



LEETON SHIRE COUNCIL

Preserving the Past, Enhancing the Future

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SUBMISSION PROCESS FOR DEVELOPMENT APPLICATIONS

If you feel a development proposal has the potential to impact your property or the wider environment, then you may wish to make a formal written submission.

If you decide to make a submission and object to the proposed development, the reasons for your objection must be included in your submission. To lodge a submission on a development application, you may either use email or send a written submission addressed to the General Manager. Don't forget to include your return postal address, email and contact number so we can contact you for further clarification (if necessary) and notify you of the decision regarding the application.

All submissions must be received by Council by the end of the notification period.

Summaries of submissions, names and addresses of people making submissions may be included in the Assessment Report. All submissions received within the specified period will be fully considered by Council prior to the determination of the application. Submissions are kept on file and may be accessed by other members of the public under the Government Information (Public Access) Act 2009. Persons making a submission in relation to a development application should keep this in mind and seek legal advice before making statements that could be adverse or defamatory to other persons.

When your submission is reviewed by the Assessing Officer, you may be contacted for further clarification of any issues you have raised. If the Assessment Officer agrees with your objections, they may contact the applicant and request amendments to the application before the matter goes any further.

When amendments are made to a DA, you may receive notification depending on the extent and type of amendments. Minor amendments are not re-notified. If you are not notified of these amendments, your earlier submission will still be considered in the assessment of the application.

The Assessment Officer will address the issues raised in the submissions in an assessment report and make recommendations to an appropriate decision body. Either the Manager of Building and Environment with delegated authority or Council will determine the application.

Petitions

We urge anyone organising a petition regarding a development application to include their name and contact details and the organisation (if any) they represent. This contact information will enable us to send a response to the person or organisation initiating the petition. Please note that Council will only contact the person/organisation who initiated the petition. Council will not notify other signatories.

Political Donations and gifts - Your Disclosure Requirements

In accordance with the requirements of the Local Government & Planning Legislation Amendment (Political Donations) Act 2008, a person making a submission on a development application must disclose any donations they (or an associate) have made of \$1,000 or more to or for the benefit of a political party, an elected member or a group of candidates within the preceding two years.

The disclosure requirements continue to apply until the application is determined. A person making a submission on a development application must also disclose gifts to employees of that council.