

Roles of the Joint Regional Planning Panel

The proposed development is required to be determined by the Hunter & Central Coast Joint Regional Planning Panel (JRPP), under the *State Environmental Planning Policy (Major Development) 2005*. (NSW) Council is responsible for the processing of the application including the public exhibition, preparation of an assessment report and the issuing of the Notice of Determination.

Further information on the application and the functions of a JRPP may be obtained [here](#).

Thinking about making a submission?

If you are thinking about making a submission in support of, or in objection to, the proposed development and require further advice, please telephone our Duty Officer. The Duty Officer can be contacted on 4974 2036, between 8:30am and 4:00pm, to answer questions and clarify any matters that may not be clear to you. However, you will need to form your own opinion as to whether to lodge a submission and the reasons for any such submission.

Should you choose to make a submission in objection to the proposed development, the reasons for objection must relate specifically to the current proposal itself and not to existing or historical concerns. Ongoing issues related to fencing, trees, surface water or the like are generally not matters for consideration unless they are a direct consequence of the proposed development.

Is my submission confidential?

Submissions lodged as part of a Development Application are NOT confidential.

Council releases submissions as required under the relevant laws, including privacy laws

and the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act).

Council will remove personal information from the submissions it provides to the public in accordance with the Information and Privacy Commission's (IPC) guidelines. Council will release your name and property address, and withhold contact numbers, email addresses and other personal information.

How to make a submission?

If you decide to make a submission, please follow these simple steps:

1. Make your submission **in writing**.
2. **Quote the Development Application Number** and assessing officers' name at the beginning of your submission. This number appears near the top of the notification letter.
3. **Clearly state** the reasons why you object to or support the proposed development. Important points can be highlighted using dot points and/or headings.
4. **Sign** the submission in your ordinary handwriting.
5. **Include** your name, postal address, email address and daytime telephone number. This will greatly assist the assessment officer should clarification be required regarding any matters raised in your submission.
6. **Send** the submission by post, fax, e-mail (details are given at the bottom of this form) or deliver it personally to Council. If using the post, make sure you allow sufficient time for delivery by 5.00pm on the closing date for submissions.

More information is available on Council's [Website](#) about the appropriate content of submissions.

What happens in response to submissions?

If you make a written submission regarding the proposed development, an acknowledgement letter will be sent to you, advising your submission has been received and will be taken into account when determining the application. After the application is determined, you will be notified in writing of the outcome; however, Council is not in a position to respond individually to specific concerns raised.

Presentation at the JRPP Meeting

JRPP meetings are generally conducted in public, unless otherwise directed by the Minister or the Chairperson. Persons (or persons on behalf of bodies) who make a submission on a matter before the JRPP may request to address the Panel. Requests can be made to the Panel Secretariat prior to the meeting by phoning (02) 9383 2121 or by email at jrppenquiry@jrpp.nsw.gov.au.

Is there a right of appeal to Council's decision?

The *Environmental Planning and Assessment Act 1979* (NSW) (the *Act*) does not provide parties who lodge written submissions a right of appeal to the Land and Environment Court on the merits of Council's decision for development other than 'Designated Development'.

Council Policies

Council's Development Control Plans and Policies are available for viewing or purchase at the Customer Enquiry Centre. They can also be viewed and downloaded from Council's [Website](#).

Political Donations and gifts and disclosure statements

If you have made, or will be making, a political donation or gift, and are making a submission read this, if not proceed to the next question.

[Section 147](#) of the *Act* requires you to disclose any 'reportable political donations' and 'gifts'

made by yourself or any 'associate' within the period commencing two years before the submission is made and ending when the application is determined.

To determine if you need to make a disclosure, Council has prepared a [Political Donations and Gifts Disclosure Statement](#), incorporating explanatory information, which is available on Council's [Website](#) or at Council's Customer Enquiry Counter.

The following information is to be included in the statement:

- a) all reportable political donations made to any local Councillor of Council; and
- b) all gifts made to any local Councillor or employee of that council.

Note: Failure to disclose relevant information, or make a false disclosure statement is an offence under the Act. The maximum penalty for the offence is currently \$22,000.

Is my disclosure confidential?

No. Political Donations and Gifts Disclosure Statement are not confidential and will be publicly available for viewing on Council's website.

Coming into see us?

Our Customer Enquiry Centre is located on the ground floor of the Newcastle City Administration Centre, 282 King Street, Newcastle, opposite Civic Park. Disabled access is available.