

HOW TO COMMENT ON A DEVELOPMENT APPLICATION

FACT SHEET

Council writes to people we think may be directly affected by any development application (DA) we receive.

DO I HAVE TO COMMENT?

No. If you receive a notification letter but are happy with the proposed development, you do not need to do anything.

Before deciding if you want to comment, you are welcome to seek more information from us. Your letter will tell you who to call if you have questions, and when and where relevant documents are available for you to look at (such as large scale site plans, elevations, a statement of environmental effects).

HOW TO COMMENT

If you do want to make a submission about the DA, it needs to be in writing and must include:

- the DA reference number and address it relates to (found on our letter to you)
- clear reasons why you object to or support the proposal
- your name
- your email address so we can communicate with you in a timely manner
- a phone number we can talk to you on if we need to.

All submissions must be **received** on or before the deadline given in the letter we sent you. You can submit your comments via:

Email: council@penrithcity.nsw.gov.au

Mail: Penrith City Council
PO Box 60
Penrith NSW 2751, or

Fax: 4732 7958

In person: Penrith Civic Centre or St Marys Office

WRITING TIPS

To make your submission as effective as possible:

- be brief and to the point
- include a summary sheet if your submission is complex
- focus on facts not rumour
- tell Council how you and/or your property will be affected
- make sure your comments are specific to the proposal rather than about development in general.

PETITIONS AND PRO FORMA LETTERS

If someone asks you to sign a petition or a standard letter objecting to a development proposal, you can choose to do so. Council will consider petitions and pro forma letters, but an individual letter about how the proposed development will affect you is a better way to help Council get a clear understanding of the issues

POLITICAL DONATIONS

If you have made certain kinds of political donations or gifts to a person or party, you are legally required to declare this when making a submission about a relevant DA (see Local Government and Planning Legislation Amendment (Political Donations) Act 2008)

Find out more on the [NSW Department of Planning website](#).

Council is required to keep an up-to-date register of any disclosures of political donations or gifts. Contact our Public Officer on (02) 4732 7649.

WILL MY COMMENTS BE CONFIDENTIAL?

No. DAs and documents relating to them are “open access” information under the Government Information (Public Access) Act 2009. This means they will be available on request. In some cases Council can decide that it is not in the public interest for a submission to be made available, but this is rare and you should assume that others may see your submission.

WHAT WILL COUNCIL DO WITH MY SUBMISSION?

We will write to you to confirm we have received your submission, and let you know who to call if you have questions or concerns. Your submission will be considered, along with any others we receive, as part of our assessment of the DA.

In some cases the concerns raised in submissions are discussed with the applicant and sometimes they will make changes to their DA to address these.

WHAT NEXT?

If we receive an amended DA or if the DA is likely to be reported to a Council meeting we will write to you again after the submission period ends.

You can also contact us to find out about the progress of the DA, or enquire online through the [DA tracker](#) on Council’s website.

For more information or to get help making a submission, please call 4732 7777.