Brisbane City Plan 2014 (City Plan) is Brisbane City Council’s plan for the future development of Brisbane. It guides how land in Brisbane can be used and developed. It also helps plan for infrastructure to support growth and create a more diversified economy while continuing to protect our city’s enviable way of life.

In order for City Plan to remain effective and up to date, Brisbane City Council needs to make amendments from time to time. These amendments can reflect changes in legislation, new neighbourhood plans developed with community input, or improvements based on community and industry experiences through the development assessment process.

How to have your say

To satisfy legal requirements, there is a correct way to make a submission on a proposed City Plan amendment package for it to be considered by Council.

Making a properly made submission will ensure your say is considered as a formal part of the process for amending City Plan. Feedback provided to Council officers on the phone or in person is not considered a properly made submission.

Steps for making a submission

1. View the proposed package of amendments or draft neighbourhood plan document. Consider how the amendments might affect you or your suburb and what’s important to you.

2. Give your submission a title. For example, ‘Submission on the major amendment for biodiversity’.

3. State what you support or do not support in the proposed package, and say why. Be as specific as possible. For example, ‘I support the inclusion of 25 Railway Street in the biodiversity overlay because of the significant vegetation towards the back of and behind the property’ or ‘The proposed minimum separation distance of 0m for residential development adjacent to low impact industry is not supported. Residential development needs to be separated from items such as cooking vents and car park exhausts.’

4. Suggest specific changes. For example, ‘The proposed amendments should be changed to allow for new developments of up to five storeys above the shops in Russell Street, rather than three, because this would maximise residents’ access to the shops’.

As a city, Brisbane has been changing and growing for more than 100 years. We’ve come a long way, and we’ve got a lot to be proud of. Council aims to maintain Brisbane’s prosperity, through sustainable population and employment growth, enhancing lifestyle opportunities and ensuring environmental outcomes through a modern and responsive land use planning and development framework for the city.
5. Use your own words. It may be tempting to repeat the content of someone else’s submission. It is okay to do this, but a submission using your words will be of more assistance to Council because it will more accurately represent your views.

6. Provide all submitters’ details. For submissions sent by post, include the name, address and signature of each person who is listed as supporting the submission. Signatures are not required for electronic submissions. Also provide your phone number and email address if you are happy for Council to contact you for any further information.

7. Send your submission to Council by the end of the consultation period. Late submissions cannot be considered. Properly made submissions must be in writing and:
   - submitted online on Council’s website
   - emailed to CPAdmin@brisbane.qld.gov.au
   - posted to City Planning and Economic Development, Brisbane City Council, GPO Box 1434, Brisbane QLD 4001
   - handed in at your local Councillor’s office.

Questions and answers

Who can make a submission?

Council encourages submissions from people who live, work, have a business or own property in the affected area, but anybody is welcome to make a submission.

How do I obtain a copy of the current draft planning documents?

Visit Council’s website at www.brisbane.qld.gov.au and search for the name of the citywide amendment or neighbourhood plan. You can also view the proposed changes at your local Councillor’s office or phone Council for more information on (07) 3403 8888.

Will I get a response from Council?

Council will write to everyone who has made a properly made submission and upload a copy of the submission report to Council’s website.

Will my details be kept confidential?

Yes, your personal details will be kept confidential. They are not published online or shared with submitters, developers, residents or businesses.

Can I still make a submission on developments that are proposed in my area at a later date?

Once changes are approved by Council and the Queensland Government, Council can only consider submissions on specific development at specific sites. Note that the ‘level of assessment’ that applies to a proposed development may also affect the legal rights of submitters. For more information, see the ‘Have your say on development in Brisbane’ factsheet.

How can I keep updated?

For more information or to register for email updates visit www.brisbane.qld.gov.au and search ‘City Plan amendments in progress’ or call Council on (07) 3403 8888.

If you would like to be kept up-to-date and have your say on other Council projects you can join the Your City, Your Say program at www.brisbane.qld.gov.au/yoursay