

# » Publishing submissions



July 2018

## » How to make a submission

Submissions in respect of a publicly notified Development Application (DA) or application for the modification to a DA must be addressed to the General Manager and be received by Council within the period stated in the notification.

Submissions must:

- be made in writing (letter or email)
- address the relevant matters relating to the application
- state clearly the reasons for an objection
- not contain personal, private or defamatory material.

## » Are submissions publicly available?

Yes, submissions are public documents and the majority are made available in full via Council's DAs Online tracking system. In accordance with the Government Information (Public Access) Act 2009, submissions made on DAs and applications for modification to a DA are made available to the public for viewing through Council's DAs Online tracking system.

Submissions that are not electronically lodged will be scanned by Council and will also be made available for public viewing online.

## » Are all submissions made public?

No. Council may determine a submission is not suitable for public viewing. This could be because it contains personal, private or defamatory material.

The following types of submissions will not be made public online, published in reports or included in Council business papers:

- **Confidentially requested** - the submission author clearly requests that it not be made public.
- **Contains comment about others** - the submission makes positive or negative comment about person(s) involved rather than the application's merits. For example, the author alleges the applicant is not being truthful about the development.
- **Contains unrelated information** - the submission makes comments about matters not relating to the current application. For example, the author makes reference to unapproved or unresolved compliance issues.
- **Missing contact information** - Council is required to reply to submissions with an acknowledgment letter. Submissions that do not contain enough information for an acknowledgment letter to be sent will not be published online.

*If you have any questions or concerns please contact:*

t 1300 864 444

e [council@ballina.nsw.gov.au](mailto:council@ballina.nsw.gov.au)