RFI letter template

[insert date]

[insert applicant name]

[insert applicant address]

Dear [insert name],

**[insert applicant number]**

**[insert address]**

**[insert proposal]**

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| **Request for Further Information****Due by 11:59pm on [insert lapse date]** |

Thank you for your planning permit application [insert ref] lodged with [insert council name].

We have reviewed your proposal and have identified several outstanding matters to address as part of your application.

Request for further information (RFI)

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| We require **further information** to assess your application pursuant to Section 54(1) of the *Planning and Environment Act 1987*. Our assessment of your application cannot progress any further until this information is received.The requested information is due **no later than 11.59pm on** [insert lapse date]**,** unless a request to extend the lapse date is submitted prior to 11.59pm on [insert date before lapse date]. |

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| **Implementation notes** (delete after updating document)* The lapse date and RFI extension request cut off should be unambiguous
* The lapse date is the date the RFI should be submitted
* The extension cut-off date should be the day before the lapse date (i.e. not on the lapse date)
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The following **further information** must be provided in order for council to assess your application:

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| 1. Amended **plans and elevations** showing:
	1. Dimensions shown on the residential entry at ground level.
	2. Apartment Type plans to reference apartment numbers utilising the layout.
	3. Apartment Type plans excluding the dining area (including chairs) from the living room dimensions, in particular Apartment Types 2F, 2F-T, 2G, 2G-T, 2I, 2J, 2L, 2N, 2O, 2P, 2Q, 2T, 2U.
	4. Apartment Type plans correcting reference to Standard D25 – Functional Layout Standard, D26 – Room Depth, Standard D28 – Natural Ventilation.
	5. Dimensions of floor to ceiling heights for each level.
 |
| 1. An amended **landscape plan** showing:
	1. Areas of deep soil for planting of small, medium and large trees in accordance with Table D2 of Clause 58.03-5;
	2. A summary table with the area of deep soil and number and size of canopy trees at maturity, or where the minimum number of trees is not provided, indicate how the alternative solution provides for equivalent canopy cover;
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| 1. A **Wind Impact Assessment**, prepared by a suitably qualified specialist demonstrating that the development will not generate unacceptable wind impacts within the site or on surrounding land in accordance with Standard D32 Wind Impacts objective Clause 58.04-4.
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| **Implementation notes** (delete after updating document)* Further information requests should be written in a clear and concise manner.
* RFI items should be grouped in a logical manner
* Councils can prepare standard RFI templates to assist planners in drafting RFIs
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| Your application will lapse if **all** requested **further information** is not received by the due date or an extension of time is not requested **prior** to the due date. If your application lapses, you will need to re-start the process, including re-paying any fees. |

Preliminary concerns

[**Option One** – select if application is likely gain officer support, subject to modification]

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| **Implementation notes** (delete after updating document)* Use this option for applications that have planning merit, however should be amended to avoid conditions to a planning permit.
* Adapt the layout and structure of preliminary concerns to reflect your council’s preferred structure.
* The considerations should be amended as relevant to the proposal.
* Preliminary concerns should be clearly and concisely written. Where relevant, provide planning justification for Council’s concerns.
* Where relevant, identify potential solutions or expected outcomes.
* This section can also include any other information that may be relevant to the application, e.g. relevant draft planning scheme amendments.
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We have identified the following **preliminary concerns** from our initial assessment of your application:

[Adapt preliminary concerns structure to council’s preferred structure]

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| **Neighbourhood character**1. The proposed development seeks the construction of two dwellings on a lot. The subject site is located within Neighbourhood Character Precinct XX. The objectives of this precinct seeks to ensure that buildings are sited to allow for the planting of substantial vegetation and to create the appearance of space between buildings. The location of the crossover, pedestrian walkway coupled with the wall on boundary and reduced first floor setbacks limits the opportunities to soften this interface and provide any vegetation within this area. A landscape plan should be provided to show that adequate planting of substantial vegetation will be able to occur.
2. When including all covered areas, Council has measured site coverage as 53.07%, which exceeds the preferred maximum site coverage at Standard B8. Further justification will be required in an updated town planning report to support this current variation.
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| **External amenity**1. The current proposed setback of the garage wall facing No. 2 Gumnut Street is unlikely to be supported by Council. For each window there must be at least 1m clear to the sky from the edge of any eave on either property. Where a wall of 3.2m is proposed, there must be a setback of at least 1.6m.
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| **Internal amenity**1. [Internal amenity acceptable, delete section]
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| **Car parking**1. [Car park layout acceptable, delete section]
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| **Site services**1. Meter boxes should be located behind the front dwelling line and any structure containing these services should be no taller than 1.5m.
2. A/C units should be shown on plans and located to minimise amenity and visual impacts.
3. Site services should be shown to scale in accordance with standard industry sizes.
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| **Waste management**1. The proposal will be referred to Council’s Waste Department to confirm if Council kerbside collection is possible or if an alternative arrangement is required. You will be notified of their response.
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[**Or Option Two** – select if application is not supported without significant modification]

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| **Implementation notes** (delete after updating document)* Use this option for applications that are not supported in its current form, and would require significant changes in order to obtain officer support OR lengthy permit conditions
* You may wish to designate the preliminary issues as “critical” and “major” to assist applicants in preparing amended plans.
* Preliminary concerns should be clearly and concisely written. Where relevant, provide planning justification for Council’s concerns.
* Where relevant, identify potential solutions or expected outcomes.
* This section can also include any other information that may be relevant to the application, e.g. relevant draft planning scheme amendments.
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We have identified the following **preliminary concerns** from our initial assessment of your application. The application in its current form is **not supported**, and failure to amend your proposal to respond to these concerns may lead Council to refuse your application.

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|  | **We have used a tiered system to rank the importance of each concern in terms of its impact on your application:** |
| **Critical issue**  | It is unlikely Council will issue a planning permit if the application is not amended to respond to critical issues.  |
| **Important issue**  | The assessment of your application may be delayed if you do not respond to important issues. Alternatively, Council may issue a permit with conditions that require amendments to your proposal, or a refusal to your application. |

[Adapt preliminary concerns to council’s preferred structure]

Building height

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| **Important issue** | 1. The five storey and 17 metre building height to AAA Street would exceed the DDO’s preferred building height limit of 14m by 3 metres. However, the impact to BBB Street and AAA Street is reduced by the eastern building and any future development of 1 AAA Street and is therefore less likely to be perceived. The central location of the built form demonstrates how the preferred height is being exceeded but the objective is being met. Due to delegation restrictions, heights above the DDO1 will be determined at a council meeting.
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**Setbacks**

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| **Critical issue** | 1. The building fails to adequately provide direct pedestrian access between the ground level common property and AAA Street. The high front fencing and the orientation of the dwellings to the side boundaries results in a front façade design that fails to integrate with the layout of the street or activate the street frontage. This is inconsistent with Standard D5 of Clause 58.02-5.
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**Internal amenity**

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| **Important issue** | 1. Apartment Types 2F & 2F-T living room of 11.5sqm and Type 2P living room of 11.7sqm, failing to provide a living room 12sqm in area. In addition, the Apartment Type plans include the dining area within the living room dimensions which should be corrected.
 |
| **Important issue** | 1. No A/C condenser units are located on the balconies 8sqm in area for 2-bedroom dwellings and 12sqm in area for 3-bedroom dwellings, whereas all other balconies have A/C condenser units located within them. The plans should confirm if any would be provided and where they would be located for the apartments without one shown on the balconies. If they are located on the balconies, those balconies would not meet the requirements of Standard D19.
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**Car parking**

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| **Critical issue** | 1. The car parking layout fails to meet Design Standard 2 of Clause 52.06-9 (Car Parking), including Diagram 1 Clearance to car parking spaces.
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**Waste management**

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| **Important issue** | 1. The proposal will be referred to Council’s Waste Department to confirm if Council kerbside collection is possible or if an alternative arrangement is required. You will be notified of their response.
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| Unlike the **further information** requested in the previous section of this letter, you are not required to respond to the **preliminary concerns** for Council to assess your application. However, we recommend you make changes now to minimise the chance of:* Further delays in the assessment process,
* Additional fees if changes are made following public notice
* Receiving permit conditions requiring changes to the proposal, resulting in further delays to receiving endorsed plans and commencing development, or
* Council issuing a refusal to your application

If you amend your application to respond to the above preliminary concerns, you should update all relevant submission materials and lodge a section 50 amendment application form with your RFI response available here [insert link]. |

Internal and external referrals summary

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| **Implementation notes** (delete after updating document)* Adapt section to reflect council’s referral practices
* List the relevant internal council departments and external referral authorities in the table
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As part of our decision-making process, we [insert ‘have referred’ OR ‘will refer’] your application to internal Council departments and external referral authorities. Refer to the following table for the status of in-progress and completed referrals.

[Insert if relevant] Referral comments received to date [insert ‘have been issued to you’ OR ‘are attached to this letter’]. We will issue outstanding referral comments to you in due course. You may wish to update or amend your application submission in response to the referral comments.

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| **Status** | **Internal Council department** | **External referral authority** |
| **Completed** | *Edit and/or delete as required** Asset Engineering
* Urban Design
* Strategic Planning
* Traffic Engineers
* Economic Development
* Parks Services
* Heritage Advisor
* Recreation and Open Space
* Building and Property
* Rates and Valuations
* Waste Services
 | *Edit and/or delete as required** Water corporation
* Power corporation
* Gas corporation
* Transport for Victoria
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| **In progress** | *Edit and/or delete as required** Asset Engineering
* Urban Design
* Strategic Planning
* Traffic Engineers
* Economic Development
* Parks Services
* Heritage Advisor
* Recreation and Open Space
* Building and Property
* Rates and Valuations
* Waste Services
 | *Edit and/or delete as required** Water corporation
* Power corporation
* Gas corporation
* Transport for Victoria
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Submission

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| **Implementation notes** (delete after updating document)* Adapt section to reflect council lodgement and EOT practices
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For your application to proceed, you:

* **Must** update your application to respond to all requested further information
* **Must** prepare a written response to the request for further information
* **Should** modify your application to respond to the preliminary concerns (if relevant)
* **Should** prepare a response to the preliminary concerns
* **Should** modify your application or respond to referral comments
* **Must** submit your further information response by **no later than 11.59pm on [insert lapse date]**

The process of preparing the requested information can take time and we recommend that you begin preparing your response now.

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| **Need more time?**If you need more time to provide the required information, you **must** request an extension at least one day before the RFI lapse date by email to [insert council email address]. Your request:* Must be in writing
* State the reasons why you need more time
* Specify a revised date for when you will provide the information

Under the *Planning and Environment Act 1987*, Council cannot accept a request to extend the lapse date if you make your request on or after the lapse date. If your application lapses, you will need to lodge a fresh application and pay the fees again. |

You can submit your RFI response by [identify the relevant submission method/s].

For guidance on how to respond to the RFI and other relevant information, refer to the enclosed **RFI Response Preparation Guide** or you can visit our website at [insert website link].

If you have any questions regarding the further information request, please contact [insert name] on [insert contact details].

Yours sincerely,

[insert name]

[insert position]

[Select as relevant]

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| **Next steps**We will review your RFI response to confirm that all requested information has been provided***.*****Public Notice (Advertising Period)**Once the above information is returned to Council's satisfaction, Council is required to give notice of the planning application pursuant to Section 52 of the Planning and Environment Act 1987. Further instructions will be provided to you at the relevant time.**[or]**Preliminary assessment has revealed that your application is exempt from the notice provisions of Section 52 of the Planning and Environment Act 1987.**[or]**The requested information above will assist Council in determining whether notice of the planning application is required pursuant to Section 52 of the Planning and Environment Act 1987. Further instructions will be provided to you regarding notice of the planning application at the relevant time. |