

Guidelines for lodgement of submissions on applications

1. Who can lodge submissions?

Anyone can lodge a written submission relating to development or rezoning applications that have been lodged with Council.

2. How do I find out about applications on which I can lodge a submission?

There are a number of ways in which the public is advised of applications that have been lodged with Council. The method of advice, and the period during which submissions may be made in relation to an application, are governed by the Environmental, Planning and Assessment Regulations and vary depending on the type of proposal.

Notifications and advertisements will detail the land to which the application applies, a description of the proposed development and the name of the applicant. Details of the consent authority, the period during which submission may be made in respect of the development and the place at which the application and accompanying documents may be inspected will also be detailed.

Enquiries may be made at any of Council's Customer Service Centres.

3. How do I lodge a submission?

Your submission should be made on the online form available on Council's website. To find the form go to www.midcoast.nsw.gov.au/Council/Forms-Library then go to "Building, Development & Planning - Check First for MidCoast Region" and select "**Submission on a current Development Application**" form.

The submission form has been designed to enable your submission to be included without releasing your personal information. If you choose to make a submission in any other format your personal information may be released.

4. When can submissions be lodged?

To ensure consideration is given to your submission, it should be received by Council during the exhibition period. The exhibition period is the length of time that an application is available for public comment. Advice of this period is given in the notices Council provides to the public.

5. What do I need to provide?

We need your full name, email and postal addresses, telephone number and the Application Number with your submission so we can keep you updated. If you provide an email address Council will communicate by email.

6. Who can see my submission?

Under the Government Information (Public Access) Act anyone can apply to view submissions. They will also be included in Council reports, which are made available on our website or in court proceedings.

7. Do I have to give reasons for my support for or objection to an application?

Yes, you should include in your submission your reasons for supporting or objecting to the application, based on the planning and development issues relevant to the application.

8. What happens to my submission?

All submissions received within the exhibition period are considered in the assessment of an application.

Submissions will also be attached to Council reports. Outcomes from Council meetings are available on our website.

9. If I lodge a submission on an application, can I also include a complaint about the property or an activity on the property concerned?

No. The submission should reference the application and focus specifically on the planning and development issues relevant to the application.

10. How do I lodge a complaint about a property?

A complaint may be lodged at any time using the "Complaint and feedback form" on Council's website. In these circumstances, the property owner is supplied with the substance or nature of the complaint, but not the name of the person who complained.

11. Will questions be answered if I ask them in a submission?

No.

12. How do I ask questions about an application?

Contact Council's Customer Service Team on 02 7955 7777.

13. Political donations and gifts disclosure statements

Anyone making a submission to Council in relation to specific planning applications need to make themselves aware of disclosure obligations that may exist, under the Environmental Planning and Assessment Act 1979, in relation to political donations and gifts.

Making a public submission to a council

Under section 10.4 of the Act a person who makes a relevant public submission to a council in relation to a relevant planning application made to the council is required to disclose the following reportable political donations and gifts (if any) made by the person making the submission or any associate of that person within the period commencing 2 years before the submission is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council.
- (b) all gifts made to any local councillor or employee of that council.

A reference in sections 10.4 of the Act to a reportable political donation made to a "local councillor" includes a reference to a donation made at the time the person was a candidate for election to the council.

How and when do you make a disclosure?

The disclosure of a reportable political donation or gift under section 10.4 of the Act is to be made:

- (a) in, or in a statement accompanying, the relevant planning application or submission if the donation or gift is made before the application or submission is made, or
- (b) if the donation or gift is made afterwards, in a statement of the person to whom the relevant planning application or submission was made within 7 days after the donation or gift is made.

What information needs to be in a disclosure?

The information requirements of the disclosure are outlined in the Act under section 10.4 political donations and for gifts.

Copies of the Disclosure Statement Templates, which outline the relevant information requirements for disclosures to a Council, Minister or the Department of Planning, are available from the Department of Planning website or MidCoast Council website.