



## Planning Proposal: Should I Make a Submission?

The procedures for preparation, exhibition and the making of planning proposals, are governed by the requirements of the Environmental Planning and Assessment (EP&A) Act, 1979.

### Why exhibit a Planning Proposal?

EP&A Act 1979 requires a planning proposal to be exhibited for a minimum of 14 days. The exhibition period provides the opportunity for those interested to be involved in the process by means of viewing the document and providing feedback by making a submission.

### Who can make a submission?

Any person may lodge a submission supporting, opposing or commenting on a planning proposal. Council is particularly interested in receiving submissions from persons who feel that they may be affected by a planning proposal. The degree to which the submission may impact on the determination of the draft plan will depend on a range of matters including the content and relevance of the submission.

### What matters can I raise?

Any submission must relate to the planning subject to which the draft planning proposal applies. The grounds on which you wish to make a submission must be set out clearly, with some justification for the grounds that you nominate.

### Is the number of submissions important?

It is the content of a submission and validity of concerns raised rather than simply the number of submissions received that may influence the content or outcome of a draft planning proposal.

### What happens if I make a submission?

Your submission will be considered in conjunction with other submissions received on the planning proposal and may be included in a report to Council. The issues raised in submissions may or may not result in amendments to the draft planning proposal.

It is important to note that your submission may be made public and could appear in a document available to the general public. Confidentiality cannot be guaranteed as the Freedom of Information Act provides measures for possible access to certain documents.

### Who decides?

Following the exhibition, the planning proposal and any submissions received will be reported to Council for consideration and determination.

### How is a decision made?

Council considers a range of matters when assessing a planning proposal. These include, but are not limited to:-

- The objectives of the EP&A Act 1979;
- Any relevant State or Regional Environmental Planning Policies, Circulars or Ministerial Directions;
- The aims and objectives of the relevant Local Environmental Plan;

- Any relevant adopted Council Policies/Publications;
- How the planning proposal relates to planning strategies for the Shire; and
- How the proposal will impact on the amenity of the area.

### How do I find out what is happening to my submission?

Any person may contact the Council Officer who is responsible for the planning proposal regarding the progress of their submission. Where contact details have been provided, each person who made a submission will be notified of receipt of their submission and again when the draft plan is reported to Council for determination. Further, each person who makes a submission, including petitioners, will be advised of the decision upon determination of the proposal.

### Where to next?

The flowchart below outlines the steps following exhibition:



### Further Information

Should you have any questions regarding the exhibition or submission process, please contact Council.

Customer Service Centre:  
3 Columbia Court Norwest NSW 2153  
Phone: 9843 0555  
Duty Town Planner: 9843 0469  
Hours: 8:30 am to 4:30 pm, Monday to Friday  
Website: [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au)

*Please Note: Any person may make a submission to Council. The supply of personal information is voluntary. If personal information is not provided, Council may be limited in dealing with objections/ comments /submissions. The possible recipients of any submission, including personal information, are elected Councillors and officers within Council.*

### DISCLAIMER

*This fact sheet provides a summary of the major issues concerning Local Environmental Plan 2019. Any person using this document must do so on the basis that not every scenario and issue can be addressed, and discussion with relevant staff at Council's Customer Service Centre should be undertaken. This document is subject to change without notice.*