



CENTRAL HIGHLANDS REGIONAL COUNCIL PUBLIC NOTIFICATION AND SUBMISSIONS

THE FACTS



**HAVE
YOUR SAY**

What is public notification?

Development applications categorised as impact assessable development are legislatively required by the Planning Act 2016 to publicly notify the development proposal. The applicant must, as a minimum, do the following:

- Provide a notice in a local newspaper,
- Place a sign on each road frontage of the property,
- Notify neighbours on adjoining properties in writing.

What is a submission?

Public notification encourages community input by allowing members of the public to submit a written comment about a proposed development. Submissions must directly relate to planning matters associated with the development. A submission may either object to all or part of the development, and/or support all or part of the development.

Who can make a submission?

Any person, other than the applicant or a referral agency, may make a submission about a development application that is subject to public notification. As long as the submission is properly made, submitters have appeal rights under schedule 1 of the Planning Act 2016.





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What makes a submission properly made?

For a submission to be considered by the assessment manager and grant appeal rights under schedule 1 of the Planning Act 2016, the submission must be properly made in accordance with schedule 2 of the Planning Act 2016. To be considered properly made, a submission must:

- Be made in writing (electronic);
- Be signed by each person (the submission-makers) who made the submission;
- Be received during the appropriate period fixed under the Act (This will be stated in any public notification material – generally 15 business days);
- State the name and residential or business address of all submission-makers;
- State the grounds (reason), as well as the facts and circumstances relied on to support the grounds, for the submission;
- State a postal or electronic address for service relating to the submission for all submission-makers;
- Be submitted to the assessment manager (Central Highlands Regional Council) when relating to a development application; or the responsible entity when relating to a change application.

Your submission will be available for public viewing but no identifiable information or details will be attached.

What if my submission is not properly made?

Council can either choose to accept the submission despite it not being properly made or may choose to contact the submitter should more information be required.

When can I make a submission?

Any public notification material for the development application will state the appropriate period for when submissions can be accepted. The final day that submissions can be accepted is referred to as the stated day. In most cases, the relevant period will be for 15 business days after notice is given to Council by the applicant.

Can I change or withdraw my submission?

Yes, submitters can amend or withdraw their submission by giving notice to Council. Any submission that is properly made or has otherwise been accepted by Council can be amended, so long as the amended submission is received before the stated day (final day that submissions must be received by). Submissions can be withdrawn at any time before Council has decided the development application.

What happens to my submission?

Council, as assessment manager, considers all properly made and accepted submissions prior to making the final decision on whether to approve or refuse the development application.

What effect does my submission have?

Matters raised in a submission may be addressed prior to the development application being decided and can lead to a change in the development proposal and application. Major changes that address a matter raised in a submission may require the development assessment process to restart, including public notification.

Will I be informed of the final decision?

Yes, anyone who has submitted a properly made submission will be provided with a copy of the decision notice. If you are unhappy with the decision, you have the right to appeal the decision if your submission was properly made.

