# Minimum Referral Requirements Resource

## External Referral Template

## MELBOURNE WATER REFERRAL

**Advice is due within 28 days | Please action before dd/mm**

|  |  |
| --- | --- |
| Application Reference   | <insert app number>   |
| Address of the development    | <insert address>   |
| Application Preamble   | <insert app preamble>   |
| Key Features of Application   | Eg – double storey house with two outbuildings    |
| Date Application Received   | <insert app date>   |
| Responsible Authority   | <Council name>   |
| Reason for the referral   | ☐​ **Section 55 referral** ☐​ Clause 44.04-7 – Land Subject to Inundation Overlay  ☐​ Clause 44.05-6 – Special Building Overlay  ☐​ Clause 44.03-6 – Floodway Overlay  ☐​ Clause 37.03-5 – Urban floodway zone  ☐​ Clause 66.01 – Subdivision   ☐​ Other, specify  ☐​ **Notice under Section 52(1)(c)** Specify Planning Scheme provision  ☐​ **Notice under Section 52(1)(d)** Specify potential material detriment  ☐ **Seeking the views of the floodplain and waterway manager** ​☐​ Clause 12.03-1S – River and riparian corridors, waterways, lakes, wetlands, and billabongs  ☐​ Clause 13.02-1 -Sea Level Rise ☐ **Asset Protection** ​ Specify name/type of asset   ☐​ **Seeking Melbourne Water’s advice and comments**  |
| Determining or Recommending Referral?   | ​​☐​ Determining   ​​☐​ Recommending  ​​☐​ Advice only (non-statutory referral)   |
| Application type   | ​​☐​ Planning Permit Application  ​​☐​ Section 72 Amendment  ​​☐​ Plans to comply with permit condition   |
| Referral Date   | <insert date>   |

|  |  |
| --- | --- |
| Planning officer    | <insert officer name>   |
| Email address    | <insert officer email>   |
| Phone number   | <insert officer direct phone line>   |

PLANNER TO COMPLETE THIS SECTION

Key information on the application

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

|  |  |
| --- | --- |
| Concerns planner has identified and would like technical advice on  |     |
| What outcomes does the planner need from the referral  | ​​☐​ Technical advice/General comments  ​​☐​ Consent or objection to proposal   ​​☐​ Whether the submitted plans comply with MW permit conditions   |

Key Documents

|  |  |
| --- | --- |
| Planner to provide attachment to each relevant document: ​​☐​ Application form ​​☐​ Cover letter detailing the proposal ​​☐​ Certificate of Title ​​☐​ Development plans ​​☐​ Drainage plans ​​☐​ Planning report ​​☐​  Details of proposed cut & fill ​​☐​ Flood risk assessment as/if relevant  | Ground floor plans must detail: * Finished Floor Levels (FFL)
* Australian Height Datum (AHD)
* Setbacks to boundaries
* Cut and fill
* Basements (if applicable)
* Openings to below flood level
* Details of fencing and/ or landscaping associated with development
 |

Refer to [Planning and Environment Regulations 2015 - Regulation 19](http://www5.austlii.edu.au/au/legis/vic/consol_reg/paer2015363/s19.html) for details of prescribed information requirements

Returning the advice

Please respond to the above referral via email to: <insert email address>

Referral responses should include the following:

* Concerns with the proposal
* Conditions for a permit
* Notes for a permit
* Site information relevant to the proposal