
What is a submission?

A submission is a document submitted to Council by a person interested in a development proposal, that objects to, or supports a proposal.

How does Council decide whether or not to notify to advertise a development application?

There are statutory provisions which stipulate that certain developments must be advertised. These include:

- Developments for the purposes of a *Scheduled Activity* at any premises under the *Protection of the Environment Operations Act 1997* that is not state significant or designated development.
- Developments which are classified as Designated Development.
- Developments listed in the Snowy Valleys Development Control Plan (DCP) 2019.

Snowy Valleys Council DCP 2019, Chapter 1.7 - Public Notification, for most development types other than those specified above, allows discretion of the assessing officer as to whether or not the proposed development should be notified. Part 2 of this Chapter provides a general list of matters to be considered when Council decides whether or not development is to be notified.

How is the notification or advertising of an application facilitated?

The notification of a Development Application is carried out in accordance with Chapter 1.7 of the DCP, except for designated development and development for the purposes of a *scheduled activity*.

For development which is advertised or designated development, the notification process is carried out in accordance with the Environmental Planning and Assessment Act 1979 and Regulation 2000.

For development which is to be notified, the notification process is carried out in accordance with Chapter 1.7 of the Snowy Valleys Council DCP 2019.

How must a submission be made?

All submissions must be made in writing and addressed to the General Manager by the date specified on the notification. All submissions must be accompanied by a fully completed Political Donations declaration by the person lodging the submission.

Submissions which are objecting to a development proposal must specify the grounds for objection. Such objections must be on planning grounds and must address the considerations under Section 4.15 of the *Environmental Planning and Assessment Act 1979*.

All submissions must contain a postal address for correspondence to be sent.

How is a submission considered by Council and delegated staff?

As soon as practicable after Council receives a submission, an acknowledgement is sent via post to the person who has lodged the submission.

All submissions must be considered by the relevant assessing officer. The heads of consideration under Section 4.15 of the *Environmental Planning and Assessment Act 1979* are considered when assessing any development proposal.

Council staff will only contact the person who has made the submission for the following reasons:

- Acknowledgement of receipt of submission,
- The assessing officer has resolved to hold a Conciliation Conference in accordance with Chapter 1.7.8 of Snowy Valleys Council DCP 2019,
- Offer to address Council meeting, if the application is to be considered by Council,
- Notification of the determination of the development proposal.

All submissions will be addressed within the assessment report. No correspondence will be sent to individual persons making submissions regarding their specific concerns. In addition, Council assessing officers will not enter into discussions regarding the development proposal whilst that proposal is being assessed and remains undetermined.

Following the assessment of the application, depending upon the context of the development, it may be determined under delegated authority or by Council.

Disclaimer

This information sheet provides a summary of the major issues concerning the subject matter. Any person using this document must do so on the basis that not every scenario and issue can be addressed, and discussion with relevant Council staff should be undertaken.

This document is subject to change without notice.