

Background

1

An internal referral is distributed during verification or assessment of a consent (Planning, Land Division or Building) to team member(s) with expertise within a specialist team, such as engineers, arborists, or waste water management etc.

On responding to the internal referral, an email notification is received by the staff member that requested the internal referral and includes the name of person that provided the response, type of consent (planning, land division, building) and the ID number of the application.

Internal Referral Response Received | Application ID:
21000638 | Council Area: State Planning Commission |
Relevant Authority: State Planning Commission



An internal referral response has been received from Sascha Woods for the Planning Consent for application with ID 21000638

Included instructions

- [Review the internal referral response](#)
- [Review response documentation](#)
- [Review added conditions or advisory note](#)
- [Acknowledge the internal referral response](#)

Related Instructions

- How to – Add and distribute an internal referral request
- How to – Reassign an internal referral to another team member
- How to – Respond to an internal referral request
- How to – Report on applications with assigned internal referrals

Review the internal referral response

The internal referral response will create an application action – ‘Internal Referral Response Received’ that is viewable from within the **For Your Action** table. To complete the internal referral request the response ‘must’ be acknowledged.

1. Click on the application record (not ID) showing the action: ‘Internal Referral Response Received’.
2. Click on the applicable **Consent** to review the response.

FOR YOUR ACTION (2124)	ASSESSMENT IN PROGRESS (587)	WAITING (185)	UPCOMING (120)	COMPLETED (674)	BUILDING NOTIFICATIONS (181)	RECTIFICATION NOTIFICATIONS (1)
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For your action

Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
22000451	J Regression	76 SOUTH TCE ADELAIDE SA 5000	Building New Housing	6 Sep 2022	Internal Referral Response Received		-

STATUS DETAIL	CONTACTS	SUMMARY
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Application 22000451

This application currently requires 1 action from you

Internal Referral Response Received

Planning consent

Granted 6 Sep 2022

Building Consent

3. Click on the **Referrals** tab to view.
4. Click on **View** to review the response.

Internal Referrals

Requested By	Referral Type	Requested Date	Respondee	Response Date	Status	Actions
Jeff Sewart	Engineering	14/09/2022	EPN TestEight	20/09/2022	Responded	View Acknowledge
Sascha Woods	Civil Stormwater	14/09/2022	EPN TestEight		Distributed	View Reassign Recall

ADD A NEW INTERNAL REFERRAL

Review response documentation

3

On reading the response go to **Documents** (as required) and review the applicable plans, drawings etc., needed to form a reply to the request.

1. Click on the **Documents** tab.
2. Search for the documentation uploaded in support of the response using the following options:
 - **Search by Name** – will return documentation with a ‘file name’ containing search by name, or
 - **Search by Type** – will return documentation with a ‘Document type’ matching.

In the example below, the required documentation has been located using the **Search by Type** option: ‘Council Referral Response’.

3. Click on the file name of the document to download.

Noting, there is ‘no bulk download’ – each document will need to be downloaded one at a time.

< Development application 22000451

Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
Report1-104386.png	Referral Response	6 Sep 2022 15:38			<input checked="" type="checkbox"/>	

4. Click on the **document download** located at the bottom of the page to open and print (as required).

Waste Water Plan.docx ^

Repeat the steps until all relevant documentation has been reviewed.

Review added conditions or advisory notes

Review the **Conditions and Notes** that form part of the response, as required.

1. Click on the **Conditions and Notes** tab.
2. Click on the **Conditions** and/or the **Advisory Notes** filter to view the added Conditions and Advisory Notes.
3. Click on **Show/Edit** to view the details.

Relevant Authority

▼ **State Planning Commission**

Reserved matters	Conditions	Advisory notes	Refusal reason
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Add

Title	Included in DNF	Clearance requirement not met	Sort		
Other	✔		↑ ↓	🗑️	Show/Edit
AGD - Practice Direction 12 Condition - Storm Water Management Overlay	✔		↑ ↓	🗑️	Show/Edit

4. Click on **Go Back** after reviewing the details and to view the **Conditions and Notes** screen.

Other

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Provide details of the condition

Include in DNF Clearance Requirement

5. Click on **Go Back** when no further conditions and/or notes are to be reviewed.

Relevant Authority

▼ **State Planning Commission**

Reserved matters	Conditions	Advisory notes	Refusal reason
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Add

Title	Included in DNF	Clearance requirement not met	Sort		
Other	✔		↑ ↓	🗑️	Show/Edit
AGD - Practice Direction 12 Condition - Storm Water Management Overlay	✔		↑ ↓	🗑️	Show/Edit

Acknowledge the internal referral response

5

To complete the internal referral request the response 'must' be acknowledged.

1. Click on the **Referrals** tab.

The **Referrals** screen will show.

2. Click on the **Acknowledge** action for the request.

Internal Referrals

Requested By	Referral Type	Requested Date	Respondee	Response Date	Status	Actions
Jeff Sewart	Engineering	14/09/2022	EPN TestEight	20/09/2022	Responded	View Acknowledge
Sascha Woods	Civil Stormwater	14/09/2022	EPN TestEight		Distributed	View Reassign Recall

ADD A NEW INTERNAL REFERRAL

Once the Internal Referral Request is completed, only the **View** action will show.

Internal Referrals

Requested By	Referral Type	Requested Date	Respondee	Response Date	Status	Actions
Jeff Sewart	Engineering	14/09/2022	EPN TestEight	20/09/2022	Responded	View
Sascha Woods	Civil Stormwater	14/09/2022	EPN TestEight		Distributed	View Reassign Recall

ADD A NEW INTERNAL REFERRAL