

WHAT CAN I DO IF I AM NOTIFIED OF A PLANNING APPLICATION?

LOGO

If you are notified of a planning application, it's a good idea to review the advertised application material and decide whether you would like to contribute to Council's decision.

What options do I have to contribute to Council's decision?



How do I make a submission?

You can make a submission via Councils Planning Applicant Portal - <https://alpine.greenlightopm.com/planning>
- Email to info@alpineshire.vic.gov.au, or
- By post at Alpine Shire Council, PO Box 139Bright VIC 3741, or
- In person Alpine Shire Council Office, 2 Churchill Avenue, corner Hawthorn Lane, Bright

How to ensure your submission is effective so we can consider it

Check that your submission can be considered under the relevant planning laws

Under existing planning laws, Council's ability to consider some submissions is limited. Council can only consider submissions that

- Relate to the applicable overlays in the Alpine Planning Scheme (e.g. heritage overlay), and
- Are within the scope of the Planning and Environment Act 1987.

Review the application to understand what will be assessed, and for requirements that may be exempt from assessment. This can help ensure that Council can consider your concerns.

Use the tips below to write an effective and objective submission

Clearly explain how the proposal may impact you. If only a section of the proposal will impact you, highlight this. Use dot points to describe how each issue affects you.

- Keep your submission focused on the reasons a planning permit is needed.
- Provide evidence for your concerns where possible. Supporting images can be a great way to do this.
- We welcome any suggestions for solutions that might address your concerns.

You may contact Council for more information about the application, or for technical advice on the planning scheme. However, we cannot directly assist you to prepare your submission.



Factors that Council **cannot** consider in a Planning Permit Application

Although council must review all submissions, policies guide which matters are considered valid. The following are some examples of common submission grounds that may not be relevant to the assessment or within the scope of the Planning and Environment Act:

- **Loss of property values** – i.e. development in your area results in a reduction in your property's value
- **Side Fencing** – i.e. the impact a proposal will have on boundary fencing between two private properties. This is considered under the Fences Act, and should be discussed with your neighbour
- **Impact of the construction process** – i.e. if the construction process will create dust or damage property. This is covered in a building permit stage
- **Personal grievances or prejudice** – E.g., Not liking the applicant or someone associated with the applicant, cultural or religious grounds, etc.



Factors that Council **can** consider in a Planning Permit Application

Each application is unique as different planning controls apply to different sites. Some examples of common submission grounds that can be considered under the Planning and Environment Act include:

- **Impact on the character of the neighbourhood or municipality** – however please note the number of dwellings are not components of neighbourhood character
- **Overlooking** – i.e. the proposed first floor balcony will result in overlooking of your bedroom/backyard
- **Overshadowing** – i.e. the proposal will result in unreasonable shadowing over your backyard
- **Lack of car parking** – however, this is only considered if the application is seeking to reduce the statutory car parking requirement.

What happens next?

Once you make a submission, you will receive an acknowledgement from Council. Petitions, or joint objections from the same address count as one submission. Council will send all correspondence to the first name listed on the petition.

The time taken for Council to assess an application and make a decision varies. This depends on the complexity of the application, submissions received, and whether or not the applicant chooses to host a consultation meeting.

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Assessment and decision

The application will be assessed, and a decision made within the relevant planning assessment framework. Any submissions received must also be considered. In some instances, applications will be decided at an Ordinary Council Meeting. If this occurs submitters will receive an invitation to this meeting from Council.

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Notice of decision and appeals (if required)

If you lodged an objection, you will receive a Notice of Decision (NOD). The NOD might be to support or refuse the application. If the NOD is to support, it will outline the conditions that will appear on the permit. You have 28 days from date of the NOD to appeal the decision to VCAT.

Withdrawing an objection

You can withdraw your objection by writing to council if:

- you are satisfied with the outcome of negotiations with the permit applicant, or
- you do not want to pursue your objection.

Please note Council cannot accept a conditional withdrawal. If you withdraw your objection you lose your right to apply to the VCAT for a review.