

Responding to planning applications



Public notification

- When a proposal may cause detriment to another person or the amenity of the area, the planning permit application for the proposal is required to be advertised in the form of public notification. Public notification can take place by way of a letter in the mail, a sign(s) on site or for a larger development an advertisement in the local newspaper.
- If you are affected by a proposed development, you may object. An objection must be made to the Council.
- If you are supportive of a proposed development, you also have an opportunity to lodge a submission in favour of the proposal.



Determining if and how the proposed development may affect you

- Visit the Bayside Corporate Centre between 8.30am and 5pm Monday to Friday and ask to have a look at the plans. It will help if the correct street address of the property is known. If you are unsure about the application a planner is available at the counter every day who will be happy to explain the plans to you. It is however suggested you make an appointment to discuss the application with a planner.



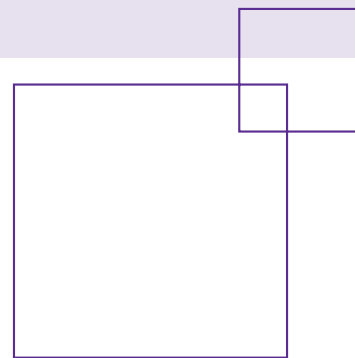
- Think about what is important about your property and its amenity. How will the proposed development impact on you and change what you value? Questions you may want to ask yourself include:
 - Will the proposed development cast a shadow on my garden?
 - Will my privacy be impacted upon?
Are there large windows overlooking my garden or living areas?
 - Will there be a noise impact associated with the proposed use?
 - Will the proposed development involve the removal of significant trees from the neighbourhood?
 - Will there be an impact on neighbourhood character?
 - Will the proposed development create visual bulk?

Preparing and lodging an objection with Council

- A planning application is usually advertised for 14 days. The date on the public notice tells you when that advertising period finishes. Council will also consider any objections received after this 14 day period has expired, up until the time that a decision is made on the application. Desirably however, any objections should be lodged as soon as possible.
- An objection must be in writing and should state exactly how the proposed development will affect you. A standard form obtained from Council can be used, but a letter outlining your concerns is also acceptable. If you do not use a form, please ensure that your letter of objection has the following information:
 - The Planning application number eg. 2003/0987;
 - Address of the site on which the development or use is proposed;
 - Your name, address and telephone number;
 - Your reasons for objecting and how you think you will be affected.
- You will receive a letter from Council stating that your objection has been received.
- As an objector, you may be invited to a consultation meeting at the Council offices, with the applicant, any other objectors and a planning officer (refer to Consultation Meeting pamphlet).
- If one or more objection is received, the application is referred to Council's Approval Committee Meeting for a decision. The applicant and all objectors/supporters are notified of this meeting and have an opportunity to address the Committee, outlining why they have supported or objected to the application.
- If you have lodged an objection you will be notified in writing of the Council's decision.

After a decision is made

- If Council supports an application and no objections have been received a planning permit will be issued. The permit will contain a number of conditions including a time limit for the commencement and completion of the use and/or development.
- If Council supports the application and objections have been received a Notice of Decision (NOD) will be issued. This is not a planning permit. It is a notice stating that Council supports the application, subject to conditions. An objector has 21 days to lodge an appeal against Council's decision to the Victorian Civil and Administrative Tribunal (VCAT). If an appeal is not lodged, VCAT will notify Council when a planning permit may be issued.
- If Council does not support the application, a Notice of Refusal will be issued, including the reasons for the refusal. An applicant has 60 days to lodge an appeal with VCAT against Council's decision.



Corporate Centre

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Website www.bayside.vic.gov.au • Email enquiries@bayside.vic.gov.au

Hours of business 8.30am – 5.00pm

Monday – Friday (except public holidays).

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