



DEVELOPMENT PLAN SUBMISSION FORM

DETAILS OF PERSON/S MAKING SUBMISSION

I/We (Name in block letters)	
of (Postal address)	
	Post Code:
Email:	
Contact Phone Number:	

DEVELOPMENT PLAN DETAILS

Development Plan Application Number: DP-
Address of the Land:

Please read the "Information Privacy" information on the reverse side of this form.

REASONS FOR YOUR SUBMISSION

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(If there is not enough room, attach a separate page)

DO YOU HAVE ANY SUGGESTIONS TO ADDRESS YOUR CONCERNS? PLEASE SPECIFY:

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SIGNATURE:	DATE:
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Post or Email your submission to:
Greater Shepparton City Council
Locked Bag 1000
SHEPPARTON VIC 3632

Fax: 03 5831 1987
Email: council@shepparton.vic.gov.au

IMPORTANT NOTES ABOUT DEVELOPMENT PLAN SUBMISSIONS

1. Council is the Responsible Authority (Responsible Authority).
2. This form is to help you make a submission regarding the Development Plan that is being proposed. There is no requirement that you use this or any particular form. This form has been produced as an option to be helpful.
3. Please ensure that you inspect the Development Plan and any supporting documentation at the Council. Make sure you clearly understand what is proposed before you make a submission. Council staff can assist you when inspecting the plans and provide relevant planning information.

Office hours 8.15am – 5.00pm Monday to Friday.

4. To make a submission you should clearly complete the details on this form and lodge it with the Responsible Authority.
5. A submission should state:
 - The reason for your submission: and
 - How you will be affected if the Development Plan is approved.
6. If your submission relates to an effect on a property other than at your address as shown on this form, give details of that property and of your interest in it.
7. To ensure the Responsible Authority considers your submission, make sure that the Responsible Authority receives it by the date shown in the 'Notice of Development Plan' you were sent or which you saw in a newspaper or on Council's website.
8. If you make a submission before the Responsible Authority makes a decision, the Responsible Authority will notify you of its decision.
9. Please note that this is not a typical planning permit process. Submissions are not treated like 'objections' in that submitters do not have any appeal rights to the Victorian Civil & Administrative Tribunal (VCAT).
10. If the Responsible Authority refuses the Development Plan, the applicant can appeal to VCAT.

INFORMATION POLICY

Please be advised that in accordance with Section 57(5) of the Planning and Environment Act 1987, the Responsible Authority must make available a copy of your submission for any person to inspect during office hours. Council may also provide a copy of your submission to the applicant if requested for the purpose of its consideration and review as part of the planning process under the Planning and Environment Act 1987.