



## **INFORMATION SHEET No 5**

### **PUBLIC NOTIFICATION**

#### **When does an application require public notification?**

Before making a decision on some types of development proposals, the planning authority may be obliged to give public notification of the application so that people likely to be affected by that development have an opportunity to comment.

The Development Regulations and/or the provisions of the Development Plan itself set out the situations where people have this right available to them. The extent of the notification depends upon the type of development. Generally, the larger or more complex the development; the greater the scope for public involvement.

There are three public notification categories.

#### **CATEGORY 1**

Category 1 development is legally exempt from any requirement for public notification. These are straightforward types of proposals and generally deemed to satisfy the Development Plan provisions. It is not practical to list all types of Category 1 development however, some examples of Category 1 development are:

- \* Single storey detached dwellings in the Residential Zone
- \* Outbuildings (sheds) in the Residential Zone

#### **CATEGORY 2**

Category 2 development requires personal notification to adjoining property owners only. It is not practical to list all types of Category 2 development however, some examples of Category 2 development are:

- \* Some commercial or industrial development
- \* Where the site of the proposed development is immediately adjacent to a different zone

#### **CATEGORY 3**

Category 3 development includes all development not classified as either Category 1 or 2. It predominantly involves non-complying development, a range of commercial and industrial uses, and some forms of rural activity.

#### **How is this done?**

The public notification process is different depending upon the respective public notification category in which the proposal falls. Category 3 represents the 'full blown' advertising which involves placing a notice in a newspaper(s) circulating generally in the district and individual notification direct to adjoining owners and/or occupiers (as well as others who in the opinion of Council may be affected by the proposal). Category 2 involves just giving notice direct to adjoining neighbours only.

The notice will specify where and when the application may be inspected and by which time any comments must be received by Council. The costs associated with this notification are borne by the applicant and are additional to the usual lodgement and assessment fees.

#### **Who has a say?**

Any eligible person who wishes to make a representation for or against a proposal must do so in writing before the date specified in the notice.

Representations must provide reasonable details as to the reasons for the objection to (or support for) the development and whether in some circumstances you also wish to be heard in person by Council<sup>1</sup>.

#### **What is the purpose of this notification?**

The process of advertising certain applications allows adjoining or nearby property owners, and others, to look at an application and consider the likely impact the proposal may have on them, and provide comment as to their opinion about the development, whether it is for or against the proposal. In this way, Council<sup>1</sup> can be made aware of particular issues that may affect people living in the vicinity of the proposal.

#### **What happens when you lodge a representation?**

The Council<sup>1</sup> must take into account any matters raised in a representation in so far as they relate and are relevant to the provisions of the Development Plan. Any comments expressed which do not address the planning issues

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fundamental to the Development Plan policies are immaterial and cannot be considered by **Council**<sup>1</sup>.

The applicant is provided with a copy of every representation received and given an opportunity to respond to Council in writing on the matters raised in the representations. Again, **Council**<sup>1</sup> needs to consider this additional advice.

### **Can you be heard personally by Council<sup>1</sup>?**

In some situations, yes. If the proposal was subject to Category 3 notification, the right to appear personally before **Council**<sup>1</sup> to elaborate verbally upon the submission is automatic and must be given. However, you must specifically indicate on your written submission that you do wish to take advantage of this opportunity; otherwise, it is assumed that you do not wish to be heard. Where parties have indicated that they do wish to be heard, then that right must be extended to the applicant as well.

If the notification was for Category 2 development, then it is at Council's discretion as to whether the parties may appear before **Council**<sup>1</sup> or not - it is not mandatory. Many Councils have adopted a policy regarding this question and it is suggested that you contact your Council for clarification.

### **What happens when you appear before Council<sup>1</sup>?**

You or your nominated representative, and the applicant, will be invited in writing to attend a meeting of **Council**<sup>1</sup>, and be advised of the time and place. The purpose of the hearing is for you to elaborate upon your representation and highlight the key points of your concerns, not to read your submission in full, as generally each **Council**<sup>1</sup> member has been provided with a copy. The opportunity for **Council**<sup>1</sup> to ask you and the applicant questions and to clarify the issues is also available. Generally, a set period of time is allocated for each party to address **Council**<sup>1</sup> so that everyone has an equal chance of making their point.

### **Can you challenge the decision made?**

In the case of Category 3 notification, if a valid written representation has been lodged and there is dissatisfaction with the decision of **Council**<sup>1</sup>, then a right of appeal to the Environment, Resources and Development (ERD) Court exists.

Third parties have to be formally advised of the outcome, together with their right to appeal, which must be exercised within 15 business days from the date of the decision.

There are no appeal rights available to third parties where Category 2 notifications are involved (or Category 1 developments, which are not advertised). However, the applicant can appeal **Council's**<sup>1</sup> decision in either case, through the ERD Court.

### **Explanatory Note:**

**Council**<sup>1</sup> does not refer to an ordinary Council meeting with elected members. The reference is actually for a committee of Council known as Council's Development Assessment Panel or DAP. The panel consists of seven (7) members and is made up from four (4) independent members and three (3) elected members (councillors). The Presiding member of the panel is one of the independent members.

The above information is advisory and a guide only to give you a general understanding of the key points associated with the approval system. It is recommended that you seek professional advice or contact the Council office regarding any specific inquiries or for further assistance concerning the use and development of land. Being prepared can save you time and money in the long run.