

SUBMISSION ABOUT A DEVELOPMENT APPLICATION

Planning Act 2016
Planning Regulation 2017
Development Assessment Rules 2017



Making a submission about a development application simply means making comments on a development application that is required by legislation to advertise and invite public comment on the development.

Submissions are typically made to either express support for, or objection to, a development proposal. However, you can express support for particular aspects of a development proposal while also expressing concerns or objections to other aspects. You can also make neutral observations.

Submitters are advised to please refrain from making any offensive or abusive comments. If such comments are identified during the assessment of an application, the comments will be removed and given no further consideration.

WHO CAN MAKE A SUBMISSION

A submission can be made by any interested member of the community, such as a person, group or organisation.

WHEN TO MAKE A SUBMISSION

Comments should be submitted to Council before the end of the application's public notification period. Public notification of an application requires an applicant to do three things at approximately the same time:

1. Place one or more public notices on the publicly accessible road frontage(s) of the subject premises.
2. Publish a public notice (at least once) in a local newspaper
3. Give notification letters to the owners of all adjoining lots

All of the above notices must inform the public/neighbours about the application and provide details of how and when they can make a submission.

Note: Further details on the requirements for public notices are contained within the *Planning Act 2016* and the *Development Assessment Rules*.

VALID GROUNDS FOR MAKING A SUBMISSION

The grounds of a submission should be based only on planning issues around the development application, for example:

- » The proposed use is inconsistent with the planning scheme (for example, an industrial use in a residential zone).

- » Whether the development is in keeping with the character of the area.
- » Amenity impacts on neighbouring properties (e.g. impacts on privacy, outlook, noise and disturbance, etc.).
- » The height, bulk, scale or design of the development.
- » Potential traffic and/or car parking issues.
- » Increased impact of flooding.
- » Not enough information given in the application.

REQUIREMENTS FOR A PROPERLY MADE SUBMISSION

Council must accept all 'properly made submissions' and has discretion to accept submissions that have not been properly made or that have been received after the end of the public notification period. A properly made submission must:

- » be in writing
- » state the name of each person making the submission
- » give the residential or business address of each submitter
- » state the grounds upon which it is based, and the facts and circumstances relied on to support the grounds
- » include a postal or email address to enable Council to send correspondence about the submission to the submitter/s
- » be signed by each person making the submission (unless provided in electronic form by email or the Council's online form)
- » be received before the end of the public notification period
- » include the application reference number, e.g. MCU19/0321, to help Council allocate the submission to the correct application.

LODGING A SUBMISSION WITH COUNCIL

Electronic submissions can be made online via Council's ePlanning [website](#) (go to "Applications on Notification" and select the relevant application) or by email to enquiries@townsville.qld.gov.au. Hard copy submissions can be submitted in person at a Council Customer Service Centre, or posted to:

Chief Executive Officer
Attention: Planning Section
Townsville City Council
PO Box 1268
TOWNSVILLE QLD 4810

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WHAT HAPPENS AFTER YOU HAVE MADE A SUBMISSION?

At the end of the public notification period, Council will send you a letter or email to acknowledge that your submission has been received.

Any properly made submissions received are then taken into consideration during the assessment of the development application.

If you lodge a submission and it is considered not 'properly made', the submission may still be considered by Council, but you will not have the right to appeal any decision on the application.

SUBMISSIONS ARE NOT CONFIDENTIAL

Please note that submissions are NOT confidential and Council cannot consider anonymous submissions.

The *Planning Act 2016* requires Council to keep copies of submissions available for inspection and purchase by members of the public until such time as the application is finalised.

Council is also required to publish the submission on Council's website for viewing along with the development application. Council has made the decision to continue to publish submissions on Council's website, even after the application has been finalised.

Submissions may also be viewed at a later date as part of a Right to Information request response. Once an application is decided, the name and address of all submitters is included in the decision notice and published on Council's website. This information is also available to other submitters.

MORE INFORMATION

If you require further information, visit Council's website townsville.qld.gov.au or call Council's Customer Service Centre on 13 48 10.

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SUBMITTER DETAILS

Name and residential or business address must be provided for **every** person or organisation. If more than one submitter is contributing to this submission, please provide the name and address for each submitter on a separate sheet.

Full name _____

Residential address _____

Suburb _____ State _____ Post code _____

A postal address or email must be provided for each submission

Postal address _____

Suburb _____ State _____ Post code _____

Email address _____

DEVELOPMENT DETAILS

Application number _____

Proposed development description _____

Development address _____

Suburb _____ State _____ Post code _____

SUBMISSION

I wish to make a submission to the above-mentioned proposed development for the following planning reasons (attach additional pages if necessary):

Each person must sign the submission: _____