



Making a Submission on a Development Application

Who can make a submission?

Any person who feels that their property or locality may be adversely impacted by a proposed development may make a written submission in response to a development application.

How do I make a submission?

To make a submission on a proposal, you may email (council@infogunnedah.com.au) or send a written submission to Council (addressed to the General Manager, PO Box 63 Gunnedah NSW 2380) before 5.00pm on the closing date. All submissions must specify the name(s) of the writer(s) and respective address, telephone, fax number or email (if available).

Note: Any submission sent or emailed directly to a staff member or a Councillor/s may not be acknowledged as a submission. To ensure that your submission is considered, please send all submissions directly to Council as outlined above.

If your submission is an objection, the reasons for your objection should be clearly given. It is important that submissions only contain information relevant to the proposal. Petitions may also be used for submissions, provided they satisfy the submission guidelines. A petition should identify a nominated contact for correspondence.

Who discloses a political donation or gift?

Should you make a submission, you must also make a public disclosure of any donation to a Councillor and/or gift to a Councillor or Council employee in the previous two years. Failure to disclose relevant information is an offence under the Environmental Planning and Assessment Act 1979. It is also an offence to make a false statement. Further information, including a 'Political Donation and Gifts Disclosure Statement' form and a glossary of terms, is available on the Department of Planning's website www.planning.nsw.gov.au or at Council's website www.gunnedah.nsw.gov.au or at Council's administration office.

What happens if I make a submission?

Council will acknowledge in writing the receipt of all submissions (including the nominated contact for the petition) and will carefully consider the matters raised as part of the assessment. Submissions are not confidential. It is Council's policy to provide, on request, details of submissions. Submissions can also be accessed under the Government Information (Public Access) Act 2009.

If amendments are made to the application before determination and Council officers consider these to be minor or to reduce impacts, you will not be re-notified. However, the Council can choose to re-exhibit any changes that are in the Council's opinion significant and relevant to the objections raised.

How is a decision made?

Council officers assess development applications within a legal framework established by the Environmental Planning and Assessment Act, 1979 and related documents including the relevant Local Environmental Plans and Development Control Plan. Matters raised in submissions should be planning-related, such as the potential impact of the proposed development in terms of scale, privacy, access, noise, dust, etc.

Who decides?

Council planning officers generally make decisions about less complex proposals or developments under delegated authority. Council, or an appointed Committee of Council, may directly determine more significant or contentious applications.

If the application is to be determined by the elected Council, Council officers will advise people who have made a submission, to inform them of the meeting date once the agenda has been published. Please provide a daytime telephone number, fax number or email address so that we can contact you, as the short time frame between the preparation of the report and the meeting, means it is not always practical to post a letter.

Council's Planning, Environment and Development Committee meets and considers Development Applications on the first Wednesday of each month. This committee has delegations to determine development applications, where the decision is unanimous. For applications that are not determined unanimously, then the recommendation of the Committee is referred to Council's Ordinary meeting on the third Wednesday of the month, for determination. The public is welcome to attend these meetings, which are held in the Council Chambers at 63 Elgin Street, Gunnedah. Members of the public can request to speak during the community presentation period at Committee Meetings, and have three minutes to present their issues.

Agendas and reports for Council and Committees are generally available the week of the meeting on the Council's website www.gunnedah.nsw.gov.au.

When a final decision is made about an application, Council will inform all persons who made a submission about the outcome. For development proposals determined by Council, the minutes of meetings are available on the Council website.

How do I find out what is happening with my submission and the assessment of the application?

Council staff are available to assist you. Feel free to talk with the Council planner dealing with the application about its progress and, if applicable, the possible timing of consideration by Council. You may phone Council on (02) 6740 2100.