

what is a submission?

When comments on a draft plan or development application (DA) are provided to Council they are known as a formal submission. A submission outlines the support or concerns that an individual or group has relating to the draft plan or DA. Submissions are usually made in writing through a letter or email.

➔ For information on how to write a good submission see the *Making a Submission Factsheet* on Council's website ballina.nsw.gov.au/cpp

SUBMISSIONS ARE PUBLIC DOCUMENTS

Submissions to draft plans or DA's on public exhibition are public documents and may be published on Council's website listed on the DAs Online portal and/or included in Council meeting reports and agendas.

If you do not want your submission to be publicly available, a written request for confidentiality will be required.

Council may also determine a submission is not suitable for publication because it contains personal, private or defamatory material, contains unrelated information or is missing contact information.

Further information about how Council manages submissions can be found in the 'Your Privacy' section of Council's website.

The Local Government and Planning Legislation Amendment (Political Donations) Act 2008 imposes disclosure obligations on submitters in relation to political gifts and donations. Detailed information about your obligations under the Act can be found in the 'Disclosure of Political Donations' section of Council's website.

WHERE SHOULD I SEND MY SUBMISSION?

Unless otherwise stated on the exhibition material, send your submission via:

- ▶ **Email:** council@ballina.nsw.gov.au
- ▶ **Post:** Ballina Shire Council
Customer Service Centre
PO Box 450
BALLINA NSW 2478
- ▶ **In person:** 40 Cherry Street BALLINA NSW 2478
- ▶ **Online:** for documents other than DAs visit ballina.nsw.gov.au/exhibitiondocuments and provide feedback online

➔ *Your submission must clearly state the DA number and name of plan and be received at Council offices by the date and time specified in the exhibition notification.*

WHAT WILL HAPPEN TO MY SUBMISSION?

Council will acknowledge receipt of your submission. Your submission, along with others received, will be considered as part of an assessment of a DA, the preparation of a strategic plan or the finalisation of a draft document.

You can continue to track the process of a DA via the DAs Online portal da.ballina.nsw.gov.au. You can also contact Council to find out the progress of the DA or draft plan after the exhibition period has closed.

Ballina Shire Council
40 Cherry Street Ballina NSW 2478
1300 864 444 | council@ballina.nsw.gov.au

ballina.nsw.gov.au

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public exhibition & submissions



what is public exhibition

Public exhibition is an important part of how Council engages with our community on planning decisions. Public exhibition means making draft plans, strategies, policies or development applications (DAs) available for the community to view and comment on.

WHERE CAN I FIND DOCUMENTS ON PUBLIC EXHIBITION?

Development Applications



DA ONLINE PORTAL

DAs and associated documents are available electronically on the **DAs Online portal** on Council's website www.ballina.nsw.gov.au



BALLINA SHIRE COUNCIL CUSTOMER SERVICE CENTRE

Computer access is available at Council's Customer Service Centre on the Cnr Tamar & Cherry Streets Ballina between 8:15 am and 4:30pm Monday to Friday excluding public holidays

Strategic Planning Documents



COUNCIL'S WEBSITE

Strategic planning documents on public exhibition are available for electronic download on Council's website www.ballina.nsw.gov.au



COMMUNITY ACCESS POINTS

Hardcopy strategic planning documents can be viewed at Council's Community Access Points.

- ▶ Ballina Shire Council Customer Service Centre
Cnr Tamar & Cherry Streets Ballina
- ▶ Ballina Library 6 River Street Ballina
- ▶ Alstonville Library
46 Commercial Road Alstonville
- ▶ Lennox Head Library
Cnr Park Lane & Mackney Lane
Lennox Head

→ Where a draft plan is specific to a particular place, Council may limit the hardcopy exhibition locations.

USING THE DA ONLINE PORTAL



STEP 1

Go to da.ballina.nsw.gov.au

STEP 2

Read and agree to the terms and conditions for use of the website da.ballina.nsw.gov.au

STEP 3

Click on the '**Applications on Exhibition**' on the applications menu on the left side of the page

→ Specific applications can also be found via the 'search' function on this page.



COMMUNITY PARTICIPATION PLAN

For more information on public exhibition, notification timeframes and requirements, refer to the **Community Participation Plan** on Council's website ballina.nsw.gov.au/cpp