

Providing Additional Information

Proponent – State Design Review Panel (SDRP)



Overview

Additional or revised information may be requested by the SDRP regarding your Submission Requirements for the SDRP meeting. If information is requested, you will receive an email notification advising you of the request.

This guide provides steps on how to provide additional information as requested by the Design Advisor for a Submission Requirements case (SC-XXX).

Providing Additional Information

1. Login to the NSW Planning Portal and **click** on either the SDRP application case reference number or the related Submission Requirements case that requires an additional information response.

Reference Number	LGA Name	Site Address	Status	Application Type
SC-74	SYDNEY	Lot 11 DP 117965	Pending Completeness Check	Submission Requirements
SC-71	CITY OF PARRAMATTA	180 GEORGE STREET PARRAMATTA 2150	Pending Submission	Submission Requirements
SDRP-130	CITY OF PARRAMATTA	180 GEORGE STREET PARRAMATTA 2150	In Progress	State Design Review Panel
SDRP-121	BLUE MOUNTAINS	1188-1190 BUCKENBOWRA ROAD BUCKENBOWRA 2536	In Progress	State Design Review Panel
SDRP-112	SYDNEY	Lot 11 DP 117965	In Progress	State Design Review Panel

2. **Navigate** to the Related Cases tab and **click** on the Additional Information (AI-XXXX) case.

The screenshot shows the 'State Design Review Panel' interface for SDRP-112. The 'Related cases' tab is selected and highlighted with a red box. Below the tab, a table lists related cases:

Description	ID	Status
State Design Review Panel	SDRP-112	In Progress
Meeting	MTG-7142	Pending Panel Selection
Submission Requirements	SC-74	Pending Completeness Check
Additional Information	AI-7268	Pending Information

The Additional Information screen displays.

The screenshot shows the 'Additional Information' screen for AI-7268. The 'Additional Information Summary' tab is selected. Below the tab, a table displays the request and response details:

Case ID	Requested On	Responded On	Request comments	Response comments	Current status
AI-7268	28/07/2021		Please provide additional site details.		Pending Information

Providing Additional Information

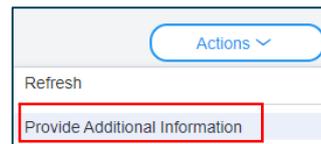
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3. **Click** on the Additional Information Summary tab to **review** the request comments made by the SDRP Design Advisor.

Proponent Details	Additional Information Summary	Meeting Details
Case ID	Requested On	Responded On
AI-7268	28/07/2021	

4. When you are ready to provide the requested information, **click** on the Actions drop-down and **select** Provide Additional Information.



5. The Provide Additional Information screen will display. **Enter** your response to the request for additional information in the Provide Additional Information text box.

Provide Additional Information

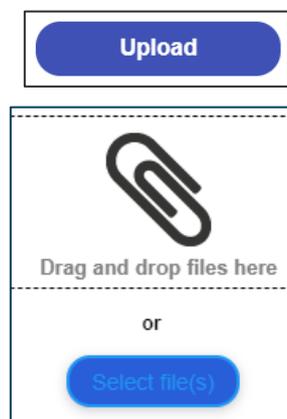
Provide Additional Information

Remaining: 1000 characters

Uploaded Files

Upload

6. To upload any documents, **click** Upload, and **select** or **drag** and **drop** your file(s). **Select** the Category Others and **click** Attach.



7. Click **Submit** to complete the information request.



8. The status of the Additional information case is Complete.



Proponent Details	Additional Information Summary	Meeting Details	Documents	Related cases	
Case ID	Requested On	Responded On	Request comments	Response comments	Current status
AI-7268	28/07/2021	28/07/2021	Please provide additional site details.	Site details attached.	Complete

What Happens Next?

The Design Advisor will receive a system-generated notification advising of the additional information provided and can review your additional information provided and any attachments.

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.

State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (August 2021) However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser. Industry and Environment or the user's independent adviser.