

How to re-refer a concurrence and referral request

After a concurrence and referral has been submitted to an agency, council may need to re-refer the request. This could be for several reasons, often because new or amended plans have been received from the applicant that may impact a previously provided decision or after a clause has been rejected for assessment by an agency.

This Quick Reference Guide outlines the steps to re-refer the application to an Agency.

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Note: This functionality applies to concurrence and referral requests that have had an Agency decision provided or have been rejected. For an open request, please refer to the *How to edit a Concurrence and referral case* Quick Reference Guide.

Re-referring a rejected a concurrence and referral request

If a concurrence or referral request has been “rejected”, you can request that the application be reconsidered by that agency. Please ensure you provide adequate to support this request.

Follow the steps below to edit the concurrence and referral case to re-refer the application to the agency under the same or new clause.

1. **Log in** to the NSW Planning Portal, **locate** and **open** the relevant concurrence and referral case from your dashboard.

Application Type			
Concurrence and Referral			
	Days Elapsed	Submitted Date	Reference Number
			CNR-6599
		29/03/23	CNR-6507
	335	29/03/23	CNR-6506
	601	6/07/22	CNR-6131

2. **Select** “Edit case” from the Required actions menu on the right-hand side of the screen.

Required actions

- Refresh
- Upload agency communication
- Edit case**
- Re-assign
- Cancel Case
- Mark sensitive documents

3. **Click** “Submit” to confirm you wish to edit the request.

Are you sure you want edit Concurrence and Referral (CNR-6507)

[Cancel](#)
[Save and exit](#)
[Submit](#)

Note: Once the case is open for editing, it will revert to an “In progress” status.

4. **Select** “Save and continue” until you reach the page “Select agencies and upload”.

[Save and exit](#)
[Save and continue](#)

Note: The “Select agencies and upload” screen will be pre-populated with the agencies and clauses that are currently included on the case, including any rejected or accepted clauses.

5. **Upload** a “Reconsideration letter” to provide context for the re-referral request.

You can also upload any additional information you believe will assist with their review.

Note: If the document has already been uploaded to the related development application, it will be automatically visible to the agency on the “Documents” tab.

Upload

6. **Select** “Add agency or clause/section(s)”.

Add agency or clause/section(s)

7. **Select** the checkbox beside the previously “Rejected” clause.

Note: You can also add additional clause / section(s) to the existing agency selections by clicking the appropriate checkbox(es).

Agency name *

Department of Planning and Environment (DPE)

Agency officer email (Optional):

Notifications will be sent additionally to the email ID added in this field

Select at least one option

Clause / Section name

Clause / Section type

Clause / Section status

☐ Chapter 2 - SEPP (Industry and Employment) 2021

Concurrence

☐ Penrith Local Environmental Plan No 201 (Rural Lands)

Concurrence

☐ SEPP (Industry and Employment) 2021, s2.25

Referral

☐ SEPP (Precincts - Western Parkland City) 2021, s4.48

Concurrence

☐ cl 4.6 Local Environmental Plan

Concurrence

☒ EP&A Regulation 2021, s38 (Amendment of development application)

Concurrence

Rejected

29/03/23

[Historical information](#)

8. Enter the reason for a request for reconsideration of an application. <u>Note:</u> This information will be included in the email to the agency.	Enter comments for agency, including the reason for a request for reconsideration of an application (if relevant). Provide any additional comments (maximum 512 characters)
9. Select “Save and continue”.	Save and exit Save and continue
10. Review the updated case details and complete the declarations by selecting the checkboxes.	Declaration* ☐ I confirm that all applicable clauses have been selected based on the information available to me. I note that future changes may affect assessment times and applicant fees. ☐ I declare that the applicant has authorised the consent authority to disclose their personal information to the Department of Planning and Environment for the purpose of assessing their application, and that their personal information will be disclosed to other NSW Government agencies for the purpose of assessing their application.
<u>Note:</u> If you need to amend any details, select the “Previous” button to return to the previous screen.	Previous
11. Click “Submit”.	Submit

Tip: You can click “Save and exit” to save a draft to resume later. The case will remain “In progress” until the changes are complete and the case has been resubmitted.

Re-referring a concurrence and referral request for which Agency advice has been provided

If an Agency has provided their decision on a concurrence and referral request, and you need to request their reconsideration of that decision under the same clause/section, you must withdraw the initial agency concurrence and referral request and re-refer the application. Note: The request will have a status of “Approved”, “Approved with conditions”, “Not required” or “Refused”.

Follow the steps below to edit the concurrence and referral case to re-refer the application to the agency under the same or new clause.

1. Log in to the NSW Planning Portal, **locate** and **open** the relevant concurrence and referral case from your dashboard.

Application Type			
Concurrence and Referral			
Days Elapsed	Submitted Date	Reference Number	
		CNR-6599	
	29/03/23	CNR-6507	
335	29/03/23	CNR-6506	
601	6/07/22	CNR-6131	

2. When the application is open, **click** the Agencies tab and then **select** the relevant A-XXX case reference below the Agency name.

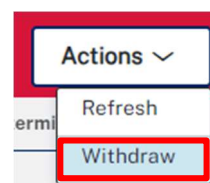
Case details Documents **Agencies**

Ausgrid

Case reference - A-10905

Assessment Refused
Status

3. **Click** “Actions” and **select** “Withdraw” from the dropdown menu.



4. **Enter** the date of withdrawal or **select** from the calendar.

Date of withdrawal *

5. **Enter** a reason for withdrawing the agency request.

Reason of withdrawal

6. If required, **click** “upload” to provide documentation to support the withdrawal of the request.

Upload

- Click Select files (s) or drag and drop your file(s) in the space provided.
- Categorise the file type(s)
- Click “Attach”.

Attach Documents



Drag and drop files here

or

- Click “Submit” to withdraw the agency case.

- Select “Close and home” to return to the dashboard.

- Select the relevant “CNR” reference number

Application Type

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			CNR-6599
		29/03/23	CNR-6507
	335	29/03/23	CNR-6506
	601	6/07/22	CNR-6131

- Select “Edit case” from the Required actions menu on the right-hand side of the screen.

Required actions

11. Click “Submit” to confirm you wish to edit the request.	Are you sure you want edit Concurrence and Referral (CNR-6507) Cancel Save and exit Submit
<u>Note:</u> Once the case is open for editing, it will revert to an “In progress” status.	
12. Select “Save and continue” until you reach the page “Select agencies and upload”.	Save and exit Save and continue
<u>Note:</u> The “Select agencies and upload” screen will be pre-populated with the agencies and clauses that are currently included on the case, including any rejected or accepted clauses.	
13. Upload a “Reconsideration letter” to provide context for the re-referral request. You can also upload any additional information you believe will assist with their review. <u>Note:</u> If the document has already been uploaded to the related development application, it will be automatically visible to the agency on the “Documents” tab.	Upload
14. Select “Add agency or clause/section(s)”.	Add agency or clause/section(s)
15. Scroll past the previously added Agencies and click the “Add agency” button.	+ Add agency
16. Select an Agency name from the drop-down list.	Agency name * Select Agency Select Agency Air Services Australia APA Group Ausgrid Australian Rail Track Corporation City of Sydney (Heritage Act delegation) Department of Defence Department of Education Department of Infrastructure, Regional Development and Cities
17. Enter the Agency officers email address if known.	Agency officer email (Optional): Notifications will be sent additionally to the email ID added in this field

18. Select at least one clause/section from the list. <u>Note:</u> This list has been configured to only display the relevant clause/s for that organisation.	Clause / Section name ☐ EP&A Regulation 2021, s38 (Amendment of development application) <u>Note:</u> Choosing "Other" will require that you enter additional information to the agency, only. It does not result in a concurrence performance indicator associated with this option. ☐ Other What is this?
19. Click "Save and continue".	Save and exit Save and continue
20. Review the updated case details and complete the declarations by selecting the checkboxes. To make changes to the entered information, click the "Previous" button to move back to previous screens.	Declaration* ☐ I confirm that all applicable clauses have been selected based on the information available to me. I note that future changes may affect assessment times and applicant fees. ☐ I declare that the applicant has authorised the consent authority to disclose their personal information to the Department of Planning and Environment for the purpose of assessing their application, and that their personal information will be disclosed to other NSW Government agencies for the purpose of assessing their application.
21. Click "Submit".	Submit

What happens next

- A system generated notification will be sent to the Agency to advise them of the request for reconsideration of an application.
- The Agency will review the request and provide a decision via the NSW Planning Portal.

More information

We have developed a range of support materials, including Quick Reference Guides for other services and Frequently Asked Questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the [Help and Resources section](#) of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the [Information and Training sessions page](#) of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or [submit an enquiry online](#). If you are calling from outside Australia, please call +61 2 8894 1555.