

Upper Hunter

Development Control Plan 2015

PART 2: DEVELOPMENT APPLICATION PROCESS

(THIS PART IS AN EXTRACT OF THE
*UPPER HUNTER DEVELOPMENT CONTROL
PLAN 2015*, WHICH CONTAINS 13 PARTS)



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Part 2 Development application process

Explanatory outline

Part 2 sets out some procedural requirements that apply to development applications. There are separate sections for each of the following matters:

2a Preparing & lodging a development application

2b Public participation

The Upper Hunter Shire Council *Application Guide* summarises the development application process and provides additional guidance.

This Part does not apply where approval is sought by way of a complying development certificate (under *SEPP (Exempt and Complying Development) Codes 2008*). In such cases, the criteria under that SEPP will apply instead.

2a Preparing & lodging a development application

Explanatory outline

Section 2a outlines the general requirements for preparing and lodging a development application with Council.

The following matters are covered:

- pre-lodgement advice
- supporting plans and documentation that are to be provided with development applications

2a Preparing & lodging a development application

2a.1 Application of this section

This section applies to all development applications.

2a.2 Pre-lodgement advice

Before lodging an application for larger or more complex development, it is strongly recommended that the proponent organise a pre-lodgement meeting with council officers, to discuss the proposal and obtain feedback on the likely issues that will need to be addressed. Such a meeting will also provide advice on the types of supporting information and plans that will need to be submitted.

Pre-lodgement meetings do not guarantee a favourable outcome for any development application. The outcome of a development application can only be determined following Council's completion of the whole assessment process after the application has been formally lodged.

2a.3 Using a design professional

Preparing a successful design and development application can be complicated, especially for large projects. There are many factors to consider, and coming up with a simple and effective design solution is not always easy. Experience shows that extra expense incurred in producing a good design is cost-effective in the long run. Applicants should therefore consider assistance from one or more professionals with skills relevant to the project, such as an architect, town planner, engineer, environmental scientist or landscape architect.

Before engaging a professional, it is important to check their design experience. Ask about examples of similar development projects they have been involved in. Visit these projects and judge for yourself how successful they are. Ask if anything has been learnt from these projects. Make sure that the professional clearly understands your requirements and has the capability to produce a design and development application that complies with all requirements.

2a.4 Required plans & documentation

The type of supporting plans and information required with a development application will vary depending on the type of development, site conditions and other factors.

General requirements

The following matters will need to be lodged with any application (in accordance with Schedule 1 of the *Environmental Planning and Assessment Regulation 2000*):

- completed application form
- architectural drawings that show the existing and proposed works
- site plan (including a site analysis plan for larger developments)

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- *Statement of Environmental Effects*, explaining the proposal, the site and its context, the likely impacts of the proposal and details of any measures proposed to minimise these impacts
- A4 notification plan.

Requirements for specific development types

The actual information required will vary according to the type and location of development. Table 1 Development Matrix - information required gives a guide to the appropriate information that will to be included with a development application.

Other information in addition to that shown in the Matrix may also be required, as indicated under the heading ‘**Supporting plans & documentation**’ throughout this DCP. These requirements should be discussed at pre-lodgement meetings with council officers.

Table 1 Development Matrix - information required

Key ✓ Required information ■ Please check with Council staff	Documentation required ↓															
	A Site analysis	B Site plan	C Floor plans, elevations and section	D statement of environmental effects (SEE)	E BASIX Certificate	F Landscape plan	G Subdivision plan	H Shadow diagram	I Soil and water plan	L Bushfire assessment report	M Flora and fauna assessment report	N Statement of heritage impact	O Traffic impact report	P Acoustic assessment report	Q Onsite Sewage management system form	R Site Contamination Report
↓ Development type																
Dwelling: new, major addition	■	✓	✓	✓	✓	■		■	✓	■	■	■		■	■	■
Dwelling: alterations and additions	■	✓	✓	✓	✓					■	■	■		■	■	
Multiple housing & dual occupancy etc	■	✓	✓	✓	✓	✓		■	✓	■	■	■	■	■	■	■
Garage, carport or outbuilding/shed		✓	✓	✓						■	■	■			■	
Home employment		✓	✓	✓						■					■	
Childcare, school, hospital, church	■	✓	✓	✓		✓		■	✓	■	■	■		■	■	■
Business/Industrial: new, major addition	■	✓	✓	✓		✓		■	✓	■	■	■		■	■	■
Business/Industrial: change of use		✓	✓	✓											■	■
Business/Industrial: interior fit out			✓	✓												
Recreation, entertainment, tourist	■	✓	✓	✓		✓		■	✓	■	■	■	■	■	■	■
Earthworks, filling		✓	■	✓		■			✓		■	■	■			■
Demolition of a structure		✓		✓					■			■				■
Advertising sign		✓	✓	✓				■				■				
Land subdivision		✓		✓		■	✓		■	■	■		■	■	■	✓
Strata subdivision		✓		✓			✓						■			

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General information required with a development application

Table 2 Required general plans & supporting information lists the details that are required to be submitted with most common types of development applications. In addition to this general information, each section in this DCP outlines additional information and reports that are required in specific circumstances.

Table 2 Required general plans & supporting information

Item	When required	Plans or information to be provided
A. All plans & drawings	All applications	<p>Plans must be drawn to scale in ink and preferably on A3 or A4 size paper. Free hand or illegible drawings will not be accepted. The following information must be included:</p> <ul style="list-style-type: none"> <input type="checkbox"/> applicant's name, house/unit number, street name, town or locality. <input type="checkbox"/> lot, section, DP/SP number <input type="checkbox"/> measurements in metric <input type="checkbox"/> true north <input type="checkbox"/> building or parts of building to be demolished (to be indicated in outline) <input type="checkbox"/> name of designer or architect <input type="checkbox"/> scale <input type="checkbox"/> date <input type="checkbox"/> plan name and number <input type="checkbox"/> BASIX commitments (if required) <input type="checkbox"/> alterations and additions (proposed work to be shown by distinct colouring)
B. Site analysis	Most applications (discuss at pre-lodgement)	<p>Drawings to a suitable scale (for example, 1:100 OR 1:200).</p> <p>General</p> <ul style="list-style-type: none"> <input type="checkbox"/> location <input type="checkbox"/> north point <input type="checkbox"/> site boundaries and dimensions <input type="checkbox"/> site contours (usually at 1 metre intervals), to be shown to the lot boundaries or 30 metres out from the development site. <input type="checkbox"/> site area (m² or ha) <input type="checkbox"/> location and uses of existing buildings on the land and adjoining land, including (where relevant) window locations and what room they service. <p>Site characteristics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sun path across the site. <input type="checkbox"/> Prevailing wind direction and, if in an exposed area, likely wind speed. <input type="checkbox"/> Planning zone (and zone boundaries if multiple zones). <input type="checkbox"/> Slopes greater than 20% (1 in 5) and the direction or fall of drainage from those areas. <input type="checkbox"/> Type and location of existing vegetation. <input type="checkbox"/> Noxious or environmental weeds. <input type="checkbox"/> Significant natural features such as cliffs, rock outcrops,

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Item	When required	Plans or information to be provided
		<p>water holes.</p> <ul style="list-style-type: none"> <input type="checkbox"/> For bush fire prone land – see information in ‘Statement’ below. <input type="checkbox"/> photos showing the character of the surrounding area (nearby buildings and streetscapes) <input type="checkbox"/> photos showing any significant site features, such as views to and from the land, vegetation, etc <p>Drainage</p> <ul style="list-style-type: none"> <input type="checkbox"/> existing stormwater controls (easements, trenches, etc.) <input type="checkbox"/> drainage pattern, areas of concentrated runoff, ponding, possible flooding. <input type="checkbox"/> watercourses, creeks or wetlands on the site or within 40 metres from the site. <p>Services</p> <ul style="list-style-type: none"> <input type="checkbox"/> location of above- or below-ground services, including power, water, gas, sewer, wastewater systems, land application areas. <p>Existing Development</p> <ul style="list-style-type: none"> <input type="checkbox"/> set backs, height and location of buildings on adjoining lands. <input type="checkbox"/> potential noise sources, private open space areas or windows from any adjoining buildings which may overlook the site. <input type="checkbox"/> any areas of land degradation, identify likely causes. <input type="checkbox"/> location of buildings or structures on the site including swimming pools, retaining walls and other hard surface areas <input type="checkbox"/> existing access to the site, including pathways, tracks, driveways, and number and location of car parking spaces. <input type="checkbox"/> for ‘bushfire prone land’ show the existing and proposed road network, including the width of roads and whether they are connector roads or cul-de-sacs. <p>Statement to be provided with application</p> <ul style="list-style-type: none"> <input type="checkbox"/> whether there are any restrictions recorded on the Certificate of Title, such as a covenant or section 88B restriction. <input type="checkbox"/> the zoning of the land under the Upper Hunter LEP 2013, and whether the type of development proposed is permitted within that zoning. <input type="checkbox"/> whether the land is shown as ‘bushfire prone land’ on the bushfire prone land map. (viewable on the Council’s web site).

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Item	When required	Plans or information to be provided
C. Site plan	All applications	<p>A site plan is a bird's-eye view of the existing and proposed development on the site and its position in relation to boundaries.</p> <p>A site plan should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> drawings to a suitable scale (for example, 1:100 or 1:200). <input type="checkbox"/> location of the new and existing buildings in relation to site boundaries <input type="checkbox"/> existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways <input type="checkbox"/> contour lines of site and spot levels at all the corners of the building <input type="checkbox"/> vehicle access and car parking (indicating gradients) <input type="checkbox"/> stormwater drainage pipes including downpipes and gutter, connection and discharge points <input type="checkbox"/> above or below ground services, including sewer, power, water and telephone <input type="checkbox"/> rainwater tanks (volume and distance to boundaries to be noted) <input type="checkbox"/> outdoor clothes drying area (not required for commercial and industrial developments) <input type="checkbox"/> cut and fill areas <input type="checkbox"/> alterations and additions (proposed work to be shown by distinct colouring) <p>Measurements are to include (where relevant):</p> <ul style="list-style-type: none"> <input type="checkbox"/> length, width and site area of land (existing and proposed) <input type="checkbox"/> width of road reserve <input type="checkbox"/> distance from the external walls and the outermost parts of the proposed building to all boundaries <input type="checkbox"/> driveway location showing distance to side boundary. <input type="checkbox"/> driveway profile in accordance with AS2890.1 – Off-Street Car Parking.
D. Floor plans, elevations & sections	Applications involving building work	<p>A floor plan is a bird's-eye view of the existing and proposed layout of rooms within the development.</p> <p>Floor plans should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> drawings to a suitable scale (for example, 1:100 or 1:200). <input type="checkbox"/> outline of existing buildings (shown dotted or coloured) <input type="checkbox"/> room names and dimensions <input type="checkbox"/> window and door locations and sizes <input type="checkbox"/> floor levels and steps in floor levels (RLs) <input type="checkbox"/> wall structure type and thickness <input type="checkbox"/> total floor area for each level if applicable <input type="checkbox"/> BASIX commitments if applicable <input type="checkbox"/> alterations and additions (proposed work to be shown by distinct colouring)

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Item	When required	Plans or information to be provided
		<p>Elevation plans should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> drawings to a suitable scale (for example, 1:100 or 1:200) <input type="checkbox"/> window/opening sizes and location <input type="checkbox"/> location/position of all buildings and structures <input type="checkbox"/> exterior cladding type and roofing material and colour <input type="checkbox"/> chimneys, flue exhaust vents, duct inlet or outlet, solar heating appliances <input type="checkbox"/> reduced levels to Australian Height Datum (AHD) (where available) for roof ridge, floor and ceiling. Note: where AHD is not available, an assumed datum is to be provided <input type="checkbox"/> indicate natural ground level and proposed finished floor level <input type="checkbox"/> BASIX commitments if applicable <input type="checkbox"/> proposed cladding materials specifications and colour. <p>Sections should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> drawings to a suitable scale (for example, 1:100 or 1:200) <input type="checkbox"/> outline of existing buildings (shown dotted or coloured) <input type="checkbox"/> section names and where they are shown on plan (that is, A/A, B/B, etc). <input type="checkbox"/> room names. <input type="checkbox"/> room and window heights. <input type="checkbox"/> details of chimneys, fire places and stoves. <input type="checkbox"/> roof pitch and covering. <input type="checkbox"/> site works, finished and proposed floor and ground levels in long section (indicate cut, fill and access grades). <input type="checkbox"/> construction material details (dimensions to be in millimetres). <input type="checkbox"/> BASIX commitments if applicable.
E. Notification plan	Applications that are required to be publically notified as specified in section 2b Public Participation .	An A4 plan showing: <ul style="list-style-type: none"> <input type="checkbox"/> the height and external configuration of the proposed building in relation to the site and adjoining buildings; or. <input type="checkbox"/> in the case of a development proposal that does not involve the erection of a building, the general arrangement of the proposed development in relation to the site and adjoining buildings.
F. Statement of Environmental Effects (SEE)	All applications	The SEE must: <ul style="list-style-type: none"> • demonstrate that you have considered the environmental impact of the development • explain how these impacts were identified • outline the proposed measures to mitigate any likely impacts. Refer to Attachment A of the Upper Hunter Shire Council <i>Application Guide</i> for further details.

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Item	When required	Plans or information to be provided
G. BASIX Certificate	For all residential developments that require a BASIX Certificate	For further details, refer to: <ul style="list-style-type: none"> Upper Hunter Shire Council <i>Application Guide</i>, Attachment A www.basix.nsw.gov.au

In addition to the general information above, individual sections in this DCP outline additional information or reports required by Council that are specific to the type of development proposed, or to the particular features of the development site. Table 3 summarises these additional information types and lists the information that is required to be submitted with the application.

Table 3 Required site-specific plans & supporting information

Item	When required	Plans or information to be provided
A. Landscape plan and report	Where required by type of development (see separate DCP sections for each development type)	Plan and report, prepared by a suitably qualified professional, showing: <ul style="list-style-type: none"> description of ground preparation and on-going maintenance of landscaping areas of private open space, proposed turf and areas of established gardens. location and species of trees and shrubs to be retained or removed. schedule of plantings, cross-referenced to the site plan indicating species, massing and mature height. details of restoration and treatment of earth cuts, fills, mounds, retaining walls, fencing and screen walls. Other information as specified in any other section of this DCP.
B. Shadow diagram	Applications that potentially involve overshadowing of the proposed development, or of adjoining or nearby development; or Developments two storeys or greater in height	Prepare a plan illustrating: <ul style="list-style-type: none"> extent of shadows cast by existing and proposed buildings, including buildings on adjoining land. position of existing and proposed buildings on the site and on adjoining land shadows cast by existing and proposed buildings at the winter solstice (22 June) for 9am, 12noon and 3pm.
C. Subdivision plan	Applications for subdivision of land	Include the matters required under Part 3 Subdivision
D. Soil & water management plans or reports	Applications for which soil and water management plans or reports are required (refer to section 11f Soil & water management)	Prepare applicable soil and water management plans or reports, as specified in section 11f Soil & water management . These could include: <ul style="list-style-type: none"> cut and fill details erosion and sediment control plan (ESCP) erosion and sediment control strategy (ESCS) soil and water management plan (SWMP) comprehensive water cycle strategy (CWCS).

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Item	When required	Plans or information to be provided
E. Bushfire assessment report	Applications that relate to Bush Fire Prone Land	Prepare a Bushfire Assessment Report in accordance with the current version of <i>Planning for Bush Fire Protection</i> , as specified in section 10b Bushfire risk
F. Flora & fauna assessment report	Applications that relate to land with high biodiversity values, or that require significant disturbance or removal of native vegetation or potential habitat for native species (refer to section 11b Biodiversity conservation).	Include the matters required under section 11b Biodiversity conservation .
G. Heritage, aboriginal cultural heritage or archaeological plans & reports	Applications that will potentially impact on land that is listed as or contains: <ul style="list-style-type: none"> • a heritage item • a heritage conservation area • an archaeological site • an Aboriginal object • an Aboriginal place of heritage significance. 	Include the matters required under section 9a Heritage conservation .
H. Traffic & parking plans & reports	Applications involving vehicle access, car parking or loading facilities.	Include the matters required under section 12a Access & vehicle parking . Actual requirements will depend on the type of development and level and type of traffic generation.
I. Acoustic assessment report	Applications involving the potential for noise impacts on adjoining development.	Include the matters required under section 11i Buffer areas
J. On-site sewerage management system plans & form	Applications for development that will generate sewage waste in locations that are not connected to a reticulated sewerage system	Include the matters required under section 11g On-site waste water management .
K. Geotechnical hazard & salinity assessment	Applications potentially subject to geotechnical hazards (refer to section 10c Geotechnical hazard)	Include the matters required under section 10c Geotechnical hazard .
L. Flooding report	Applications that relate to flood prone land	Include the matters required under section 10a Flood risk .
M. Contaminated Site Investigation Report	Applications for change of land use and Land Subdivision	Prepared in accordance with the requirements of <i>Managing Contaminated Land: Planning Guidelines SEPP 55 – Remediation of Land</i>
N. Other reports	As relevant to the circumstances	As specified in individual sections of this DCP.

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2a.5 Applications for modifications to a development consent

An application for a modification to a development consent under section 96 of the *Environmental Planning and Assessment Act 1979* must be accompanied by the following information (minimum):

- a completed application form
- a statement outlining the proposed modification/s and identifying the relevant conditions of consent that are to be amended
- plans highlighting the proposed modifications (coloured or clouded)
- a statement addressing the potential impacts of the proposed modification/s
- proposed wording of amended conditions.

2b Public participation

Explanatory outline

Section 2b outlines procedures and requirements for public participation in the development application process. The following matters are covered:

- public notification of proposals, such as by written notice and published notices
- public exhibition of proposals
- written submissions
- other measures designed to elicit responses from the public
- the taking of written submissions and other responses into consideration when making planning decisions.

Note: these criteria do not apply where approval is sought by way of a complying development certificate under *State Environmental Planning Policy (Exempt and Complying Development) Codes 2008*. In such cases, applicable notification requirements (if any) under that SEPP will apply instead.

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2b.1 Application of this section

This section applies to all development that may only be carried out with development consent.

2b.2 Relevant planning instruments & legislation

Many types of development proposals are specifically required by law to be the subject of a public participation process. Relevant requirements for public participation are found in:

- *Upper Hunter Local Environmental Plan 2013*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- various State Environmental Planning Policies

Further planning instruments and legislation may also be relevant. In the event of any inconsistency, the above listed instruments will prevail over requirements or criteria contained in this section.

2b.3 Definitions

The following terms defined in the Dictionary are relevant to this section:

- adjoining owners
- adjoining occupiers
- public participation
- published notice
- written notice

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2b.4 Objectives

The objectives of this section are to:

- provide opportunities for public participation in planning decisions that are proportionate to the level of likely impacts of proposed development and the likely degree of public interest
- enable the public to provide input to planning decisions that potentially may have significant or detrimental effects, particularly in relation to the use or enjoyment of:
 - adjoining or nearby land
 - public land or other places used by the public.
- promote responsiveness to local concerns and issues
- promote consistency, transparency and fairness in the implementation of public participation
- use ‘plain English’ communication in all public participation processes.

2b.5 Development presumed not to require public notification

The following categories of development are taken to have a very low or negligible potential for impact on the use or enjoyment of adjoining or nearby land. Development applications and subsequent modifications relating to these categories will in general be excluded from public notification processes. However, public notification will be required where the council forms an opinion that the development should be publicly notified, according to the criteria specified in clause 2b.6.

Table 4 Development presumed not to require public notification

Development category	Development type
Residential	<ul style="list-style-type: none"> • Dwelling houses—single-storey only (includes new dwellings, extensions and minor interior alterations). • Other residential accommodation—single-storey extensions or minor interior alterations only. • Outbuildings or other minor structures that are ancillary to residential accommodation, including: <ul style="list-style-type: none"> - swimming pools. - garages, car ports. - sheds and other minor outbuildings - awnings, pergolas, decks - water tanks. - retaining walls.
Commercial	<ul style="list-style-type: none"> • Commercial premises—interior alterations or minor extensions only. • Wall and awning signs. • Roadside stalls.
Industrial	<ul style="list-style-type: none"> • Industries—interior alterations or minor extensions only. • Wall and awning signs.
Rural	<ul style="list-style-type: none"> • Subdivision involving the creation of up to three rural allotments. • Dwelling houses—single-storey only (includes new dwellings, extensions and minor interior alterations and residential type development listed above). • Farm and machinery sheds. • Farm buildings (stables).

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2b.6 Development that requires public notification

In addition to any requirements for public participation in other planning instruments or legislation, development applications and applications to modify a development consent will be publicly notified if the Council is of the opinion that the use or enjoyment of land may be detrimentally affected by the proposal.

In forming an opinion whether to notify owners or occupiers of adjoining or other nearby land of a development proposal, the Council is to take the following matters into consideration:

- obstruction of views
- sunlight
- privacy
- noise, odour, light or other pollution
- visual impact, streetscape and local character
- traffic and access
- ground levels
- drainage, stormwater and watercourse issues
- natural or other hazards, including flooding, bushfire and geotechnical hazards
- heritage, aboriginal cultural or archaeological significance.

Public notification requirements are summarised in Table 5 Public notification requirements.

Table 5 Public notification requirements

Notifiable matter	Public notice to be given	Exhibition & submission periods
Development applications—where the Council is of the opinion that the use or enjoyment of land may be detrimentally affected by the proposal (refer to criteria in clause 2b.6). Note. Development types referred to in Table 4 will in general not be publicly notified.	Written notice to: <ul style="list-style-type: none"> • adjoining owners. • adjoining occupiers. • other potentially affected owners or occupiers. • interested public authorities. Published notice: <ul style="list-style-type: none"> • in a local newspaper on 1 occasion. • placed on the Council's website 	Minimum of 14 days commencing the day on which published notice is first given.
Wind energy systems <i>Note: these requirements are in addition to any notification requirements contained in the remainder of this section.</i>	Written notice to owners and occupiers: <ul style="list-style-type: none"> • within a radius of at least 10 km from the site boundary of any major infrastructure. • within a radius of at least 5 km from the site boundary of any other development other than a major infrastructure development. Published notice: <ul style="list-style-type: none"> • in a local newspaper on 1 occasion. • placed on the Council's website 	Minimum of 21 days commencing the day on which published notice is first given. The applicant is to hold at least one public information session for each town covered within the applicable notification radius. In the event that no towns are within the notification radius, one information session is to be held in the nearest town centre. Information sessions are to include both day and evening sessions.
Application for modification of development consent under sections 96 (1) or 96 (2) of the EP&A Act —where the Council is of the opinion that the use or enjoyment of land may be detrimentally affected by the proposal	Written notice to: <ul style="list-style-type: none"> • adjoining owners. • adjoining occupiers. • other potentially affected owners or occupiers 	Minimum of 14 days following the day on which written notice is given.

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Notifiable matter	Public notice to be given	Exhibition & submission periods
(refer to criteria in clause 2b.6).		
Application for Review of determination under section 82a of the EP & A Act where original application was modified	Written notice to: <ul style="list-style-type: none"> • adjoining owners. • adjoining occupiers. • other potentially affected owners or occupiers • Any person who made a submission on the original application 	

2b.7 How will public notice be given?

Public notice of notifiable matters will in general be given by:

- written notice to owners or occupiers who may be affected by or have an interest in a proposal (refer to clause **2b.6**)
- published notice in a newspaper circulating within the Upper Hunter local government area
- published notice on the Council's website.

However, this may be varied at the discretion of the Council to include additional measures, such as:

- site notices erected at or near the site of a proposed development
- written notice to interested community groups
- media releases and other public announcements.

Written notice is to include an A4 notification plan showing:

- the height and external configuration of the proposed building in relation to the site and adjoining buildings; or
- in the case of a development proposal that does not involve the erection of a building, the general arrangement of the proposed development in relation to the site and adjoining buildings.

All applications (including supporting documentation) that are publicly notified will be available for inspection during the applicable exhibition period at the Council's Administration Centres and at other locations as specified in written and published notices.

2b.8 Exhibition & submission periods

The exhibition period is the period during which a person may view the publicly exhibited material.

The submission period is the period during which a person may make a written submission.

The exhibition and submission periods are as specified in Table 5 Public notification requirements, except where requirements under other planning instruments or the Regulations specify a longer period. The Council may resolve to extend these periods.

Written submissions must be lodged with the Council by the following closing times:

- for submissions lodged by post or personal delivery—by 4.30 pm on the final day of the submission period (please check postal delivery times beforehand)
- for submissions lodged electronically or by facsimile—by midnight on the final day of the submission period.

Late submissions will be considered where possible, but this is at the complete discretion of the Council. For some classes of development application, the lodgement of a written objection within

2b Public participation

the submission period gives an objector certain appeal and other legal rights. These rights only exist where the submission is duly lodged prior to the close of the submission period.

2b.9 Form & content of written submissions

Submissions must be in writing by letter, facsimile, email or other electronic format that is acceptable to the Council.

Submissions should contain the following information:

- author's name and address
- application number, description and location of the proposal
- whether the author supports or objects to the proposal, and the grounds for that support or objection
- any other matters that, in the author's opinion, should be taken into consideration in the determination of the proposal.

All submissions received will be acknowledged in writing.

2b.10 Wider public engagement measures

Where considered appropriate, due to widespread public interest in a planning proposal, the Council may decide to initiate wider public engagement measures. These may include:

- public meetings
- public hearings
- briefings and interviews
- discussion forums, charettes or similar vehicles for dialogue and discussion
- web pages, social media channels or other electronic media.

The outputs resulting from these measures are to be recorded, and the results taken into consideration in the determination of the proposal.

2b.11 Confidentiality & privacy

Applicants will generally be supplied with a copy of all submissions upon request and pursuant to relevant legislation, unless they are submitted in strict confidence or in the opinion of Council contain information or statements irrelevant to the assessment and determination of the development application or contain information of a controversial or sensitive nature.

Council policy is that applicants are entitled to read all submissions in full, however, the names and addresses of persons who specifically request that their names be withheld will not be made available.

2b.12 Consideration of submissions

Submissions will be summarised in the report prepared for the consideration and determination of the application. The report will include names and addresses of those who made the submissions.

Council is not bound by any submission, and its assessment of an application will involve considering the merits of the application together with all submissions.

2b.13 Council correspondence to those making submissions

Each person that made a written submission to a development application will be notified in writing when the report regarding the consideration and determination of the application has been prepared and when it is to be considered at a Council meeting. Once the application has been determined, each person that made a written submission will be notified in writing regarding the determination of the application.