

Making Submissions about Development Applications



DEVELOPMENT ASSESSMENT INFORMATION

What is public notification?

Public notification is undertaken as part of the development application process for the purpose of informing the community and relevant stakeholders of the proposal and to give them the opportunity to lodge properly made submissions that must be taken into account before the development application is decided.

Public notification is undertaken **ONLY** where the development application requires 'impact assessment'. The relevant Planning Scheme stipulates whether a proposal is impact assessable.

Public Notification must be undertaken in accordance with the legislative requirements of the *Planning Act 2016* and *Development Assessment Rules 2017*, including for the minimum public notification period as specified in the Act. As a minimum the applicant must:

- Place a notice in the local newspaper;
- Place a sign on each road frontage to the property; and
- Notify all directly adjoining landowners.

What is a submission?

A submission is a written comment about a development application made by any interested member of the community (i.e. person, group or organisation) to the Council about a development application.

A submission may:

- object to all or part of the application
- support all or part of the application

A submission may be accepted by the assessment manager whether it is **properly made** or not. However, for the person making the submission to have third party appeal rights under the *Planning Act 2016*, the submission **must** be properly made.

What is a properly made submission?

A properly made submission must:

- ✓ be in writing and signed by each person who made the submission;
- ✓ be made during the public notification period;
- ✓ state the name and residential or business address of each person who made the submission;
- ✓ state one postal or electronic address for correspondence relating to the submission for all submission-makers;
- ✓ state the grounds of the submission and the facts and circumstances relied on in support of the grounds; and
- ✓ be made to Council.

A person who makes a properly made submission about an application is called a submitter.

Council has an **OPTIONAL** form which may be used to assist in preparing a properly made submission.

When to make a submission?

A submission **must** be made during the public notification period and received by Council before the end of the public notification period. Any public notification material will state the period within which properly made submissions will be accepted by Council.

For more information call 1300 005 872 or visit www.lockyervalley.qld.gov.au

Need further information?

This fact sheet is designed to be a guide to the development application process. It does not constitute all details within the planning scheme. Additional information can be obtained from the *Planning Act 2016*. If you require further specific information, please contact Council's Customer Service on 1300 005 872.

Please note this fact sheet may be updated by Council at any time with the most recent version available on Council's website. If you have a printed copy, please see Council's website to ensure you have the latest version. ■

How do I view the development application?

The development application including all application material can be viewed using Council's Online Services [Track an Application](#). Alternatively, a hard copy application can be viewed at the Gatton Administration Building at 26 Railway Street, Gatton Qld 4343.

How do I lodge a submission to Council?

Electronic submissions can be made by email to mailbox@lvrc.qld.gov.au.

Hard copy submissions can either be submitted:

1. By post:
 - The Assessment Manager
Lockyer Valley Regional Council
PO Box 82
GATTON QLD 4343
2. In person at one of Council's Customer Service Centres:
 - Gatton Administration Building, 26 Railway Street, Gatton Qld 4343; or
 - Laidley Library & Customer Service, 9 Spicer Street, Laidley Qld 4341.

Note – where sending by post please ensure there is sufficient time for Council to receive the submission **before** the end of the public notification period. A submission received after the end of the public notification period will not be deemed to be properly made, even if it was sent before the end of the public notification period.

What happens to my submission?

Any properly made submissions will be taken into account during assessment of the development application. Any **not properly made** submission may be considered by Council, however the submitter of a not properly made submission will have no rights to appeal the decision on the application.

Note – all submissions will be published on Council's website and will be available for review by the public.

Once the decision has been made, all submitters of properly made submissions will be notified.