

What is a submission?

A submission is a written statement detailing a person's support or objection to a planning proposal. Lodging a submission is sometimes referred to as 'making a written comment'.

When can a submission be lodged?

Submissions are invited in the following circumstances:

- When the Shire invites landowners to comment on a development proposal; or
- When the Shire invites landowners to comment on a new or amended Local Planning Policy; or
- When the Local Planning Scheme is being prepared, reviewed or amended.

How long do I have to make a submission?

There is always a specified time in which a submission must be lodged. This can be 42 days in the case of Local Planning Scheme amendment, or as little as 14 days in the case of a development application proposal.

How much do I write?

A submission should be clearly written and should specifically address issues relevant to the proposal or the specific matter in which the public have been invited to comment. A submission may therefore be quite lengthy or very short depending on the complexity of the issue under consideration.

What are valid grounds of support or objection?

A submission should specifically address the "planning merits" of the matter under consideration. In some cases, you may be asked to comment on a specific aspect of a proposal which is a variation to an accepted standard. Only comments in regard to that aspect would be considered by the Shire. In accordance with Clause 67 of the *Planning and Development (Local Planning Scheme) Regulations 2015* valid planning considerations include, but are not limited to, the following:

- The height, bulk or appearance of a building;
- The type of use proposed and its impact in regard to traffic, noise and other potential adverse effects to the environment;
- Adverse effects to adjoining property, such as privacy and overlooking;
- The effect on the amenity or character of the area;
- The heritage value of a building or place; and
- Access and egress arrangements for vehicles.

What arguments cannot be considered?

Submissions that do not specifically address the planning merits of a proposal with relevant and factual comments will not be considered, or will be entitled to little weight. The following are examples of such comments:

- Management type issues e.g. how a business or activity is conducted and the possible behaviour of customers;
- A possible effect on land value;
- Unsubstantiated claims or hearsay;
- Judgements based on personal prejudices or bias e.g. a dislike for the proponent or a dislike of any change;
- Issues that relate to religious beliefs, morals or ethics; and
- Competition. For example where a person considers there is an oversupply of a particular service and therefore any additional service should not be permitted.

What happens after I lodge a submission?

All submissions received within the specified time are registered and then considered by the Shire's Development Services Department in conjunction with the proposal, which is assessed against relevant policies and statutory requirements. Where a proposal is determined under delegated authority by the Development Services Department, any person who made a submission will be notified of the decision.

If a proposal is referred to an Ordinary Council Meeting for determination, a summary of the submissions received will be included in the agenda item. Councillors on request can view the full submissions received. Any person who made a submission will be formally invited to attend the Ordinary Council Meeting.

Where do I find more information?

Further information can be obtained from the Shire of Toodyay's Development Services Department on 9574 9345 or via email at records@toodyay.wa.gov.au

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Planning Services Department be sought prior to lodgement of a Development Application. The Shire of Toodyay disclaims any liability for any damages sustained by a person acting on the basis of this information.