

Building and Development

Notification of Development Proposals Your Guide

A good submission is:

Brief and to the Point

If your submission needs to be lengthy because of the issues involved or a number of grounds for objection, then it is a good idea to include a single page summary sheet for easy reference.

Backed up by Reason and Fact

Before writing your submission, take time to gather the facts:

- visit the Council's website at www.hawkesbury.nsw.gov.au the or Council's office and look at the plans;
- talk to the officer handling the application; and
- make sure you understand what is proposed.

Base your submission on the facts and how the proposal will affect you and the enjoyment of your land.

Specific, Not Generalised

Be as specific as possible. For example, you can refer to particular physical aspects of the proposal and how it will affect you. This is more useful than a general objection.

Can I obtain more information about the proposal?

Plans and other information are available for public viewing at the times and places specified in the letter you received and also on Council's website at www.hawkesbury.nsw.gov.au, click on the 'DA Tracking' link and follow the prompts.

You may also contact the person whose name appears on that letter if you have any questions.

How do I make a submission?

Your submission should be in writing and addressed to the General Manager. It should clearly spell out how the proposal will affect the enjoyment of your land, or if you are in support of the proposal.

When should I send my submission to Council?

Your submission must be received at Council offices by the date and time specified in the letter. If for some reason you cannot meet this deadline, telephone the officer handling the application. An extension may be granted.

Do I have to make a submission?

No. You judge whether or not the proposal will affect you. This may involve some discussion with the Council officer handling the application. If you are satisfied with the proposal, there is no need to make a submission.

In any case, Council staff will make a professional assessment of the proposal. This includes matters such as overshadowing, privacy, noise, views, traffic and building design.

What will happen to my submission?

Your submission, along with others received, will be considered as part of the assessment. In some cases submissions may be referred to the applicant for their response. Sometimes this can lead to a re-design of the development.

Submissions form a part of the assessment of an application and must be balanced with Council's statutory obligations.

NOTE: Replies to individual submissions will be sent after the decision is made. If the matter is to be reported to the Hawkesbury Independent Hearing and Assessment Panel (HIHAP), the persons who made a submission will be notified that a report is to be considered by the HIHAP for determination.

Will the applicant or anyone else know that I have made a submission?

A copy of your submission may be given to the applicant in accordance with Council's Access to Information Policy. Submissions will also be made available for viewing on Council's website via the 'DA Tracking' system.

Should I sign a petition?

You may find that someone has started a petition to object to a development proposal. Someone may also ask you to sign a pro forma letter.

Council will consider any petitions and letters received. However, an individual letter about how the proposal will affect you gives Council a much clearer picture of the likely effects.

Can I ask for mediation?

Depending on the circumstances, Council may arrange a facilitated meeting or mediation with the applicant and objectors. Please discuss with the officer handling the application.

Who will make the decision?

Most applications are determined by Senior Council officers. Depending on the circumstances, the application may be determined at a Local Planning Panel or Regional Planning Panel meeting.

If the application is reported to a meeting, all those who make submissions will be invited to attend. You will be able to address the Panel about your concerns.

How will I know what decision is made?

Following the decision by Council, all persons who made a submission will receive a letter advising of the outcome. **In the case of a petition only the head petitioner will be advised.**

Council staff members are happy to answer your questions.

Please telephone the officer handling the application direct, or the General Enquiry Line on (02) 4560 4444.



This document contains important information. If you do not understand it, contact the Telephone Interpreter Service on 131 450.



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