



General Public Notification & Submission Advice

Impact Assessable Development

A copy of the impact assessable applications lodged with Council are available for viewing:

1. At Council's Administration Office, 64-66 Front Street, Mossman (business hours Monday – Friday (excluding public holidays) 8:30 am to 4:00 pm); and
2. Council's website – via the link <https://douglas.qld.gov.au/development-applications/> Scroll or search for the property address or application number.

An application that is impact assessable requires a public notification.

The Public Notice includes:

- Erection of signage
- Publishing of a Notice in a locally circulating newspaper; and
- Written notice to adjoining property owners.

The period of notification is either fifteen (15) or thirty (30) business days.

The form and period of the notification is set by the State legislation.

The Confirmation Notice, issued by Council for the application nominates the length of the notification period.

The public notification erected and issued by the Applicant will state the date the notification period concludes.

Lodging a submission

Any person or a company may lodge a submission in respect to this development application. The Planning Act 2016 states the requirements for a properly made submission.

At the conclusion of the public notification period a report will be prepared and presented to an Ordinary Meeting when Council will determine the application.

A properly made submission must meet specific requirements under the Planning Act 2016 whereby:

- The submission is signed in hard copy, or electronically given, by each person (the submission-makers) who made the submission; and
- The submission is received by Council during the period fixed under this Act for making the submission and as stated in the public notice; and
- The submission states the name and residential or business address of all submission-makers; and
- The submission states its grounds, and the facts and circumstances relied on to support the grounds; and
- The submission states a postal or an electronic address for service relating to the submission for all submission-makers; and
- The submission is lodged with Douglas Shire Council.
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The submission can be lodged by:

- Email to enquiries@douglas.qld.gov.au; or
- Direct lodgement at Council's Administration Office, 64-66 Front Street, Mossman (business hours Monday – Friday (excluding public holidays) 8:30 am to 4:00 pm)
- Mail to PO Box 723, Mossman Q 4873 (note – the mail must be received by Council by the due date).

Council will consider the grounds and matters raised in a submission regardless of whether the submission is, or is not, properly made.



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Submissions form Common Material

A submission forms part of the common material to the application and may be viewed on request. This ability to view a submission applies to both properly made submissions and not properly made submissions. The Planning legislation requires that properly made submissions be placed on Council’s website. Legislation also requires privacy matters in properly made submissions be redacted of the personal privacy information prior to being placed on the Council website. Submissions that are not properly made do not obtain third party appeal rights with respect to Council’s decision.

Differences Between Properly Made and Not Properly Made Submissions.

	Properly Made Submission	Not Properly Made Submission
Included as common material to the application.	Yes	Yes
Submitter’s grounds are considered in Council’s assessment of the application.	Yes	Yes
Submitter’s name and address is listed on the Decision Notice, which is a searchable public document available on Council’s website.	Yes	No
Provides third party appeal rights for the submitter.	Yes	No
Version is redacted of privacy information and placed on Council’s website and in the folder for public viewing at Council’s administration building.	Yes	No