

PLANNING AND URBAN MANAGEMENT AGENCY

Submissions on Development Consent Applications (DCAs)

Jan 2022

Overview

Section 45 of the *Planning and Urban Management Act 2004* (PUM Act) permits any person who may be affected by a proposed use or development to make a submission to PUMA. A submission is a written statement conveying particular views about a specific DCA, by way of objection or otherwise, to the Agency. This gives affected neighbours and the general public an opportunity to state their concerns in support or against a DCA.

Making a submission

Submissions must be made in the prescribed form available from PUMA. When making a submission to the DCA by way of objection, the objector must clearly state how they will be affected if development consent is granted to the proposed use or development.

Deadline for submissions

The written notice of a DCA will state the permitted timeframe for submissions as well as reference details of the DCA (refer sheet 2.02).

Lodging submissions

It is important that you have all the correct information about the DCA prior to lodging a submission. You will need to think carefully about the possible effects that the proposed use or development may have on you or your property. These may include short-term effects associated with construction (such as noise, dust or traffic), as well as long-term effects associated with the proposed use or development.

Once you have completed, signed and dated your submission in the prescribed form, you must submit it to the Agency within the specified time by mail or in person. A submission may be emailed to the Agency but must be accompanied by an original copy by mail or in person.

Assessment of submissions

The Agency will consider all submissions made on a DCA and review it according to the proposed use or development, the PUM Act, and any relevant plans and policies. The Agency may seek additional information on a submission should further clarification be required. The result of the review may provide PUMA with evidence to support its final decision or granting or not granting development consent to a DCA.

As per Section 45 of the PUM Act, the Agency may reject an objection if it believes that your submission has been made primarily to secure or maintain a direct or indirect commercial advantage.

If you are dissatisfied with the decision of the Agency, you may appeal to the Planning Tribunal. (refer sheet 2.06).

Checklist for submissions

The following steps will help you to submit a successful submission:

- Ensure that your submission is relevant to the specific DCA.
- Focus on the issues that are the most important.
- Be clear on which parts of the proposed use or development you are referring to.
- Explain how you might be affected by the proposed use or development, and how you believe these effects should be managed.
- If possible, suggest alternatives to the proposed approach, giving reasons why you believe the alternatives are appropriate.

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