# 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