



SUBMISSIONS

Development Proposals

If you wish to make a comment or an objection to a *development proposal* you need to make a written submission to Bellinghen Shire Council by email or post or in person, before the exhibition closing date. You must include your full name and address, the relevant development application (DA) number and the site address.

If your submission is an objection to the proposal, your reasons should be clearly provided. We would like to know about the issues that are important to you.

Council officers assess development applications against planning criteria in local planning controls and state legislation. Your submission could refer to these issues if they are relevant. Major issues considered are zone objectives, height, urban design, heritage, car parking, privacy, overshadowing, and the like.

Acknowledgment

When you send us your submission, we carefully consider it as part of the assessment process to determine the DA. You will be sent an email or letter by post acknowledging Council's receipt of your submission.

Privacy concerns

Submissions are NOT kept confidential. We release submissions when a request is made in accordance with privacy laws and the relevant provisions under the Government Information (Public Access) Act 2009.

When we do release a submission by law, we routinely withhold contact numbers, email addresses and signatures. Should you wish for all personal details or any information that may identify you be withheld from the public, please let us know in your submission. This does not guarantee that the information will be withheld, but it will ensure that an assessment against the public interest will be made concerning disclosure.

Disclosure requirements

If you have given a gift or made a donation to a councillor, an employee, or an approved contractor of the Council within the past 2 years, by law you must include a disclosure statement with your submission. Failure to disclose relevant information is an offense under the Environmental Planning and Assessment Act 1979. It is also an offence to make a false statement. Further information, including a ['Political Donation and Gifts Disclosure Statement'](#) form and a glossary of terms, is available on Council's website in the Development section or at Council's Administrative Centre.

Assessments and decisions

Council officers generally determine the majority of DAs under delegated authority of Council. More significant or contentious applications are determined by the elected Council.

If the application is to be determined by the elected Council, Council officers will contact people who have made a submission, wherever possible, to inform them of the meeting date once the agenda has been published. Due to the short timeframe between an agenda being published and the meeting taking place, it is not always practical to post a letter to people who have sent a submission. We ask that you include a daytime telephone number or an email address in your submission, so that we can contact you quickly.

The public is welcome to attend Council meetings and members of the public can request to present their issues at the meeting by contacting the Executive Assistant to Mayor and General Manager.

Council's Ordinary Meetings are generally held on the fourth Wednesday of each month. Agendas and reports for Council are generally made available the Friday before the week preceding the scheduled meeting.

Notifications

You will be notified if the DA will be determined by the elected Council. Wherever possible you will be advised of the meeting date once the agenda has been published.

When a final determination is made about a DA all people who made a submission are informed of the outcome. For DAs determined by Council, Council business papers are available on the Council website.

If amendments are made to the application before determination and Council officers consider these to be minor or to reduce impacts, you will not be re-notified. However, the Council can choose to re-exhibit any changes that are in the Council's opinion significant and relevant to the objections raised.

Contacts

Send your submission to:-

The General Manager

Council@bellingen.nsw.gov.au

Bellingen Shire Council, PO Box 117, Bellingen NSW 2454

Council staff are available to assist you and to find out more about a specific DA and its progress, please speak to the officer dealing with the application, 6655 7300.