



Development Application Submission – Cover Sheet

PART 1

Privacy information

The personal information collected on this form will be used by Brisbane City Council for the purposes of ensuring this is a valid submission, as prescribed by the *Sustainable Planning Act 2009*.

By using this Submission Cover Sheet, your personal details (name, address and contact details) will not be made publicly available during the assessment phase of the application. Only information contained in Part 2 of this template will be made publicly available during this period.

However, after a decision has been made on the development application, your personal details must be provided to the applicant and other valid submitters. This is a requirement of the *Sustainable Planning Act 2009*.

How to submit your application

It is recommended that you read the information on how to prepare a submission on Council's website prior to lodging this submission.

Mail completed submission to:

Development Assessment
Brisbane City Council
GPO Box 1434
BRISBANE QLD 4001

Development application submissions can be made online at <http://www.brisbane.qld.gov.au/planning-building/development-assessment/Have-your-say-on-development-applications/>

OR Email your completed submission to:
dalodgement@brisbane.qld.gov.au

1 Submitter details

Surname/Family name

First or given name/s

Organisation (*where relevant*)

Address

(*If submitting on behalf of an organisation, enter business address.*)

Postcode

Daytime phone number

Mobile phone number

Email address

(*By providing a contact email address I agree that Council will provide all further correspondence relating to this submission to me via email.*)

2 Development Application Details

Application number

Address

Postcode

3 Submitter declaration and signature

By signing this form I acknowledge that by completing a submission for a development application:

- I am making a submission to the assessment manager about a specific development application.
- The Council will have regard to my submission in the assessment of the application.
- I will only have the right of appeal to the Planning and Environment Court about Council's decision on the application if my submission is a properly made submission.
 - A properly made submission is one that;
 - is received during the notification period,
 - states the grounds of the submission and the facts and circumstances relied on in support of the grounds,
 - states the true name and address of the person who made the submission and
 - provides the true identification details of the person.
- If the application does not require impact assessment, I will not have the right of appeal to the Planning and Environment Court about Council's decision on the application.

Submitter's full name

Submitter's signature

Date

Now complete PART 2



Document Separator



Development Application Submission

PART 2

Please Note: Any information contained on this and subsequent pages will be publicly displayed on Council's website during the assessment stage.

1 Development Application Details

Application number

Address

Postcode

2 Support/Oppose proposed development

Do you support or oppose the proposed development?

Support

Oppose

3 Grounds for Submission

Outline the grounds for your submission – your reasons for supporting or objecting to the proposed development. Grounds for making submissions may include such things as compliance with Neighbourhood Plan or Local Plan; urban amenity and design; ecological impact; parking; traffic; noise; drainage; privacy issues; pedestrian or vehicular access; cultural, economic or social impacts; etc.

4 Supporting Facts and Circumstances

Provide any facts and circumstances that may support the grounds (reasons) for your submission. Use your own words and provide examples and detailed information where possible. Photographs and additional reports can be included/ attached and referenced where relevant.

4 Supporting Facts and Circumstances *(continued)*

Any information written in this section will be displayed in full.