

Making a submission about a planning scheme or amendment

What is a submission?

A submission is a formal written response to proposed changes to a planning scheme. Submissions can be made about changes to types of planning scheme amendments or on a new planning scheme.

Submissions can support and/or oppose any aspect of proposed planning scheme changes.

For more information about the different types of amendments, see the [Planning scheme amendments information sheet](#).

When can I make a submission?

Anyone can make a submission to Council **during the consultation period**. Typically, the consultation period is 20 business days, but this can vary depending on the type of changes proposed. The minimum duration of the consultation period is set by the *Planning Act 2016* (Act).

Why make a submission?

The planning scheme guides how land can be used and what development can occur in the region, the development approvals required and outcomes to be met, and what Council will assess. For more information about the planning scheme, see the [How to read a planning scheme information sheet](#).

When a planning scheme is made or amended, changes to these matters can be proposed.

By making a submission, you can explain to Council how the proposed changes will affect you. This gives Council better insights to inform development outcomes in the region and meet community expectations.



Version 1

A good submission



understands the proposed planning scheme changes - Council's Planning Scheme team can be contacted to assist you to understand the details of proposed planning scheme changes on **(07) 3205 0555**



thinks about what the proposed changes mean and the outcomes to be achieved



identifies key points of support or opposition



outlines the reasons or "evidence" that informed the key points (the why?)



is properly made to Council during the consultation 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 proposed changes

Before preparing your submission, you should view the information about the proposed planning scheme changes on Council's Your Say Moreton Bay website (yoursay.moretonbay.qld.gov.au) or by visiting a [Customer Service Centre](#).

The details of the proposed changes are generally set out in a report known as an **amendment instrument**. This also includes relevant parts of the planning scheme, with the changes clearly marked.

2 Document your position

A submission needs to respond directly to the changes proposed and the effect they will have on you. They should also explain the planning outcomes you think should or should not be supported. Importantly, submissions must clearly state the **reasons** for your opinion on specific matters and the **evidence** that you relied on to reach that viewpoint.

More information about how the planning scheme works and the outcomes it seeks to achieve is available in the [How to read a planning scheme information sheet](#).

3 Make sure your submission is “properly made”

While all submissions will generally be considered, Council is only legally required to respond to “**properly made submissions**”. It is important to ensure that your submission meets the “properly made” requirements. It must:

- be signed by each person
- be received during the consultation 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 Council.

The properly made requirements for a submission will always be outlined in a **public notice** that advertises the proposed changes. Be sure to double check these requirements before making your submission.

Public notices about proposed planning scheme changes will be published on Council’s website and in a local newspaper, and displayed at each Customer Service Centre.

Council will also notify the community and key stakeholders about opportunities to have your say through other communication and engagement actions.

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

How do I lodge a submission?

Submissions on planning scheme changes must be lodged on or before the last day of the consultation period.

You can lodge your submission:

 online via a link to the submission form on Council’s Your Say Moreton Bay page

 mbrc@moretonbay.qld.gov.au

 PO Box 159 Caboolture QLD 4510

 at a [Customer Service Centre](#).

Lodging your submission online is the easiest way to ensure your submission is properly made because the submission form is designed to collect the required details under the Act. You will also receive an automatic reply to acknowledge that your submission has been received.

Submissions can be withdrawn at any time before the consultation period ends by contacting Council.

What happens to my submission?

Submissions are read and considered along with other information (like technical studies and State Government requirements) to ultimately inform new or changed policy in the planning scheme.

A summary of all matters raised in properly made submissions and changes proposed in their response (where required) is recorded in a **consultation report**. This becomes a public record and must be provided to the Planning Minister for review.

Council writes to every person who made a properly made submission to let them know how their matters were addressed and where to view the consultation report.

To see an example of a previous consultation report, check out the consultation report for the [Caboolture West Local Plan - Neighbourhood Development Plan No.1 \(NDP1\) Planning Scheme Amendment](#), which commenced on 26 October 2021.

Is my submission confidential?

Once received, your submission is given a unique reference number in Council’s submissions database to identify it. This same number will be used to address your submission in the consultation report, and any personal information will be redacted so you cannot be individually identified.

Personal information provided with your submission will be used to consider and respond to your submission, as authorised under the Act and in accordance with the privacy collection statement on the submission form.

How do I get involved?

Council makes information about all proposed planning scheme changes available on the [Your Say Moreton Bay webpage](#) (under “current engagements”). You can view recent past engagements about planning scheme changes under “past engagements”.

By registering your interest on the Your Say Moreton Bay webpage, you will be notified about future opportunities to have your say.

Council’s [Planning Scheme Amendments](#) webpage also identifies amendments that are currently in progress.

Find out more

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