

## WHO CAN MAKE A SUBMISSION?

Any person who feels that the enjoyment of their property may be affected by a proposed development is welcome to make a submission in response DA.

In making a submission, it is recommended that you consider the following:

- 1** Property owners or anyone obtaining consent of the property owner, are entitled to make applications to develop their properties.
- 2** Council is obliged to consider those DAs within a legal framework established by the EP&A Act 1979 and related documents including the relevant State Planning Policies, Local Environmental Plans and Development Control Plans. That framework provides landowners certain entitlements. For example, it may zone land for residential flat buildings, in which case the landowner has the potential to build a residential flat building provided other criteria specified in the planning documents are met.
- 3** Most development requires Council to write to adjoining landowners and neighbours inviting their comments, but anyone can make a submission on any DA, whether they received a letter or not. Submissions need to be received by Council within the timeframe specified in the notification letter or advertisement.
- 4** Matters raised in submissions need to relate to a planning matter such as the impact of the proposed development in terms of bulk, scale, privacy or solar access.
- 5** Council may either approve (with or without conditions) or refuse an application. If an application is refused, the applicant could seek a review of that decision under s82A of the EP&A Act 1979. An applicant may also choose to appeal Council's decision in the Land and Environment Court. The lodging of a submission does not imply that Council will refuse the application or seek amendment to a proposal.

## PREPARING YOUR SUBMISSION

### GIVE YOUR SUBMISSION A TITLE

This helps Council to sort the many submissions it receives. If your submission is about a DA, include the Application Number, site address (you'll find this in the 'notice' and other correspondence from Council to you, or by looking at the details on the online tracking).

For example -

- Submission on the proposed development at 1 Jones Street, Suburb, DA/4/2016.....

### STATE WHAT YOU SUPPORT OR OPPOSE AND BE AS SPECIFIC AS POSSIBLE

For example -

- I oppose the proposed height of 3 storeys because it will overshadow my garden.

### 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.

For example -

- I think the height of the proposed development is excessive as it would block sunlight and breezes to neighbouring properties.
- The proposed development is needed as there is currently insufficient housing for older people, which means locals have to move out of the neighbourhood when they retire.

### STATE ANY SPECIFIC CHANGES YOU WOULD LIKE MADE TO THE DRAFT PLAN OR DEVELOPMENT PROPOSAL

For example -

- The proposal should be reduced in scale and set back further from the rear boundary as this part of the proposal is directly adjacent to my bedroom.

### SIGN AND DATE THE SUBMISSION

Include your name and address (and, if you want to, your phone number and email). 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 you may do this via email ([council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au)) or by sending a written submission to Council.

# MAKING A SUBMISSION ON A DEVELOPMENT APPLICATION



**CITY OF  
PARRAMATTA**

## How do I make a submission?

To make a submission on a development application (DA), you may email ([council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au)) or send a written submission to Council. All submissions must specify the name(s) of the writer(s) and respective address, telephone, and email if available. Please send your submission to this address, otherwise your submission may not be considered.

If the submission is an objection, the reasons for your objection must be clearly explained in the submission. It is important that submission letters only contain information relevant to the proposal.

Petitions may also be used for submissions provided they satisfy the same guidelines mentioned above.

Council will acknowledge in writing the receipt of all submissions. In the case of a petition only the head petitioner will be sent an acknowledgement letter and it is the responsibility of that head petitioner to keep all the co-signatories advised of the progress of the application.

In accordance with s/147 of the Environmental Planning & Assessment Act 1979 (EP&A) and the Local Government and Planning Legislation Amendment (Political Donations) Act 2008, any person who lodges a written submission either objecting or supporting a DA must also make a disclosure if the person has made a reportable political donation or gift.

You may obtain a 'Disclosure Statement of Political Donations and Gifts' form from Customer Service or download it from Council's website – [www.cityofparramatta.nsw.gov.au](http://www.cityofparramatta.nsw.gov.au)

Note: Individual households represent only one objection to a DA irrespective of the number of individual objections received or signatures provided on behalf of that household.

## How is a decision made?

DAs must be considered in accordance with the requirements of the EP&A Act 1979 and the planning instruments and policies of Council. In determining a DA, Council considers the following matters:

- Provisions of the relevant planning instruments and codes
- Likely impacts of the proposed development
- Suitability of the site for the proposal
- All submissions regarding the proposal
- The public interest

Copies of the planning instruments and codes can be found on Council's website [www.cityofparramatta.nsw.gov.au](http://www.cityofparramatta.nsw.gov.au).

## Is the number of submissions important?

Generally, the number of submissions received in response to a DA does not have a bearing on the likely outcome of the application. It is the matters raised in the submissions that are of primary importance.

## What happens if I make a submission?

Council must consider all matters which have been raised within any submission before making a decision regarding DAs.

Submissions received will not be made available on the City of Parramatta Council website. However any submission will be made available subject to an informal request for access to information under the Government Information (Public Access) Act 2009 (GIPA). If such a request is received, your submission, including your name and address, may be made available. Should you wish to have this information withheld, please clearly state this in large text at the beginning of your submission and Council will consider this.

Should you wish to request copies of submissions to a DA please complete the 'Informal - Access to Information Application' form available on Council's Access to Information page of the website. There is no charge for this information request. Further information on this process is available on Council's website.

Please refer to Council's 'Access to Information Policy' for further details regarding access to Council held information.

## Who decides?

Council receives approximately 1600 DAs each year. The majority of these applications are for relatively minor works such as alterations and additions to dwelling houses. If no submissions are received on these applications and they conform to the relevant planning controls, they are dealt with by planning officers under the delegated authority of the Council.

If less than 10 submissions are received, the DA will be determined by a panel of senior staff. Submissions relevant to the application are carefully considered before a decision is made. The DA may either be approved or refused. A letter is sent to all submitters explaining the reasons for either decision.

If 10 or more submissions are received, the DA is determined by Council's Independent Hearing and Assessment Panel (IHAP). All persons who prepared a submission will be contacted and details of the meeting date and time will be advised. You can request an opportunity to address the IHAP.

Following the determination of an application, all persons who made a submission will be notified of the decision.

## How do I track the progress of an application and my submission?

Any person may track the progress of a lodged application online at any time on Council's My Development Portal or alternatively, you may wish to phone Council's Development and Traffic Services Unit on 9806 5600.

