

# making a submission

## WHERE CAN I GET INFORMATION ABOUT A DEVELOPMENT APPLICATION (DA) OR DRAFT PLAN?

Development proposal information is available for viewing through Council's DA Online portal [da.ballina.nsw.gov.au](http://da.ballina.nsw.gov.au). You may also contact the Council officer, whose name appears on the letter, if you have specific questions.

Strategic planning documents on public exhibition are available for electronic download on Council's website [ballina.nsw.gov.au](http://ballina.nsw.gov.au). Hardcopy documents are also typically available for viewing at Council's Community Access Points.

## WHAT IS A SUBMISSION?

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

## ARE SUBMISSIONS PUBLIC DOCUMENTS?

Submissions to documents on public exhibition are public documents and may be viewed by the public and published on Council's website, listed on Council's DAs Online portal [da.ballina.nsw.gov.au](http://da.ballina.nsw.gov.au) and/or included in Council meeting reports and agendas.

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 portal [da.ballina.nsw.gov.au](http://da.ballina.nsw.gov.au).

If you do not want your submission to be publicly available, a written request for confidentiality will be required. Council may still choose to publish the submission, but with all personal and/or identifying information redacted.

Council may also determine a submission is not suitable for public viewing and publication. This could be because it contains personal, private or defamatory material. Further information about how Council manages submissions can be found in the 'Your Privacy' section of Council's website [ballina.nsw.gov.au](http://ballina.nsw.gov.au).

## DISCLOSING POLITICAL DONATIONS

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 [ballina.nsw.gov.au](http://ballina.nsw.gov.au).

## HOW DO I WRITE A GOOD SUBMISSION?

A good submission should:

- Include the name of the draft strategic plan or the DA Reference Number and the property address the DA relates to (this information is usually included in the notification material).
- Clearly state the reasons for objecting or supporting the draft strategic plan or development proposal and why. Give details about how you arrived at your assertions.
- Be brief and to the point or include a single page summary sheet where the submission is lengthy because a number of issues covered.
- Be specific to the DA, strategic plan or strategy and avoid generalising.
- Be well researched and based on facts, not on hearsay. Talk to the Council officer who is dealing with the application prior to writing your submission and make sure that you understand what is proposed.

# making a submission cont.

- Avoid statements which are defamatory or offensive.
- Suggest changes that might resolve the problems identified.
- Include your name and contact details as well as a daytime telephone number, as a Council officer may need to clarify matters you raised in your submission.

## SHOULD I SIGN A PETITION?

You may find that someone has started a petition to object to a development proposal. Someone may also ask you to sign a pro forma letter. Council will consider petitions and letters received. However, an individual letter about how the proposal will affect you gives Council a much clearer picture of the likely effects.

## WHERE SHOULD I SEND MY SUBMISSION?

Unless otherwise stated on the exhibition material, a submission should be sent:

By email	council@ballina.nsw.gov.au
By post	Ballina Shire Council, Customer Service Centre PO Box 450 BALLINA NSW 2478
In person	40 Cherry Street BALLINA NSW 2478

Your submission must be received at Council offices by the date and time specified in the exhibition notification.

If you are sending your submission through the mail, make sure you allow sufficient time for delivery by 4.00pm on the closing date of the submissions.

Objections relating to a DA or strategic planning document received after the exhibition period has concluded may not be taken into consideration by Council in the assessment of the DA or finalisation of the draft strategic plan.

If for some reason you cannot meet the submission deadline, talk to the Council officer handling the application before the closing date for submissions.

## WHAT HAPPENS TO MY SUBMISSION?

A letter will be provided to you acknowledging that your submission has been received. Your submission, along with others received, will then be considered as part of an assessment of a DA, preparation of a strategic plan or finalisation of a draft document.

You can continue to track the process of a DA via the DA's Online portal [da.ballina.nsw.gov.au](http://da.ballina.nsw.gov.au). You can also contact Council to find out the progress of the development application or draft strategic plan after the exhibition period has closed.