

Withdrawing a State Design Review Panel (SDRP) application

This guide provides steps on how to withdraw a State Design Review Panel (SDRP) application that has been submitted successfully via the NSW Planning Portal (the Portal).

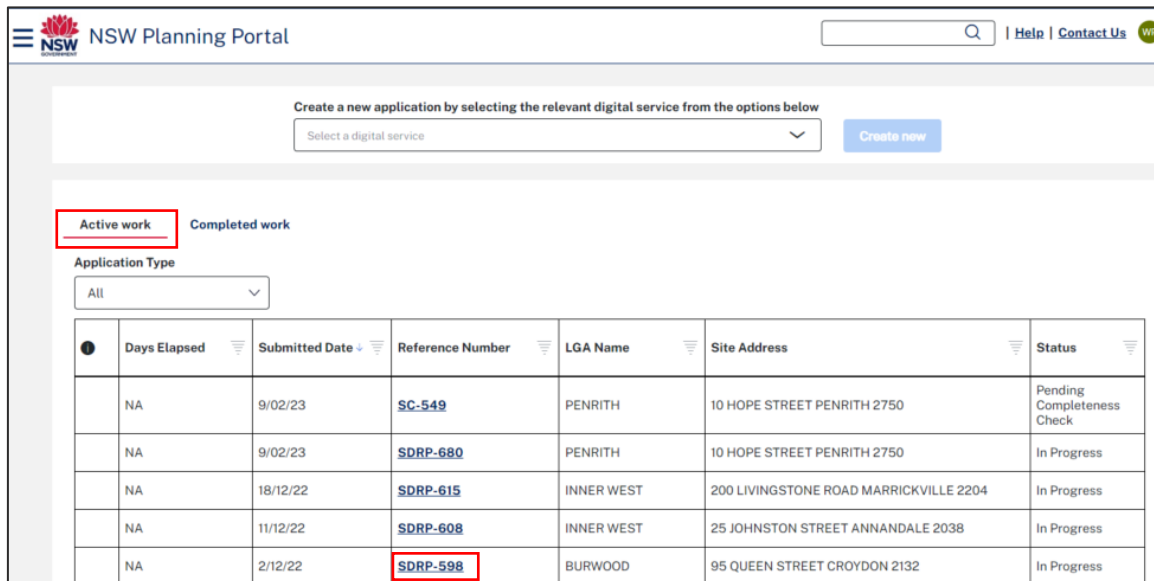
The steps below are the same for both primary and additional contact/s except when locating and opening the application.

- If you are the primary contact, locate the application by following Step 2.
- If you are an additional contact, locate the application by following Step 3.

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

Locating the SDRP application

1. **Log in** to the Portal to display your dashboard.



The screenshot shows the NSW Planning Portal dashboard. At the top, there is a search bar and links for 'Help' and 'Contact Us'. Below this, there is a section for 'Create a new application by selecting the relevant digital service from the options below'. A dropdown menu labeled 'Select a digital service' is visible, along with a 'Create new' button. Below this, there are two tabs: 'Active work' (which is highlighted with a red box) and 'Completed work'. Under the 'Active work' tab, there is a table of applications. The table has columns for 'Days Elapsed', 'Submitted Date', 'Reference Number', 'LGA Name', 'Site Address', and 'Status'. The 'Reference Number' column contains several links, including 'SC-549', 'SDRP-680', 'SDRP-615', 'SDRP-608', and 'SDRP-598' (which is highlighted with a red box). The 'Status' column shows 'Pending Completeness Check' for the first row and 'In Progress' for the others.

Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
NA	9/02/23	SC-549	PENRITH	10 HOPE STREET PENRITH 2750	Pending Completeness Check
NA	9/02/23	SDRP-680	PENRITH	10 HOPE STREET PENRITH 2750	In Progress
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	2/12/22	SDRP-598	BURWOOD	95 QUEEN STREET CROYDON 2132	In Progress

Primary Contact

Withdraw the application from the SDRP parent case in your Active work.

2. **Click** on the SDRP reference number to open your application.
 - a. Go to **Step 4**.

[SDRP-598](#)

Additional Contact

Additional contacts will not see the SDRP application reference number on their dashboard as they are not assigned the application.

3. **Search** for the application by using the global search field at the top right of the dashboard. **Enter** the SDRP reference number and **press** [Enter] on your keyboard to locate and open the application.

SDRP-598



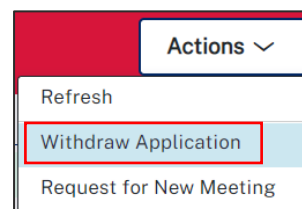
Withdrawing the application

The SDRP application opens.



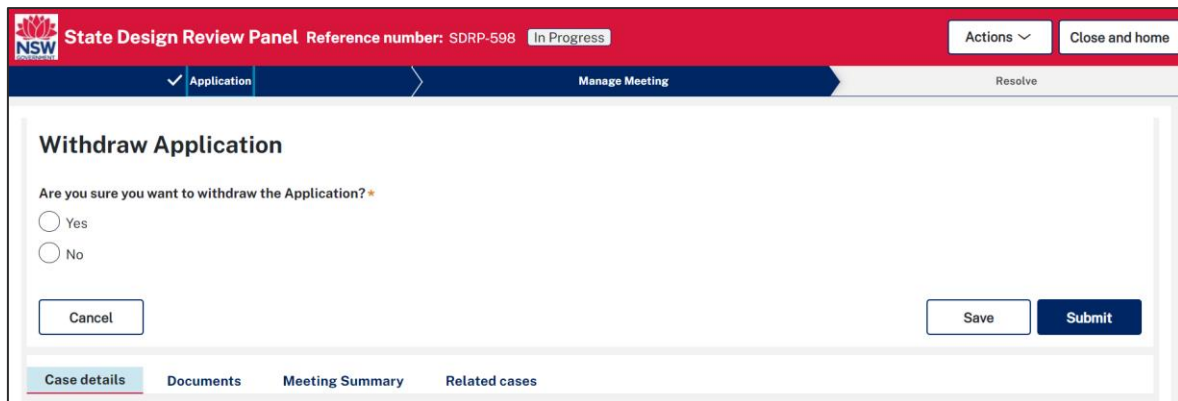
The screenshot shows the SDRP application interface. At the top, there is a red header bar with the NSW Government logo, the text 'State Design Review Panel', the reference number 'SDRP-598', and the status 'In Progress'. To the right of the header are buttons for 'Actions' and 'Close and home'. Below the header is a navigation bar with three tabs: 'Application' (selected), 'Manage Meeting', and 'Resolve'. Under the 'Application' tab, there are four sub-tabs: 'Case details' (selected), 'Documents', 'Meeting Summary', and 'Related cases'. The 'Case details' sub-tab shows a 'Project Details' section with the following information: Project Name: Bright Sparks 3 Primary School, Project Type: Education - public, and Site Address: 95 QUEEN STREET CROYDON 2132.

4. **Click** the Actions drop-down and **select** Withdraw Application.

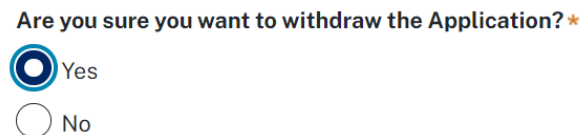


The screenshot shows the 'Actions' drop-down menu. The menu is open, displaying three options: 'Refresh', 'Withdraw Application' (highlighted with a red border), and 'Request for New Meeting'.

The Withdraw Application screen displays.



5. **Select** Yes to indicate that you are sure you want to withdraw the application.

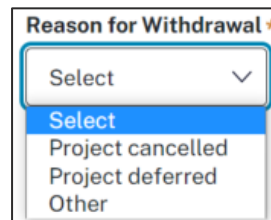
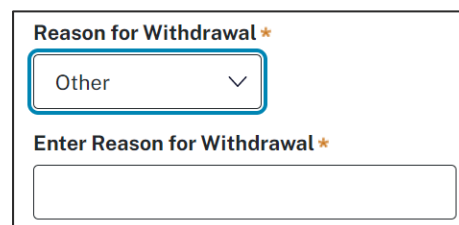


When you select Yes, the Date of Withdrawal displays the current date.

Date of Withdrawal
12/02/23

6. **Click** the Reason for Withdrawal drop-down and **select** an option from the available list.

Note: If the first two options are not applicable, **select** Other to enter the Reason for Withdrawal manually in the displayed text field.

7. Click **Submit** to withdraw the application.

Submit

This completes the application's withdrawal.



The screenshot shows the SDRP application interface. At the top, the status is 'Withdrawn'. Below the navigation bar, the 'Related cases' tab is selected. A table lists the cases:

Description	ID	Status
State Design Review Panel	SDRP-598	Withdrawn
Meeting	MTG-8535	Not required

When you click Submit:

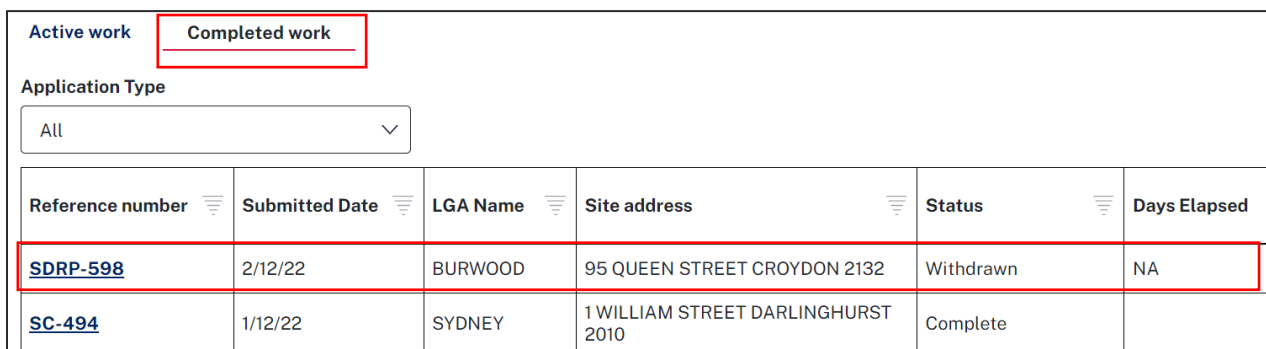
- The status of the SDRP application changes to Withdrawn.
- The system sends an email notification to the proponent's primary contact, any additional contacts and to the SDRP team advising them that the application has been withdrawn and the reason for its withdrawal. The email notification also serves as a notice of cancellation for any meetings scheduled.

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

Close and home

Notes:

- Once an application is withdrawn, it cannot be re-opened. If you wish to request a meeting with the SDRP, you will need to create a new application.
- Any active meeting cases (MTG-XXX), submission requirements cases (SC-XXX) and additional information cases (AI-XXX) will be automatically withdrawn with the status 'Not required'.
- For future reference, the primary/additional contact can view a withdrawn application via Completed work on their dashboard.



The screenshot shows the 'Completed work' tab. Below the 'Application Type' dropdown (set to 'All'), a table lists completed applications:

Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed
SDRP-598	2/12/22	BURWOOD	95 QUEEN STREET CROYDON 2132	Withdrawn	NA
SC-494	1/12/22	SYDNEY	1 WILLIAM STREET DARLINGHURST 2010	Complete	

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.