

# HAVE YOUR SAY ON DEVELOPMENT IN BRISBANE



*Dedicated to a better Brisbane*

BRISBANE CITY PLAN 2014 | FACT SHEET

Want to have your say about a specific development proposal in your neighbourhood? This factsheet will help explain the process of how you can easily make a submission on a development application.

## What is a submission?

A submission is a written comment about a development application made by a member of the community that may support or provide feedback on a development proposal.

There are two types of development applications in Brisbane.

- **Impact assessable applications** are normally complex developments that may not align with all the rules intended for the proposed site. These applications must be advertised in the local community and have a public notification period where submissions can be made.
- **Code assessable applications** are straight-forward, or considered generally suitable developments.

Brisbane City Council will consider all properly made submissions, regardless of whether they are impact or code assessable. However, under the *Planning Act 2016*, submitters only have formal appeal rights for submissions made on applications that require public notification (i.e. impact applications). These rights enable the submitter to lodge an appeal against Council's decision through the Planning and Environment Court.

## Properly made submissions

In order to be considered properly made, a submission must:

- be in writing and, unless the submission is made electronically, be signed by each person who made the submission
- be received during the public notification period
- state the name and residential/business address of each person who made the submission
- state the grounds for the submission and the facts and circumstances relied on in support of the grounds
- be made to the assessment manager.

## Grounds for a submission

When stating the grounds for a submission it is important to focus on planning issues, including matters such as:

- whether the proposed use is consistent with the intent for the area
- whether the scale and design of the proposed development is compatible with surrounding development or intent for the area
- any potential traffic and car parking issues associated with the development
- hours of operation (for commercial activities)
- how the development may impact on drainage patterns in the area
- how the development fits with any objective of the planning scheme to protect and enhance the natural environment.





## Finding further information about a development application

The easiest way to find information about a development application is via PD Online (<http://pdonline.brisbane.qld.gov.au>) or you can call Council on (07) 3403 8888 and ask to speak to a planning officer.

## Lodging your submission

The easiest way to lodge a submission is via PD Online, using the "application enquiry" tool.

Hard-copy submissions can be made using the Development Application Submission Form available on Council's website or from any Regional Business Centre. Once completed, this form can be submitted in person at any Regional Business Centre or by mail to:

Development Services  
Brisbane City Council  
GPO Box 1434  
Brisbane Qld 4001

Submissions are not confidential. All submissions are published on PD Online for viewing, along with the planning application.

By lodging your submission using PD Online, you have the option to keep your personal details from being published online.

However, once an application has been decided, Council is required to provide the name and address of all submitters to the applicant. This information is also available to other submitters.

## What happens next?

Council will acknowledge receipt of your submission within approximately one week. You can check the status of an application and view all submissions at any time on PD Online. Submissions can be amended before the closing date and you can withdraw your submission up until Council makes its final decision.

Council will consider the contents of your submission when assessing the planning application.

For submissions relating to impact assessable applications, Council will advise the outcome of the decision to either:

- everyone who lodged a properly made submission,
- or
- the first person on the list of submitters if the properly made submission was submitted by several people, including any petitions lodged as a submission.

## Further information

For further information about how to have your say on development in Brisbane, visit [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au) or call Council on (07) 3403 8888.