

# Submitting an Online SDRP Application

Proponent – State Design Review Panel (SDRP)



## Overview

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

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

## Creating a New Application



1. Login to the NSW Planning Portal.
2. **Click** on the New menu and **select** State Design Review Panel.



The application will open, and the system will assign a unique reference number **SDRP-1196** that is visible at the top of the application. The reference number, which begins with an SDRP prefix, will be included in all correspondence from the SDRP. The status of your application is New until it is submitted.

There are three-stages in the application's lifecycle: Application, Manage Meeting, and Resolve, indicated by the three chevrons at the top of the screen. The chevrons are colour coded with blue indicating the current stage, grey a stage not yet started and when a stage is completed, the relevant chevron will change to green with a tick.

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've typed so far.
	An Information icon indicates a tooltip. When you hover your mouse over the icon, helpful information will display.

## Entering Proponent Details

### 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).

The Primary Contact, who is assigned the application, will have full read-and-write permissions for the application in the NSW Planning Portal. They will also receive all correspondence relating to the application.

The Primary Contact will need a NSW Planning Portal account to access the online application.

3. Enter the primary contact's First name.

4. Enter their Last Name.

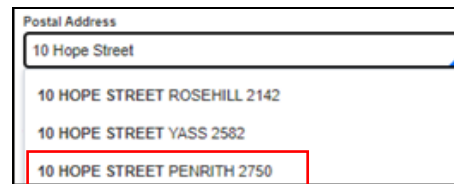
  

5. Enter the Company name.

6. Enter the primary contact's Position at the company.

7. **Enter** the Postal Address. 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 YASS 2582
- 10 HOPE STREET PENRITH 2750

**Note:** For Post Office Box addresses, there is no auto-suggest feature. You need to enter the PO Box address manually.


8. **Enter** the primary contact's Phone number. A mobile phone number is preferred.



Phone \*

0434343434

9. **Enter** a valid Email address for the primary contact.



Email \*

adam.smith@yopmail.com

**Note:** The email address provided should 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.

## Adding Additional Contacts

You can add two additional contacts to an 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 will receive all correspondence relating to the application. They will have full read and some write permissions in the Portal (similar to the primary contact). The application needs to be assigned to the additional contact for full read and write permissions.

Additional contacts will need a NSW Planning Portal account to access the online application.

If you are adding a contact:

[Add Additional Contacts](#)

10. **Click** Add Additional Contacts.

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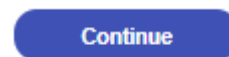
11. Enter the additional contact's First name, Last Name, and a valid Email address in the text fields provided.

**Note:** The email address provided should 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.

If you wish to add a second additional contact, repeat steps 10 and 11.

A screenshot of a form for entering contact information. It contains three fields: 'First name' with the value 'Susan', 'Last Name' with the value 'Pickle', and 'Email' with the value 'susan.pickle@yopmail.com'. Each field has a red asterisk indicating it is required.

12. Click Continue to proceed to the next step.



## Entering Project Information

The Project Information screen displays.

A screenshot of the 'State Design Review Panel' application interface. The page title is 'SDRP-1196 New'. There are three tabs: 'Application' (selected), 'Manage Meeting', and 'Resolve'. Below the tabs are three steps: '1. Proponent Details', '2. Project Information' (selected), and '3. Review and Submit'. The 'Project Information' section contains several fields: 'Project Name', 'Project Type' (dropdown), 'Site Address' (with a placeholder 'e.g. 66 Harrington Street, Sydney NSW 2000' and an 'Address Not Found' checkbox), 'Client' (dropdown), 'Land Owner', 'Developer', 'Site Area (in square metres)', 'SSDA Number', 'Procurement Method', and 'Capital Investment Value (CIV)' (with a note: 'Enter a numeric value including decimal places. Please do not include a dollar sign (\$)').

13. Enter the Project Name.

A screenshot of a form field for 'Project Name'. The field contains the text 'Lynwood Towers'.

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

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

A screenshot of a 'Project Type' dropdown menu. The menu is open, showing a list of options. The current selection is 'Residential & Commercial'. The options listed are: Select, Education – public, Education – private, Education – university, Education – other, Health – public, Health – private, Health – other, Residential & Commercial (highlighted), Masterplan, Precinct, Arts & Culture, Infrastructure & Transport, Open Space & Recreation, and Other (highlighted with a red box).

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

**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.

A screenshot of a 'Site Address' dropdown menu. The menu is open, showing a list of suggestions. The current text in the input field is '53 Phillip Street'. The suggestions listed are: 53 PHILLIP STREET PARRAMATTA 2150, 53 PHILLIP STREET GOONELLABAH 2480, 53 PHILLIP STREET WATERLOO 2017, and 53 PHILLIP STREET BIRCHGROVE 2041.

A checkbox labeled 'Address Not Found' with a red box around it.

**16. Click** the Client drop-down arrow and **select** an option from the available list.

**Note:** if none of the Client options listed are applicable, select Other and enter the Client name manually in the added text field, Enter Client. This field has a 32-character limit.

A screenshot of a 'Client' dropdown menu. The menu is open, showing a list of options. The current selection is 'Other'. The options listed are: 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, Industry & Environment, and Other (highlighted).

A text field labeled 'Enter Client' with the text 'Lynwood Lloyd Pty Ltd' entered.

Steps 17 to 21 are optional, though the information, if known, may be helpful to the SDRP.

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17. Enter the Land Owner's name.

Land Owner
Adam Smith

18. Enter the Developer's name.

Developer
ACME Developers

19. Enter the Site Area (in square metres).

Site Area (in square metres)
2,000.00

20. Enter the SSDA number.

**Note:** This is the State Significant Development application reference number provided by Major Projects at the time of lodgement.

SSDA Number
SSD-6129

21. Enter the Procurement Method.

Procurement Method
Design and Construct

22. Select Yes or No to indicate if the Capital Investment Value (CIV) is confidential.

- a. If Yes is selected, continue to Step 24.
- b. If No is selected, continue to Step 23.

Is the Capital Investment Value (CIV) confidential? *
<input type="radio"/> Yes <input checked="" type="radio"/> No

23. Enter the Capital Investment Value (CIV), excluding GST, in the added numeric field.

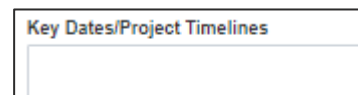
**Note:** Enter a numeric value and do not include a \$ sign.

Capital Investment Value (excl GST) *
\$

**24. Enter Dates/Project Timelines.** This text field has a 500-character limit.

**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.

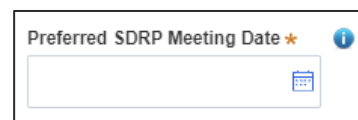
For example, indicate planned EIS lodgement date, project milestones or specific project requirements, which are time sensitive.



A screenshot of a text input field with the title "Key Dates/Project Timelines" in a light blue header bar. The input area is empty and has a thin border.

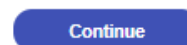
**25. Click** the calendar icon and **select** your Preferred SDRP Meeting Date. The calendar defaults to the current date.

**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.



A screenshot of a date selection field with the title "Preferred SDRP Meeting Date" and a red asterisk. To the right of the title is a blue information icon. Below the title is a text input field with a calendar icon on the right side.

**26. Click** continue to progress to the next step.



## Reviewing and Submitting the Application

The Review and Submit screen displays. Review the information entered on the previous screens. This information is read-only.

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

Once you have reviewed the information, select all Declarations at the bottom of the screen. All Declarations must be agreed to (tick-boxes selected) before you can submit the application.

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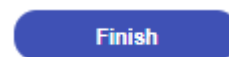
The screenshot shows the 'State Design Review Panel' application form for SDRP-1196. The form is in the 'Review and Submit' stage, with three steps: 1. Proponent Details, 2. Project Information, and 3. Review and Submit. The 'Primary Contact' section includes fields for First name (Adam), Last Name (Smith), Company (Lynwood Lloyd Pty Ltd), Position (Director), Postal Address (10 HOPE STREET PENRITH 2750), Phone (0434343434), and Email (adam.smith@yopmail.com). The 'Additional contacts' section includes First name (Susan), Last Name (Pickle), and Email (susan.pickle@yopmail.com). The 'Project Information' section includes Project Name (Lynwood Towers), Project Type (Residential & Commercial), Site Address (53 PHILLIP STREET PARRAMATTA 2150), Client (Other), Enter Client (Lynwood Lloyd Pty Ltd), Land Owner (Adam Smith), and Developer (ACME Developers). The form has 'Back', 'Save', and 'Finish' buttons.

27. **Review** the details entered in the application and then, **select** each tick-box or **click** Select all.

The screenshot shows the 'Submit my application' section with a 'Declarations' heading. There are three checkboxes, each with a corresponding declaration statement. The first checkbox is highlighted with a red box. The second checkbox is also highlighted with a red box. The third checkbox is not highlighted. The 'Select all' checkbox is not highlighted.

Checkbox	Declaration
<input type="checkbox"/>	Select all
<input type="checkbox"/>	I declare that all the information in the proposal and accompanying documents
<input type="checkbox"/>	I acknowledge that copies of this application and supporting documentation may be released under the Freedom of Information Act (NSW) (GIPA Act) under which it may be required to release information which
<input type="checkbox"/>	I have read and agreed to the collection and use of my personal information.

28. **Click** Finish to save and submit the application to request a meeting with the SDRP.

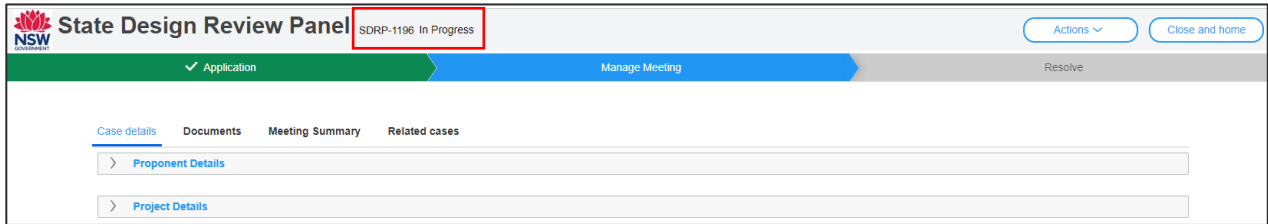


This completes the Application stage.



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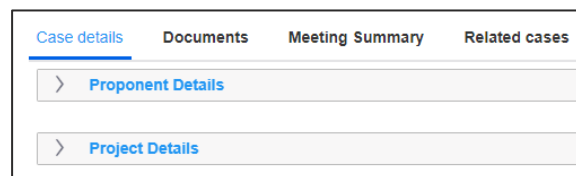
## Finishing your Application

When you click Finish:

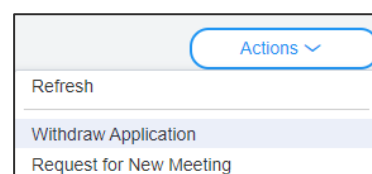
1. The status of the SDRP application changes to In Progress.
2. The system generates two email notifications, one to the Proponent's primary contact and any additional contacts and the other to the SDRP team requesting a meeting.
3. Four tabs will display:
  - a. Case details – contains information entered by you.
  - b. Documents – will include links to all documents uploaded by you, the SDRP team and any system generated documents.
  - c. Meeting Summary – will contain the meeting date and the meeting reference number, which has a MTG prefix followed by a unique reference number. An application may have multiple meetings and each meeting will have its' own unique reference number. Each meeting is known as a child/sub case to the SDRP application (parent case).
  - d. Related cases – will include links to the SDRP application case and all child/sub cases, including the meeting case/s once it is initiated by the SDRP team.

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 (parent case) and can also be viewed by the SDRP team.

29. To review the information entered **click** on the Case details tab and **click** Expand > or Collapse < to display details.



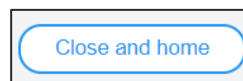
30. Once the application is submitted, three actions are available in the Actions menu of the SDRP application.



**Note:** The Action option, Request for New Meeting, refers to the request for a new

meeting for the project that is subsequent to the first meeting held with the SDRP. The application itself initiates the first meeting request.

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



## What Happens Next?

Your application will workflow to the SDRP team for review.

The Proponent's primary contact and any additional contacts will receive notifications regarding:

- The SDRP meeting date
- Submission requirements.

**Note:** For steps on how to enter your Submission via the Portal, please refer to the reference guide, *Response to the SDRP Submission Requirements*.

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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