



**BASS  
COAST**

# Object/Support to Grant a Planning Permit

Use this form to Object or Support the granting of Planning Permit under Section 57 of the Planning and Environment Act 1987.

**Petitions and Multiple Signatories: *Petitions are counted as one Objection or Support regardless of the number of signatures.*** A separate submission is required from each petitioner if they wish to have individual status and appeal rights, otherwise the submission registration will default to the primary signatory or nominated petitioner as the submitter.

## Objector/Supporter Details

Given Name			
Surname			
Organisation (If applicable)			
Address		Post Code	
Postal Address (If different)		Post Code	
Email Address			
Contact Number			
Date			

Is the address given above, the property address that will be affected by the permit application? If not, please provide the address of the affected property below.

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## What Application do you Object to / Support?

Permit Number				
Permit Address				
Position	<input type="checkbox"/>	Object	<input type="checkbox"/>	Support

## Submission Objection / Support Details

What are the reasons for your objection/support? (If there is not enough room, please attach a separate page)

How will you be affected if a permit is granted? (If there is not enough room, please attach a separate page)

## Privacy Declaration

Your submission and the personal information on this form is collected by Bass Coast Shire Council for the purposes of the submission process as set out in the Planning and Environment Act 1987 (P&E Act).

If you do not provide your name and address, Bass Coast Shire Council will not be able to consider your submission.

Your submission will be published on Bass Coast Shire's website [[www.basscoast.vic.gov.au/building-planning/advertised-plans-and-planning-register/advertised-planning-applications](http://www.basscoast.vic.gov.au/building-planning/advertised-plans-and-planning-register/advertised-planning-applications)] and be available at the Bass Coast Shire's office for any person to inspect on request in accordance with the public availability requirements in the P&E Act. The submission may also be made available on request to any person for the relevant period set out in the P&E Act or to interested parties for the purpose of enabling consideration and review as part of a planning process under the P&E Act.

Your personal information will be used to correspond with you about your submission or for any other directly related, or reasonably related purposes. You can request access to your personal information by contacting Council's Privacy Officer on 1300 BCOAST (226 278) or [basscoast@basscoast.vic.gov.au](mailto:basscoast@basscoast.vic.gov.au).

I have read the above and agree for my personal information (in accordance with the public availability requirements in the P&E Act) to be published on Bass Coast Shire's website and be available for inspection by members of the public.

**YES**      **NO**

### Lodgement

#### Online (Preferred):

Lodge the completed submission, including all forms and documents by emailing [planningadmin@basscoast.vic.gov.au](mailto:planningadmin@basscoast.vic.gov.au). Please include the full address of the site in the subject line.

#### In-person:

Bass Coast Civic Centre, 76 McBride Avenue, Wonthaggi

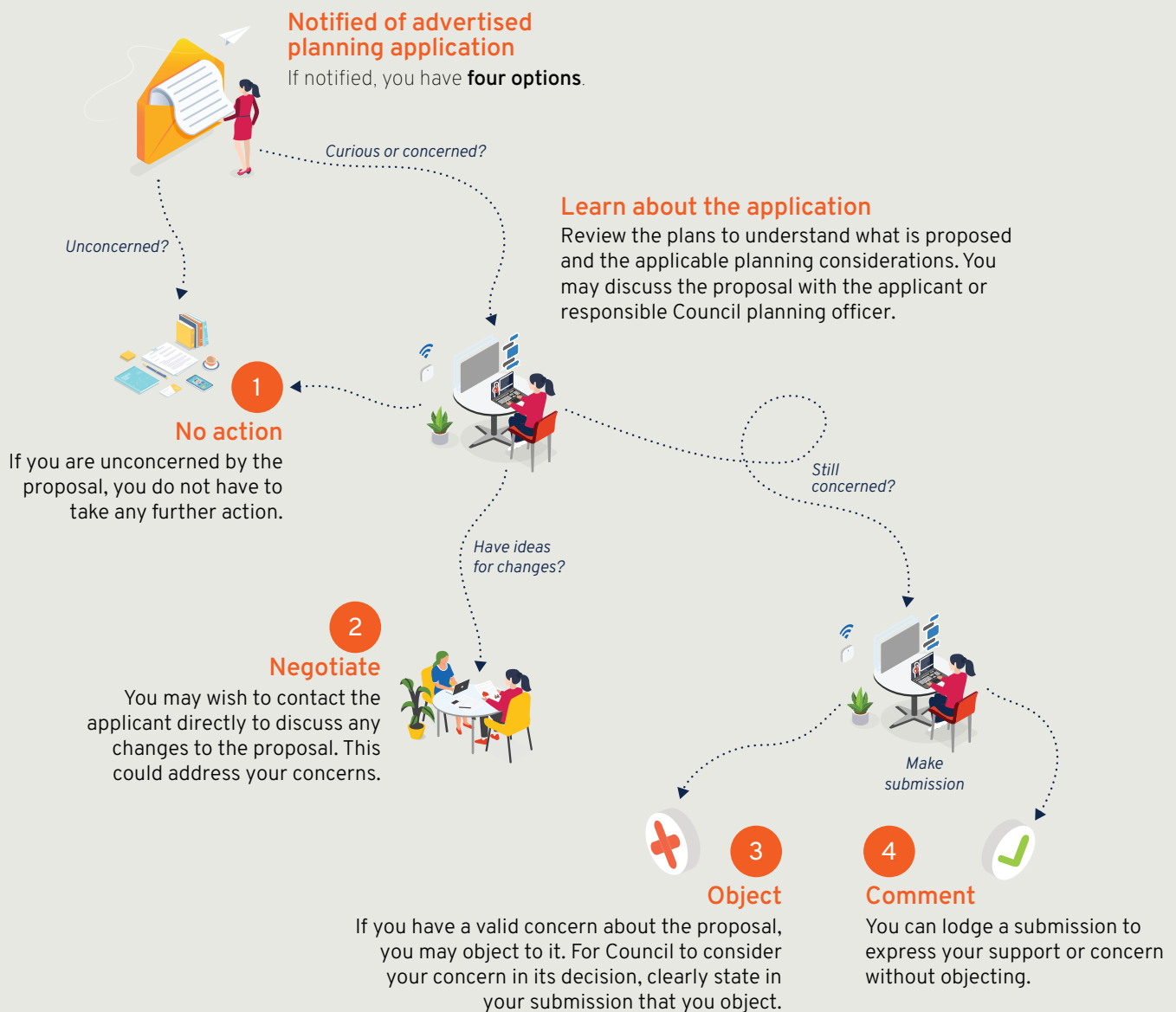
#### By post:

Statutory Planning

PO Box 118, Wonthaggi, Victoria, 3995

# MAKING AN EFFECTIVE SUBMISSION FOR A PLANNING APPLICATION

## What can I do if I am notified of a Planning Application?



## Why can my submission be valuable?

Council seeks the views of potentially affected community members when reviewing planning applications. This helps determine a proposal's impact and if it is suitable. It can also inform if any changes might address concerns. Consider whether your submission will object or provide comment on the proposal. Only objectors have the right to appeal the decision made on an application with the Victorian Civil and Administrative Tribunal (VCAT).



## Factors that Council **cannot** consider in a submission

Although council must review all submissions, policies guide which matters are considered valid. Objections based on moral grounds or private and commercial competition will not be considered.

The following are some examples of common objections that may not be valid.

- Loss of property values, or perceived loss of revenue or profit
- Loss of views/outlook (unless a Design and Development Overlay - Schedule 1 applies)
- Speculative activities outside the scope of the Planning Scheme (e.g., rental accommodation)
- Interpersonal conflict with the applicant/owner
- Demolition, construction management, damage (i.e., damage to boundary wall, construction noise).



## Factors that Council **can** consider in a submission

Each application is unique as different planning controls apply to different sites. Some common submissions grounds that can be considered include:

- Character of the neighbourhood (i.e. building height, building materials)
- Traffic congestion
- Loss of privacy (i.e. due to overlooking)
- Visual bulk of building
- Loss of vegetation
- Overdevelopment
- Impact on drainage
- Residential noise

Not all factors will be relevant for all planning applications. Please check the advertised materials for the application you are concerned about and **speak to the Council planning officer** to clarify which factors are relevant to it.

## How to ensure your submission is effective

Use the following tips to write a well-framed submission. This will ensure your submission is properly considered by Council and the applicant.

- Break your submission down into the key themes.
- Be clear on why the proposal will impact you and in what form. If only a section of the proposal will impact you, please highlight this.
- Keep your submission succinct and focused on the reasons a planning permit is needed.
- Please use respectful language and be objective. Your submission will be listed on the Council website (with personal information redacted).
- We welcome any suggestions for solutions that might address your concerns.

## How do I lodge my submission?

Please make your submission or objection in writing. Ensure it references the planning application number. Include contact details of the person making the submission. Please do not scan or take a photograph of your submission.

## What happens after I make a submission?

- Council will assess all submissions for the application at any point up until a decision is made.
- If you lodge a submission, Council will notify you of receipt. This is done via your nominated mailing or email address. You will be notified of the outcome (if permit is granted or refused).
- You may withdraw your submission at any point.
- If you wish to appeal the decision, you may apply at the Planning Division of the Victorian Civil and Administrative Tribunal (VCAT). This can be done within 28 days of the date of issue. The relevant forms, fees and associated material can be found at [www.vcat.com.au](http://www.vcat.com.au) or by phoning 1300 018 228.

The time taken for Council to assess an application and make a decision varies. This depends on the complexity of the application and the submissions received. An indicative timeline for processing applications can be accessed via [this link](#).