

# Submission Form



## 1 YOUR CONTACT DETAILS

Name / Organisation:

Address:

Telephone No:

Email:

## 2 GUIDE TO MAKING A SUBMISSION *(For further information on making a submission, refer to Council's website)*

1. Make sure that your submission is lodged by the closing date for public exhibition of the development application (DA). The closing date will be on either the notification letter you received; is available online; or by phoning Council's Customer Serviceteam on 4325 8222.
2. If you are objecting to the DA, you must provide the reasons why you object. These reasons will be carefully considered by Council in its assessment of the DA.
3. Group petitions can also be submitted and should follow the same format shown in the standard submission form and must provide reasons for the objection(s).
4. Do not make any offensive or defamatory comments in a submission.
5. Section 10.4 of the Environmental Planning & Assessment Act 1979 (EP&A Act), requires you to disclose reportable political donations and gifts if you are making a relevant public submission to Council. Failure to disclose relevant information is an offence under the EP&A Act. Council is required to make any disclosure made under this section publicly available on its website. Further information about the requirement to disclose any political donations and gifts is outlined in section 10.4 of the EP&A Act. If disclosure of a political donation or gift is necessary, please provide details on your submission.
6. Council will send you an acknowledgement of your submission, and notify you of the outcome of the DA. Council may also notify you of an amended DA, or of any public Council meetings which you may wish to attend, at which the DA will be considered
7. In accordance with the provisions of the Government Information (Public Access) Act 2009 (GIPA Act), Council will place any submission you make on its website with the exception of your address, email address and telephone contact information and signature. Members of the public are entitled to access and take copies of your submission under the GIPA Act. A copy of your submission may also be reproduced in Council reports or in Court proceedings.
8. It is voluntary for you to provide your name, address and any other contact information when making a submission to Council. It is important to note however that **Council does not consider anonymous submissions.**



# Submission Form

**Important Information:**

Prior to submitting this form, please read the *Guide to Making a Submission* to help you understand how to make a submission, and what Council will be doing with any personal information you provide in your submission.

## 3 YOUR DETAILS

Name:

Organisation:

## 4 DA DETAILS

DA Number:

DA Address:

## 5 YOUR SUBMISSION (Please attach additional pages if required)


## 6 POLITICAL DONATIONS AND GIFTS

Have you, or has any person associated with you, made a political donation or gift to a councillor or council employee within the last two years?  Yes  No

(Please refer to section 147 of the *Environmental Planning & Assessment Act 1979* for further information in this regard)

## 7 PRIVACY AND PERSONAL INFORMATION

Information on this form is collected by Council for administrative and assessment purposes. It will be used by Council staff for the purpose of processing your application. This form and any supporting documents you provide may be made available for public access under the *Government Information (Public Access) Act 2009*.

## 8 SIGNATURE

Signature

Date