

Upload the final design presentation

This guide provides steps on how to upload the proponent's final design presentation for a State Design Review Panel (SDRP) meeting via the NSW Planning Portal (the Portal).

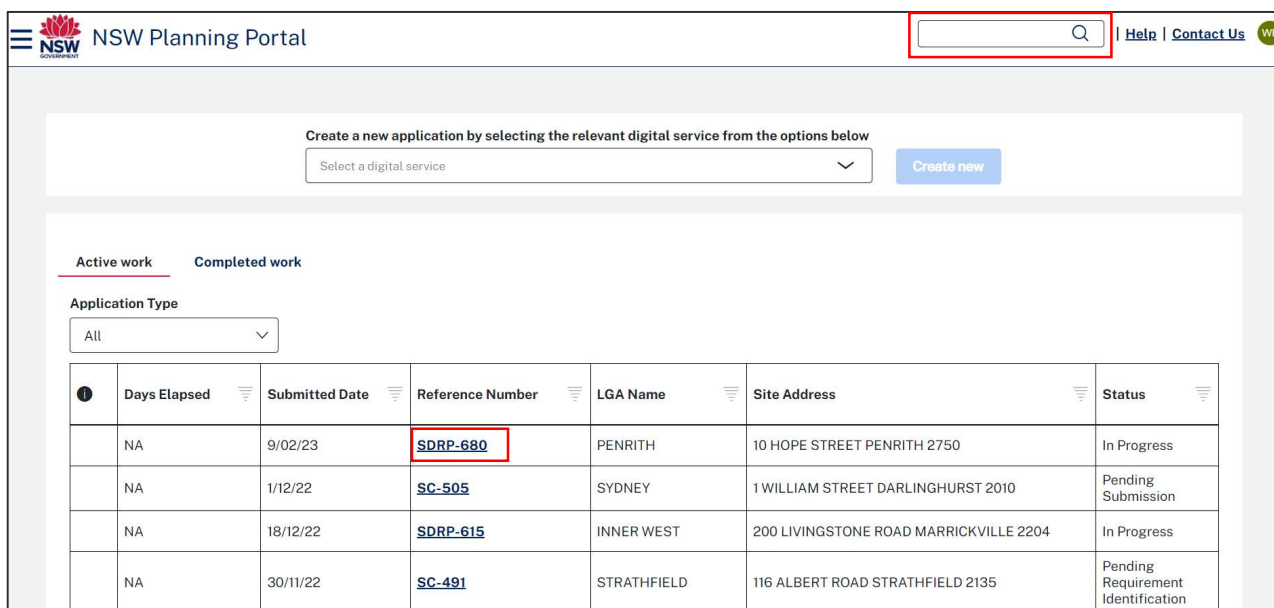
The final design presentation is due no later than one day before the meeting date. The system will send the primary/additional contacts/s a reminder notification on the day before the due date.

The steps below are the same for both primary and additional contact/s.

A red asterisk (*) indicates a mandatory field or document.

Locating the meeting case

1. **Log in** to the Portal to display your dashboard.



NSW Planning Portal

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

Select a digital service

Active work Completed work

Application Type

All

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
NA	1/12/22	SC-505	SYDNEY	1 WILLIAM STREET DARLINGHURST 2010	Pending Submission
NA	18/12/22	SDRP-615	INNER WEST	200 LIVINGSTONE ROAD MARRICKVILLE 2204	In Progress
NA	30/11/22	SC-491	STRATHFIELD	116 ALBERT ROAD STRATHFIELD 2135	Pending Requirement Identification

Upload the final design presentation via the meeting case (MTG-XXX).

Meeting cases will not display on your dashboard unless you are mid-way through a meeting task.

2. **Search** for the meeting case by using the global search field at the top right of the dashboard. **Enter** the SDRP application reference number (SDRP-XXX) and **click** the magnifying glass.

SDRP-680

State Design Review Panel (SDRP)

Primary and Additional Contacts



From the drop-down, **select** the MTG-XXX reference number to locate and open the meeting case (MTG-XXX).

The screenshot shows the NSW Planning Portal interface. At the top right, there is a search bar with 'SDRP-680' entered and a magnifying glass icon. Below the search bar, there are two main sections: 'Case' and 'Include'. The 'Case' section has a dropdown menu currently set to 'Complying Development Certificate'. The 'Include' section has a dropdown menu set to 'Work items only'. Below these, there are two more dropdowns: 'Show' set to 'All work' and 'Last Updated' set to 'Anytime'. A link 'Show results in a new window' is visible. Below the filters is a table with three columns: 'Description', 'ID', and 'Updated'.

Description	ID	Updated
Submission Requirements	SC-549	13/02/23
Meeting	MTG-8640	13/02/23
State Design Review Panel	SDRP-680	10/02/23

Note: The SDRP application reference number (SDRP-XXX) will display on the dashboard for the primary contact, but not for an additional contact. By clicking on the SDRP reference number on their dashboard (Active work), the primary contact can select the Related cases tab in the SDRP application and the meeting ID (MTG-XXX) to open the meeting case.

Case details Documents Meeting Summary Related cases		
Description	ID	Status
State Design Review Panel	SDRP-680	In Progress
Meeting	MTG-8640	Pending Meeting
Submission Requirements	SC-549	Complete

The meeting case opens. The status is Pending Meeting.

State Design Review Panel (SDRP)

Primary and Additional Contacts



The Case details tab contains proponent details and information about the project as well as the SDRP submission requirements related to the meeting. **Click** on the expand buttons to the left of each sub-section to review the information.

Uploading the final design presentation

3. **Click** the Actions Drop-down in the meeting case and **select** Final Design Presentation.



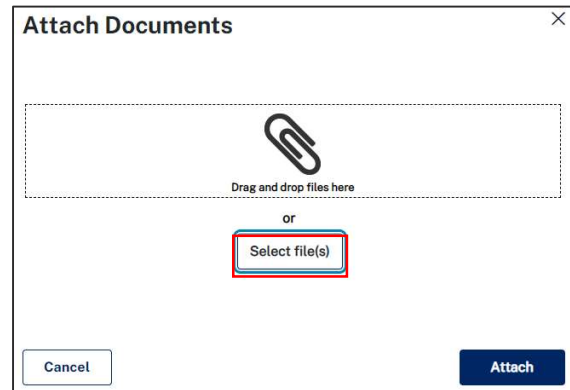
The Final Design Presentation screen displays.

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

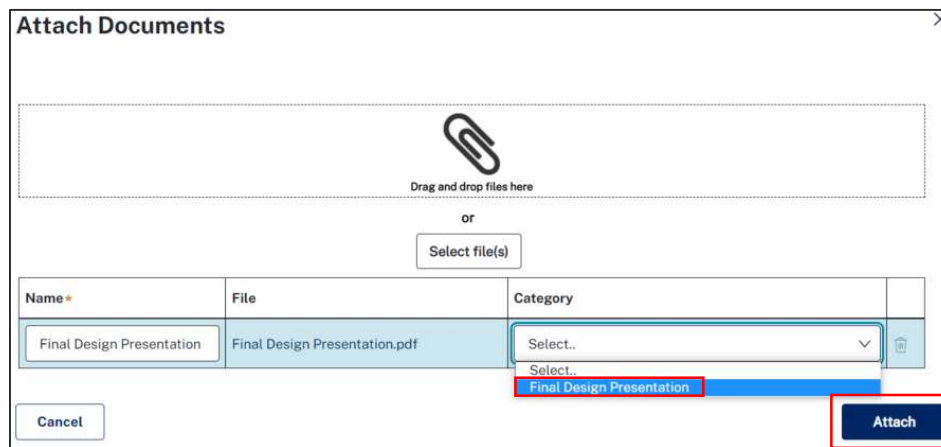


5. **Click** Select file(s) and navigate to the Final Design Presentation location.

Alternatively, you can drag and drop the file directly in the space provided



6. Click the Category drop-down and **select** Final Design Presentation.



The 'Attach Documents' dialog box shows a file named 'Final Design Presentation.pdf' being uploaded. The 'Category' dropdown menu is open, and 'Final Design Presentation' is selected. The 'Attach' button is highlighted with a red box.

7. Click Attach to complete the upload.



Uploaded Files

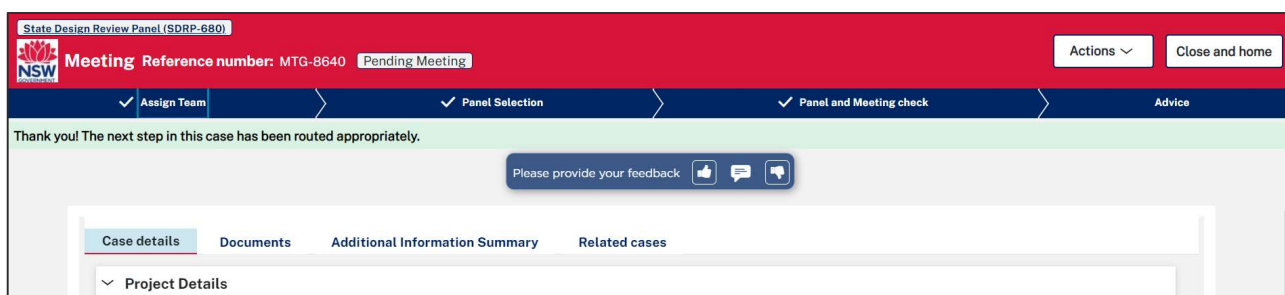
Document type	File name	Upload status
Final Design Presentation*	Final Design Presentation.pdf 	

8. Click Submit.



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

This completes the final design presentation upload.



The SDRP Meeting interface shows the 'Meeting Reference number: MTG-B640' and 'Pending Meeting' status. The 'Assign Team' tab is selected, and the 'Thank you! The next step in this case has been routed appropriately.' message is displayed. The 'Please provide your feedback' button is visible. The 'Case details' tab is selected, and the 'Project Details' section is expanded.

When you click Submit:

- The system sends an email notification to the SDRP design advisor/s advising them that the final design presentation has been uploaded.
- You can view the final design presentation by clicking on the link in the Documents tab.

Case details

Documents

Additional Information Summary

Related cases

Select Documents

Filter

Clear Filter

Document type	File name
Design Package	 Design Package.pdf
Final Design Presentation	 Final Design Presentation.pdf

Note: After submitting the final design presentation, you can upload an amended version by selecting Final Design Presentation from the Actions menu and repeating these steps.

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

Actions

Refresh

Final Design Presentation

Close and home

What happens next?

- The final design presentation workflows to the SDRP team in preparation for the SDRP meeting.
- Following the meeting, all meeting attendees will receive an email notification with the SDRP Advice letter attached. The Advice letter will be saved 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.
- 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.