

Submit a State Design Review Panel (SDRP) application

This guide provides steps on how to submit a State Design Review Panel (SDRP) application via the NSW Planning Portal (the Portal).

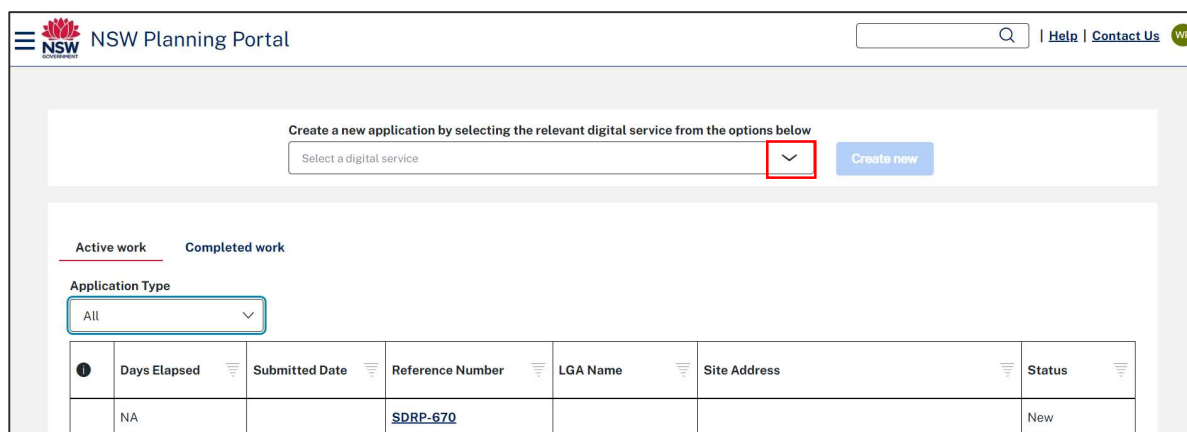
To submit an SDRP application via the Portal, you will need an NSW Planning Portal account. If you do not already have an account, please refer to our *Registering for the NSW Planning Portal* quick reference guide.

Throughout the online application form, there are three commonly used symbols/icons:

Symbol	Description
*	A red asterisk indicates a mandatory field.
	A blue triangle in the bottom right-hand corner of a field indicates predictive text. As you begin to type, this feature makes suggestions based on what you have typed so far.
	An Information icon indicates a tooltip. When you hover your mouse over the icon, helpful information will display.

Creating a new 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 header with the NSW logo, the text 'NSW Planning Portal', a search bar, and links for 'Help', 'Contact Us', and 'WP'. Below the header, there is a section titled 'Create a new application by selecting the relevant digital service from the options below'. This section contains a dropdown menu labeled 'Select a digital service' with a red box around the dropdown arrow, and a 'Create new' button. Below this, there are two tabs: 'Active work' and 'Completed work'. Under the 'Active work' tab, there is a section titled 'Application Type' with a dropdown menu showing 'All'. Below this, there is a table with columns: Days Elapsed, Submitted Date, Reference Number, LGA Name, Site Address, and Status. The table contains one row with the following data: Days Elapsed: NA, Submitted Date: (empty), Reference Number: SDRP-670, LGA Name: (empty), Site Address: (empty), Status: New.

2. Click 'Create a new application.....' down arrow and **select** State Design Review Panel from the available list.

Create a new application by selecting the relevant digital service from the options below

^

St

Post Consent Certificate (CC, OC, SC, PCA, SWC)

Special Infrastructure Contributions Request

State Design Review Panel

State VPA / WIK request

STRA Registration

Create new

3. Click Create new.

Create a new application by selecting the relevant digital service from the options below

▼

Create new

A new SDRP application is created and the Proponent Details screen displays.

When you create an SDRP application, the system assigns it a unique reference number with the prefix SDRP **SDRP-680**. This number displays at the top of every screen and is included in all correspondence generated by the system.


State Design Review Panel Reference number: SDRP-680 New
Actions ▼ Close and home

Application
Manage Meeting
Resolve

1 2 3
Proponent Details Project Information Review and Submit

1 Please review and update the information as required

Primary contact

First Name * Last Name *

Company * Position

Postal Address Phone * Email *

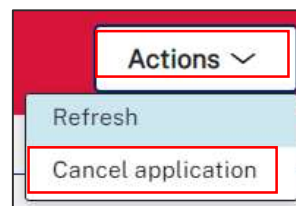
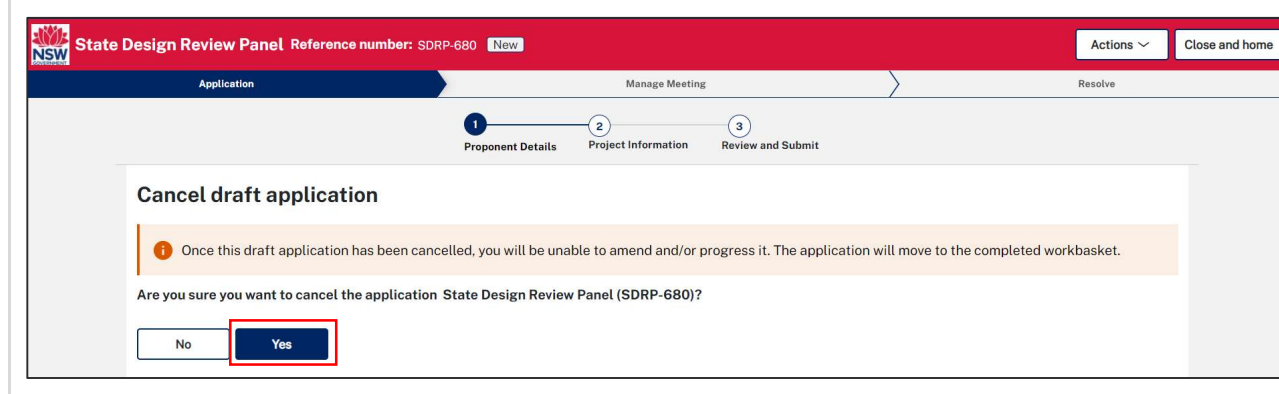
Additional contact ⓘ

Add Additional Contacts

Cancel Save Continue

(Optional) If you need to cancel your draft application before submitting it:

- Click the Actions menu and **select** Cancel application.
- Click Yes to complete the cancellation process.
- Click Close and home to return to your dashboard.

The screenshot shows the SDRP interface with a red header bar. The main content area displays a 'Cancel draft application' dialog. The dialog includes a warning message: 'Once this draft application has been cancelled, you will be unable to amend and/or progress it. The application will move to the completed workbasket.' Below this, it asks 'Are you sure you want to cancel the application State Design Review Panel (SDRP-680)?' with 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a red box.

Capturing primary contact details

You can nominate someone other than yourself to be the primary contact.

The primary contact can be an individual from the agency or company proposing to carry out the development (the proponent) or someone acting on behalf of the proponent, (e.g., a consultant).

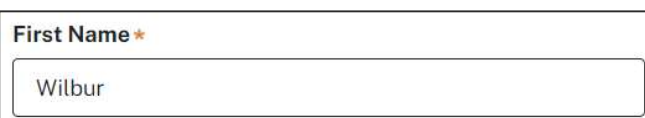
When an application is submitted, it is automatically assigned to the primary contact. This person can edit the application and receives all correspondence regarding it. If you are not the primary or an additional contact, you will have read-only access to the application.

Pre-requisite

To proceed with this application, the primary contact must have an online NSW Planning Portal account (login ID and password).

Some primary contact details are automatically populated based on your registration profile. If you are not the primary contact, please update these details.

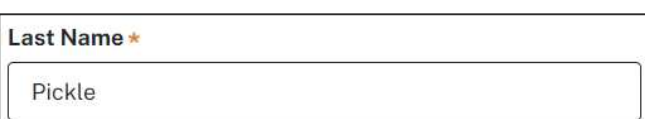
- Verify** (or edit) the primary contact's First Name.



First Name *

Wilbur

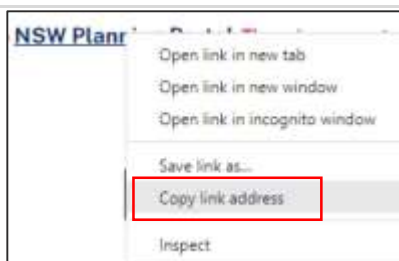
- Verify** (or edit) the primary contact's Last Name.



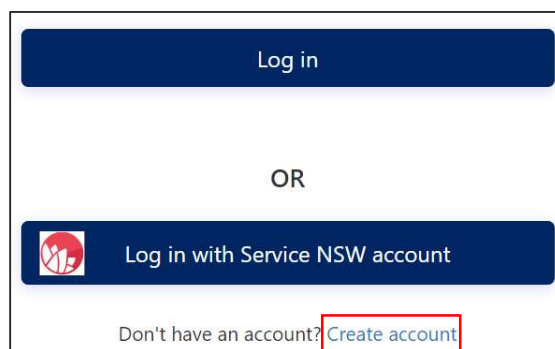
Last Name *

Pickle

6. Enter the Company name.	Company * Lynwood Lloyd Pty Ltd
7. Enter the Position of the primary contact within the company (optional).	Position Director
8. Enter the Postal Address (optional). As you begin to type, the system will auto-suggest addresses based on the information entered. Select the correct address from the list.	Postal Address 10 Hope Street 10 HOPE STREET ROSEHILL 2142 10 HOPE STREET PENRITH 2750 10 HOPE STREET YASS 2582
Note: For unregistered or post office box addresses, please enter the address manually as auto-suggest is not available.	
9. Verify (or edit) the primary contact's Phone number. A mobile phone number is preferred.	Phone * 0407765432
10. Verify (or edit) a valid Email address for the primary contact. Note: The email address provided must be the same email address the primary contact uses to log in to the Portal. This email address will receive all correspondence sent via the Portal.	Email * wilburpickle@yopmail.com
Note: An error message will display if the primary contact is not registered in the Portal. You cannot continue with the application until they have registered their details. The error message includes a link to the NSW Planning Portal login/create an account page, which you can send to the primary contact.	
 Please review and update the information as required The primary contact's email address is not registered in the NSW Planning Portal The primary contact will need to register their email address before you can continue.	
To send the link to the primary contact: Right click on the NSW Planning Portal link.	



- b. **Select** Copy link address from the pop-up menu.
- c. **Paste** the NSW Planning Portal link into an email and send it to the primary contact.
- d. The primary contact should be able to **click** on the link address in the email to take them to the NSW Planning Portal login page where they can **click** Create account and follow the prompts.



Adding additional contacts

You can add up to two additional contacts to an SDRP application.

An additional contact/s is intended to be a backup for the primary contact. Additional contacts may also be project team members who need to input information and/or upload documents at later stages in the workflow process.

Additional contacts can edit an application and will receive all correspondence regarding the application.

Pre-requisite

Additional contacts must have an online NSW Planning Portal account to access the SDRP application.

To add an additional contact:

11. **Click** Add Additional Contacts.

If you do not wish to add an additional contact, go to **Step 13**.



12. **Enter** the additional contact's First name, Last Name, and a valid Email address in the text fields provided.

Note: The email address provided must be the same email address the additional contact uses to log in to the Portal. This email address will receive all correspondence sent via the Portal.

To add a second additional contact, repeat **Steps 11** and **12**.

First Name *

Daphne

Last Name *

Flowers

Email *

daphne.flowers@yopmail.com

If the additional contact's email address is not registered in the Portal, an information message will display. The additional contact must register in the Portal to access the application.

The additional contact's email address daphne.flowers@yopmail.com is not registered in the NSW Planning Portal. The additional contact will need to register their email address to access this application.

Additional contact

Add Additional Contacts

First Name *

Daphne

Last Name *

Flowers

Email *

daphne.flowers@yopmail.com

Delete

13. **Click** Continue to proceed to the Project Information step.

Continue

Note: Whenever a mandatory field is missed, you will see this message at the top of your screen after you **click** Continue. When you **click** OK, the text for the missed field displays in red.

apps-uat.planningportal.nsw.gov.au says
Please correct flagged fields before submitting the form!

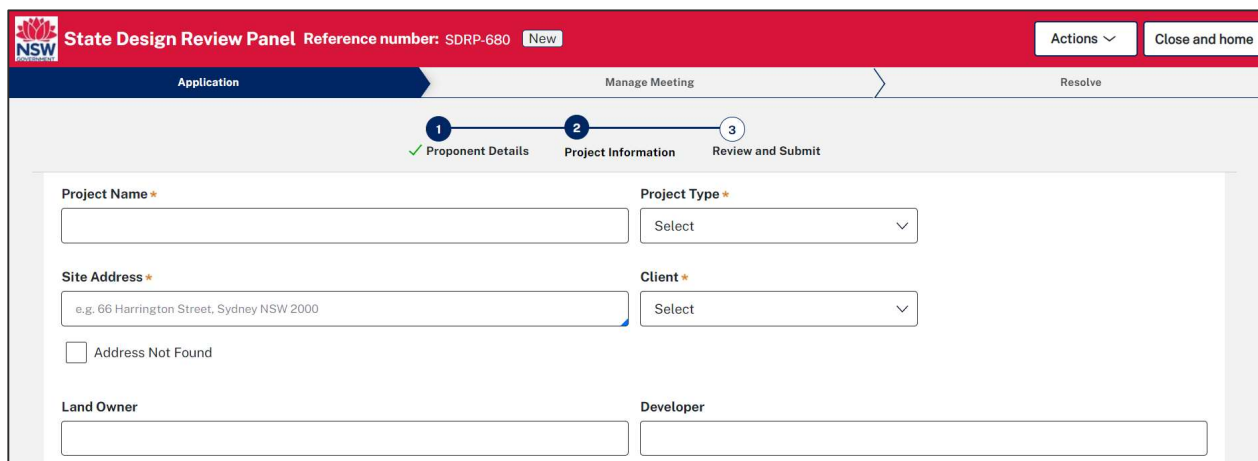
OK

Company *

Please complete

Entering project information

The Project Information screen displays.



14. Enter the Project Name.

Project Name *

Lynwood Towers

15. Click the Project Type drop-down arrow and **select** your project type from the available list.

Project Type *

Select

Select
Education - public
Education - private
Education - university
Education - other
Health - public
Health - private
Health - other
Residential & Commercial
Masterplan
Precinct
Arts & Culture
Infrastructure & Transport
Open Space & Recreation
Other

Note: If none of the listed Project Type options apply, **select** Other and **enter** the project type manually in the added text field, Enter Project Type. This field has a 32-character limit.

Project Type *

Other

Enter Project Type *

16. Enter the project's Site Address. As you begin to type, the system will auto-suggest addresses based on the information entered. **Select** the correct address from the list.

Site Address *

53 Phillip Street

53 PHILLIP STREET PARRAMATTA 2150

53 PHILLIP STREET GOONELLABAH 2480

53 PHILLIP STREET WATERLOO 2017

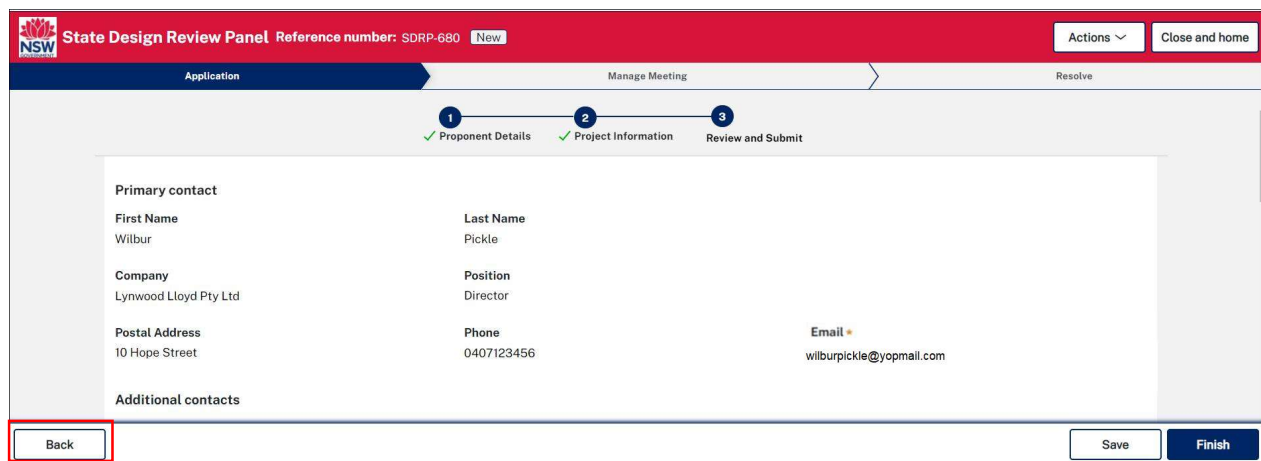
53 PHILLIP STREET BIRCHGROVE 2041

Note: If your address does not appear, select the Address Not Found tick-box and enter the address manually in the added text field, Enter Site Address. This field has a 32-character limit.	☒ Address Not Found Enter Site Address ★
17. Click the Client drop-down arrow and select an option from the available list.	Client ★ Select ▼ Select Health Infrastructure NSW School Infrastructure NSW Land & Housing Corporation Landcom Transport for NSW Sydney Metro Create NSW Department of Premier & Cabinet Department of Planning & Environment Other
Note: if none of the listed Client options apply, select Other and enter the client name manually in the added text field, Enter Client. This field has a 32-character limit.	Client ★ Other ▼ Enter Client ★ Lynwood Lloyd Pty Ltd
Steps 18 to 22 are optional, though the information, if known, may be helpful to the SDRP.	
18. Enter the Land Owner's name.	Land Owner
19. Enter the Developer's name.	Developer
20. Enter the Site Area (in square metres).	Site Area (in square metres)
21. Enter the SSDA number, if known. Note: This is the State Significant Development application reference number issued by Major Projects when they accept the proponent's request for SEARs.	SSDA Number SSD-6129

22. Enter the Procurement Method.	Procurement Method Design and Construct
23. Select Yes or No to indicate whether the Capital Investment Value (CIV) is confidential. Note: By default, the selection is 'No'. a. If Yes is selected, go to Step 25. b. If No is selected, continue to Step 24. Note: Hover your mouse over the  icon for more information.	Is the Capital Investment Value (CIV) confidential?   ☐ Yes ☒ No
24. Enter the Capital Investment Value (CIV), in the added numeric field. Note: Enter a numeric value, excluding GST.	Capital Investment Value (excl GST)  \$
25. Enter Dates/Project Timelines. This text field has a 500-character limit.	Key Dates/Project Timelines Remaining: 500 characters
Note: Please provide as much information as possible on your project's timelines so that the SDRP team can accommodate your project's needs where possible. For example, indicate the planned EIS lodgement date, project milestones or specific project requirements, which are time sensitive.	
26. Click the calendar icon and select your preferred SDRP meeting date. The calendar defaults to the current date.	Preferred SDRP Meeting Date   
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.	
27. Click continue to progress to the Review and Submit step.	Continue

Review and submit the application

The Review and Submit screen displays.



28. **Review** the details entered in your application. This information is read-only.

If changes are needed, **click** the Back button (bottom left of screen) to navigate to the previous screens.

29. Once you have reviewed the information entered, complete the Declarations at the bottom of the screen by **selecting** each tick-box or **clicking** Select all.

Submit my application

Declarations *

☐ Select all

☐

I declare that all the information in the proposal and accompanying documents is,

☐

I acknowledge that copies of this application and supporting documentation may

Access) 2009 (NSW) (GIPA Act) under which it may be required to release informa

☐

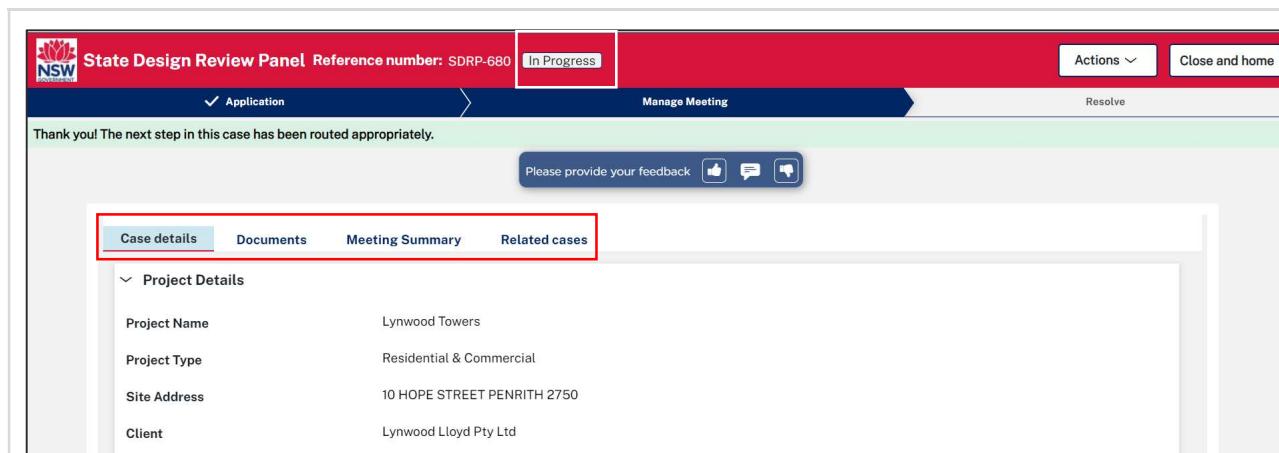
I have read and agreed to the collection and use of my personal information.

Note: A tick-box must be selected for every declaration before you can submit your application.

30. **Click** Finish to submit your SDRP application.

Finish

Thank you! The next step in this case has been routed appropriately.



State Design Review Panel Reference number: SDRP-680 In Progress

Actions Close and home

Application Manage Meeting Resolve

Thank you! The next step in this case has been routed appropriately.

Please provide your feedback

Case details Documents Meeting Summary Related cases

Project Details

Project Name	Lynwood Towers
Project Type	Residential & Commercial
Site Address	10 HOPE STREET PENRITH 2750
Client	Lynwood Lloyd Pty Ltd

When you click Finish:

- The application workflows to the SDRP team as the proponent's first request for an SDRP meeting.
- The status of the SDRP application changes to 'In Progress'.
- The system sends two email notifications, one to the proponent's primary contact and any additional contacts and the other to the SDRP team.
- Four tabs display for your review:
 - Case details – this tab contains the details of your application.
 - Documents – this tab will include links to documents uploaded by the primary/additional contacts, the SDRP team and those generated automatically.
 - Meeting Summary – this tab will contain meeting details, including the meeting date and a meeting reference number (with an MTG prefix) after the SDRP team initiates the meeting.
 - An SDRP application may require multiple meetings, each with its own unique reference number.
 - Related cases – this tab includes links to the SDRP application and subsequent child cases, including the meeting case once it has been initiated.

The information contained in the tabs is read only and will grow as the application progresses. These tabs will display on every screen of the SDRP application and can also be viewed by the SDRP team.

31. To review the information entered, click the Case details tab and click

Expand  to display the details.

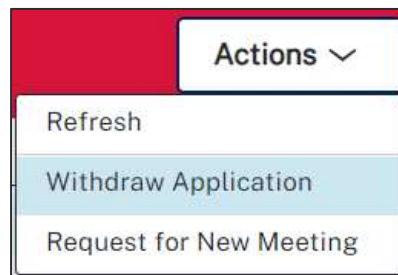


Case details Documents Meeting Summary Related cases

Project Details

Project Name	Lynwood Towers
Project Type	Residential & Commercial
Site Address	10 HOPE STREET PENRITH 2750
Client	Lynwood Lloyd Pty Ltd

Two new actions are available after submitting your application.



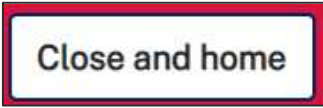
Withdraw Application

- The primary or additional contact/s can withdraw an SDRP application at any stage.

Request for New Meeting

- The submitted application initiates the first meeting request with the SDRP.
- By selecting the 'Request for New Meeting' Actions option, the primary/additional contact can request a **subsequent** meeting with the SDRP.
- While an SDRP application is active, the primary/additional contact can request a new meeting at any time and as often as needed.

32. Click Close and home (top right of screen) to return to your dashboard.

A rectangular button with a red border and the text 'Close and home' in black.

Active work

Completed work

Application Type

All

①	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
	NA	9/02/23	SDRP-680	PENRITH	10 HOPE STREET PENRITH 2750	In Progress

What happens next?

The SDRP team will review your application and schedule your SDRP meeting.

Once the meeting is scheduled, the system will send the primary contact and any additional contacts two email notifications informing them of the following:

- The SDRP meeting date and the assigned SDRP design advisor's contact details
- The SDRP team's submission requirements.

Notes:

- For steps on how to respond to the submission requirements via the Portal, please refer to our reference guides:
 - *Primary contact - Responding to the SDRP Submission Requirements.*
 - *Additional contact – Responding to the SDRP Submission Requirements.*
- If you need to change the primary and/or additional contact/s after submitting your SDRP application, please contact the SDRP team for assistance.

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.