



# MAKE A SUBMISSION

## BEFORE YOU MAKE A SUBMISSION

The below steps outline the process of making a submission:

### 1. REVIEW THE PROPOSAL

Before you make a submission, read the information supporting the application and view the plans. Make sure you have a clear understanding of what is being proposed.

You can track the status of any application we are assessing via the [Application Tracker](#). Supporting documentation and plans are available on the Application Tracker by searching on the map or by entering the application number, address, lot and DP number or date lodged as an example. If you require assistance please contact Council's Customer Experience Team on (02) 6801 4000 during normal business hours.

### 2. SEEK CLARIFICATION

In most instances, the applicant will be your neighbour. You may be able to clarify details or resolve concerns by discussing the proposal with

them directly.

You can also contact the Council Officer assessing the application. Contact details of the nominated officer are included in the development notification letter received or public notice published.

## **SUBMISSION REQUIREMENTS**

Your submission must outline the reasons why you support or object to the application. The reasons you provide will be carefully considered during assessment of the application. Do not make offensive or defamatory comments.

Group petitions can be submitted, but will not be considered as a submission and will be treated separately. If a petition is submitted, the person who submits it will be the designated point of contact for all future correspondence.

All submissions must be received by close of business on the last day of the exhibition period, unless otherwise stated. Late submissions are not considered by Council.

## **3. CONFIDENTIALITY**

Submissions are NOT confidential (excepted for your contact number, email address and signature).

Copies of submissions may also be forwarded to the applicant. They can address the issues raised by way of comments or amendments to

the application.

You will need to advise us within your submission if you wish for any information that may identify you to be withheld from the public.

Persons have the right to remain anonymous if they so choose by refraining from submitting their personal information, however, the submission may be given less weight in the overall assessment and considerations.

## 4. DECLARATION OF POLITICAL DONATIONS AND GIFTS

You are required to disclose information if you or an associate have made any political donations and gifts to a Councillor or Council employee during the two years prior to making your submission.

## 5. LODGING A SUBMISSION

Submissions must be addressed to Council's Chief Executive Officer. Please include the application number you wish to comment on. You must also provide your:

- Name
- Address
- Phone number
- Email

Send your submission via email to [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au) or to:

*Dubbo Regional Council*

*PO Box 81*

*DUBBO NSW 2830*

Once the exhibition period has ended, you will receive a submission confirmation. Council will not answer questions you may have included in your submission, but will consider the matters raised as part of the assessment process.

You will also be notified of the outcome of the application when it is determined. If the application is amended, it may be re-exhibited (at Council's discretion).

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