



# Chapter 4

## Notification Requirements





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# NOTIFICATION REQUIREMENTS

Certain types of development will be placed on public notification. Public notification may include letters sent to adjoining property owners, notices placed in the local paper and notices placed on the development site. This section outlines the notification process. The plans relating to notified development and related documents may be inspected at the Council office.

## Notification and Advertising Requirements

### Development that is required to be notified

Development listed within this subsection is required to be notified and or advertised by legislation. These types of development include:

- All designated development as defined in section 77A of the *Environmental Planning and Assessment Act 1979* and *Schedule 3 of the Environmental Planning and Assessment Regulations 2000*;
- State significant development - Certain development that is identified as being state significant development. For example, development such as intensive livestock industries (feedlots) that employ 20 or more people or development valued over a minimum dollar value are identified as state significant development;
- Certain integrated development - Some integrated development applications are required to be publicly notified in accordance with the Act.

### Locally significant development that will be notified

The following development applications will be publicly notified:

- Development affecting a heritage item;
- Multi unit development;
- Brothels;
- Major commercial and industrial works;
- Non residential uses in residential areas;
- Second storey residential additions and alterations;
- Subdivisions creating new roads;
- Large Scale subdivisions in either residential or rural areas;
- Community title development;
- Hazardous industries; or
- Any development that Council deems as potentially impacting adjoining properties.

## Notification period

The EP&A Act mandates the notification and advertising period for certain development such as designated development and state significant development. Generally these types of development are required to be notified for a period of at least 30 calendar days.

Other developments will be notified for ten (10) working days. Around major holiday periods such as December/January and Easter the notification period may be extended. All advertisements and letters will include a closing date for submissions to be received by Council.

## Form of submission

Submissions made with regard to any notified or advertised development must be in writing and addressed to the General Manager. Submissions must clearly indicate the name and address of the person or body making the submissions and details of the proposal to which the development relates. Note: unless specifically requested by you, your submission, including your name and address may be made publicly available to third parties including as part of any report to a Council meeting.

Submissions must clearly state your concerns including whether you are objecting to or in favour of the development. If you are objecting to a development you should clearly state why you object to the development. Objections should be based on your understanding of any impacts of the development on your property or similar legitimate issues.

Council will not support vexatious or derogatory submissions.

## Assessment of Submissions

All submissions will be reviewed on merit. Where submissions raise legitimate issues of concern, as determined by Council staff, the application may be reported to a Council meeting for determination.

If an application is reported to a Council meeting, you will be advised the time and date, if you wish to attend. You have the opportunity to speak at the Council meeting for a period of no more than 3 minutes. Be advised that the applicant/property owner of any development application can also speak at the meeting.



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