To ensure your submission is properly made you must ensure that:
1. be made to the assessment manager
2. be in writing
3. be signed by each person who made the submission unless the submission is made electronically
4. state the name and residential or business address of each person who made the submission
5. state what aspects of the plan or proposed development your support or oppose and why
6. be received by Council during the formal public notification period

As required by the Planning Act 2016, all submissions, including individual details, are published on Council’s website and therefore will be accessible to internet search engines. All submissions are published, irrespective of whether or not they are properly made.

1. **Application details**
   - File No.
   - Postal address of Land (as advertised)
   - Nature of Proposed Development

2. **Submitter details**
   - Full name of Submitter
   - Email address (preferable)
   - Postal address
   - Suburb | State | Postcode
   - Signature(s)

**N.B** This form has been designed for the convenience of the public, and any persons wishing to lodge a submission are not obliged to use this form.

3. **Details of Submission**
   - I (We), make the following submission:

   (if necessary, use separate sheet of paper and attached)