



Woollahra  
Municipal  
Council

The NSW Ombudsman states:

### Consultants

Development applications are often complex and confusing so many objectors obtain professional advice. For a fee, town planning consultants, building consultants or solicitors with expertise in town planning will review applications, check them against the Council's requirements and prepare submissions on your behalf.

### Councillors

You may approach councillors for support, giving them reasons why you believe the application should be modified or refused. Avoid overloading them with information and don't be too pushy or you may put them off side. It is not appropriate to ask for commitments of support from councillors."

Source: NSW Ombudsman's Council Fact Sheet No.2 "Unhappy about a proposed development"

## The Land and Environment Court

An application could also end up in Court. If this happens we will also give you further advice about the Court process.

### Privacy Notification

The supply of personal information is voluntary. If personal information is not provided, Council may be limited in dealing with a submission. Submissions, summaries of submissions, and/or names and addresses of people making submissions may be included in publicly available reports to Council or Committee Meetings.

Please note that, in accordance with *section 18(1)(b) of the Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all submissions received by Council in relation to any matter will be placed on the appropriate Council file and may be disclosed to Councillors, Council Officers, consultants to Council or members of the public. Pursuant to section 12 of the *Local Government Act 1993* the Council is obliged to disclose inspection of its documents, including any submission you may make.



### Woollahra Municipal Council

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Web: [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

Opening hours: 8.00am - 4.30pm  
Monday - Friday

April 2006



## Addressing Committees

If the application goes to a Council Committee or the full Council for determination, members of the public can address committees but not full Council. You will have 3 or 4 minutes to briefly outline your views. Try to speak calmly and clearly. You should set out no more than your strongest three or four points. If you do not agree with the assessment report on the application, this is probably your last chance to explain why.

This brochure aims to assist you in preparing a submission on an application being assessed by Council.

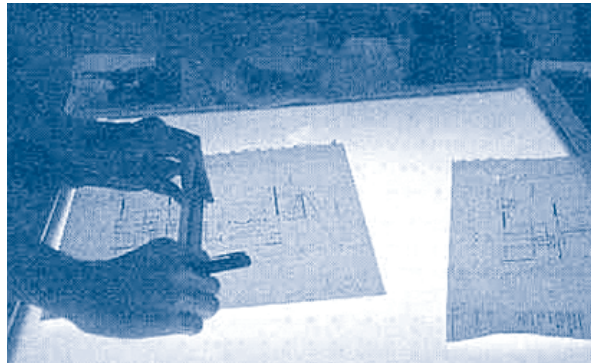
Submissions may object to, or support, the approval of the application.

Whether you have: received notification by letter from Council, found the application details on our web site, read about the application in the *Wentworth Courier*, heard about the application from neighbours or otherwise, you are entitled to review any plans and documents the applicant has submitted before we determine the application.

**If the application has little or no impact on you, you do not have to make any submission.**

Some applications can be complex but our staff will help you interpret the applicant's plans and other documents. Staff are not permitted to make any assessment or value judgement about the proposal for you.

The NSW Ombudsman's Council Fact Sheet No.2 "*Unhappy about a proposed development*" contains more good advice and can be downloaded from [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).



### **Submissions must:**

- Be in writing (emails are accepted, faxed submissions are not).
- Quote in the subject heading the application number, the address of the site and the assessment officer's name (if you have this information).
- Contain your name, address, contact phone number and where possible your email address.
- Clearly state the impacts that the proposal will have on the amenity of your property or residence (preferably in point form).
- Where possible make suggestions as to how the development could be improved.
- Be relevant, civil disputes between neighbours or private rights such as covenants cannot be considered through a submission.
- Be received by Council before 4:30pm on the submissions closing date (allow for postage delays).

## **What happens when you make a submission?**

We acknowledge every submission in writing to the address on the submission.

**If you don't receive an acknowledgement letter within five days of sending your submission, please contact the assessment officer immediately. We want to ensure all submissions are properly considered.**

The assessment officer will assess the application and consider each submission. If the assessment officer considers it necessary they may contact you to request access to your property to view your concerns. Please ensure your contact details are supplied with your submission.

We may refuse an application, ask for amendments or approve it under staff delegations. If there are valid objections that cannot be resolved by conditions of approval, a report will be prepared for a Council Committee to consider.

We will keep you informed on the assessment process and decisions.