



Making a Submission on a Planning Proposal

What is a submission?

A submission is a way to express your opinion and provide information. It is an opportunity to explain why the amendment should be supported, withdrawn or modified. Suggestions of alternative courses of action are also welcomed.

Making a submission is not the same as voting in an election. The number of submissions received for or against a proposal will not in itself determine the result. Rather, it is the reasoned argument of why a particular thing should or should not be done. Your submission will assist the Shire of York in reviewing the planning proposal before proceeding.

Advertised proposals are often modified in response to the public submission process.

Preparing your submission

The Shire of York welcomes comment on proposed scheme amendments and planning applications from interested individuals, groups and organisations.

You can use the framework below as a guide to help you prepare your submission.

- **Give your submission a title.** This helps Council to sort the many submissions it receives. If your submission is about a development application, include the Application Number, site address and lot description in the title (you'll find this in the advertisement).
- **State what you support or oppose. Be as specific as possible.**
- **Outline why you support or oppose certain aspects, using your own words.** It may be tempting to copy the content of someone else's submission. While this is still acceptable, a submission using your words will have more impact.
- **State any specific changes you would like made to the draft plan or development proposal.**
- **Sign and date the submission.**
- **Include your name and address (and, if you want to, your phone number).** If more than one person signs the submission, make sure you also include their name and address.
- **Send your submission to Council so that it is received before the end of the public consultation period.**



What should I say?

Your comments should focus on the particular issues that arise from the proposed amendment. If there are a number of components in the amendment, please indicate exactly which ones you are addressing. It is important that you state your point of view clearly. Give reasons for your conclusions and recommendations. These may include an alternative approach or other ways for the Shire of York to improve the proposal or make it more acceptable. Indicate the source of your information or argument where applicable.

If you prefer not to write your own comments, you may consider joining a group interested in making a submission on similar issues. Joint submissions can increase the pool of ideas and information.

How and when to write a submission

You can't just make a submission at any time. Legally, there is a correct way to write a submission, and a correct time to send it, to make it count.

Submissions must: be in writing and signed by each person who is listed as supporting it include the name and address of each person who signs it state what aspects of the plan or proposed development you support or oppose and why be received by Council during the formal public consultation period.

Submissions may be posted, faxed or emailed to Council during the submission period.

What happens next?

At the end of the formal public consultation period, Council will send a response to everyone who made a submission.

Where a submission is signed by a number of people, the response will be addressed to the main or first person listed. If it is a petition, the response will go to the person whose name appears first on the petition.

You should be aware that:

The Shire of York is subject to the Freedom of Information Act 1992 and as such, submissions made to the Shire of York may be subject to applications for access under the act.

In the course of the Shire of York assessing submissions, or making its report on these submissions, copies of your submission or the substance of that submission, may be disclosed to third parties.

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