



## Fact Sheet:

# Making a submission about a Development Application

Development Applications on public notification are displayed on Council’s website. Interested parties may make a submission in support or against the proposed development. During the notification period, any person other than the applicant or a concurrence agency may make a submission to Goondiwindi Regional Council (the assessment manager) about the application.

Full details of these applications are available for viewing on Council’s website or at Goondiwindi Council Chambers, 4 McLean Street, Goondiwindi.

### HOW TO MAKE A SUBMISSION

For your submission to count, it must:

- be in writing and, unless the submission is made electronically, be signed by each person who made the submission
- be received during the notification period
- state the name and residential or business address of each person who made the submission
- state the grounds of the submission and the facts and circumstances relied on in support of the grounds
- state 1 postal or electronic address for service relating to the submission for each person making the submission, and
- be made to the assessment manager.

Council’s **Submission Template** is provided to assist you to make a submission. This form is not mandatory.

**FOR YOUR SUBMISSION TO COUNT, IT MUST BE MADE WITHIN THE SUBMISSION PERIOD.**

**Submissions can be lodged by the following methods:**

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| <u>In person at:</u><br><b>Goondiwindi Council Chambers</b><br>4 McLean Street<br>Goondiwindi  | <u>In person at:</u><br><b>Inglewood Customer Service Centre</b><br>18 Elizabeth Street<br>Inglewood | <u>In person at:</u><br><b>Texas Customer Service Centre</b><br>High Street<br>Texas |
| <b>OR Via Mail:</b> to Locked Mail Bag 7, INGLEWOOD QLD 4387<br><b>OR Via email:</b> to <a href="mailto:mail@grc.qld.gov.au">mail@grc.qld.gov.au</a><br><b>OR Via Fax:</b> to (07) 4671 7433 |  |  |

If you require any further information or advice, please contact Council’s Planning Department on (07) 4671 7400.