



## Submission to Development Application

Submission to a Development Application (DA) can be lodged in person to a Customer Service Representative in the Civic Centre 184-194 Bourke Street, Goulburn between the hours of 8.30am to 5.00pm Monday to Friday. Alternately, by mail to Goulburn Mulwaree Council, Locked Bag 22 Goulburn NSW 2580 or by email to [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)

### Part A – Not Published

#### Your contact details

|                            |  |                               |  |
|----------------------------|--|-------------------------------|--|
| <b>Postal address:</b>     |  |                               |  |
| <b>Suburb:</b>             |  | <b>Postcode:</b>              |  |
| <b>Day-time telephone:</b> |  | <b>Other contact details:</b> |  |
| <b>Email:</b>              |  |                               |  |

I agree to receive correspondence at the above email address.

Please note submissions cannot be kept confidential and may be included in a Council Business Paper. Contact details (Part A of this form) will not be published, Part B of this form will be published. For queries, please contact the relevant Assessing Officer.

|                   |  |              |  |
|-------------------|--|--------------|--|
| <b>Signature:</b> |  | <b>Date:</b> |  |
|-------------------|--|--------------|--|

#### Guide to Making Submissions

1. A submission can only be considered if it is lodged before the closing date for public exhibition. The closing date will be on the notification letter you received, and available during the public exhibition period from Council's website: <https://www.goulburn.nsw.gov.au/Council/Public-Exhibition>
2. If you are objecting to the DA, you must provide the reasons why. These reasons will be considered by Council in its assessment of the DA.
3. Do not make any offensive or defamatory comments in your submission.
4. Part 10.4 of the *Environmental Planning & Assessment Act 1979 (EP&A Act)*, requires public disclosure of political donations or gifts when you make a public submission. Failure to disclose relevant information is an offence under the *EP&A Act*. Council is required to make any disclosure made under part 10.4 of the *EP&A Act* publicly available on its website. If disclosure of a political donation or gift is necessary, a Political Donation and Gift Disclosure Statement Form is to be lodged with this form and is available from Council's website via the following address: <https://www.goulburn.nsw.gov.au/Development/Forms-Property-Information#section-7>
5. Council will send you an acknowledgement of your submission, and notify you of the outcome of Council's decision on a 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.
6. In accordance with the provisions of the *Government Information (Public Access) Act 2009 (GIPA Act)*, Council will place the information you provide on the second page of this form (being Part B, including any additional pages you provide for your submission) on its website in full. The first page of this form (being Part A), will not be placed on Council's website. Members of the public (including the applicant) are entitled to copies of your submission under the *GIPA Act*. A copy of your submission generally will be reproduced and published in Council reports or in Court proceedings. Refer to Council's Privacy Management Policy.
7. It is voluntary for you to provide your name, address and any other contact information on this form. However, it is important to note that Council does not consider anonymous submissions. Persons identified on this form may apply to Council to have access to or amend the personal information provided on this form at any time.

## Part B – To be Published

### Important Information:

Prior to submitting this form, please read the *Guide to Making a Submission* on the back to help you understand how to make a submission, and what Council will be doing with any personal information you provide in your submission. Council's Privacy Management Policy may also help assist with your considerations when making a submission.

### Your Details

|                               |  |
|-------------------------------|--|
| Name:                         |  |
| Organisation (if applicable): |  |

### Development application details

|             |  |
|-------------|--|
| DA Number:  |  |
| DA Address: |  |

### Political Donations and Gifts (Please refer to part 2 -*Guide to Making a Submission*)

Have you made a political donation or gift to a Councillor or Council employee within the last two years? Refer to Part 10.4 of the *Environmental Planning & Assessment Act 1979* for further information.

Yes

No

### Your Submission (please attach additional pages if required)

|  |
|--|
|  |
|--|

Council collects personal information only for a lawful purpose that is directly related to Council's planning functions and activities. For further information please contact Council's Privacy Officer or refer to Council's Privacy Management Policy at [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)

# Addendum – Guide to making a submission

## Development Applications

There is competing legislation in regards to how Council is to manage submissions and petitions made in relation to a Development Application (DA). The following procedures are used by Goulburn Mulwaree Council specifically for managing DA submissions or petitions. This addendum may also guide Council's handling of submissions and petitions outside of the DA process.

People intending to make a submission or petition to Council should consider this addendum. This practice is intended to provide open and transparent decision making in regards to Development Applications. Submissions and petitions should be submitted to Council prior to the closing of the notification period.

## Submissions

It is the submitter's responsibility to prepare their submission suitable for publishing. If there are concerns for personal information being published Council's **Submission to Development Application Form** should be used. Council generally will not review submissions for appropriate content or personal information provided. Only where appropriate and genuine concerns are raised will Council agree to suppress personal information. This does not include the wish to remain anonymous. Council does not consider anonymous submissions.

Submissions made on Council's **Submission to Development Application Form** will be managed in accordance with the following:

| <b>Part A of form</b>   | <b>Part B of form, other submissions and Petitions</b>   |
|---|--|
| Will be used by Council for future communication and record purposes. It will only be provided to other parties: <ul style="list-style-type: none"><li>• With the submitters permission</li><li>• Where directed by a relevant Public Authority (e.g Court, Privacy Commissioner)</li><li>• Where requested by a Public Authority for their business activities</li></ul> | Will potentially be provided to, or published: <ul style="list-style-type: none"><li>• To the DA Applicant</li><li>• To Government Agencies</li><li>• To any person seeking a copy</li><li>• On Council website</li><li>• In Council reports and correspondence</li><li>• In court proceedings</li></ul> |

**Other submissions** (not made on Council's Submission to Development Application Form) **will not** be screened for personal information. Such a submission may be provided or published in full to any person listed under **Part B** above.

**Petitions** relating to DAs form part of Council considerations and are likely to be provided or published in full to any person listed under **Part B** above. It is the responsibility of the petition organiser to ensure:

- the appropriate authorities are obtained from people signing the petition;
- potential signatories on the petition understand where the information may be made available or published

Names or Signatories on the petition will not be notified of Council's actions in regards to any DA progress or decision. Where it is unclear who has lodged the petition, the first name on the petition will be used as the submission author for Further Communication (as above).

## Further Communication:

When a submission to a DA is received by Council the submitter will be notified as follows:

- Acknowledgement of the submission,
- Advice of a report to Council, and
- Advice of Council's determination of the DA. In the event of new or modified application information, requiring further notification, direct notification may be carried out to people who have already made submission(s).

## Late Tabled Submissions

Where a submission is tabled as late correspondence and accepted by Council at a Council meeting, the document will be made available for inspection following the meeting and for the business day after the meeting, except where it relates to or is presented to a part of the meeting that is closed to the public, in accordance with Section 11 of the *Local Government Act 1993* and Council's Code of Meeting Practice.