

Fact sheet – How to make a submission

Council is committed to ensuring that the Redland City Plan (City Plan) remains consistent and relevant in response to changing community needs, legislation and other factors. This is achieved through an ongoing program of feedback, review and amendments.

To satisfy legislative requirements under the *Planning Act 2016*, when proposing a major amendment to City Plan, Council is required to undertake public consultation for a minimum of 20 business days. Council will consider all properly made submissions received during the consultation period before an amendment is progressed and notify submitters about how their submission has been dealt with.

Who can make a submission?

Council welcomes submissions from anyone and strongly encourages those who live, work or have businesses on Redlands Coast, or those personally affected by an amendment proposal, to have their say.

How will I know an amendment is open for public consultation?

When public consultation on a major amendment commences, legislation requires Council to publish a public notice in the newspaper and display a copy of the public notice in each of its customer service centres. Council will also inform the community through its Your Say portal at:

<https://yoursay.redland.qld.gov.au/redland-city-plan-amendments>.

The public notice will state when the consultation period is open and when it will be closed.

How can I make a submission?

Once you have reviewed the proposed amendment you may make a submission stating what you support or do not support about the proposal and explain your reasons why.

A submission must be properly made in accordance with criteria contained within the *Planning Act 2016*.

To be a properly made submission, a submission must:

- be made to the Chief Executive Officer, Redland City Council and received during the consultation period; and
- include the full name and residential or business address of each person making the submission; and
- include a postal address or electronic address for all submission makers; and

- state the grounds for the submission, and the facts and circumstances relied on to support the grounds; and
- be signed by each submission-maker unless the submission is made electronically.

Submissions can be lodged in person, by post or by email to rcc@redland.qld.gov.au and directed to the Strategic Planning Unit.

What happens once I have made my submission?

Council is required to consider every properly made submission received during the consultation period before an amendment is progressed. Council may also consider submissions that were not properly made.

Once Council has completed its review of the submissions, a consultation report will be prepared explaining how the submissions were dealt with.

The report will be available on Council's Your Say portal and each person who made a properly made submission will be provided a link to the location of the consultation report on the website.

What happens next?

The public consultation process is only one step of the major amendment process. For information on the next steps please refer to fact sheet – *Amending the Redland City Plan*. A copy of the fact sheet can be located on the Your Say portal.

Need further information?

For further information, please contact the Strategic Planning Unit by phone on (07) 3829 8999 or email rcc@redland.qld.gov.au