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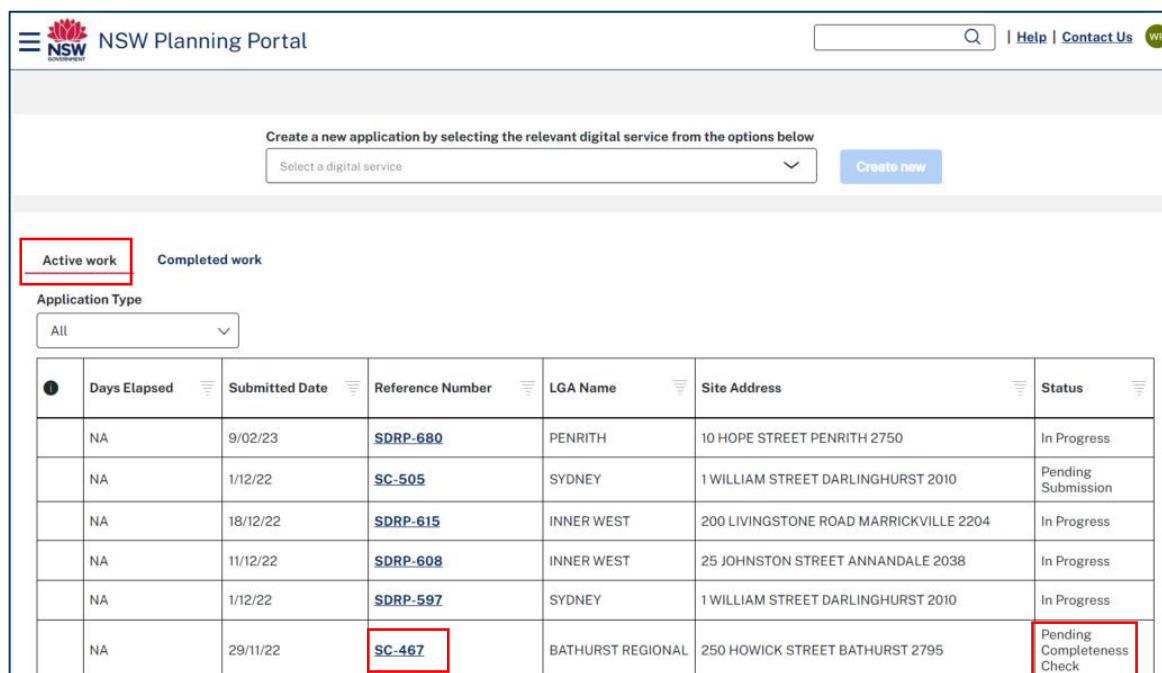
The primary and any additional contact/s will receive an email notification containing details of the incomplete information and when it is due.

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

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'.

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.

SC-467

SDRP-583

SDRP-583

Case	Include	Show	Last Updated
Complying Development Certificate	Work items only	All work	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
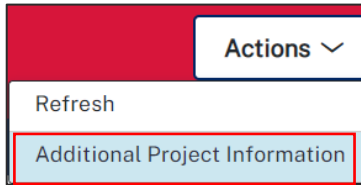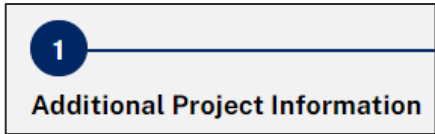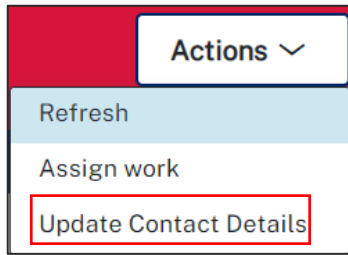
Planning Information

Local Authority *

BATHURST REGIONAL

Statutory Context *

Schedule 1 clause 14 of the SEPP -CIV more than $30 million

Remaining: 440 characters

Heritage Considerations *

Heritage conservation area

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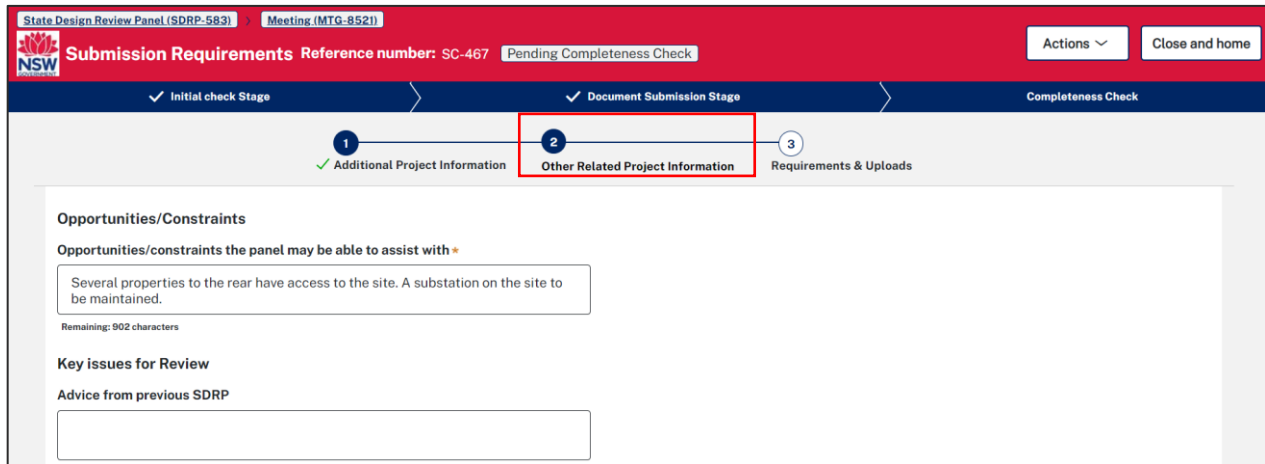
Tip: If the 'Additional Project Information' screen has not opened, **click** the Actions drop-down (top right-hand corner of the submission requirements case screen) and **select** Additional Project Information. The Actions menu shows actions unique to the submission requirements case.	
3. **Update**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

Updating contact details and meeting attendees

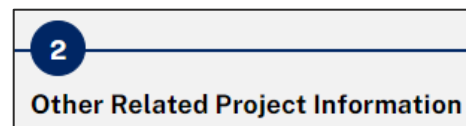|	
If you need to update the client contact details and/or meeting attendees, you can do so via the Actions menu.	
To update the contact details and/or meeting attendees: a. **Click** on the Actions drop-down in the submission requirements case. b. **Select** Update Contact Details to go to the Update Contact Details screen. c. **Update** as required and **click** Continue.	
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.	

Other Related Project Information

The Other Related Project Information screen displays.

5.	**Update** the details on the Other Related Project Information screen as required.	
6.	**Click** Continue to proceed to the next step.	
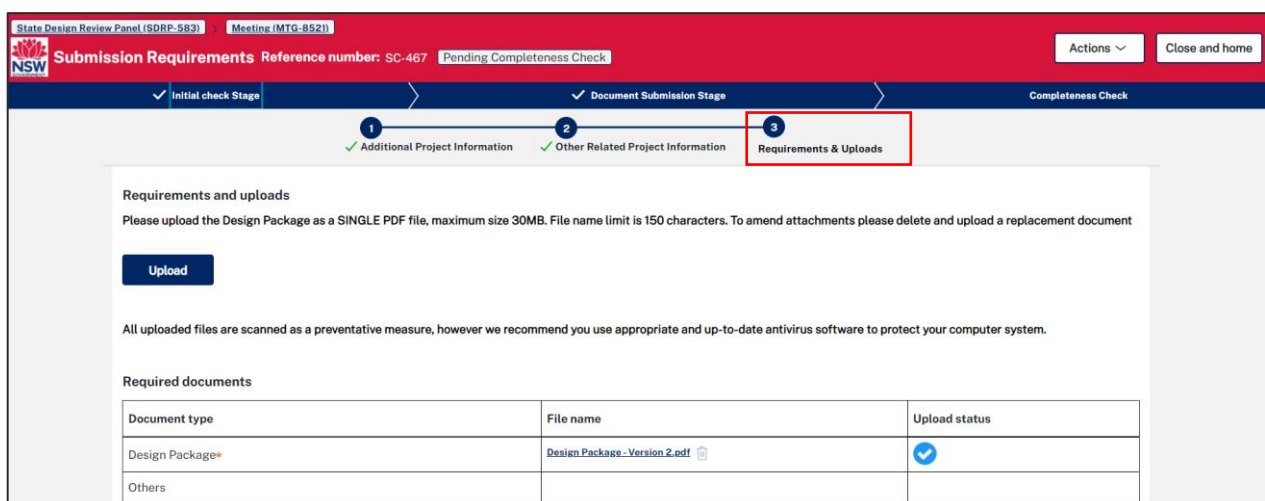
Requirements & Uploads

The **Requirements & Uploads** screen displays.

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.

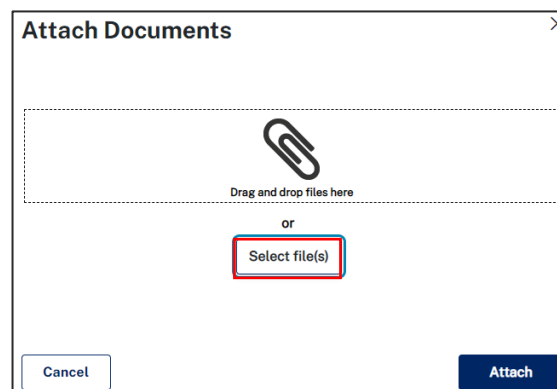|	
To delete an existing Design Package: 7. **Click** the Bin icon next to the File name.	**File name** Design Package - Version 2.pdf 🗑
To upload the amended Design Package: 8. **Click** Upload.	**Upload**
9. **Click** Select Files and navigate to the amended Design Package location. Alternatively, you can **drag and drop** the file directly in the space provided	**Attach Documents** ✕ Drag and drop files here or Select file(s) Cancel Attach
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.	**Attach Documents** ✕ Drag and drop files here or Select file(s) Name* / File / Category Design Package / Design Package.pdf / Select.. — Design Package / Others Cancel Attach
11. **Click** Attach to complete the upload.	**Attach**
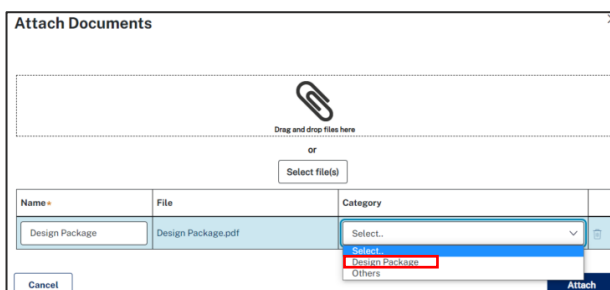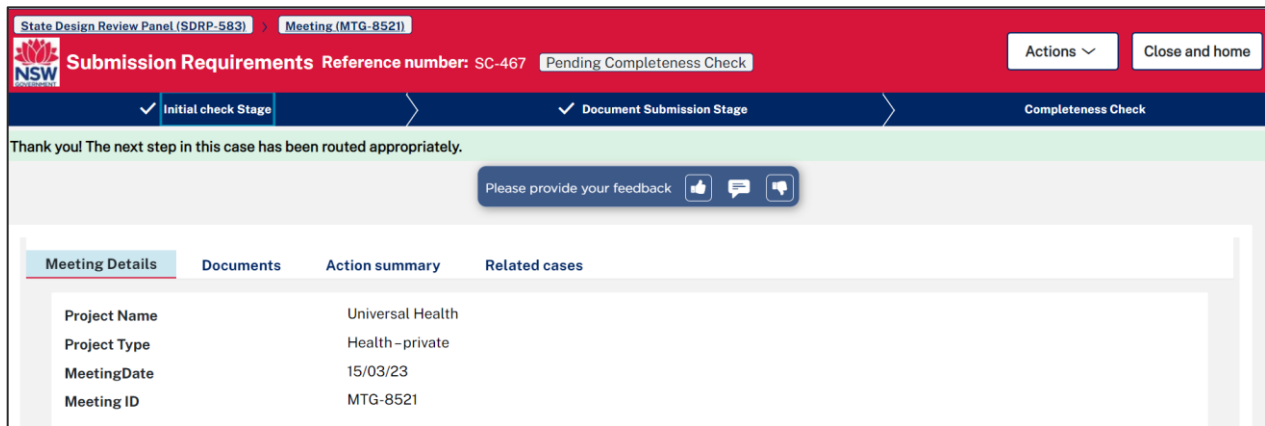
Required documents

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

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

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 |

History

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

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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.

<div align="center">End of Steps.</div>

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.