

Provide additional information for a State Design Review Panel application

This guide provides steps on how the primary contact can provide additional information requested for a State Design Review Panel (SDRP) design advisor through the NSW Planning Portal (the Portal).

The request is issued through an 'Additional Information' child case (AI-XXX). Both the primary contact and any additional contacts receive an email notification containing the SDRP application reference number. However, only the primary contact can respond to the request through the Portal.

This process is different from responding to a request for missing information where an SDRP submission is incomplete. For instructions on providing missing information, refer to the guide: *How to provide missing State Design Review Panel submission information*.

Tip: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

Locating the additional information case

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

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Active work

Completed work

Application Type

All

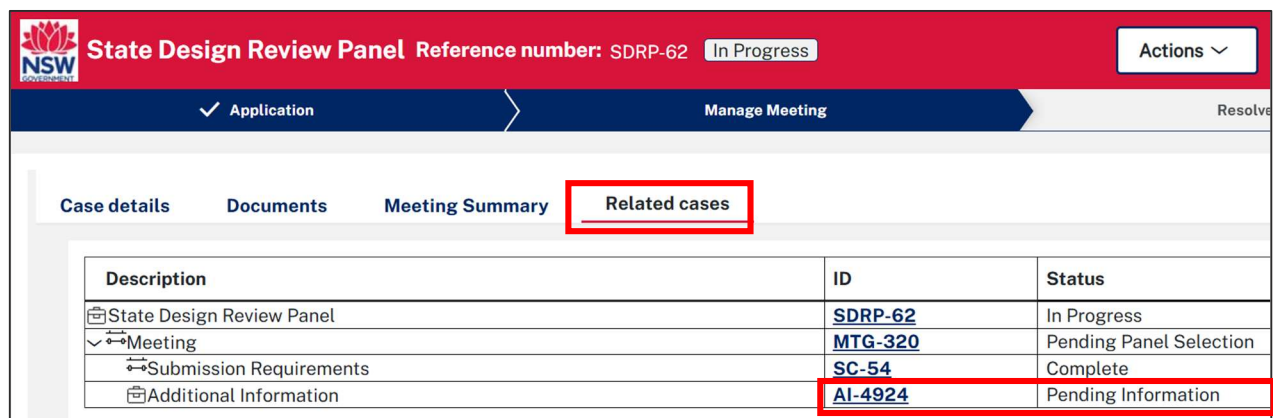
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
	NA	27/02/26	SDRP-62	KU-RING-GAI	1 FLINDERS AVENUE ST IVES 2075	In Progress
	NA	26/02/26	SDRP-61	KU-RING-GAI	289 MONA VALE ROAD ST IVES 2075	In Progress

2. **Click** the SDRP application reference number (SDRP-XXX) to open the application.

[SDRP-62](#)

3. **Select** the 'Related Cases' tab, then **click** the AI-XXXX link.

In this example, the AI case is a child case to the SDRP meeting case. However, a request for additional information may also be initiated from the submission requirements case.



The screenshot shows the 'State Design Review Panel' dashboard. The top navigation bar includes the NSW Government logo, the title 'State Design Review Panel', the reference number 'SDRP-62', the status 'In Progress', and an 'Actions' dropdown menu. Below the navigation bar, there are three tabs: 'Application', 'Manage Meeting', and 'Resolve'. The 'Related cases' tab is selected and highlighted with a red box. Below the tabs, there is a table with the following data:

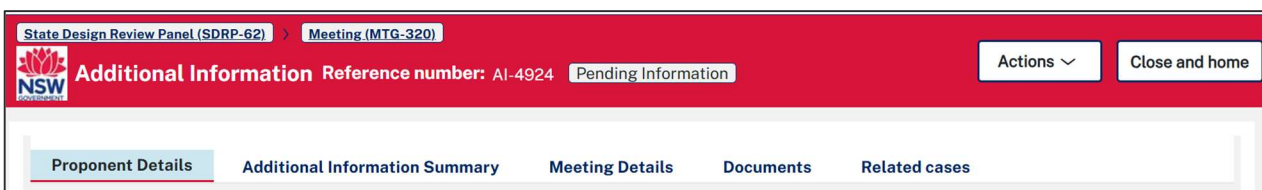
Description	ID	Status
State Design Review Panel	SDRP-62	In Progress
Meeting	MTG-320	Pending Panel Selection
Submission Requirements	SC-54	Complete
Additional Information	AI-4924	Pending Information

Alternatively, use the global search field in the top right of the dashboard to find the additional information case. **Enter** the SDRP application or additional information reference number, then **press** [Enter] on your keyboard.

[AI-4924](#)



The additional information child case opens on a read-only screen with a status of 'Pending Information'.



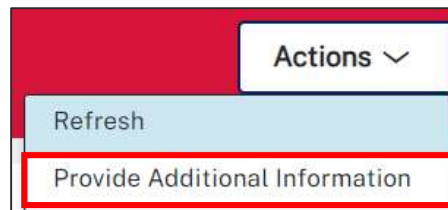
The screenshot shows the 'Additional Information' screen for case AI-4924. The top navigation bar includes the NSW Government logo, the title 'Additional Information', the reference number 'AI-4924', the status 'Pending Information', and 'Actions' and 'Close and home' buttons. Below the navigation bar, there are five tabs: 'Proponent Details', 'Additional Information Summary', 'Meeting Details', 'Documents', and 'Related cases'. The 'Proponent Details' tab is selected and highlighted with a red box.

Providing additional information

4. **Select** the 'Additional Information Summary' tab and **review** the request comments provided by the SDRP design advisor.

Proponent Details Additional Information Summary Meeting Details Documents Related cases					
Case ID	Requested On	Responded On	Request comments	Response comments	Current status
AI-4924	01/09/2026		Please provide a revised site map.		Pending Information

5. When you are ready to respond, select 'Actions', then **select** 'Provide Additional Information'.



Actions ▾

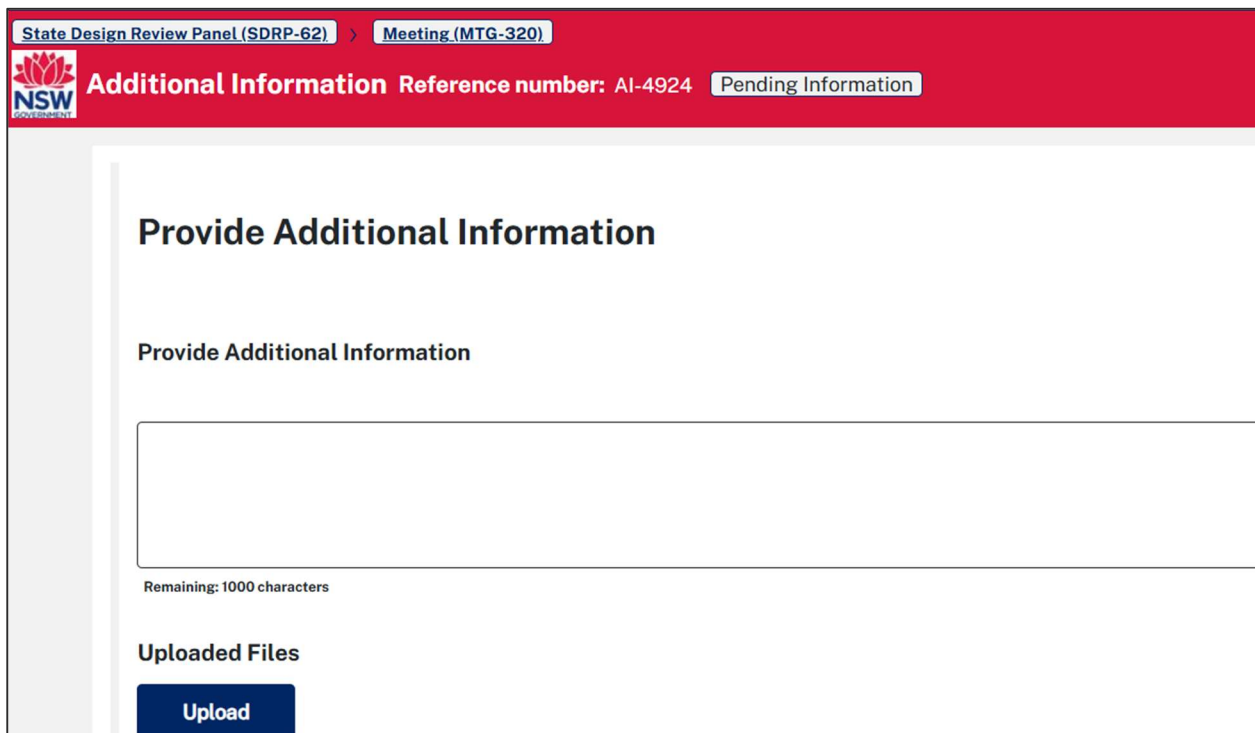
Refresh

Provide Additional Information

Note: Do not use the 'Provide Additional Information' option to upload the proponent's design package. To upload a design package, refer to the step-by-step guide: *How to respond to State Design Review Panel submission requirements*.

The 'Provide Additional Information' screen displays.

6. If required, **enter** a response in the 'Provide Additional Information' field (optional).



State Design Review Panel (SDRP-62) > Meeting (MTG-320)

Additional Information Reference number: AI-4924 Pending Information

Provide Additional Information

Provide Additional Information

Remaining: 1000 characters

Uploaded Files

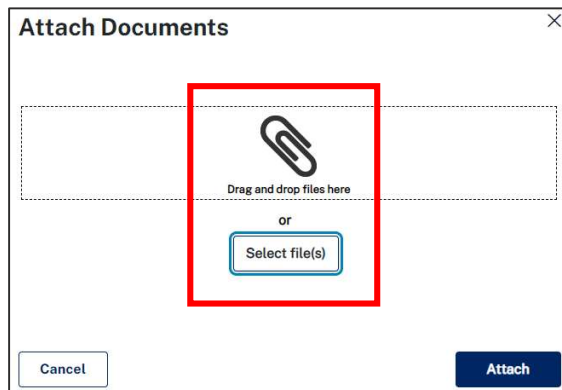
Upload

7. Click 'Upload' to attach one or more documents.



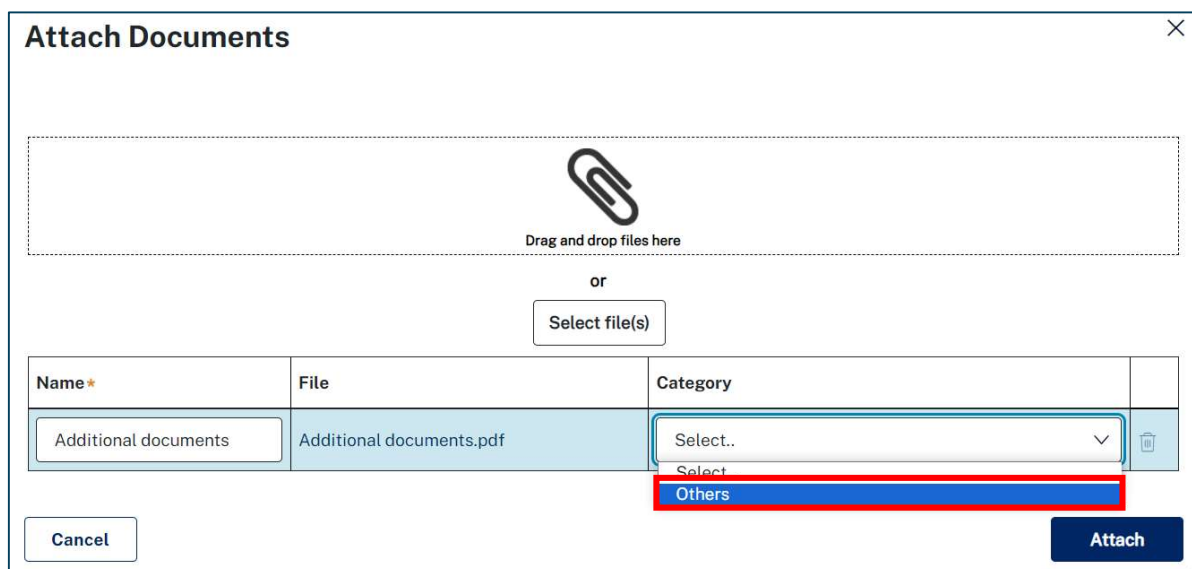
8. Click 'Select file(s)' and navigate to the document location.

Alternatively, drag and drop the file directly in the upload area



The dialog box titled 'Attach Documents' contains a large dashed box for file upload with a paperclip icon and the text 'Drag and drop files here'. Below this is the word 'or' and a button labeled 'Select file(s)'. At the bottom are 'Cancel' and 'Attach' buttons. A red rectangle highlights the 'Select file(s)' button.

9. Click the 'Category' drop-down and select 'Others'.



The dialog box shows a file list with columns: Name, File, and Category. The first row contains 'Additional documents', 'Additional documents.pdf', and a dropdown menu. The dropdown menu is open, showing 'Select..', 'Select', and 'Others'. The 'Others' option is highlighted with a red rectangle. 'Cancel' and 'Attach' buttons are at the bottom.

Name *	File	Category
Additional documents	Additional documents.pdf	Select..

10. Click 'Attach' to upload the document(s).



Document type	File name	Upload status
Others	Additional documents.pdf 	

11. Click 'Submit' to complete the task.



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

12. The status of the additional information child case is 'Complete'.

AI-4924 **Complete**

Proponent Details		Additional Information Summary		Meeting Details	Documents	Related cases
Case ID	Requested On	Responded On	Request comments	Response comments	Current status	
AI-4924	01/09/2026	01/09/2026	Please provide a revised site map.		Complete	

Document type	File name	Uploaded by
Design Package	 Design Package.pdf	Wilbur Pickle
Final Design Presentation	 Final Design Presentation.pdf	Wilbur Pickle
Others	 Additional document.pdf	Wilbur Pickle

What happens next?

After you submit your response:

- the SDRP design advisor receives an email notification confirming that additional information has been provided
- the status of the Additional Information case changes to **Complete**
- the uploaded documents are available from the **Documents** tab.

More information

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Recommended step-by-step guides

Other step-by-step guides that you may find useful are listed below:

- Primary contact - How to respond to State Design Review Panel submission requirements.
- Primary contact – How to provide missing State Design Review Panel submission information