**Internal Referral Template**

[Department] internal referral

|  |  |
| --- | --- |
| **Application Reference** |  |
| **Address of the development**  |  |
| **Timeframe for advice**  |  |
| **Reason for the referral**E.g., need <traffic’s> advice on <positioning of new driveway>  |  |
| **Stage of referral the application is at**  |  |

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| --- |
| **Planner to complete this section** |

**Priority of application**

Planner to tick: (✓)

|  |  |
| --- | --- |
|  | Urgent action required – application dependent on referral advice to progressAdvice is due within 7 days | Please action before dd/mm |
|  | Advice is due within 14 days | Please action before dd/mm  |
|  | Advice is due within 21 days | Please action before dd/mm |

**Key information on the application**

**Planner to describe** the specifics of this application that requires further advice:

|  |  |
| --- | --- |
| **A brief description of the development**  |  |
| **Concerns planner has already identified and would like technical advice on** |  |
| **Details of preliminary advice provided**  |  |
| **What outcomes does the planner need from the referral** |  |

**Key links**

Planner to provide links to each relevant document in [insert EDMS]

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| **Certificate of Title** LINK:  |
| **Plans and elevations of the proposal** LINK:  |
| **Traffic report** LINK:  |
| **Swept path analysis** LINK:  |
| **Drainage Plans**LINK: |
| **Waste Management Plan**LINK: |
| **Construction Management Plan**LINK: |
| **Landscape Plan**LINK: |
| **Arborist Report**LINK: |
| **ESD Sustainable Design Assessment**LINK: |
| **Relevant RFI inquiries** LINK:  |

**Referee to complete this section**

**Returning the advice**

Please format your response in conditions which can be cut & pasted into a report decision (eg. Word, Excel, PDF etc.) Consider the following in your response:

|  |  |
| --- | --- |
| **Concerns**  |   |
| **Conditions for acceptance**  |   |
| **Notes for permit**  |   |
| **Anything else the planner needs to know**  |   |

Please upload your responses via the [insert software used]

|  |
| --- |
| **Implementation notes** (delete after updating the document):1. The template should be tailored to be relevant for each referral department.
2. The table specifying links to documents should be edited to suit each individual department’s need.
3. Sections highlighted in yellow are required to be updated to reflect Council’s specific software (e.g. GreenLight, Pathway, Trim).
4. Timeframes for response request can be updated to reflect Council’s Service Level Agreements.
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