**RFI Lapse Date Letter Reminder**

[insert date]

[insert applicant name]

[insert applicant address]

Dear [insert name],

**[insert applicant number]**

**[insert address]**

**[insert proposal]**

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| **Reminder:** Lapse date approaching – act promptly to keep your planning application active |

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| **Option 1****Submit** all the information requested by the due date. | **Option 2**Request an **extension** beforethe lapse date set in the RFI letter. | **Option 3****Withdraw** your application if you no longer wish to continue. |

This letter is a follow up to the request for information sent to you on [insert date]. The information requested needs to be submitted for Council by [insert due date] to progress your application.

If you do not take action, your application will 'lapse' and cannot be assessed further. You will need to lodge a new planning permit application, including all relevant fees and information as Council cannot assess or re-open lapsed applications.

You have two options to keep your planning application active:

**Option 1: Submit the information requested**

You can submit your further information:

* By email to [insert email address].
* By Council’s online portal [insert link].
* By post to [insert postal address]. If you choose to submit the information by post, please call or email us to let us know that you have sent it.

Council's Planning Department prefers to receive correspondence and documents electronically. This helps improve processing times and reduce paper use.

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| **Implementation notes (delete after updating document)**Update this section according to the relevant submission methods |

**Option 2: Request an extension before the lapse date**

If you need more time prepare the further information response, you can request an extension of time by contacting your planner. You must do this by 11:59pm the day before the lapse date (if you submit the response by email) or by 5:00pm the business day before the lapse date (if you submit the request in person).

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

**Option 3: Withdraw your application**

If you no longer wish to pursue this planning application, please let council know via email at [insert email address].

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| For additional information and guidance: |
| * Visit our website at [insert web address].
* Access Common FAQs via [insert web address].
* Contact the Council Planning department with further questions on [insert phone number] or via freecall from a landline on [insert phone number], or via [insert email address].
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| **Implementation notes (delete after updating document)**Update this section to reflect Council’s resources / contact details. |

Yours sincerely,

[Insert name/title]

[Insert contact details]