

Making a submission about a development application

What is a submission?

Submissions are a formal way to provide Council with written information about what you like or do not like about a development application and why.

In a submission, you can express your support for, or opposition to, a whole development application or parts of it. There may be some parts that you support, while other parts you oppose.

When can I make a submission?

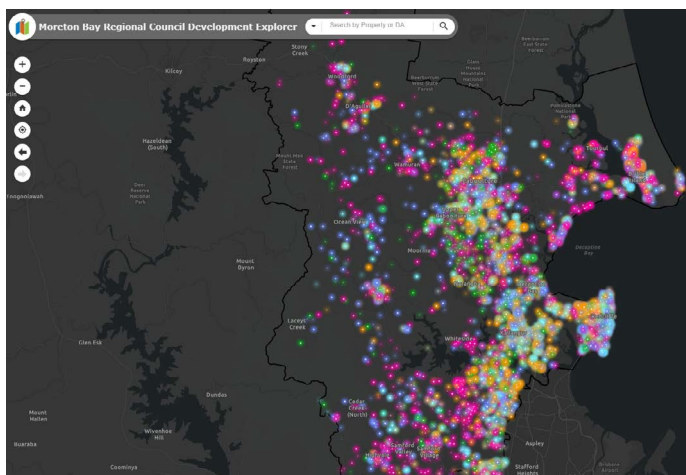
The legal status of a submission differs between code and impact assessable development applications. For more information about code and impact assessable development applications, see the [Town planning information sheet](#) and the [How to read a planning scheme information sheet](#).

For **code assessable** development applications, submissions must be made **before Council decides** the application. Code assessable development applications do not have a formal public notification period.

For **impact assessable** development applications, submissions must be made **during the public notification period** to be formally considered and to have the legal right to appeal Council's decision. The public notification period is typically 15 business days but can be longer depending on the application.

Why make a submission?

By making a submission, you can share with Council your views about the benefits or impacts of a proposed development. Input from community members helps Council reach balanced decisions and achieve better planning outcomes.



[Development Explorer](#) mapping tool shows current development applications across the region.

A good submission



understands what is proposed - Council's Development Services team can be contacted to assist you to understand the details of a development application on **(07) 3205 0555**



focuses on the key issues or benefits of the development proposal



outlines the reasons or "evidence" that led you to identify each key issue or benefit (the why?)



links the key issues or benefits and your reasons to the planning scheme requirements that Council must assess the development against



is properly made to Council during the public notification period



is clear, concise and well-structured.

How to prepare a "good" submission?

Follow the below easy steps to prepare your submission:

1 Understand the development proposal

Before preparing your submission, you should view the development application material to find out the details of what is proposed. The easiest way to find this information is via [Council's DA Tracker](#). You can also visit a [Customer Service Centre](#) to view the application in person.

2 Document your position

A submission should explain the reasons for your submission and the information relied on to inform this.

A great way to help Council understand your support for, or opposition to, a development proposal is to relate your reasons to the requirements of the *Moreton Bay Regional Council Planning Scheme 2016*. When you present your reasons this way, it is referred to as identifying "**planning grounds**" for your submission.

Examples of planning grounds include:

- consistency with the type of development intended in the local area
- scale and design relative to the surrounds
- traffic and car parking impacts
- neighbourhood amenity and hours of operation
- environment or character impacts.

More information about how to identify the relevant requirements that development will be assessed against is available in the [How to read a planning scheme information sheet](#).

3 Make sure your submission is “properly made”

All “**properly made submissions**” are considered by Council. Properly made submissions on impact assessable development applications reserve you the option to appeal Council’s decision to the Planning and Environment Court, if required.

The *Planning Act 2016* (Act) defines a “properly made submission”. It must:

- be signed by each person
- be received during the public notification period
- state the name and residential or business address of each person
- state your position (see step 2)
- state one postal or electronic address for service
- be made to the assessment manager (i.e. Council).

More information on properly made submissions can be found in the [Frequently Asked Questions - town planning information sheet](#).

How do I lodge a submission?

Council encourages you to lodge your submission through the online Portal. This makes it easier to remove or change any of your information. You will need to sign up/in to [My Moreton Bay](#) and register for MBRC Online Services to access the Portal. You can then search for the development application in the "Application" tile and lodge a submission.

Alternatively, you can lodge your submission:

✉ mbrc@moretonbay.qld.gov.au

📮 The Chief Executive Officer, PO Box 159
Caboolture QLD 4510

🗣️ at a [Customer Service Centre](#).

You can change or withdraw your submission up until the development application is decided by Council.

What happens to my submission?

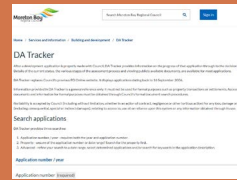
Council considers all submissions received on both code and impact assessable development applications.

As code assessable development applications are not required to be publicly notified, the consideration of submissions does not form part of the formal assessment process and no legal rights are available to appeal Council’s decision.

However, Council still considers submissions on code assessable development applications because they provide important community insights about a proposed development in the local area.

After a decision is made on an impact assessable development application, Council sends a copy of the decision notice to each person who made a properly made submission.

How do I find out what development applications are active in my local area?



You can use [DA Tracker](#) to find out the status of a development application and follow it through the assessment process.



The [Development Explorer](#) app identifies current development applications across the Moreton Bay Region and you can zoom into your local area to find applications of interest.



Impact assessable development applications have special public notification requirements under the Development Assessment Rules, including:

- a sign on the land
- letters to adjoining owners
- advertisement in the local newspaper.

Is my submission confidential?

The name, address and signature of every person making a submission must be stated on any properly made submission under the Act. Council publishes all submissions on [DA Tracker](#).

If you do not want your personal information published, Council recommends using the Portal to make and lodge your submission.

Once a development application is decided, the name and address of every person who made a properly made submission are provided on the decision notice under the Act. This information is also available through [DA Tracker](#).

How do I get involved?

You can stay up-to-date about current development applications in your local area through the [Development Explorer](#) interactive mapping tool. You can filter development applications and link to the application material in [DA Tracker](#).

Find out more

Please contact Council on **(07) 3205 0555** and ask to speak to the Development Services team or email mbrc@moretonbay.qld.gov.au