

Overview

This guide provides steps on how to withdraw an SDRP application that has been submitted successfully via the NSW Planning Portal.

Withdrawing an SDRP Application

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	

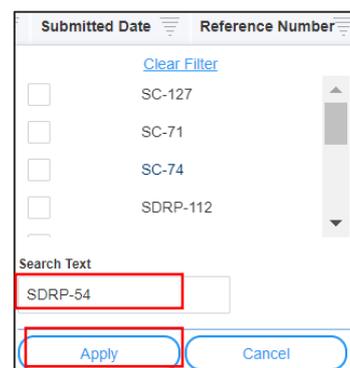
Withdraw the application from the SDRP parent case.



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 to display the link to the application in your Active work (see below).
- c. **Click** on the SDRP reference number to open the application.



The screenshot shows a search filter interface with a list of reference numbers: SC-127, SC-71, SC-74, and SDRP-112. Each item has a checkbox to its left. Below the list is a 'Search Text' input field containing 'SDRP-54'. At the bottom, there are 'Apply' and 'Cancel' buttons. The 'Apply' button is highlighted with a red box.

Withdrawing an SDRP Application

Proponent



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

The Withdraw Application screen displays.

Withdrawing an SDRP Application

Proponent

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

Are you sure you want to withdraw the Application? *

Yes

No

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

Date of Withdrawal

5/08/21

5. **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.

Reason for Withdrawal *

Select ▼

- Select
- Project cancelled
- Project deferred
- Other

Reason for Withdrawal *

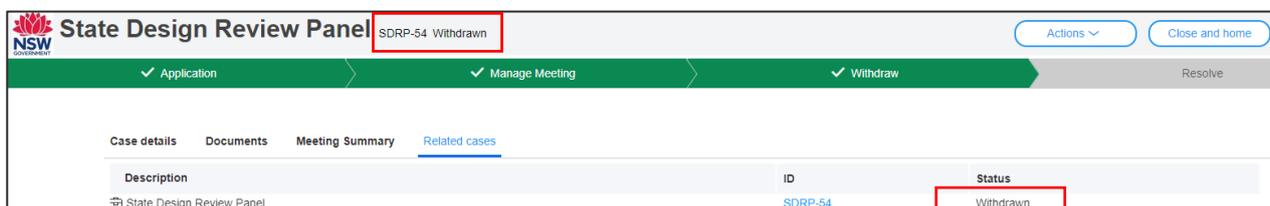
Other ▼

Enter Reason for Withdrawal *

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

Submit

This completes the application's withdrawal.



The screenshot shows the 'State Design Review Panel' interface. The breadcrumb trail is: Application > Manage Meeting > Withdraw > Resolve. The 'Withdraw' step is highlighted in green. Below the breadcrumb, there are tabs for 'Case details', 'Documents', 'Meeting Summary', and 'Related cases'. A table displays the application details:

Description	ID	Status
State Design Review Panel	SDRP-54	Withdrawn

When you click Submit:

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

Withdrawing an SDRP Application



Proponent

Note:

- 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) and/or Submission Requirements cases (SC-XXX) and/or Additional Information (AI-XXX) will be automatically withdrawn with the status No required.
- For future reference, you can view a withdrawn application via Completed work in the main menu on your dashboard.

Completed work						
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed	Application type
SDRP-54	17/07/21	SYDNEY	1 WILLIAM STREET DARLINGHURST 2010	Withdrawn	NA	State Design Review Panel
SC-116	26/07/21	PENRITH	10 HOPE STREET PENRITH 2750	Not required	NA	Submission Requirements
SDRP-162	26/07/21	PENRITH	10 HOPE STREET PENRITH 2750	Withdrawn	NA	State Design Review Panel

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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