

Making a Submission

What is a submission?

A submission is a written comment about the *Draft Planning Scheme* and/or the *Flood Mapping Update* made by an interested party in the community (for example a person, group or organisation).

A submission may:

- Object to all or part of the *Draft Planning Scheme* / *Flood Mapping Update*
- Support all or part of the *Draft Planning Scheme* / *Flood Mapping Update*

Why is public consultation important?

The Hinchinbrook Shire Council believes that better planning is achieved through community engagement. The engagement process presents an opportunity for the community to help Council understand their concerns. We are seeking community input to ensure that all community issues are recognised and incorporated into future planning and considered in the *Draft Planning Scheme* and *Flood Mapping Update*.

How to ensure a submission is properly made

In order to be considered valid, the submission must:

- Be in writing and be signed by each person making a submission or be made electronically via email or on Council's website, www.hinchinbrook.qld.gov.au
- Be received during the notification period
- State the full name, contact details and the property address or business address of each person making a submission
- State the grounds of the submission and the facts and circumstances relied on to support these grounds
- Be addressed to the Hinchinbrook Shire Council, Chief Executive Officer

Please ensure your submission is readable, with your name and contact details clearly legible.

Grounds for a submission

When stating the grounds for a submission and the facts and circumstances relied on, it is important to focus on development issues.

Development issues include matters such as:

- Whether the proposed use in the *Draft Planning Scheme* and/or *Flood Mapping Update* is consistent with the development intent for the area
- Whether the prescribed outcome (i.e scale and design of proposed development) is compatible with the development intent for the area

- How the *Draft Planning Scheme* and/or *Flood Mapping Update* addresses the street and adjoining property interfaces
- How the *Draft Planning Scheme* and/or *Flood Mapping Update* protects and enhances the natural environment
- Any potential issues that are/are not addressed in the *Draft Planning Scheme* and/or *Flood Mapping Update*

To assist Hinchinbrook Shire Council's Development, Planning and Environmental Services Department in understanding the views of the submitter, the submission should also include any relevant evidence and/or documentation in support of the grounds raised in the submission.

How do I lodge my submission?

Options for an interested person to lodge a properly made submission, are stated below:

- Via email to planningscheme@hinchinbrook.qld.gov.au
- Online at Council's website, www.hinchinbrook.qld.gov.au
- Via hard copy to Council's Main Office, 25 Lannercost Street, Ingham
- Via post, please note that the post office date stamp must reflect a date no later than 5 September 2017

Please address your letter to:

Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
Ingham QLD 4850
ATTN: Development, Planning and Environmental Services

Standard submission forms are available from Councils Main Office or Council's website, www.hinchinbrook.qld.gov.au

If you have any queries regarding the submission process or require any further information, please contact Council on (07) 4776 4600.