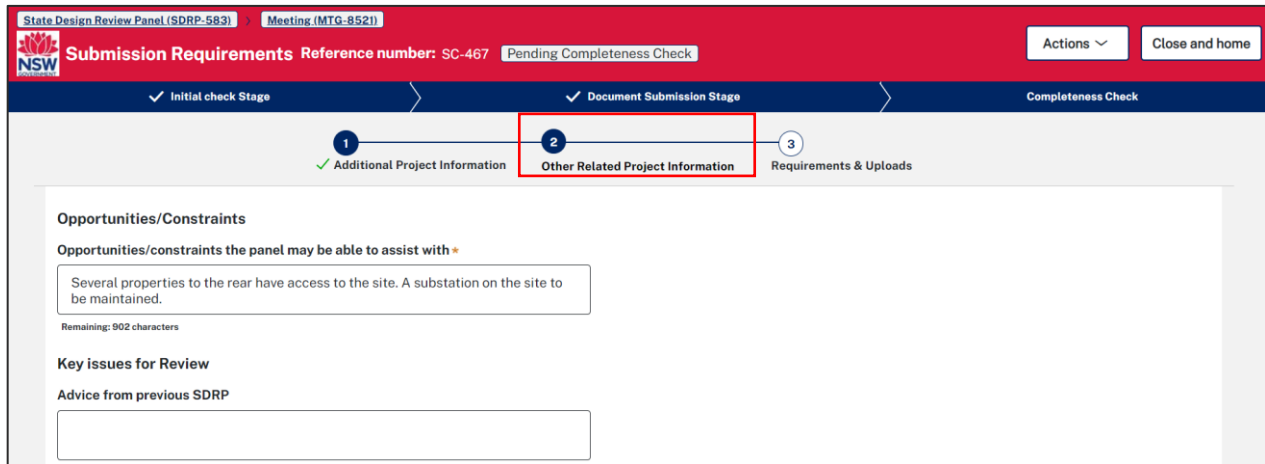
<p>Tip: If the 'Additional Project Information' screen has not opened, click the Actions drop-down (top right-hand corner of the submission requirements case screen) and select Additional Project Information.</p> <p>The Actions menu shows actions unique to the submission requirements case.</p>	
<p>3. Update the details on the Additional Project Information screen as required.</p>	
<p>4. Click Continue to proceed to the next step.</p>	

Updating contact details and meeting attendees

<p>If you need to update the client contact details and/or meeting attendees, you can do so via the Actions menu.</p>	
<p>To update the contact details and/or meeting attendees:</p> <ol style="list-style-type: none"> Click on the Actions drop-down in the submission requirements case. Select Update Contact Details to go to the Update Contact Details screen. Update as required and click Continue. 	
<p>Note: Whenever you update the contact information and/or meeting attendees, the SDRP team is notified, and an updated Contact Information form is generated. The updated Contact Information form is saved in the Documents tab.</p>	

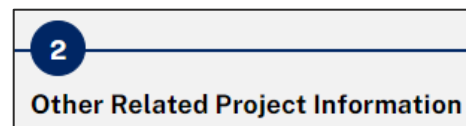
Other Related Project Information

The Other Related Project Information screen displays.



The screenshot shows the 'Other Related Project Information' screen. At the top, there's a header with 'State Design Review Panel (SDRP-583)' and 'Meeting (MTG-8521)'. Below this, a red banner contains 'Submission Requirements', 'Reference number: SC-467', and 'Pending Completeness Check'. A progress bar shows three stages: 'Initial check Stage' (checked), 'Document Submission Stage' (checked), and 'Completeness Check'. The current stage is 'Other Related Project Information', which is highlighted with a red box. Below the progress bar, there are two sections: 'Opportunities/Constraints' and 'Key issues for Review'. The 'Opportunities/Constraints' section has a text area with the content 'Several properties to the rear have access to the site. A substation on the site to be maintained.' and a 'Remaining: 902 characters' indicator. The 'Key issues for Review' section has a text area with the content 'Advice from previous SDRP'.

5. **Update** the details on the Other Related Project Information screen as required.



The screenshot shows the title bar of the 'Other Related Project Information' screen. It features a blue header with a white circle containing the number '2' and the text 'Other Related Project Information'.

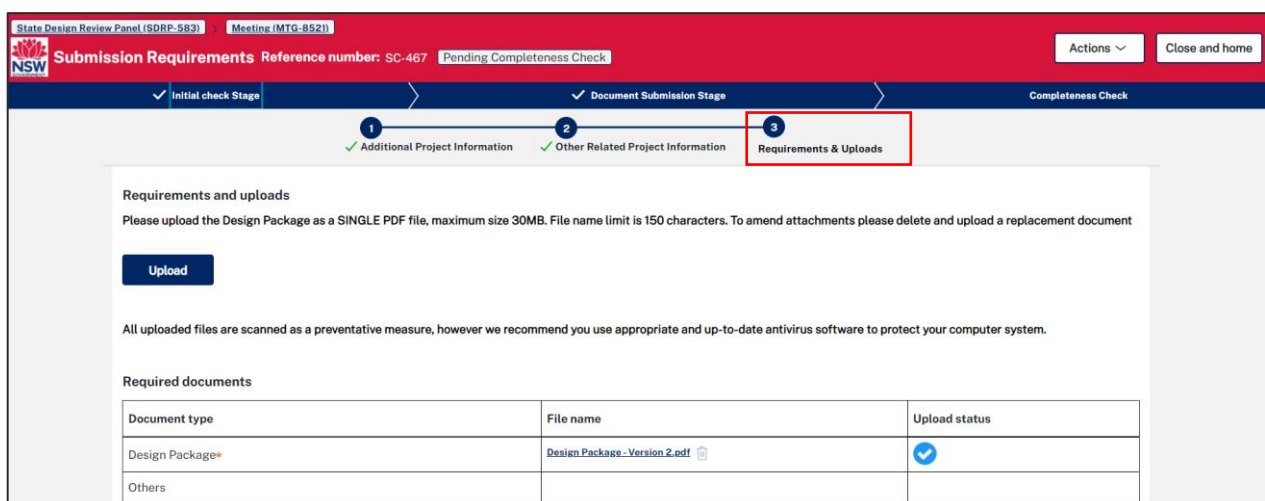
6. **Click** Continue to proceed to the next step.



The screenshot shows a blue button with the text 'Continue' in white.

Requirements & Uploads

The **Requirements & Uploads** screen displays.



The screenshot shows the 'Requirements & Uploads' screen. At the top, there's a header with 'State Design Review Panel (SDRP-583)' and 'Meeting (MTG-8521)'. Below this, a red banner contains 'Submission Requirements', 'Reference number: SC-467', and 'Pending Completeness Check'. A progress bar shows three stages: 'Initial check Stage' (checked), 'Document Submission Stage' (checked), and 'Completeness Check'. The current stage is 'Requirements & Uploads', which is highlighted with a red box. Below the progress bar, there's a section titled 'Requirements and uploads' with the text 'Please upload the Design Package as a SINGLE PDF file, maximum size 30MB. File name limit is 150 characters. To amend attachments please delete and upload a replacement document'. Below this text is an 'Upload' button. Below the button is a note: 'All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.' Below the note is a table titled 'Required documents'.

Document type	File name	Upload status
Design Package*	Design Package - Version 2.pdf	✓
Others		

If you have amended your Design Package, please delete the original Design Package, and upload the replacement document.

Upload the replacement Design Package as a SINGLE PDF file, to a maximum size 30MB.

The file name limit is 150 characters including spaces.

To delete an existing Design Package:

7. **Click** the Bin icon next to the File name.

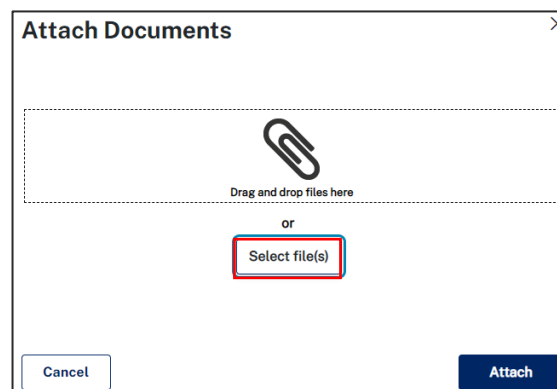


To upload the amended Design Package:

8. **Click** Upload.



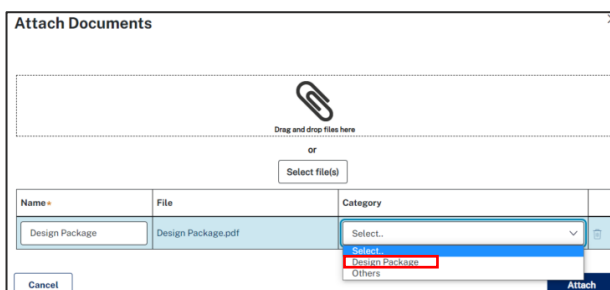
9. **Click** Select Files and navigate to the amended Design Package location.
Alternatively, you can **drag and drop** the file directly in the space provided



10. **Click** the drop-down and select the Design Package Category from the list.

Note: To upload additional document(s) repeat **Step 9** and **click** the Category drop-down to **select** Other from the list.



Additional documents will not be reviewed by the panel, only by the SDRP team. The panel will only receive the latest version of the Design Package.



11. **Click** Attach to complete the upload.



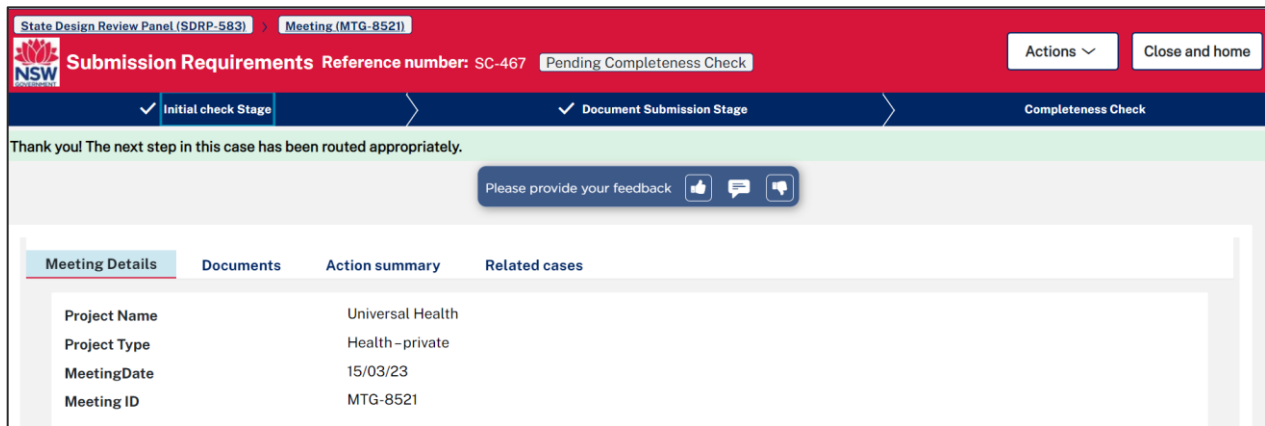
Required documents

Document type	File name	Upload status
Design Package*	Design Package_V1.pdf 	

12. **Click** Finish to complete the provision of the missing submission information.

Finish



Thank you! The next step in this case has been routed appropriately.



Meeting Details	Documents	Action summary	Related cases
Project Name	Universal Health		
Project Type	Health-private		
MeetingDate	15/03/23		
Meeting ID	MTG-8521		

When you click Finish:

- The system sends an email notification to the SDRP Design Advisor informing them that the proponent has completed the project information and uploaded the Design Package. The email notification is located in the Action summary tab under Case narrative.
- The Documents tab includes a link to the amended Design Package and the original Design Package.
- The Action summary records the date, time and who provided the proponent's missing submission information.

Meeting Details	Documents	Action summary	Related cases
Document type	File name		
Design Package	 Design Package_V1.pdf		
	 Design Package.pdf		

Meeting Details
Documents
Action summary
Related cases

History


<<
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>
>>


Time ↓	Description	Performed by
17/02/23 11:12 AM	Assigned to SDRPDesignAdvisorQueue to 'complete task'	Wilbur Pickle
17/02/23 11:12 AM	Correspondence has been attached: State Design Review Panel (SDRP-583):Project Information and Des.	Wilbur Pickle
17/02/23 11:12 AM	Assignment 'Requirements and uploads' is completed.	Wilbur Pickle

Case narrative

Showing [newest](#) on top

Notifications


[State Design Review Panel \(SDRP-583\):Project Information and Design Package provided](#)
3 minutes ago


[State Design Review Panel \(SDRP-583\):Request is incomplete](#)
20 hours 13 mins ago

13. **Click** Close and home to return to your dashboard.

Close and home

What happens next?

- The SDRP Design Advisor will confirm whether the proponents updated document submission is complete.
- Following confirmation that the proponent's submission is complete:
 - The submission requirements case closes. The status is 'Completed'
 - The system generates three documents containing the proponent's information:
 - SDRP Application Summary
 - SDRP Project Information
 - SDRP Contact Information
 - The system-generated documents are saved in the Documents tab.

- After the submission requirements case has been closed, the primary/additional contact/s can update the client contact details and/or meeting attendees. You can make these updates up until the day **before** the panel meeting via the submission requirements case.
- The system notifies the SDRP team whenever the primary/additional contact updates the contact information/meeting attendees and generates an updated Contact Information document.
- You can find a link to an updated version of the Contact Information document in the Documents tab.
- For steps on how to update the client contact details and meeting attendees via the Portal, please refer to the reference guide, *Primary and Additional Contacts - Updating Contact Details and Meeting Attendees*.
- All meeting attendees will receive a meeting agenda before the meeting. The meeting agenda is saved in the Documents tab.
- Lastly, the primary/additional contact must upload the Final Design Presentation at least one day before the meeting. For steps on how to upload the Final Design Presentation, please refer to the reference guide *Primary and Additional Contacts – Uploading the Final Design Presentation*.
- Following the SDRP meeting, all meeting attendees will receive an email notification with the Advice letter attached. The Advice letter is saved in the Documents tab.

End of Steps.

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>;
- View more quick reference guides, and support resources on our support page at <https://www.planningportal.nsw.gov.au/support/how-guides>; and/or
- Contact ServiceNSW on 1300 305 695 or email info@service.nsw.gov.au.