

## Draft Contribution Plan: Should I Make a Submission?

Customer Service Centre:  
129 Showground Road, Castle Hill NSW 2154  
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.

The procedures for preparation, exhibition and the making of contribution plans, are governed by the requirements of the Environmental Planning and Assessment (EP&A) Act, 1979 and the Environmental Planning and Assessment Regulation 2000 (EP&A Regulation).

### Why exhibit a contribution plan?

Following the preparation of a draft contribution plan the EP&A Regulation requires that council:

- (a) Give public notice in a local newspaper of the places, dates and times for inspection of the draft plan, and
- (b) Publicly exhibit at the places, on the dates and during the times set out in the notice:
  - (i) A copy of the draft plan, and
  - (ii) A copy of any supporting documents, and
- (c) Must specify in the notice the period during which submissions about the draft plan may be made to the council (which must include the period during which the plan is being publicly exhibited).

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 draft contribution plan. Council is particularly interested in receiving submissions from persons who feel that they may be affected by the draft plan. 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 contribution plan 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 contribution plan.

### What happens if I make a submission?

Your submission will be considered in conjunction with other submissions received on the draft plan and may be included in a report to Council. The issues raised in submissions may or may not result in amendments to the draft contribution plan. 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 draft contribution plan 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 draft plan. These include, but are not limited to: -

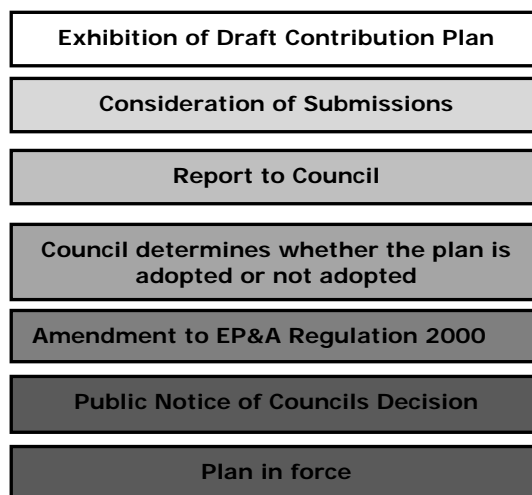
- The objectives of the EP&A Act 1979 and EP&A Regulation 2000;
- Any relevant State or Regional Environmental Planning Policies, Circulars or Ministerial Directions;
- The aims and objectives of The Hills Local Environmental Plan 2012;
- Any relevant adopted Council Policies/Publications;
- How the draft plan 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 draft plan 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

If you are unsure, please contact Council. Time spent early may avoid delays later.

### DISCLAIMER

*This fact sheet provides a summary of the major issues concerning draft Contribution Plans. 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.*