

## Overview

If your submission for an SDRP meeting is identified as being incomplete by your SDRP Design Advisor, you will receive an email notification requesting the missing information. The email will include details of the missing information and the date the information is due.

This guide provides steps on how to provide the missing submission information via the NSW Planning Portal.

## Providing Missing Submission Information

1. Login to the NSW Planning Portal to display all cases that are currently in your Active work.

Active work						
Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type	
3/08/21	<a href="#">SDRP-201</a>	CITY OF PARRAMATTA	180 GEORGE STREET PARRAMATTA 2150	In Progress	State Design Review Panel	
30/07/21	<a href="#">SC-127</a>	PENRITH	10 HOPE STREET PENRITH 2750	Pending Completeness Check	Submission Requirements	
30/07/21	<a href="#">SDRP-199</a>	PENRITH	10 HOPE STREET PENRITH 2750	In Progress	State Design Review Panel	
19/07/21	<a href="#">SC-74</a>	SYDNEY	Lot 11 DP 117965	Pending Completeness Check	Submission Requirements	

Provide the missing information in the relevant Submission Requirements case (SC-XXX). The status for the SC-XXX case is Pending Completeness Check.

SC-74

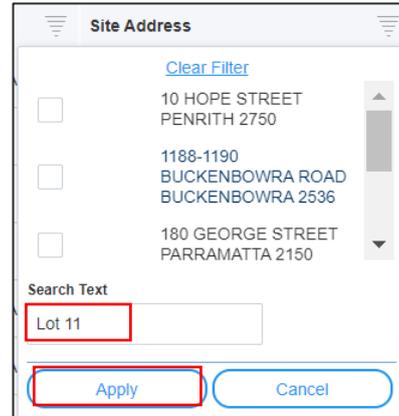
2. **Click** on the SC Reference Number to open the Submission Requirements case. Continue to Step 3.

# Providing Missing SDRP Submission Information

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If you cannot readily find the Submission Requirements (SC-XXX) case in your Active Work, you can search for it or the SDRP parent case by any of the column headings, including the Site Address or the Reference Number (SC or SDRP reference numbers).

- Click on the  icon to the right of the relevant column heading.
- Enter the Site Address (or reference number) in the Search Text box or select the relevant tick box and click Apply. Both the SDRP parent case and the SC child case will display in your Active work (see below).
- Click on the SC reference number to open the Submission Requirements case.



Site Address

Clear Filter

- 10 HOPE STREET  
PENRITH 2750
- 1188-1190  
BUCKENBOWRA ROAD  
BUCKENBOWRA 2536
- 180 GEORGE STREET  
PARRAMATTA 2150

Search Text

Lot 11

Apply Cancel

## Active work

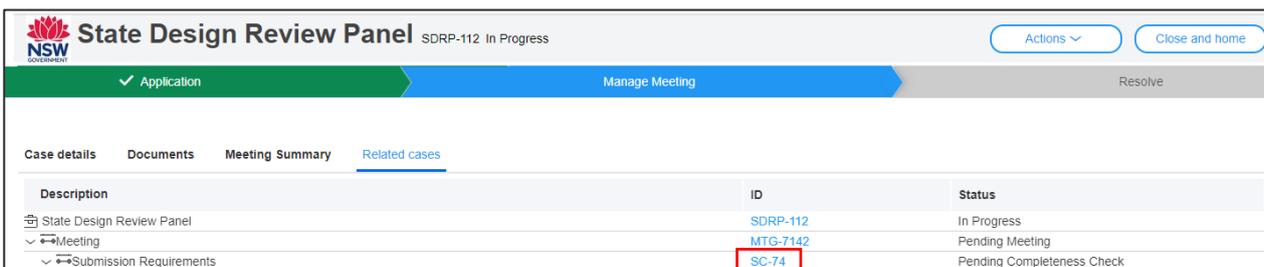
Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
19/07/21	SC-74	SYDNEY	Lot 11 DP 117965	Pending Completeness Check	Submission Requirements
19/07/21	SDRP-112	SYDNEY	Lot 11 DP 117965	In Progress	State Design Review Panel

**Note:** Alternatively, you can search for the SDRP reference number included in your email notification using the global search field at the top of the screen. Enter the SDRP reference number and press [Enter] to locate and open the SDRP application.



SDRP-112

If you open the application via the SDRP reference number, navigate to the Related cases tab and click on the Submission Requirements case (SC-XXX) link to open the SC child case.



State Design Review Panel SDRP-112 In Progress

Application Manage Meeting Resolve

Case details Documents Meeting Summary Related cases

Description	ID	Status
State Design Review Panel	SDRP-112	In Progress
Meeting	MTG-7142	Pending Meeting
Submission Requirements	SC-74	Pending Completeness Check

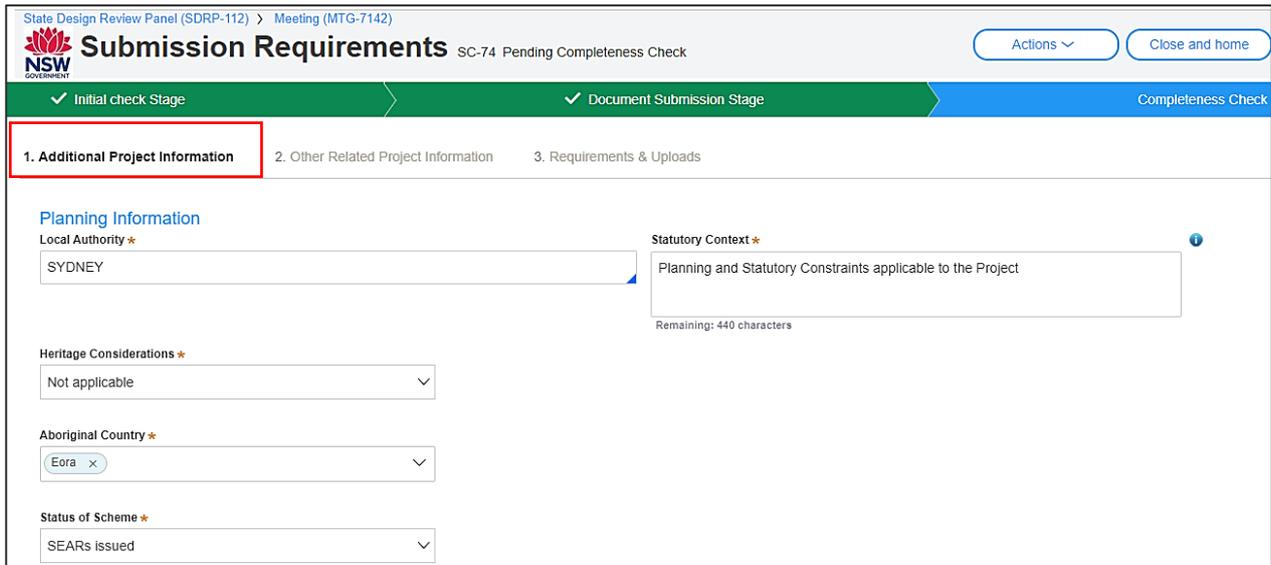
# Providing Missing SDRP Submission Information

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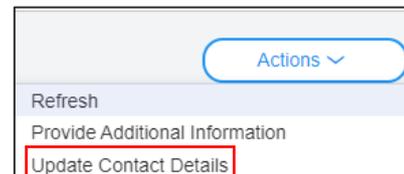
The Additional Project Information screen displays.

This is the first of the three steps in the Document Submission Stage as completed in your original submission.

Each field in this step, and the two steps to follow, is pre-populated with the data entered in your original submission and can be edited.



**Note:** If you wish to update your contact details or add/remove meeting attendees, **click** on the Actions drop-down and **select** Update Contact Details to open the Contact Information screen.



This Actions option is available for the three steps in the Documents Submission Stage. However, you are not able to update contact details or add/remove meeting attendees after you **click** Finish at the end of these steps.

If you need to make any changes after clicking Finish, please contact your Design Advisor at the SDRP team.

3.

4. **Update** any of the details on the Additional Project Information screen as required.

1. Additional Project Information

# Providing Missing SDRP Submission Information



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



The Other Related Project Information screen displays.

The screenshot shows the 'Submission Requirements' screen for a State Design Review Panel (SDRP-112) Meeting (MTG-7142). The screen is divided into three stages: 'Initial check Stage', 'Document Submission Stage', and 'Completeness Check'. The 'Other Related Project Information' section is highlighted with a red box. It contains three sub-sections: 'Opportunities/Constraints' with a text input field and a character count of 987; 'Key issues for Review' with a text input field and a character count of 1000; and 'Project Consultants' which is a table with columns for Consultant, Company, and Pre-qualified for Government Architect Strategy & Design Scheme. The table lists two consultants: Architect (ACME Architects) and Landscape architect (ACME Landscape architect), both pre-qualified. There are 'Delete' buttons for each row and an 'Add' button at the bottom.

Consultant	Company	Pre-qualified for Government Architect Strategy & Design Scheme	
Architect	ACME Architects	<input checked="" type="checkbox"/>	Delete
Landscape architect	ACME Landscape architect	<input checked="" type="checkbox"/>	Delete

6. **Update** any of the details on the Other Related Project Information screen as required.



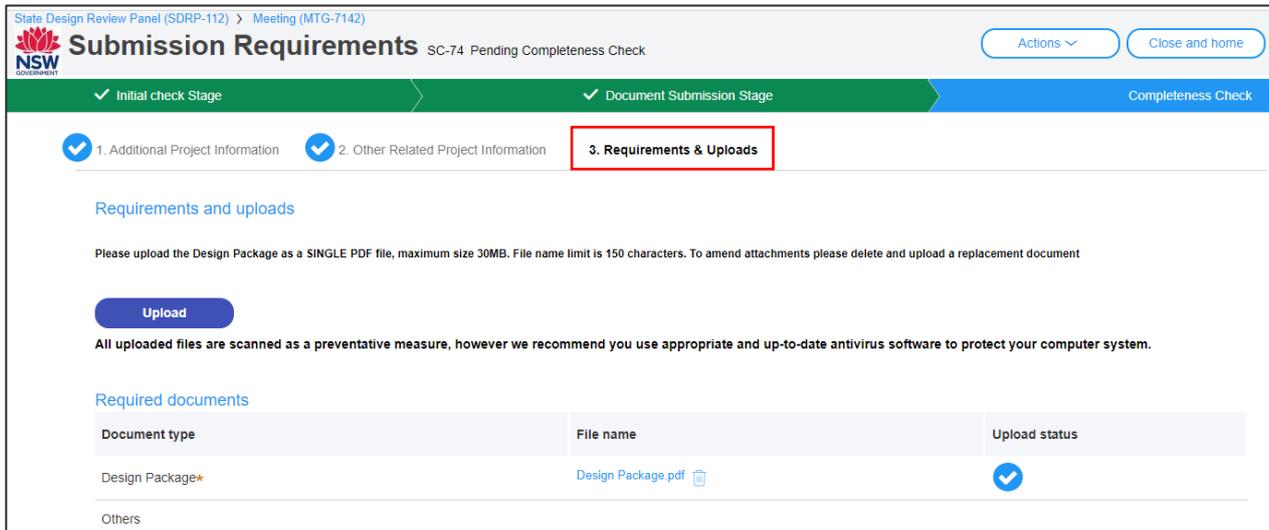
7. **Click** Continue to proceed to the next step.



The Requirements & Uploads screen displays.

# Providing Missing SDRP Submission Information

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State Design Review Panel (SDRP-112) > Meeting (MTG-7142)

Submission Requirements SC-74 Pending Completeness Check

Initial check Stage Document Submission Stage Completeness Check

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

Requirements and uploads

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

Upload

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.

Required documents

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

**Note:** 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 of 30MB.

The file name limit is 150 characters including spaces.

To delete the original Design Package:

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



To upload the replacement Design Package:

8. Click Upload to attach the Design Package.



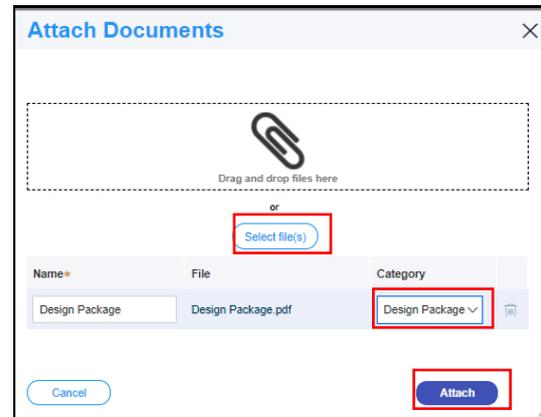
# Providing Missing SDRP Submission Information

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9. Click Select Files and navigate to the Design Package location.
10. Click the drop-down and select the Design Package Category from the list.
11. Click Attach to continue.

**Note:** To upload another document(s) repeat Steps 8 and 9 and click the Category drop-down to select Other from the list and click Attach.

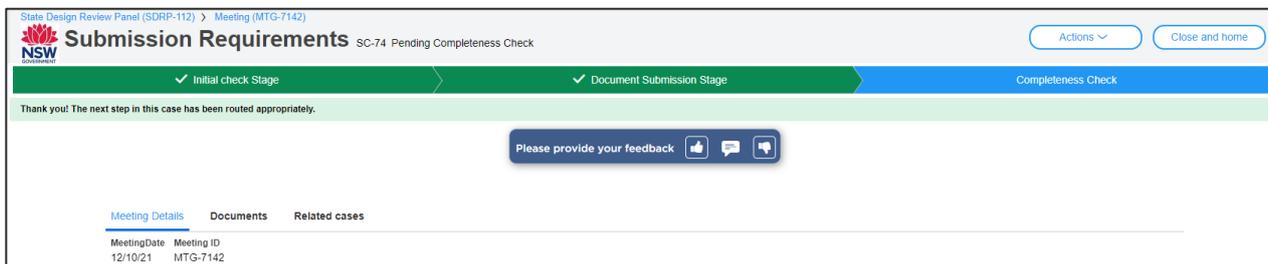
Added documents will be reviewed by the Design Advisor only, not the panel. Only the Design Package will be provided to the panel.



12. Click Finish.



This completes the provision of the missing information for your SDRP submission.



When you click Finish, the system generates an email notification to your SDRP Design Advisor advising them that you have completed the project information and uploaded the Design Package.

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



## What Happens Next?

1. Your revised project information and Design package workflows to the SDRP team for the Design Advisor to check the completeness of the missing information.
2. After your submission is accepted by the Design Advisor as complete, all meeting attendees will receive a meeting agenda before the meeting. The meeting agenda can also be viewed in the Documents tab.
3. Your last step is to upload the Final Design Presentation, which you need to do no later than one day before the meeting. For steps on how to upload the Final Design Presentation, please refer to the *Proponent – Upload Final Design Presentation* reference guide.
4. Following the meeting, all meeting attendees will receive an email notification with the Advice letter attached. The Advice letter can also be viewed 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.
- View more quick reference guides, FAQs 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.

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