



Mildura Rural City Council

GUIDELINES FOR MAKING A SUBMISSION ABOUT A PLANNING SCHEME AMENDMENT

Making a Submission

- Any person** may make a written submission to Council about an amendment to the Mildura Planning Scheme if a notice of that amendment has been given (refer Outline of Planning Scheme Amendment Process chart on reverse side).
- A submission may **support, oppose** or **seek changes** to an amendment.
- A submission **must not** request a change to the terms of any State-standard provision to be included in the planning scheme by an amendment.
- A submission **can** request that a State-standard provision be included in or deleted from the scheme.

Form of Submission

- There are **no** specific requirements about the form a submission must take:
 - Submission may be **clearly** handwritten in submitter's own words.

What the Submission Should Do

- Clearly **identify** the amendment it refers to by citing the amendment number.
- Set out the submitter's **views** on the amendment – this **may** include:
 - Why the submitter supports or opposes the amendment;
 - How the amendment will materially affect the submitter.
- Respond to the specific **strategic** planning basis for the amendment as appropriate – this may include:
 - Matters addressed by the Department of Sustainability & Environment General Practice Note 'Strategic Assessment Guidelines for Planning Scheme Amendments'.
- Clearly set out the relevant **planning** considerations upon which the submitter's view is based.
- Set out what the submitter would **like** Council to do – this **may** include:
 - Abandon the proposal completely;
 - Exclude certain land from its effect;
 - Include additional conditions on a proposed use;
 - Approve the amendment as exhibited.
- Give the Submitter's name and address and **contact** details.
- In the case of a submission made jointly by a number of people, the submission should nominate **one** person as the group's representative for notices and representation at a panel hearing.

What will happen to the Submission

- Council **must** make every submission available for **public inspection** until the end of two months after either the amendment comes into effect or lapses.
- A person making a submission should ensure it is received by Council **before** the advertised closing date for submissions on the notice of amendment.
- Council **must** consider all submissions made **on** or **before** the date on the notice - Council **may** consider **late** submissions.
- Submissions provided are considered **public documents** and issues/matters raised therein (including authorship) **may** be reported to Council in an open Council meeting Agenda.
- After considering a submission which requests a change to an amendment, **if** Council does not either agree to the request or abandon the amendment, Council **must** refer the submission to an independent panel.
- Council **may** refer to the panel submissions which do not require a change to the amendment.
- The independent panel **must** consider all submissions referred to it.
- The independent panel will also conduct a **hearing** for those submitters who wish to be heard.
- Council **must** take into consideration the report of the independent panel.