**Post Permit Internal Referral Template**

# [Department] referral – permit amendment / condition discharge

## Permit information

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| **Address of the permit**  | E.g.: 1 St Kilda Road, Melbourne |
| **Permit reference number**  | E.g.: PP22/0101 – link to permit |
| **Date of referral** | E.g.: 1 January 2023 |
| **Referral due** | E.g.: 15 January 2023 (14 days after referral is made) |
| **Permit condition(s) or other aspect of permit relevant for referral**  | E.g. (should be summarised in plain English rather than whole condition written out): Condition 11: Please check landscape plan for the following:* Inclusion of all relevant trees on-site and on adjoining properties
* Inclusion of any green walls, where appropriate
* Appropriate mix of indigenous planting
* Whether proposed canopy trees have appropriate soil volume to reach maturity
 |
| **Originally referred (fix this)** |  |
| **Site inspection recommended?** | E.g.: * Not recommended – inspection undertaken during permit assessment

Or* Recommended – planner unsure whether trees have been retained on property
 |
| **Out-of-bounds for assessment** | E.g.: * **Impacts on tree protection (considered during application process)**
* **Changes to location of building (can’t be considered under landscape plan)**
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## Key principles for condition discharge / permit amendment referrals

* Referrals should only be undertaken where technical advice is required
* Planner should direct internal referral party on bounds of referral grounds
* Internal referral party may make comments on matters out-of-bounds to be retained on the file
* Referrals should be completed within 14 days to enable prompt decisions

## Part one: planner to complete this section

### Key information on the referral

**Planner to describe** specifics of this permit requiring referral:

|  |  |
| --- | --- |
| A brief description of the permitted use and / or development  |  |
| Concerns planner has and may like technical advice on (for more detailed queries, direct referral department to bounds of the query) |  |
| Details of previous referral advice provided  |  |
| What outcomes does the planner need from the referral |  |

### Referral links

Planner to provide links to each relevant document in [insert EDMS] (delete / add sections to minimise confusion)

|  |
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| **Planning permit** Link:  |
| **Plans for endorsement**Link:  |
| **Documents for condition discharge / secondary consent**Link:  |
| **Other documents for condition discharge / secondary consent** (should be stated here)Link: |
| **Other documents for condition discharge / secondary consent** (should be stated here)Link: |
| **Other documents for condition discharge / secondary consent** (should be stated here)LINK: |
| **Original referral comments**LINK: |

## Part 2: referral party 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:

|  |  |
| --- | --- |
| Has the bounds of the condition been achieved? Why / why not?  |   |
| Any changes required in plans or reports?  |   |
| Any matters ‘out-of-bounds’ that the planner should know or consider?  |   |

Referral parties, please upload your responses via the [insert software used]

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| **Implementation notes (delete after updating the document):**1. 1The template should be tailored to be relevant for each referral department.
2. 2The table specifying links to documents should be edited to suit each individual department’s need.
3. 3Sections 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.
5. For detailed referrals, planners should be prescriptive about what they would like comment on. This may save back-and-forth later.
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