

# Making a submission

## What is a submission?

A submission is a **written comment** (supporting or objecting) **about a development application** made by any interested member of the community and lodged with Council.



## What types of application are required to be publicly notified and how long is public notification?

An applicant must give notice of a development application if:

- any part of the application requires impact assessment; or
- the application includes a variation request.

Public notification must be undertaken for a minimum of 15 business days (30 business days for an application that includes a variation request).

The notification period must not include any business day between 20 December of a particular year and 5 January of the following year.

## How to do I find out the details of a development application?

Commenting on an application requires a basic understanding of the nature and extent of the proposed development. For each development application, the assessment manager must keep the following documents available for inspection and purchase:

- the application, including any supporting material
- any information request and any response to the request
- any properly made submission
- any referral agency's response.

The Bundaberg Regional Council provides copies of applications for viewing electronically via PD Online at [bundaberg.qld.gov.au/pd-online](http://bundaberg.qld.gov.au/pd-online).

## What are the grounds of a submission?

When stating the grounds of a submission and the facts and circumstances relied on, it is important to focus on planning issues.

Planning issues include matters such as:

- whether the proposed use is consistent with the intent for the area as expressed in the planning scheme
- whether the scale and design of the proposed development is compatible with surrounding development
- how the development addresses the street and interfaces with adjoining properties
- any potential traffic and car parking issues associated with the development
- hours of operation (for non-residential activities)
- how the development may impact on drainage patterns in the area
- how the development fits with any objective of the planning scheme to protect and enhance the natural environment.

To assist the assessment manager in understanding the views of the submitter, the submission should also include any relevant evidence and/or documentation in support of the grounds raised in the submission.



## How do I ensure my submission is a “properly made submission”?

For your submission to be considered a “properly made submission” your submission must:

- be in writing, and unless you lodged your submission electronically, be signed by each person who made the submission; and
- be received by Council during the notification period; and
- state the name and residential or business address of all submission-makers; and
- state its grounds, and the facts and circumstances relied on to support the grounds; and
- state one postal or electronic address for service relating to the submission for all submission-makers; and
- be made to the Assessment Manager.



## Can I change or withdraw my submission once it is lodged with Council?

Yes.

If Council has accepted a submission (even if it is not a properly made submission) the person who made the submission may, by written notice:

- amend the submission during the notification period; or
- withdraw the submission at any time before a decision about the application is made.

## Is my submission available for view by the general public?

Yes.

Submissions are not confidential. Until the application is finalised, assessment managers are required to keep copies of all properly made submissions available for inspection or purchase by members of the public.

The assessment manager may remove the name, address and signature of each person who made a submission before making the submission publicly available.

When the assessment manager gives the Applicant the decision notice for the application, the decision notice must state whether or not there were any properly made submissions about the application and the name and address of the principal submitter for each properly made submission.

## Will I get a copy of the decision notice regarding the application?

Yes.

After the application is decided, the assessment manager must give a copy of the decision notice to each principal submitter.

## Can I appeal against the decision as a submitter?

A submitter for a development application whose submission is properly made may appeal to the court only against:

- any part of the development application for the development approval that required impact assessment, or
- a variation request.

## How do I lodge my submission?

You can lodge your submission with Council via the following:

@ **By Email:** [ceo@bundaberg.qld.gov.au](mailto:ceo@bundaberg.qld.gov.au)

✉ **By Mail:** Bundaberg Regional Council, PO Box 3130, Bundaberg, QLD 4670

👤 **In Person:** at your local Customer Service Centre between 8:15 am and 4:45 pm Monday to Friday