Overview

This guide provides steps on how to upload your final design presentation for an SDRP meeting.

You can upload your final design presentation at any time before the meeting, but no later than one day before the meeting date.

Uploading the Final Design Presentation

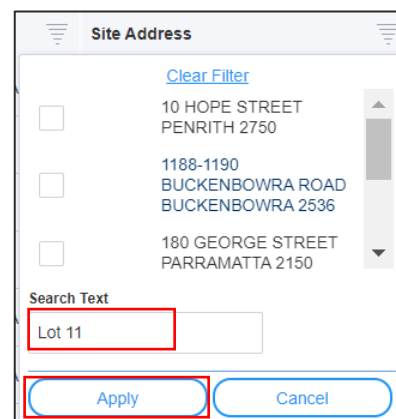**1.** Login to the NSW Planning Portal to display all cases that are currently in your Active work.

2. **Click** on the Reference Number to open the SDRP application. Continue to Step 3.

If you cannot readily find the SDRP application in your Active Work, you can search for it by any of the column headings, including Site Address.

a. **Click** on the ☰ icon to the right of the Site Address column heading.

b. **Enter** the Site Address in the Search Text box or **select** the relevant tick box and **click** Apply. The SDRP parent case will display in your Active work (see below).

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

The SDRP application opens (the parent case).

The final design presentation is to be uploaded in the Meeting child case.

3. **Click** the Related cases tab to display links to the SDRP parent case and related child cases for this application including the Meeting case.

4. **Click** on the Meeting case reference ID to open it.
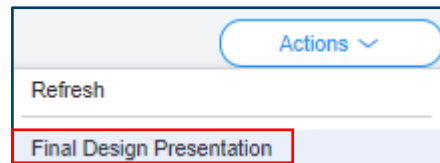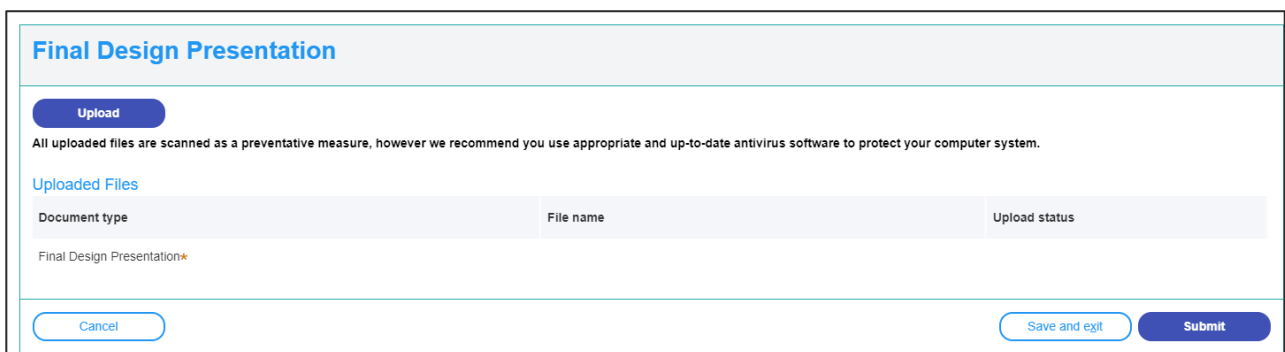
The Meeting case opens.

The Case details tab in the Meeting case contains all details entered by you plus the SDRP Submission Requirements related to the meeting. If you wish to review the information, click on the expand and collapse buttons to the left of each sub-section.

5. **Click** the Actions Drop-down and select Final Design Presentation.
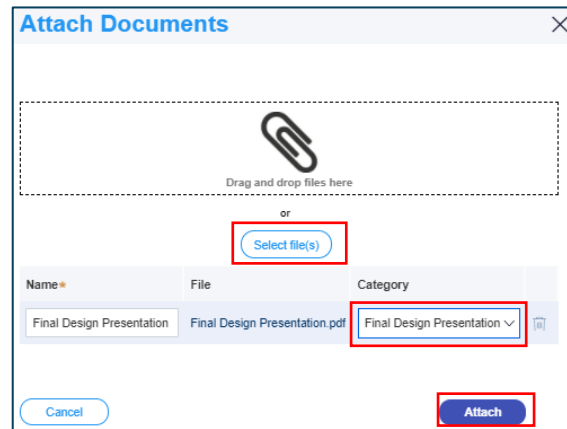

The Final Design Presenation screen displays.

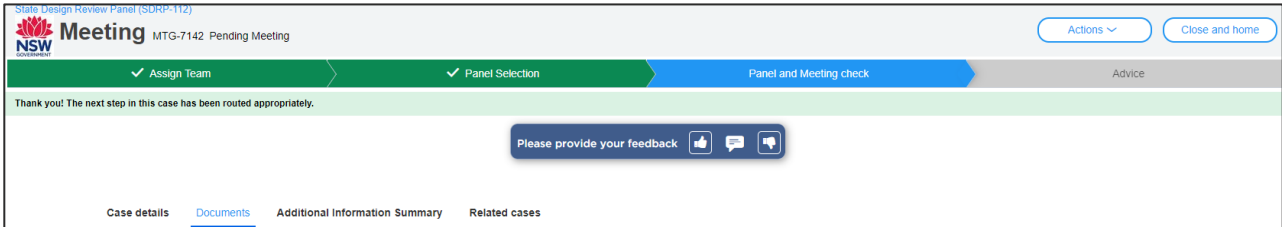6. **Click** Upload to attach the Final Design Presentation.

7. **Click** Select Files and navigate to the Final Design Presentation.pdf location.
8. **Click** the drop-down and select the Category, Final Design Presentation.
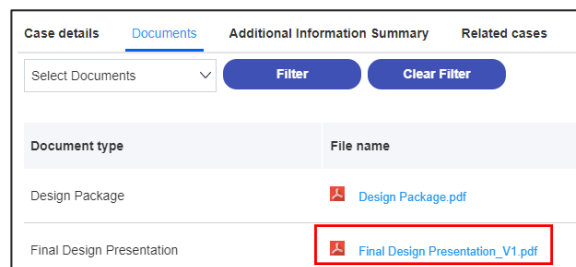9. **Click** Attach to continue.

10. **Click** Submit.

This completes the Final Design Presentation upload.
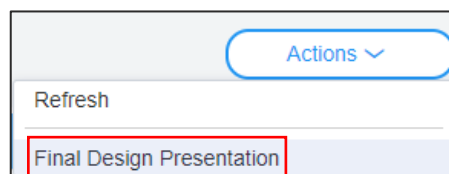

When you click Submit:

1. The system generates an email notification to your SDRP Design Advisor advising them that you have uploaded the Final Design Presentation.
2. The Final Design Presentation is saved in the Documents tab, which you can view by clicking on the Final Design Presentation link.

Note: If you amend your design presentation after submitting your Final Design Presentation to the SDRP team, you can upload your amended version by **selecting** Final Design Presentation in the Actions menu of the Meeting (MTG) case and following the steps in this guide.

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

What Happens Next?

1. Your Final Design Presentation workflows to the SDRP team in preparation for the meeting.
2. Following the meeting, all meeting attendees will receive an email notification with the Advice letter attached. The Advice letter can also be viewed via 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.