

# Public Submission Guideline

Updated May 2016

## HOW TO MAKE A SUBMISSION TO STRATHFIELD COUNCIL

This document provides guidelines to members of the public who wish to make a submission to Council on publicly notified proposals eg where Council writes to you or advertises proposals in newspapers or on websites inviting comments.

Writing a submission gives you the opportunity to raise your issues or indicate your support or opposition to a plan or proposal. Submissions are considered by Council in the decision making process.

### INTRODUCTION

Strathfield Council encourages members of the public to make submissions on proposals, which are publicly notified. Submissions can be in the form of a letter (hand written or typed) or sent in digital format eg email.

Anyone is entitled to make a submission to Council. The submission can be in support or opposition to a proposed plan, report, policy or development.

Council considers all submissions received.

Examples of publicly notified proposals include:

- Development and planning applications and proposals
- Licences and leases on community land
- Council's statutory reports eg Annual Report, Community Strategic Plan, Delivery Program and Operational Plans etc
- Policies such as the Councillors Expenses and Facilities Policy, Codes of Conduct and Meeting Practice etc

### SUBMISSIONS TO DEVELOPMENT APPLICATIONS OR PLANNING PROPOSALS

Submissions, including objection letters, which are made in relation to development or planning proposals, are considered to be open access information under the *Government Information (Public Access) Regulation* 2009. Open access information is available for inspection by members of the public and may be published in Council reports or on Council's website.

It is important that submissions only contain information relevant to the development or planning proposal. Do not include information of a personal nature as submissions may be open to inspection by members of the public.

Under section 739 of the *Local Government Act 1993*, a person may request that their name and address be removed from documents available for public inspection, if disclosure would place that person or members of their family's personal safety at risk. Requests must be made in writing to the General Manager of Strathfield Council and you must provide supporting information. You may be requested to provide a signed statutory declaration in support of your request.

Council officers assess development and planning proposals against criteria set out in local planning controls and legislation. Your submission must clearly set out your concerns in order that

they can be properly considered against the proposal. Some issues you may wish to consider in your submission relating to development or planning proposals include comments on views, floorspace, height, urban design, heritage, traffic and car parking, noise, landscaping, drainage, privacy and overshadowing.

Public exhibition documents are available to view at Strathfield Council Customer Service Centre, 65 Homebush Road Strathfield during business hours. Exhibition documents may also be available at Council's Library and/or Council website.

### ***Reportable Political Donations and public submissions for development and planning***

A reportable political donation is a donation to any Councillor of Strathfield Council or any gifts made to a Strathfield Councillor or Council employee within the two years prior to the planning application being lodged or while the planning application is being determined.

Anyone (or their associate) who makes a public submission in response to a planning application before Council must disclose any reportable political donations or gifts. This includes any donation or gift made when a person was a candidate for Council election.

If the donation or gift was made before a public submission is made, then the disclosure statement must be included with the application or submission. Where the gift or donation is made after the planning application or public submission is lodged, disclosure must be made within seven days of the gift or donation being made. Disclosure forms are available on Council's website or from Council's Customer Service Centre.

### **SUBMISSIONS FOR PROPOSALS ON PUBLIC NOTICE**

Members of the public are entitled to lodge submissions to Council proposals which have been publicly notified by a letter from Council to you or an advertisement in local and/or state newspapers (eg Sydney Morning Herald) and/or Council's website. Proposals can include projects, policies, reports, plans, licences for use of community land and tenders.

Once the proposal has been publicly notified, the proposal and associated documentation is placed on public exhibition for the period advertised. The terms and conditions of the public exhibition are outlined in the public notice advertisement.

Public exhibition documents are available to view at Strathfield Council Customer Service Centre, 65 Homebush Road Strathfield during business hours. Exhibition documents may also be available at Council's Library and/or Council website.

Submissions which are made in relation to publicly notified proposals are considered to be public documents. Public documents may be published in Council reports and may be accessible upon request by other members of the public.

It is important that submissions only contain information relevant to the proposal. Do not include information of a personal nature as submissions may be open to inspection by members of the public.

Under section 739 of the *Local Government Act 1993*, a person may request that their name and address be removed from documents available for public inspection, if disclosure would place that person or members of their family's personal safety at risk. Requests must be made in writing to the General Manager of Strathfield Council and you must clearly provide supporting information. You may be requested to provide a signed statutory declaration in support of your request.

## **PETITIONS FOR PROPOSALS ON PUBLIC NOTICE**

Council accepts petitions for Council's publicly notified proposals, including development applications or other public notices, provided they are in writing and include the name, address and signature of each petitioner. Petitions should include the name of the contact person for the petition. In the absence of this information, Council will consider the first name on the petition as the contact person and therefore, all correspondence associated with the petition will be forwarded to this person.

Council strongly advises that you should not sign a petition if you have concerns about the use of your personal information eg name, address and signature. Council's management of your personal information commences after it is received by Council. However, if the contents of the petition are made available to other people or organisations by the organisers of the petition, Council can not be responsible for the use of this information by third parties.

Information contained on petitions lodged in response to a Council public notice may be published.

## **SUBMISSION CRITERIA AND PRESENTATION**

A formal submission to Council must comply with the following guidelines:

- be lodged with Council before the final date specified in the public notice. Late submissions may not be accepted.
- be hand written or typed. Submissions can be in letter form or in digital form eg email.
- include either the development application number or name of item being proposed in the title of the submission
- submissions by letter should be signed and include the name, address and contact information of each person making the submission
- submissions lodged by email should include information such as name, address and contact information. Council will not accept a submission if the sender's identify is not properly disclosed.
- set out the reasons for your submission and the issues you wish Council to consider.

You can lodge your submission with Council:

- by fax to 9764 1034
- by mail to the General Manager, Strathfield Council, PO Box 120, Strathfield, NSW, 2135.
- by email to [council@strathfield.nsw.gov.au](mailto:council@strathfield.nsw.gov.au)
- in person at Council's Customer Service Centre, 65 Homebush Road, Strathfield.

A submission which does not conform to these conditions may not be valid and may not be accepted by Council.

## **AFTER LODGEMENT**

Council officers will review all submissions received and draft a report identifying the outcomes of the public notification process to a meeting of Council.

Council will advise the person who has lodged the submission if the matter will be discussed at a meeting of Council.

The person who lodged the submission or petition will be notified of the Council's decision regarding the submission or petition.