



MAKING A SUBMISSION ON A DEVELOPMENT APPLICATION FACTSHEET

WHAT IS A SUBMISSION?

A submission is a written comment you provide to Council about a development application (DA) or planning proposal. Submissions help Council consider community views before making a decision.

WHO CAN MAKE A SUBMISSION?

Anyone can make a submission – whether you are directly affected, a neighbour, or an interested community member.

HOW TO MAKE A SUBMISSION

Your submission must be in writing and should include

- Your **name, address and contact details** (anonymous submissions cannot be accepted).
- The **DA number or application details** you are commenting on.
- A clear outline of your **issues, concerns or support** for the proposal.
- Reasons for your view (e.g. impacts on traffic, parking, heritage, environment, privacy, noise, flooding, bushfire risk).

Ways to lodge your submission

Email: council@hawkesbury.nsw.gov.au

WHAT TO CONSIDER

Focus on planning issues, not personal matters. Submissions that raise planning concerns will be considered more carefully. These may include:

- Compliance with the Hawkesbury Local Environmental Plan 2012 and Hawkesbury Development Control Plan 2002.
- Environmental impacts (e.g. flooding, bushfire, biodiversity).
- Traffic, parking, and pedestrian safety.
- Privacy, overshadowing, and streetscape character.
- Noise and amenity impacts.

DEADLINES

- Submissions must be received by the end of the notification period specified in the exhibition notice.
- Late submissions may not be accepted.

WHAT HAPPENS AFTER YOU LODGE A SUBMISSION?

- Council will acknowledge receipt of your submission.
- Your submission will be reviewed by Council staff as part of the assessment.
- Key issues raised may be addressed in the Assessment Report to Council or the Independent Planning Panel.
- All submissions are public documents and may be viewed by the applicant and other parties under the Government Information (Public Access) Act 2009 (GIPA).

PRIVACY NOTICE

Council will only publish your name and the issues raised. Personal details such as phone numbers, signatures, and email addresses will be removed before public release.

NEED MORE INFORMATION?

Contact Hawkesbury City Council's Duty Planner on (02) 4560 4444 or email council@hawkesbury.nsw.gov.au



Interpreter Service available, call 131 450 131 450 خدمة الترجمة الشفوية متاحة، اتصل على رقم 131 450 可提供傳譯服務，請致電 131 450 Hemm servizz tal-interpretu, çempel 131 450