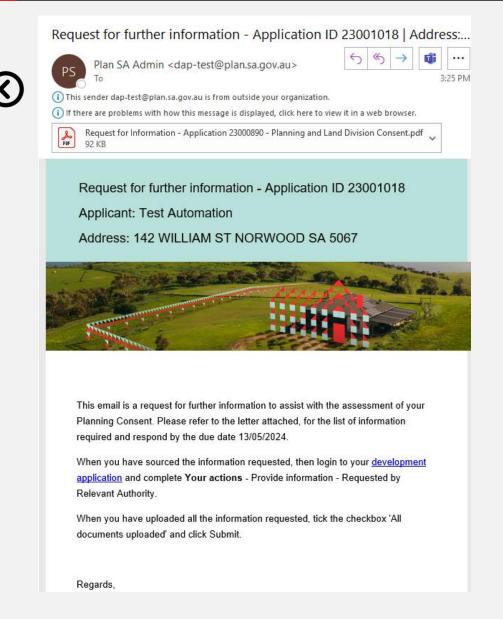


	Action	Email name	RFI Letter attached	Recipients when RFI requested by a relevant authority	Recipients when RFI requested by a referral body	
1	Relevant authority/Referral Body Sends a request for information	Request for further information	Yes . The RFI letter is attached to the email request.	Primary Contact, andcc. Applicants where one or many	 Primary Contact, and cc. Applicants where one or many, and cc. RA / RAP assessing the consent Allocated assessor (if exists and user is active) ELSE send to Org. email 	View example
2	System triggered 5 business days out from expiry sends email	Respond to request for More Information - Reminder	Yes . The RFI letter is attached to the email request.	 Primary Contact, and cc. Applicants where one or many cc. RA / RAP org email or the allocated assessor (if exists – and active) 	 Primary Contact and cc. Applicants where one or many cc. Referral Body Referral allocated assessor (if exists and user is active) RFI Initiated user (always) Referral Body org. email (always) 	View example
3	System triggered Day following the expiry date	Respond to Request for Information - Expired	Yes. With the initial RFI request, or when a request sent asking for missing/further information this letter is attached and not the initial request.	Primary Contact andcc. Applicants where one or many	 Primary Contact and cc. Applicants where one or many 	View example
	System triggered Day following the expiry date	Task for your action – Review Expired RFI	Not applicable	RA / RAP org email for the consent or the allocated assessor (if exists and user is active)	Referral Body Referral allocated assessor (if exists and user is active) RFI Initiated user (always) Referral Body org. email (always)	View example
4	System triggered Once a week – until the action is completed	Task for your action – Reminder to Review Expired RFI	Not applicable	RA / RAP org email for the consent or the allocated assessor (if exists and user is active)	Referral Body Referral allocated assessor (if exists and user is active) RFI Initiated user (always) Referral Body org. email (always)	View example





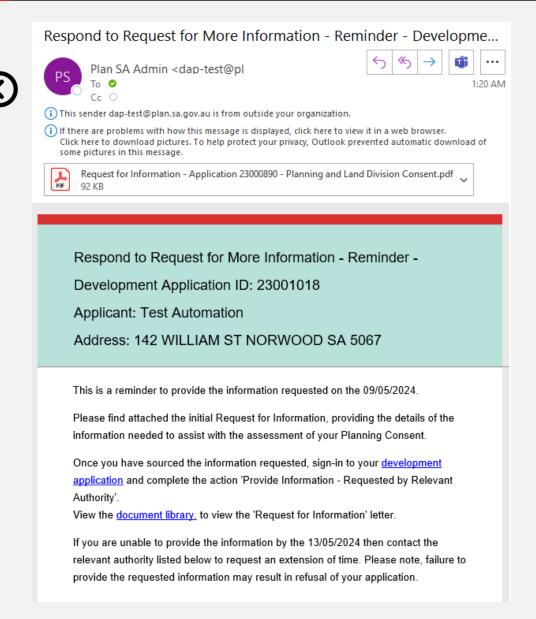
Email 1: Request for further information







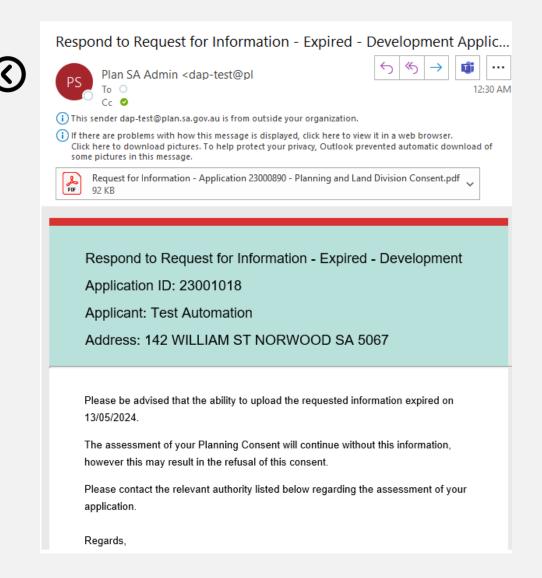
Email 2: Request for further information - Reminder







Email 3: Request for further information - Expired



₹ PlanSA



Email 4: Task for your action – Review Expired RFI





Task for your action - Review Expired RFI - Development

Application ID: 23001018

Applicant: Test Automation

Address: 142 WILLIAM ST NORWOOD SA 5067



The 'Review Expired RFI' task is requiring your action for Planning Consent and Request for Information requested on the 9 May 2024 and expired on 13 May 2024.

Noting, you will receive a weekly email reminder until the task is completed.

₹ PlanSA



Email 5: Task for your action – Reminder to Review Expired RFI





Task for your action - Reminder to Review Expired RFI -

Development Application ID: 23001018

Applicant: Test Automation

Address: 142 WILLIAM ST NORWOOD SA 5067



The 'Review Expired RFI' task is requiring your action for Planning Consent and Request for Information requested on the 9 May 2024 and expired on 13 May 2024.

Noting, you will receive a weekly email reminder until the task is completed.