

Overview

This guide provides steps on how to request a new meeting for an SDRP application that has been submitted successfully via the NSW Planning Portal.

A new meeting request applies to a meeting that will take place after your first meeting with the SDRP, which was automatically requested when you submitted your application.

You can request a new meeting as often as you require and at any time while your SDRP application is active.

Requesting a New Meeting

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	SDRP-201	CITY OF PARRAMATTA	180 GEORGE STREET PARRAMATTA 2150	In Progress	State Design Review Panel	
30/07/21	SC-127	PENRITH	10 HOPE STREET PENRITH 2750	Pending Completeness Check	Submission Requirements	
30/07/21	SDRP-199	PENRITH	10 HOPE STREET PENRITH 2750	In Progress	State Design Review Panel	
19/07/21	SC-74	SYDNEY	Lot 11 DP 117965	Pending Completeness Check	Submission Requirements	

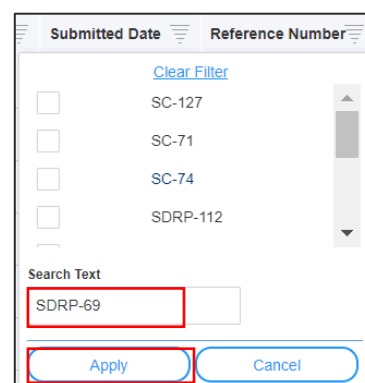
Request a new meeting from the SDRP application (parent case).



2. **Click** on the SDRP reference number to open your application. Continue to Step 3.

If you cannot readily find the SDRP reference number in your Active work, you can search for it by any of the column headings, including Reference Number.

- a. **Click** on the  icon to the right of the Reference Number column heading.
- b. **Enter** the SDRP reference number in the Search Text box or **select** the relevant tick box and **click** Apply. The SDRP application will display in your Active work (see below).



The screenshot shows a search interface with a list of reference numbers: SC-127, SC-71, SC-74, and SDRP-112. Below the list is a 'Search Text' box containing 'SDRP-69'. There are 'Apply' and 'Cancel' buttons at the bottom.

Requesting a New SDRP Meeting

Proponent

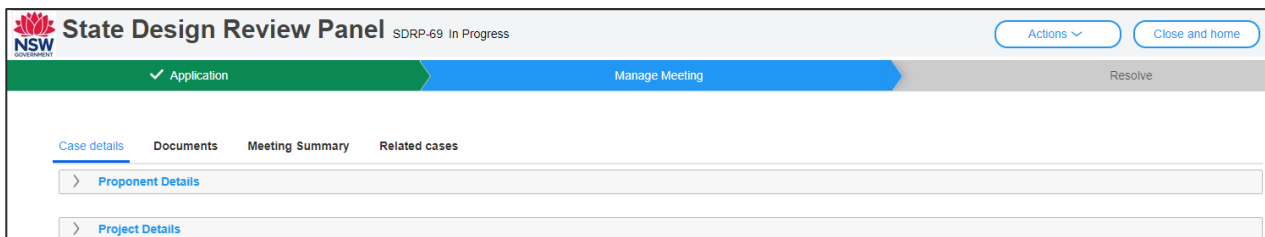
- c. **Click** on the SDRP reference number to open the application.

Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
17/07/21	SDRP-54	SYDNEY	1 WILLIAM STREET DARLINGHURST 2010	In Progress	State Design Review Panel

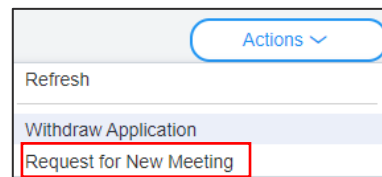
Note: Alternatively, you can search for the application using the global search field at the top of the screen. **Enter** the SDRP reference number and **press** [Enter] to locate and open the application.



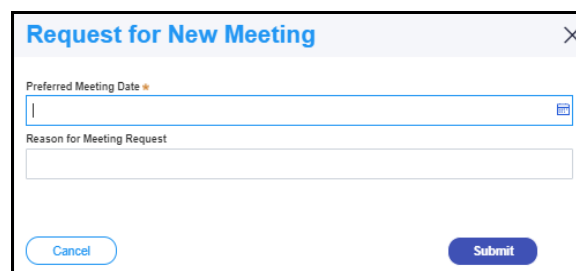
The SDRP application opens.



- 3. **Click** on the Actions drop-down and **select** Request for New Meeting.



The Request for New Meeting screen displays.



Requesting a New SDRP Meeting



Proponent

- 4. **Click** the calendar icon and **select** your Preferred Meeting Date.

Preferred Meeting Date *

29/09/2021

Note: While every effort will be made to accommodate your Preferred SDRP Meeting Date, it will be subject to the SDRP’s capacity at the time.

- 5. **Enter** a Reason for the Meeting Request (optional).

Reason for Meeting Request

Response to advice received from previous meeting, reference number MTG-1035.

- 6. **Click** Submit to complete your request for a new meeting.

Submit

This completes your request for a new meeting.

The screenshot shows the 'State Design Review Panel' interface for case SDRP-69. The progress bar indicates the 'Application' step is complete (green) and 'Manage Meeting' is the current step (blue). The 'Resolve' step is greyed out. Below the progress bar, there are tabs for 'Case details', 'Documents', 'Meeting Summary', and 'Related cases'. Under 'Case details', there are expandable sections for 'Proponent Details' and 'Project Details'.

When you click Submit:

The system generates an email notification to the SDRP team requesting a new meeting.

- 7. **Click** Close and home to return to your dashboard.

Close and home

What Happens Next?

Your new meeting request will workflow to the SDRP team.

The Proponent's primary contact and any additional contacts will receive email notifications regarding:

- The new SDRP meeting date
- The SDRP submission requirements for the new meeting.

Note: For steps on how to enter your submission requirements via the Portal, please refer to our relevant quick reference guide.

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.