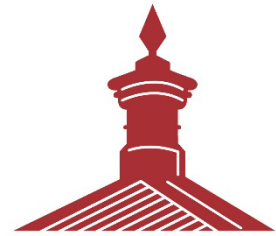


Fact Sheet – Making a submission for a Development Application



CHARTERS TOWERS
REGIONAL COUNCIL

What is a Public Notification?

Under the *Planning Act 2016* Development Applications which trigger Impact Assessment must be publicly notified for a minimum of 15 business days. Where the proposal is a Variation Request (change to the Town Plan), the application must be notified for 30 business days.

If public notification is needed, the applicant (developer) must put a notice about the proposed development:

- on the land (e.g. put up a sign on the property)
- in the mail to adjoining property owners (e.g. the developer sends you information if you live next door)
- in at least one local newspaper.

What is a submission?

- A submission is a written objection or supporting comment about a development application.
- A person who makes a 'properly made submission' is called the 'submitter'. Once Council has made a decision, a copy of the decision is sent to each principal submitter.

Making a submission about an application

If you want to object to or support an application for a proposed development, and if you want the right to appeal the decision once it is made by Council, you must make a submission to Council. The submission process is detailed in the *Planning Act 2016*.

A properly made submission must:

- be made in writing to Council
- be signed by each person making the submission
- be received by Council during the public notification period for that application (on or before the last day)
- include the full name and full residential or business street address of each person making the submission
- include the application details
- state the reasons for the submission (e.g. the grounds for your support or objection, facts about the proposed development and any relevant circumstances)
- include a postal or email address for each person making the submission

Submissions must be addressed to:

Chief Executive Officer
Charters Towers Regional
Council PO Box 189
CHARTERS TOWERS QLD 4820

Or

mail@charterstowers.qld.gov.au

Are submissions confidential?

- Submissions are not confidential and details will not be redacted.

Key things to remember in preparing a submission

Ensure your view is clear

- Your submission may support or object to all or part of the development proposal. For example, you may wish to express support for the amount of landscaping proposed as part of a development but object to the location of car parking.
- To assist the assessment manager in understanding your views, your submission should include any relevant supporting evidence or documentation.

Ensure it is on topic

- Your submission should state why you support or object to all or part of the proposal.
- Focus on how well you believe the proposal meets the planning scheme's intentions.
- The *Planning Act 2016* does not allow consideration of personal circumstances (for example a concern that the proposal will devalue a property). Matters raised should relate to what is in the public interest.

Ensure it is made on time

- A properly made submission must be made to the assessment manager during the public notification period.

A petition is one submission

- A petition, despite having a large list of names, is considered as one submission.
- All correspondence relating to the petition will be sent only to the principal submitter.

For more information

The planning scheme, is available to view on Council's website at <https://www.charterstowers.qld.gov.au/planning-scheme>