

Overview

This guide provides steps on how to enter your SDRP submission via the NSW Planning Portal.

Following the submission of your SDRP application requesting a meeting, you (the primary contact) and any additional contacts will receive a system-generated email notification outlining the SDRP's submission requirements, including the provision of client contact details, project information and design package, the final design presentation, and their due dates.

On receipt of the email notification, follow the steps below to enter your submission.

Accessing the Submission Requirements Case

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	
30/07/21	SC-127	PENRITH	10 HOPE STREET PENRITH 2750	Pending Submission	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	
19/07/21	SC-71	CITY OF PARRAMATTA	180 GEORGE STREET PARRAMATTA 2150	Pending Submission	Submission Requirements	

Your Active work now contains links to two types of SDRP cases:

- An SDRP application case. This is created when you submit your application and is known as the parent case. All SDRP applications have an SDRP prefix followed by a unique reference number. This reference number is included in all system generated correspondence from the SDRP.
- A Submission Requirements case. This is created after the SDRP team initiates the meeting and is known as a child case. All Submission Requirements cases have an SC prefix followed by a unique reference number.

Note: An SDRP application (parent case) may have multiple meetings and each meeting will have a unique reference number with an MTG prefix (Meeting child case) and a Submission Requirements case (SC child case). All child cases relate to the SDRP application (parent case).


2. **Click** on the SC Reference Number to open the Submission Requirements case. Continue to Step 6.

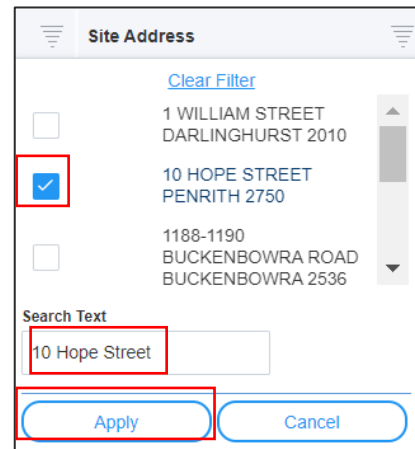
[SC-127](#)

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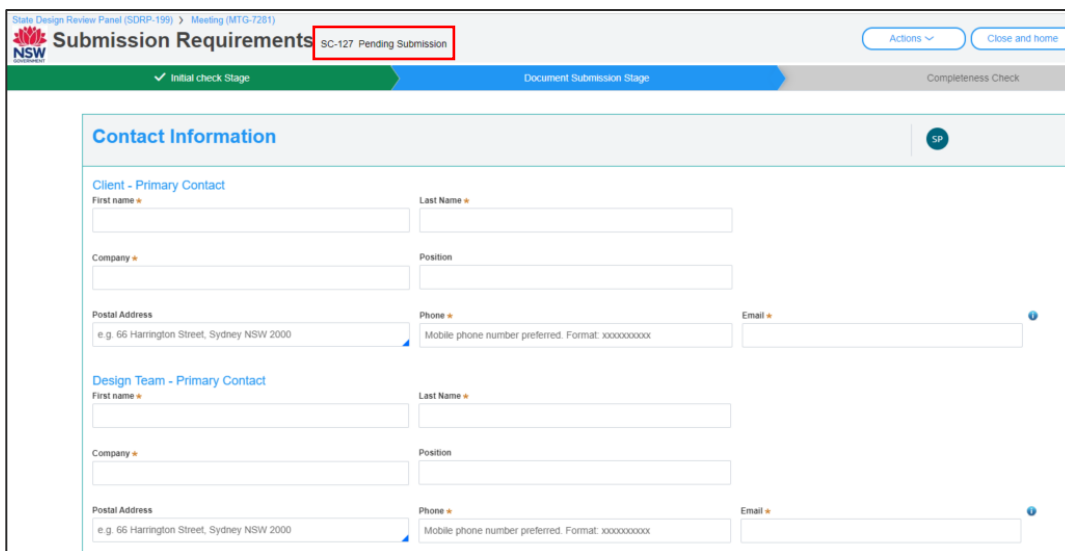
If you cannot readily find the Submission Requirements case in your Active Work, you can search for it by any of the column headings, including Site Address.

3. Click on the  icon to the right of the Site Address column heading.
4. Enter the Site Address in the Search Text box **or select** the relevant tick box and **click** Apply. Both the SDRP parent case and the SC child case will display in your Active work.
5. Click on the SC reference number (see below).



Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
30/07/21	SC-127	PENRITH	10 HOPE STREET PENRITH 2750	Pending Submission	Submission Requirements
30/07/21	SDRP-199	PENRITH	10 HOPE STREET PENRITH 2750	In Progress	State Design Review Panel

The Contact Information screen displays for the Submission Requirements case. The Contact Information is due no later than two weeks before the meeting date.



The Submission Requirement's SC reference number displays at the top of the screen and to the right, its' status, Pending Submission.

The Submission Requirements case has three stages in its' lifecycle:

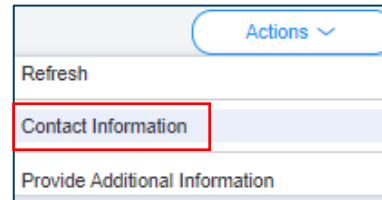
- Initial Check Stage – completed by the SDRP team

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- Document Submission Stage – current stage for the Proponent
- Completeness Check – completed by the SDRP team.

Note: If the Contact Information screen has not opened, **click** the Actions drop-down (top right-hand corner of the screen that has opened) and **select** Contact Information.



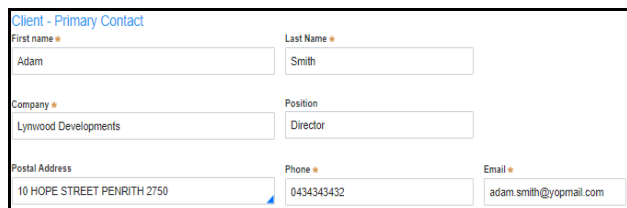
Entering Contact Information

Client – Primary Contact

The Client's Primary Contact is an individual from the entity or organisation that is commissioning and funding the project directly or indirectly (the owner).

6. **Enter** the contact details for the Client's Primary Contact.

Note: All correspondence via the NSW Planning Portal will be sent to the Email address provided.



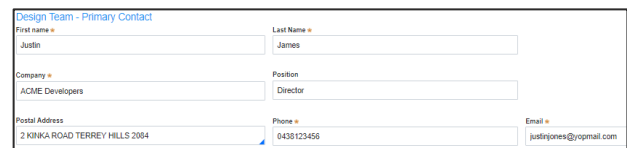
The image shows a screenshot of a form titled 'Client - Primary Contact'. The form contains the following fields: First name (Adam), Last Name (Smith), Company (Lynwood Developments), Position (Director), Postal Address (10 HOPE STREET PENRITH 2750), Phone (0434343432), and Email (adam.smith@yopmail.com).

Design Team – Primary Contact

The Design Team's Primary Contact is an individual who is part of the Proponent's design team.

7. **Enter** the contact details for the Design Team's Primary Contact.

Note: All correspondence via the Portal will be sent to the email address provided.



The image shows a screenshot of a form titled 'Design Team - Primary Contact'. The form contains the following fields: First name (Justin), Last Name (James), Company (ACME Developers), Position (Director), Postal Address (2 KINKA ROAD TERREY HILLS 2064), Phone (0438123456), and Email (justinjones@yopmail.com).

Adding Attendees

The Proponent must have at least one representative attend the SDRP meeting. All those attending on behalf of the Proponent must be included in the Attendees listed. You can add as many Attendees as desired.

Note: Only Attendees included in this list will be sent a meeting invitation.

8. Click Add to add Attendees.



Name *	Position *	Company Name *	Email *	Telephone *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Enter the Attendee's full Name.

10. Enter the Attendee's Position.

11. Enter the Attendee's Company Name.

12. Enter the Attendee's Email address.

13. Enter the Attendee's Telephone number.

Note: The telephone number should be at least 10 characters long.

14. To add Attendees, **click** Add and repeat Steps 9 to 13 above.



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Note: If required, **click** Delete to remove an Attendee from the list.

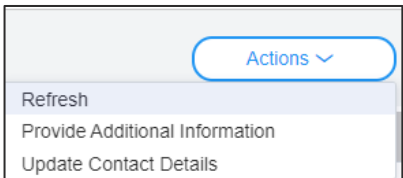


15. **Click** Submit to continue.



When you click Submit an email notification is sent to the SDRP team advising them that you have provided the Contact Information.

Note: If you wish to update your contact details or add/remove meeting attendees after clicking Submit, **click** on the Actions drop-down and **select** Update Contact Details to return to the Contact Information screen.



This Actions option is available for the next three steps in the Documents Submission Stage. However, you are **not** able to update contact details or add/remove meeting attendees after you **click** Finish at the end of these steps.

If you need to make any changes after clicking Finish, please contact your Design Advisor at the SDRP team.

Capturing Additional Project Information

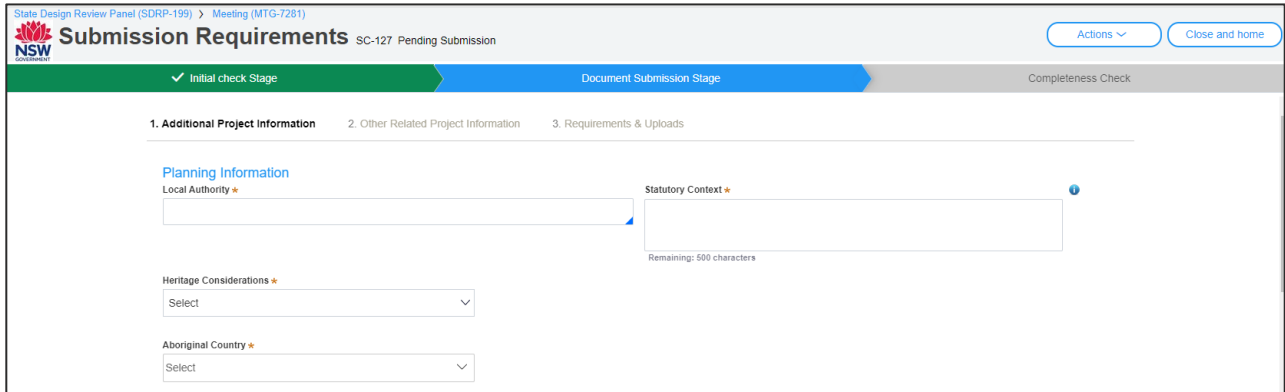
The Additional Project Information screen displays.

This section of the Document Submission Stage includes three steps and is due no later than one week before the meeting date.



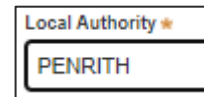
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Planning Information

- 16. Enter** the Local Authority. As you begin to type, the system will auto-suggest Local Authorities based on the information entered. Select the correct Local Authority from the list.



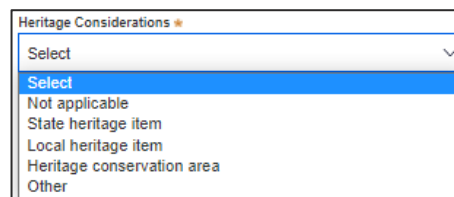
- 17. Enter** the Statutory Context in 500 characters or fewer.

Note: Planning and Statutory constraints applicable to the project.



- 18. Click** the Heritage Considerations drop-down and select from the available list.

Note: If none of the considerations listed are applicable, select Other and enter the Heritage Considerations manually in the added text field.



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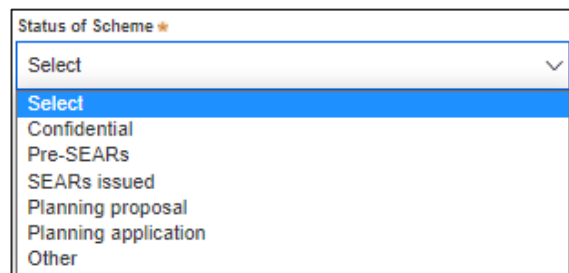
19. **Click** the Aboriginal Country drop-down and select from the available list.

Note: You can select more than one Aboriginal Country from the available list. If none of the Aboriginal Countries listed are applicable, select Other and enter the Aboriginal Country manually in the added text field.



20. **Click** the Status of Scheme drop-down and select from the available list.

Note: If none of the categories listed are applicable, select Other and enter the Status of Scheme manually in the added text field.



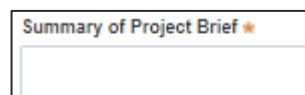
Capturing Project Background

The following fields for both Project Background and Project Description are mandatory and each has a 1000-character limit. They also have an information icon providing a little more detail on the kind of information required by the SDRP.

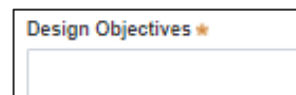
This information will go to the Panel members before they attend the meeting, therefore, it is important that the information entered is comprehensive and concise.

21. **Enter** a Summary of the Project Brief.

Note: List or describe the main elements of the brief.



22. **Enter** a brief outline of the conceptual intent in the Design Objectives field.



Capturing Project Description

Provide a description of the project under the headings below. Please base these on the Design Objectives for NSW detailed in the Better Placed Design Policy document. Click on the link provided to open this document in a separate tab allowing you to keep it open as reference while you complete the submission requirements.

23. **Describe** the physical attributes of the site and prevailing or desired local character in the Context field.

Context ★

24. **Describe** the project's Connecting with Country strategy and engagement with local communities in the Connecting with Country field.

Connecting With Country ★

25. **Describe** the urban design strategy and how the built form achieves that strategy in the Urban Design/Built Form field.

Urban Design/Built Form ★

26. **Describe** the approach to vehicular traffic, active transport, pedestrian links, etc. in the Connection field.

Connection ★

27. **Describe** the project's sustainability strategy and targets and describe how the project contributes to a NET-zero by 2050 target in the Sustainability field.

Sustainability ★

28. **Describe** how the project relates to and improves the public realm in the Public Realm field.

Public Realm ★

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- 29. **Describe** the project’s landscape strategy and targets in the Landscape field.

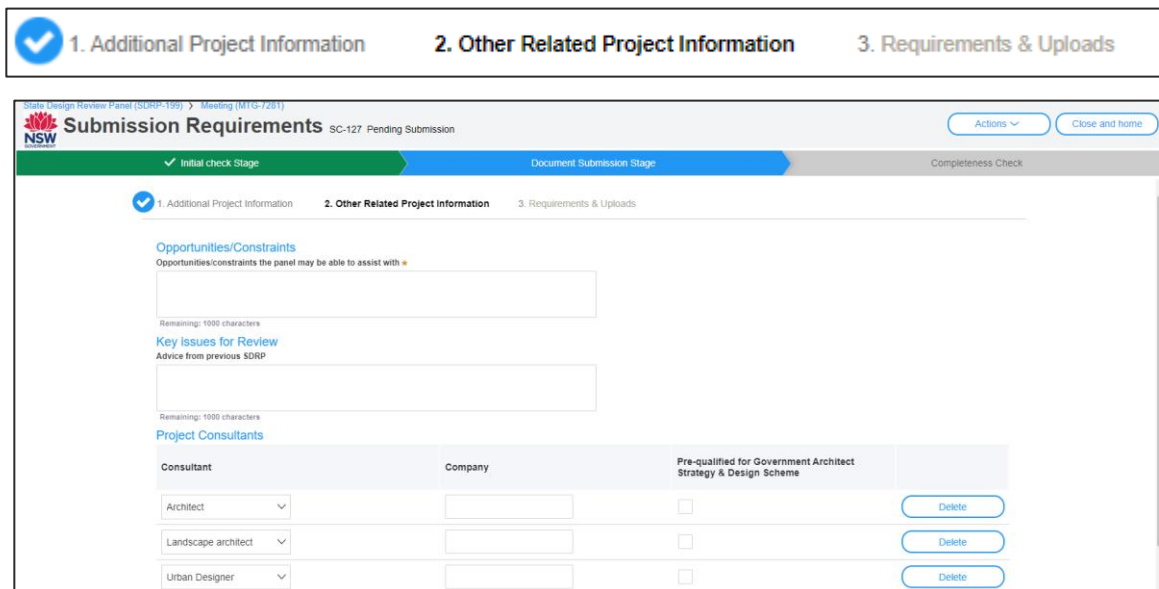
Landscape ✨

- 30. **Click** Continue to proceed to the next step.



Other Related Project Information

The Other Related Project Information screen displays.



The screenshot shows a multi-step process: 1. Additional Project Information, 2. Other Related Project Information (active), and 3. Requirements & Uploads. The active step contains three text input fields: 'Opportunities/Constraints the panel may be able to assist with ✨' (1000 characters remaining), 'Key Issues for Review Advice from previous SDRP' (1000 characters remaining), and a table for 'Project Consultants'.

Consultant	Company	Pre-qualified for Government Architect Strategy & Design Scheme	
Architect	<input type="text"/>	<input type="checkbox"/>	Delete
Landscape architect	<input type="text"/>	<input type="checkbox"/>	Delete
Urban Designer	<input type="text"/>	<input type="checkbox"/>	Delete

Opportunities/Constraints

- 31. **Enter** opportunities/constraints the Panel may be able to assist with. In 1000-characters or fewer.

Opportunities/constraints the panel may be able to assist with ✨

Key Issues for Review

- 32. (optional) If applicable, **enter** Advice received from any earlier SDRP meetings related to this application. In 1000-characters or fewer.

Advice from previous SDRP

Project Consultants

You must include a minimum of three Project Consultants.

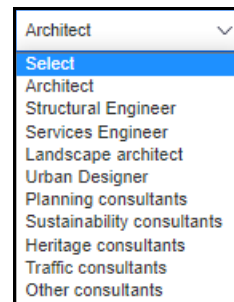
While the first three Consultant fields are pre-populated with the categories of Architect, Landscape architect and Urban Designer, these categories are not mandatory. You may select as many Consultants as required.

Consultant	Company	Pre-qualified for Government Architect Strategy & Design Scheme	
Architect	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>
Landscape architect	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>
Urban Designer	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>

If you wish to select a category other than the pre-populated category:

- 33. **Click** the Consultant drop-down arrow and select the relevant category from the available list.

If none of the Consultant categories listed are applicable, **select** Other consultants.



- 34. **Enter** the name of the Consultants' Company in the Company field.

Architect	<input type="text" value="ACME Architects"/>
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35. **Click** the tick-box to indicate if the Consultant is part of the Government Architect Strategy and Design Scheme.

Pre-qualified for Government Architect Strategy & Design Scheme

Note: Only three Consultant categories are eligible for inclusion in the Government Architect Strategy and Design Scheme: Architect, Landscape architect and Urban Designer.

36. Repeat Step 33 to Step 35 to add at least two more Consultants. Continue to Step 37 to add more Consultants.

Landscape architect ▼

ACME Landscaping

37. **Click** Add to add a Consultant.

Add

38. **Click** the Consultant drop-down and select from the available list.

Architect ▼

Select

Architect

Structural Engineer

Services Engineer

Landscape architect

Urban Designer

Planning consultants

Sustainability consultants

Heritage consultants

Traffic consultants

Other consultants

39. Enter the name of the selected Consultant's Company.

ACME Consultants

Note: A Pre-qualified for Govt Architect tick-box will not display for Consultant categories other than the three that are eligible.

Consultant	Company	Pre-qualified for Government Architect Strategy & Design Scheme	
Architect ▼	ACME Architects	<input checked="" type="checkbox"/>	Delete
Landscape architect ▼	ACME Landscaping	<input checked="" type="checkbox"/>	Delete
Urban Designer ▼	ACME Urban Designers	<input checked="" type="checkbox"/>	Delete
Heritage consultants ▼	ACME Consultants		Delete

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Note: If required, **click** Delete to remove a Consultant from the list.

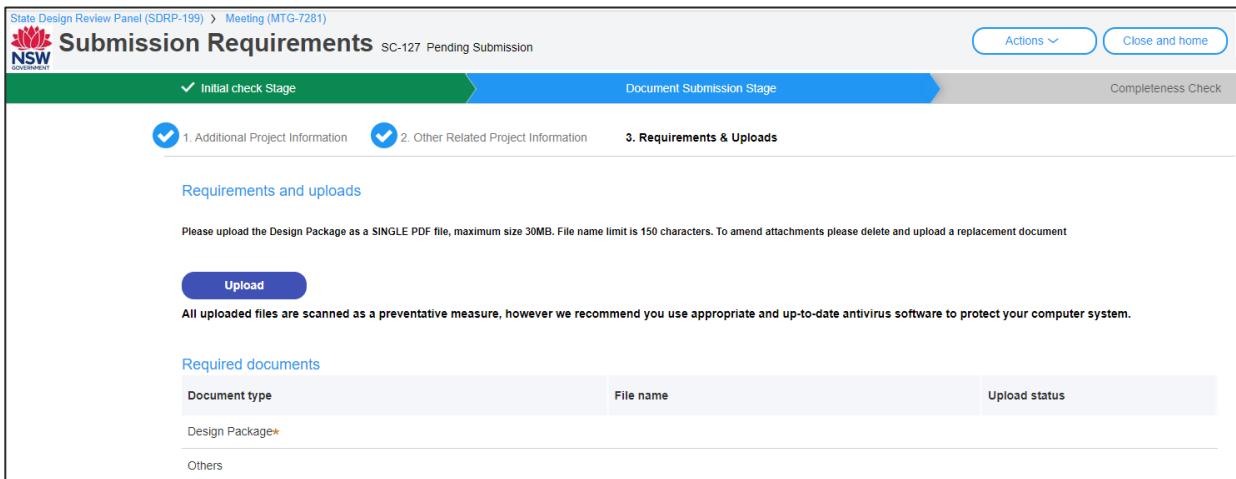


40. Click Continue to proceed to the next step.



Requirements and Uploads

The Requirements & Uploads screen displays.



The Design Package is a required document upload.

Upload the Design Package as a single PDF file, to a maximum size of 30MB.

The file name limit is 150 characters including spaces. To amend attachments, please delete the original and upload a replacement document.

41. Click Upload to attach the Design Package.



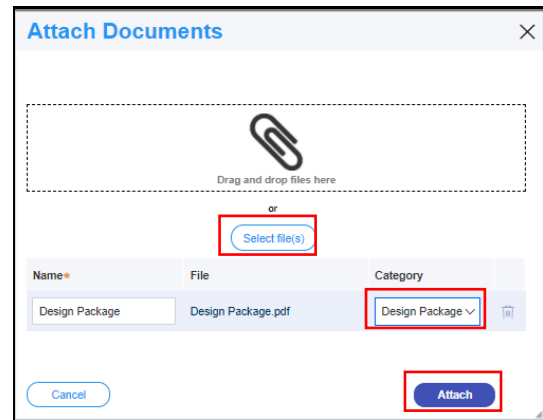
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42. **Click** Select Files and navigate to the Design Package location.
43. **Click** the drop-down and select the Design Package Category from the list.
44. **Click** Attach to continue.

Note: To upload additional document(s) repeat Steps 42 and 43 and **click** the Category drop-down to select Other from the list and **click** Attach.

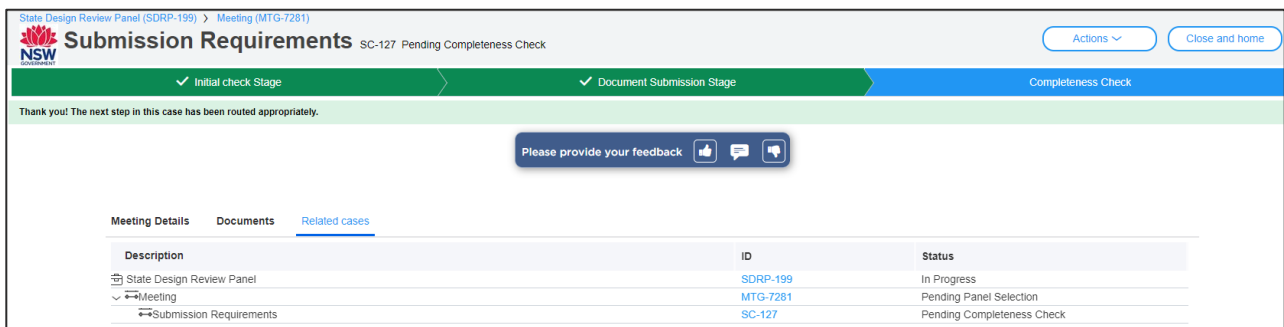
Additional documents will be reviewed by the Design Advisor only, not the panel. Only the Design Package will be provided to the panel.



45. **Click** Finish.



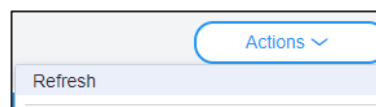
This Completes The Document Submission Stage.



When you click Finish:

1. The status of the Submission Requirements case changes to Pending Completeness Check.
2. The system generates an email notification to the SDRP Design Advisor advising them that you have completed the project information and uploaded the Design Package.
3. Three tabs will display for the Submission Requirements case:
 - a. Meeting Details - includes the meeting date and the meeting MTG reference number.
 - b. Documents – includes a link to the recently uploaded Design Package.
 - c. Related cases – includes links to the SDRP application parent case and the Meeting and Submission Requirements child cases. You can open any of these cases by clicking on the relevant reference number link in the ID column.

Note: Once the document submission is sent to the SDRP team, Refresh is the only option available in the Actions menu of the Submission Requirements (SC) case.



Action options are available in the SDRP parent case and the MTG child case.

46. **Click** Close and home (top-right of screen) to return to the dashboard.



Close and home

What Happens Next?

1. Your project information and Design package workflows to the SDRP team for the Design Advisor to perform a completeness check.
2. If information is missing in your submission, you will receive an email notification requesting its' provision. To action this request, login to your Planning Portal Account and select the Submission Requirements Case to return you to the Project Information step.
3. After your submission is accepted by the Design Advisor as complete, all meeting attendees will receive a meeting agenda in due time. This agenda can also be viewed in the Documents tab.
4. Your last step is to upload the Final Design Presentation, which you need to do no later than 24-hours before the meeting.
5. Following the meeting, all meeting attendees will receive an email notification with the Advice letter attached. The Advice letter can also be viewed via the Documents tab.

Note: For steps on how to upload your Final Design Presentation via the NSW Planning Portal, please refer our relevant quick reference guide.

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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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.