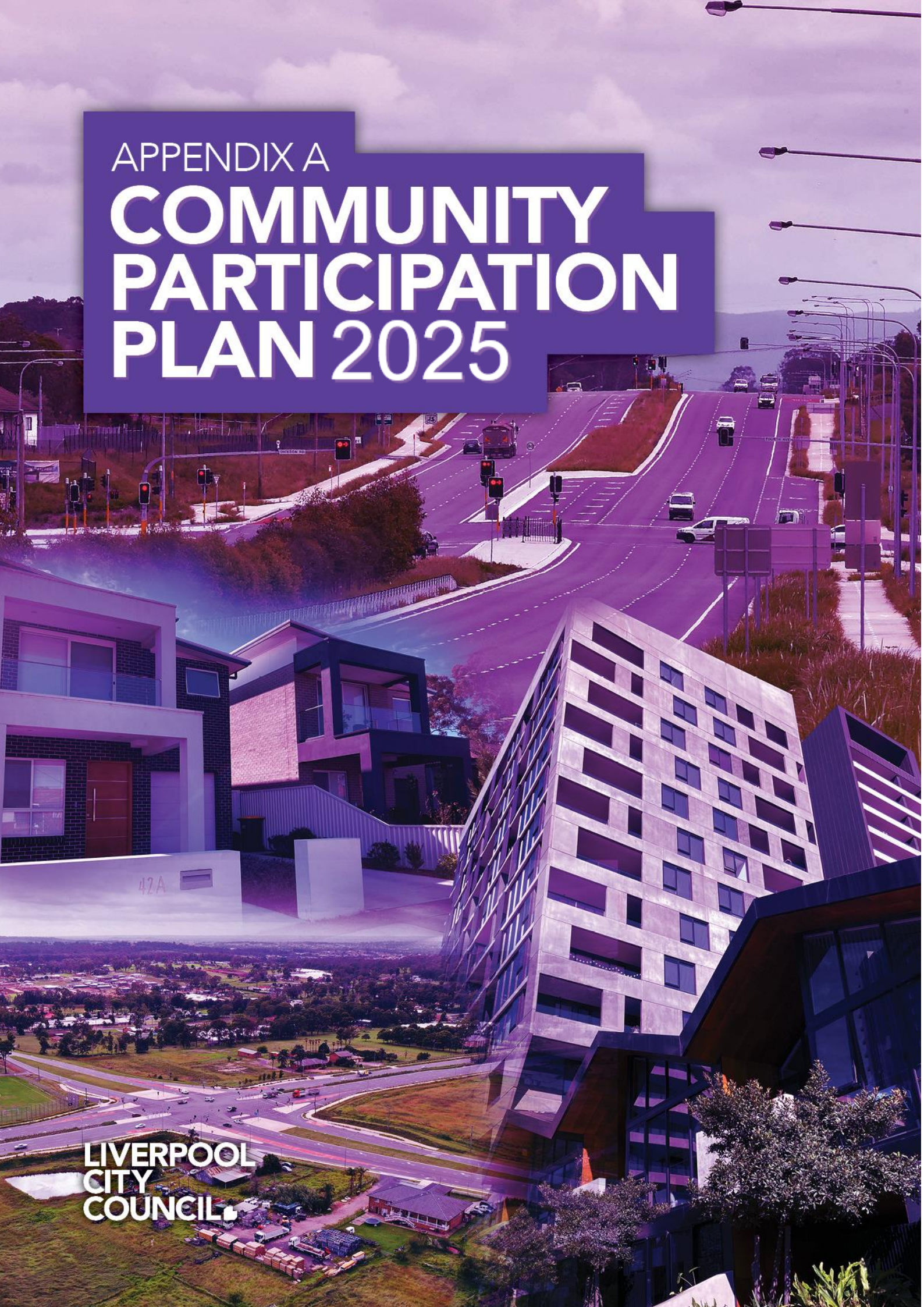


APPENDIX A

COMMUNITY PARTICIPATION PLAN 2025

LIVERPOOL CITY COUNCIL



COMMUNITY PARTICIPATION PLAN 2025

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Community Participation Plan 2022

1. PURPOSE/ OBJECTIVES

The Liverpool *Community Participation Plan* (CPP) sets out when and how Council will engage with its communities across all the planning functions it performs.

Council, when exercising its planning functions, will:

- provide opportunities for members of the community to participate in planning decisions to achieve better planning outcomes, in an open and transparent process;
- ensure the community understands how and when they can participate in planning decisions;
- ensure that the needs and concerns of the community are identified and addressed when possible;
- ensure Council's strategic planning reflects the aspirations of the community and
- ensure Council meets its legislative requirements in regards to community notification engagement and consultation.

The *Environmental Planning & Assessment Act 1979* (the Act) outlines the principles that Council must include in the CPP. These principles are:

- The community has a right to be informed about planning matters that affect it.
- Council (including the relevant planning authorities) should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- Planning information will be in plain language, easily accessible and in a form that facilitates community participation in planning.
- The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- Community participation should be inclusive and Council (including the relevant planning authorities) should actively seek views that are representative of the community.
- Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.
- Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been considered).
- Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

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2. ABBREVIATIONS (where applicable)

EP&A Act	Environmental Planning & Assessment Act 1979
CPP	Community Participation Plan
DCP	Development Control Plan
GIPA	Government Information Public Access
LEP	Local Environmental Plan
LGA	Local Government Area
LSPS	Local Strategic Planning Statement
NSW	New South Wales
VPA	Voluntary Planning Agreement

3. RELEVANT LEGISLATIVE REQUIREMENTS

Environmental Planning & Assessment Act 1979 (Section 2.23 and Schedule 1)

Environmental Planning and Assessment Regulation 2021

4. LAND TO WHICH THE PLAN APPLIES

This Plan applies to all land within the Liverpool Local Government Area (LGA).

5. COMMUNITY PARTICIPATION IN THE PLANNING SYSTEM

Liverpool City Council recognises community participation throughout the planning system is not only your right, it also delivers better planning results for the people of Liverpool. Ultimately, our responsibility is to deliver the objectives of the *Environmental Planning and Assessment Act 1979* (EP&A Act) including the promotion of orderly and economic use of land, facilitating ecologically sustainable development and promoting social and economic wellbeing.

Community participation is an overarching term covering how we inform, engage and consult the community in our work under the EP&A Act, including plan making and decisions making on proposed development. The level and extent of community participation will vary depending on the scope of the proposal under consideration and the potential impact of the decision. The community may be considered anyone who is affected by planning decisions. This may include individuals and their family network, new emerging and existing, community groups, Aboriginal communities, peak bodies representing a range of interests, businesses and their employees, local government, and State and Commonwealth government agencies.

COMMUNITY PARTICIPATION PLAN 2025

The diagram below explains the relationship between the CPP and other supporting documents and policies:

Figure 1 – Relationships between Strategic Documents



6. WHAT PLANNING FUCTIONS DOES THE COMMUNITY PARTICIPATION PLAN APPLY TO?

6.1 Development Applications

Council planning officers, the Liverpool Local Planning Panel and the Sydney Western City Planning Panel make planning decisions on a range of development applications. The elected Mayor and Councilors do not make decision on Development Applications under NSW law. When making decisions on these developments, consideration is given to whether development proposals are in accordance with the zone objectives and development standards in the Liverpool Local Environmental Plan or State Environmental Planning Policies and development controls within the Development Control Plan as well as public interest and other applicable policies and guidelines. Development applications may be for residential, commercial or industrial development, subdivision, change of use or other development proposals.

6.2 Strategic Planning

Council plays a vital role in planning for the majority of land uses within the Liverpool Local Government Area. Strategic Planning is the general term used for the branch of town planning which seeks to regulate land use and infrastructure in an efficient and ethical way. More specifically, strategic planning relates to the management of land use plans, land release, renewal of established areas, rezonings, the formulation of Development Control Plans (DCP's), major development projects, and associated strategic environmental and urban policy.

COMMUNITY PARTICIPATION PLAN 2025

6.3 Voluntary Planning Agreement

A Voluntary Planning Agreement (also known as a Planning agreement PA or VPA) is a written offer made by a developer to Council to dedicate land, make monetary contributions, provide a material public benefit for a public purpose or a combination of any or all. A VPA can only be considered where there is an instrument change or to land where a Development Application (DA) is proposed.

A public purpose includes the provision of:

- a) a public amenities or public services
- b) affordable housing
- c) transport or other infrastructure relating to the land
- d) recurrent expenditure relating to the provision of public amenities or public services, affordable housing or transport or other infrastructure relating to land
- e) the monitoring of planning impacts of development
- f) the conservation or enhancement of the natural environment.

6.4 Local Infrastructure Contribution Plans

If Council is satisfied that development within the LGA will or is likely to require the provision or increase the demand for public amenities and public services, Council may grant consent subject to a condition requiring

- a) the payment of a monetary contribution; or
- b) the dedication of land free of costs
- c) or both

These items of land, public works and public services are identified in what are known as Contribution plans as governed under section 7.11 or section 7.12 of the EP&A Act. Contribution plans are the financial framework between strategic planning and infrastructure delivery within growth or development areas. There are different plans for different catchment by ultimately contributions apply across all of the LGA.

7. COMMUNITY PARTICIPATION – DEVELOPMENT APPLICATIONS

A Development Application is a formal application for development that requires consent under the EP&A Act. It is usually made to Council and consists of standard application forms, supporting technical reports and plans.

7.1 Objectives

- a) Provide a framework for the exhibition of development applications, applications to modify development consents and applications for review of development determinations.
- b) Identify which development applications that will be exhibited.
- c) Identify which development applications will not be exhibited because of their scale or limited environmental impact.
- d) Provide an opportunity for public participation in the development application process.
- e) Establish a clear process and expectations of how public submissions are considered in the development application process.

COMMUNITY PARTICIPATION PLAN 2025

- f) Facilitate the efficient processing of development applications without unreasonably compromising the opportunity for public participation.
- g) Ensure exhibition of development applications is carried out in accordance with the EP&A Act and Regulation.
- h) Ensure that there is consistency in the exhibition of similar development applications.

7.2 Consultation Channels

Council will communicate opportunities for participation in the development assessment process using methods including:

- Notices on the land
- Letters to adjoining or potentially affected landowners and occupiers; and
- Council's ePlanning portal.

7.3 Consultation Feedback

In all instances, Council will encourage the community to lodge written submissions (either electronically or physically) which will be considered prior to the determination of a development application.

7.4 Levels of Community Participation

There are three levels of community participation that a development application may be subject to. These are:

- Notified Development – where Council notifies people in writing advising of the submission of a development application. The notification period commences when the letter of notification is mailed to recipients. The conclusion of the notification period is based on the required number of consecutive days (as outlined in this Plan), inclusive of weekends, following the commencement of the notification period. For the purposes of this Plan, Public Holidays that apply to the State of NSW are excluded from the notification period.
- Advertised Development – where Council, in addition to notification, advertises the development application on Council's website and places a sign on the subject land advising of the submission of a development application. The commencement of the exhibition period is taken to be the day the notice is first published on Council's website. The conclusion of the exhibition period is based on the required number of consecutive days (as outlined in this Plan), inclusive of weekends, following the commencement of the exhibition period. For the purposes of this Plan, Public Holidays that apply to the State of NSW are excluded from the exhibition period.
- No consultation – applying to applications of minor complexity, where no notification or advertising is necessary.

The level of consultation required is specified in

Table 1 will be dependent on the land use and/or structure proposed. The land uses are defined in the Liverpool LEP 2008.

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Note: Where a development is not listed in

Table 1, Council will determine the most appropriate notification procedure using the tables as a guide.

It will remain at the discretion of the Manager of Development Assessment to decide whether to exhibit any application considered to have sufficient community interest or where the history of the site warrants consultation. Council or the relevant consent authority has the discretion to determine if additional notification requirements apply (i.e notification letter, display of notices on land, display on website and length of exhibition).

Exhibition or notification during the Christmas / New Year period

Public exhibition and/or notification periods over the traditional Christmas / New Year period will be extended so as not to include the period between 20 December and 10 January (inclusive).

Notification requirements for development applications subject to an amendment

Amended documentation lodged during the assessment process and approved by the consent authority will be publicly exhibited in the same way as the application was originally exhibited. This is to occur where, in the opinion of Council or the relevant consent authority, the amendments intensify or change the external impact of the development

Notification requirements for Council-related Development Applications:

Council related development applications are to be exhibited for a minimum of 28 days, and defines them under Schedule 1, Clause 9b as:

Council-related development applications means a development application, for which a council is the consent authority, that is –

- a) *Made by or on behalf of the council, or*
- b) *For development on land –*
 - I. *Of which the council is an owner, a lessee or a licensee, or*
 - II. *Otherwise vested in or under the control of the council*

Note: land vested in or under the control of the council includes public land within the meaning of the Local Government Act 1993.

The Act also requires the exhibition material to be accompanied by:

- a) A statement specifying how council will manage the conflict of interest that may arise in connection with the application because the council is the consent authority, or
- b) statement that the council has no management strategy for the application

Public exhibition and/or notification periods over the traditional Christmas / New Year period will be extended so as not to include the period between 20 December and 10 January (inclusive).

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7.5 How Development Applications notifications are measured

Council will either notify adjoining properties or specify a distance for the extent of neighbour notification. Adjoining properties is land which has a common boundary or is directly opposite an application site, or is separated by a pathway, driveway or similar throughfare as seen in **Figure 2**.

Figure 2 – Adjoining land selected around the site



Where Council specifies a distance for the extent of neighbour notification, the extent is measured from the boundary of the application site as seen in **Figure 3** and **Figure 4**.

Figure 3 – 50m extent around the boundary of the site.



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Figure 4 – 75m extent around the boundary of the site.



Note: Notwithstanding the above, notification distances specified in this section may be extended, if in the opinion of Council, greater notification is required.

7.6 Development Applications that will be notified

To ensure that all residents will be appropriately notified when a development application is lodged, a distance has been specified for neighbour notifications based on the potential impacts and land use zone of the proposed site.

Distances have been developed based on whether the proposed development site is in a rural or other zone. Rural zones typically have larger lots and therefore require a greater notification distance to notify the appropriate number of neighbours. Rural zones include:

- RU1 Primary Production
- RU2 Rural Landscape
- RU4 Primary Production Small Lots
- RU6 Transition
- R5 Large Lot Residential
- Agribusiness

Note these zones that are currently in force across the Liverpool LGA and may be subject to change. Other Zones includes all other zones besides the listed Rural Zones.

Table 1 below lists the types of development applications that will be notified to landowners and occupiers, and outlines the distances by rural zones and other zones.

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Table 1 – Notification Table

Land Use/Purpose	Advertised on Council's website and sign posted	Extent of Notification to properties within a certain distance (metres)	
		Rural Zones	All Other Zones
Commercial and Related Development			
Amusement centre	Y	100m	50m
Commercial premises	N	100m	Adjoining Land
Entertainment facility	N	500m	200m
Funeral home	N	1000m	200m
Landscaping materials supplies	Y	100m	50m
Market*	Y	200m	75m
Public administration buildings	N	100m	Adjoining Land
Pubs	Y	100m	75m
Registered clubs	Y	500m	200m
Restricted premises	Y	200m	200m
Service stations	Y	500m	200m
Sex service premises	Y	200m	200m
Specialised retail premises	Y	100m	50m
Take away food or drink premises	N	100m (outside Liverpool City Centre)	50m (outside Liverpool City Centre)
Timber Yard	Y	100m	Adjoining Land
Vehicle sales or hire premises*	Y	100m	75m
Community Infrastructure and Related Development			
Centre based childcare facilities	N	100m	75m
Community facility	N	100m	50m
Educational establishments	Y	500m	200m
Health consulting rooms	N	100m	Adjoining Land
Hospitals	Y	200m	100m
Medical centre	N	100m	50m
Places of public worship	Y	1000m	200m
Recreation facilities (indoor)	N	100m	Adjoining Land

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Recreation facilities (major)*	Y	200m	200m
Recreation facilities (outdoor)*	Y	500m	100m
Veterinary hospitals	N	100m	Adjoining Land
Industrial and Related Development			
Boat building and repair facility	N	100m	Adjoining Land
Boat shed	N	100m	Adjoining Land
Depot*	Y	100m	50m
Freight transport facility*	Y	100m	50m
Hazardous industries	Y	500m	500m
Hazardous storage establishments	Y	1000m	200m
Heavy industry	Y	200m	100m
Industries*	Y	100m	Adjoining Land
Liquid fuel depot	Y	500m	Adjoining Land
Offensive industries	Y	200m	200m
Offensive storage establishments	Y	200m	200m
Resource recovery facility	Y	200m	200m
Self - storage	N	100m	Adjoining Land
Sewage treatment works	Y	500m	200m
Transport depot	N	100m	75m
Truck depot	N	100m	75m
Vehicle body repair workshop*	Y	100m	75m
Vehicle repair station*	Y	100m	75m
Warehouse and distribution centres*	Y	100m	75m
Waste or resource management facility	N	200m	100m
Waste or resource transfer station	N	200m	100m
Water Storage Facility	N	200m	100m
Other Development			
Advertisements	N	100m	75m (Residential Zones)
Advertising Structure	N	100m	75m (Residential Zones)
Airport	Y	1000m	500m
Airstrip	Y	1000m	500m
Car parks	N	100m	Adjoining Land

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Cemetery	Y	1000m	200m
Crematorium	Y	200m	100m
Exhibition village	N	100m	Adjoining Land
Fill	N	100m	Adjoining Land
Flood mitigation works	N	200m	100m
Helipad	Y	200m	100m
Heliports	Y	200m	100m
Marinas	Y	200m	200m
Mortuary	N	1000m	200m
Passenger transport facility	Y	100m	50m
Subdivisions	N	100m	50m
Telecommunication facilities	Y	1000m	200m
Waterbody (artificial)	N	100m	50m
Primary Industries and Related Development			
Agricultural produce industry	N	200m	100m
Agriculture	N	100m	Adjoining Land
Animal boarding or training establishments	N	500m	75m
Aquaculture	N	200m	200m
Cellar door premises	N	100m	Adjoining Land
Dairy (pasture based)	N	100m	Adjoining Land
Extractive industries	Y	200m	100m
Feedlot	N	100m	Adjoining Land
Intensive livestock agriculture	Y	200m	100m
Light industry	N	100m	Adjoining Land
Livestock processing industry	N	200m	100m
Mines	Y	1000m	1000m
Open cut mine	Y	200m	75m
Restricted dairy	N	100m	Adjoining Land
Sawmill or log processing works	N	100m	Adjoining Land
Stock and sale yards	Y	500m	200m
Residential and Related Development			
Attached dwellings	N	100m	50m

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Boarding houses	Y	100m	100m
Co-living housing	Y	100m	100m
Dual occupancy	N	100m	Adjoining Land
Dwelling House	N	Not required	Not required
Group home	N	100m	75m
Independent living units	N	100m	50m
Manor House	N	100m	50m
Mixed use development	N	100m	75m
Multi dwelling housing	N	100m	50m
Residential care facilities	N	100m	50m
Residential flat buildings	N	100m	75m
Secondary Dwelling	N	100m	Adjoining Land
Semi - detached dwelling	N	100m	Adjoining Land
Seniors housing	N	100m	50m
Shop top housing	N	100m	75m
Tourist and Visitor and Related Development			
Backpackers' accommodation	Y	100m	50m
Bed and breakfast premises	N	100m	50m
Caravan parks	Y	100m	50m
Hostels	N	100m	50m
Hotel or motel accommodation	Y	100m	75m
Serviced apartments	N	100m	50m
Tourist and visitor accommodation	N	100m	50m

*Only in instances where the land use is being proposed as part of a new application on land adjacent to a Residential Zone (excluding change of use applications)

Note: Where a development application includes elements which are both notified and non-notified, or both advertised and notified, the whole application shall be notified and advertised.

What is the minimum advertising period?

14 days

28 days for designated development, designated development is defined in the EP&A Act and Regs.

What is the minimum notification period?

14 days

COMMUNITY PARTICIPATION PLAN 2025

7.7 Development Applications that will not be notified

This Plan identifies types of development that do not require advertising or notification given their scale or limited environmental impacts. In addition, some types of development do not need development consent from Council and therefore there is no pathway for formal community participation under this Plan.

This Plan does not relate to applications that fall within the following categories:

- a) Development which is exempt development under the provisions of Clause 3.1 Exempt Development of the Liverpool LEP and/or any applicable State Environmental Planning Policy.
- b) Development which is complying development under the provisions of Clause 3.2 Complying Development of the Liverpool LEP and/or any applicable State Environmental Planning Policy.

A development application for the following types of development will **NOT** be exhibited due to their scale or limited environmental impacts.

- Awnings, pergolas, swimming pools, outbuildings and the like, which are considered to be in keeping with accepted community standards and the existing local environment.
- Internal works, where there is no change to the external configuration of the building in shape or height.
- Temporary land sales offices that are to be erected for a period no greater than 12 months.
- Applications where the person to be notified is also the applicant.
- Dwelling houses and alterations to existing dwellings

In the Liverpool City Centre:

- Small scale commercial premises (no more than 4 storeys)
- Change of use from business premises to business premises
- Change of use from retail premises to retail premises
- Restaurants and cafes
- Take away food and drink premises or food and drink premises

A modification application is generally exempt from notification provided that the application only involves amending a minor error, misdescription or miscalculation.

If, in the opinion of the Council or the consent authority, the proposed modification has the potential to increase the impact of the development on adjoining or nearby land or development, the application will be notified or advertised in accordance with the provisions of

Table 1 and the Environmental Planning and Assessment Act 1979.

7.8 Designated Development

Designated Development applications will be advertised on Councils website and notified to adjacent and adjoining landowners and occupiers, and relevant public authorities.

What is the minimum notification period?

28 days

COMMUNITY PARTICIPATION PLAN 2025

7.9 Review of determinations or decisions

What is a review of determination or decision?

Where Council has refused a development application or imposed conditions, an applicant may be able to apply for a review of determination under Section 8.2 of the EP&A Act. The Act requires the review to be completed within 6 months from the date of determination of the development application.

Will all applications be notified?

Applications under Section 8.2 of the Act are to be notified to persons who previously made a submission where the Development Application is amended in a material way and where Council considers that the development is likely to have the potential to increase impacts compared to the application previously considered.

Notification letters

Where required by tables in this section, the notification letter must provide the following information:

- a) A description (including the address of the land to which the development application relates);
- b) A description of the proposed development.
- c) The name of the applicant.
- d) The name of contact person through which enquiries can be directed; and
- e) The letter must specify that any person may make a submission in writing to Council in relation to the development application, and that submissions may be made available for the community to view. Where the submission is by way of objection, the grounds of objection/s must be specified in the submission.

8. COMMUNITY PARTICIPATION – STRATEGIC PLANNING

Council develops a range of long-term plans and strategies for specific areas or development issues. Many of these plans and strategies will become Council policy after community consultation and will be implemented through Council's planning controls. Some Strategies and Plans also require endorsement from Government Agencies and support the Greater Sydney Region Plan and the Western City District Plan.

Examples include:

- This Plan (the Community Participation Plan)
- Liverpool Local Strategic Planning Statement
- Land use strategies and studies relating to specific development issues, for example:
 - Housing
 - Employment lands
 - Rural lands
 - Heritage
- Local Environmental Plan
- Development Control Plans

COMMUNITY PARTICIPATION PLAN 2025

- Contribution Plans

8.1 Objectives

- a) Provide a framework for the public exhibition of strategic planning documents
- b) Provide an opportunity for public participation in the strategic planning process.
- c) Establish a clear process and expectations of how public views are considered in the strategic planning process.
- d) Identify strategic planning documents that will be placed on public exhibition.
- e) To ensure community participation is carried out in accordance with the EP&A Act and Regulation.

8.2 Consultation Approach

The consultation approach taken by Council will vary depending on the site and complexity of the proposal. Council will communicate opportunities for participation in the strategic planning process including but not limited to:

- Social media posts
- Letters to key stakeholders
- Flyers in rates notices
- Letterbox flyers
- Council email banners
- Public displays in the Council's Customer Service Centre, library, shopping centres or other community venues or events
- Council's website

8.3 Consultation Tools

Council will use a range of consultation tools to enable participation and opportunities to provide input including:

- Workshop and focus groups
- Public meetings and information sessions
- Discussion papers
- Online participation through Councils Liverpool Listens website
- Request for written submissions through a public exhibition process

8.4 Consultation Feedback

In all instances, Council will encourage the community to lodge written submissions in addition to feedback received through one of the other methods above.

COMMUNITY PARTICIPATION PLAN 2025

8.5 Exhibition of notification during the Christmas period

Public exhibition and/or notification periods over the traditional Christmas / New Year period will be extended so as not to include the period between 20 December and 10 January (inclusive).

9. COMMUNITY PARTICIPATION – LOCAL STRATEGIC PLANNING STATEMENT

What is a Local Strategic Planning Statement?

The Local Strategic Planning Statement (LSPS) is the 20-year vision for land-use in the Liverpool LGA, the special character and values that are to be preserved and how change will be managed into the future.

The LSPS will implement actions from the Greater Sydney Region Plan and the Western City District Plan, as well as Council's own priorities identified in the Community Strategic Plan, land use strategies and other studies that support the growth of the City.

The statement will shape how the development controls in the Local Environmental Plan evolve over time to meet the community's needs, with the LEP the main planning tool to deliver the Council and community's plan.

What is the minimum notification period?

28 days

10. COMMUNITY PARTICIPATION – LOCAL ENVIRONMENTAL PLAN

What is a Local Environmental Plan (LEP)?

The LEP guides planning decisions for the Liverpool LGA. It does this through zoning and development controls, which provide a framework for the way land can be used. The LEP is the main planning tool to shape the future of communities and ensure local development is appropriate.

A planning proposal is required to amend the LEP. A planning proposal must demonstrate the strategic merit of the proposed LEP amendment. A planning proposal is submitted to the NSW Department of Planning and Environment for a Gateway determination. A Gateway determination will identify whether there is merit in the proposed amendment proceeding further in the plan making process.

A Gateway determination will determine:

- Whether or not to proceed with the planning proposal
- Whether or not to impose conditions
- The minimum public exhibition period
- For large scale planning proposals, Council will also exhibit the planning proposal for 28 days prior to a Council decision on whether to endorse the planning proposal for a Gateway determination. Feedback from the community will be incorporated into a report to Council.

What is the minimum exhibition period?
(or the time period specified in the Gateway determination)

28 days

COMMUNITY PARTICIPATION PLAN 2025

11. COMMUNITY PARTICIPATION PLAN – DEVELOPMENT CONTROL PLAN

What is a Development Control Plan?

A DCP is prepared by Council and applies to specific types of development or areas of land and provides detailed development guidelines and controls.

Council will periodically amend the DCP to introduce new controls relating to specific development types, to reflect legislative changes or to clarify the intent of an existing control.

What is the minimum exhibition period?

28 days

12. COMMUNITY PARTICIPATION – LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN

What is a Local Infrastructure Contributions Plan?

Local Infrastructure Contributions Plans allow Council to charge and levy contributions on development for land within the Liverpool LGA. These contributions assist in the provision of essential social and service infrastructure and land to meet demand created by the development. Council will periodically review and revise the plans triggered by population growth, rezoning of additional land, acquisition of land and property, completion of works or to create new schedule of works to reflect Councils infrastructure priority.

What is the minimum exhibition period?

28 days

13. COMMUNITY PARTICIPATION – PLANNING AGREEMENTS

What is a Planning Agreement?

A planning agreement (also known as a voluntary planning agreement (VPA)) is an offer by a developer to Council to dedicate land, make monetary contributions, or provide any other material public benefit, to be used for or applied towards a public purpose.

Planning agreements are entered into in relation to a state significant or local development application or an amendment to the LEP or SEPP through a planning proposal application.

What is the minimum exhibition period?

28 days

COMMUNITY PARTICIPATION PLAN 2025

14. SUBMISSIONS

14.1 Submissions

The submission period is the stated exhibition period, calculated in accordance with this Community Participation Plan.

14.2 Making a submissions

Any person is entitled to make a submission which may object to or support a planning matter within the public exhibition period, whether or not a notification letter has been forwarded to the person. Submissions must be made in writing and delivered to the Council either by electronic mail (email), an online submission via Council's website, or by post. All submissions received within the public exhibition period will be considered by Council.

Submissions should include the following:

- a) The reasons for objection or support.
- b) Submissions must be in writing, be addressed to the Chief Executive Officer, clearly indicating the names, addresses of the person(s) making the submission, quote the development application number (if relevant), the subject matter, and clearly state the address of the property.
- c) Submissions must include the postal address or email of person(s) making submissions so they can be notified in advance if the matter is to be considered by a Planning Panel or by Council at a Council meeting (for strategic planning matters only). This information will remain public and may be included in reports to Council.
- d) If persons who lodge submissions do not wish their personal information to be made public, the submission is to clearly make a statement to that effect, however their name and suburb (if available) will remain public.
- e) Council will consider making a submission confidential, however, the submission must make a statement to that effect and clearly outline the reasons the submission should be confidential.

14.3 Petitions

Where a petition is received in respect of a development application or strategic planning project, the head petitioner or, where not nominated, the first petitioner will be acknowledged for the purpose of future contact as to the progress of the application. Only the head petitioner, or first petitioner, will be advised of any related meeting times or receive written confirmation of the determination of an application or outcome of the matter.

It should be noted a petition is equal to 1 submission.

14.4 Strata Building

A notice to a body corporate is taken to be a notice to the owner of each lot or leaseholder within the parcel concerned. If land is owned or occupied by more than one person, a notice to one owner and/or one occupier is taken to be a written notice to all the owners or occupiers of that land.

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14.5 Disclosure of submissions

Submissions may be accessed by the public by way of a Government Information Public Access (GIPA) request (fee payable) to Council. Also, if the proposal is reported to a Council meeting, the issues raised in that submission will be summarised in the Council report and the submission will be attached to the report.

14.6 Referral of submissions to the applicant

A summary of the submissions will be forwarded to the applicant who will be encouraged to address the issues raised in the submissions.

14.7 Referral of submissions to the applicant

A copy of all submissions received will be forwarded to the Secretary of the Department of Planning and Environment at the end of the notification period.

14.8 Submissions received after the exhibition period

Council will allow a further period of 2 business days following the closure of the exhibition period to receive submissions. This allows for written submissions that have been posted to be received and processed by Council's records management team.

Submissions received within this 2-day period will be considered as if they were received during the public exhibition or notification period.

Submissions received after the additional 2-day period may be considered in determining the application.

For development applications which are to be considered at a Local Planning Panel meeting for determination, submissions received after the writing of the report (generally 14 days prior to the meeting date) will be placed on the development application file and forwarded to the panel members for consideration

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AUTHORISED BY

TBC

EFFECTIVE FROM

This date is the date the policy is adopted by Council resolution. (TBC)

DEPARTMENT RESPONSIBLE:

City Planning (Planning and Compliance)

REVIEW DATE

The policy must be reviewed every two years or more frequently depending on its category or if legislative or policy changes occur.

VERSIONS

The current and previous version of the policy should be set out in the following table.

Version	Amended by	Changes made	Date	TRIM Number
3	City Planning (Strategic Planning)	Amendments made to the notification distances for Development Applications. Table 2 and 3 were consolidated into Table 1. Minor formatting changes such as indenting, layout and margins. New figures to demonstrate how neighbor notifications for Development Applications are measured.	May 2025.	076301.2025

THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH

In this section please identify all the groups consulted with in the preparation of the policy such as members of Council staff, management, Councillor's, community members, other government departments etc. You should consult with the Governance Coordinator before the policy is considered by the Chief Executive Officer or the elected Council.

ATTACHMENTS

N/A.