

# Have your say on Neighbourhood Planning

## **Brisbane City Plan 2014 • Neighbourhood Planning Factsheet - May 2015**

Neighbourhood plans are created by Brisbane City Council with input from the local community. They are legal documents that guide development in an area and are part of Council's planning scheme, *Brisbane City Plan 2014* (City Plan).

When preparing a neighbourhood plan Council considers local environmental, social and economic factors, along with the management of population growth. The plans can help facilitate economic prosperity, protect character housing, provide for open space, include standards for new development and reflect improved infrastructure such as new transport routes.

## **How to have your say in neighbourhood planning**

You can have your say during the neighbourhood planning process through informal methods such as surveys and at community events. You can also make a submission during notification of a draft neighbourhood plan strategy, renewal strategy or draft neighbourhood plan.

To satisfy legal requirements, there is a correct way to make a submission for it to be considered by Council. This factsheet explains how to make a properly made submission during notification periods. The steps for making a properly made submission are on the back of this factsheet.

## **How to make a submission**

Making a properly made submission will ensure your say is considered as a formal part of the process for developing the neighbourhood plan. Feedback provided to Council officers on the phone or in person is not considered a properly made submission.



## Steps for making a properly made submission

1. View the draft strategy or draft neighbourhood plan document. Consider how development that could be allowed under the plan might affect you and your suburb.
2. Give your submission a title. For example, 'Submission on the draft Hemmant-Lytton Neighbourhood Plan'.
3. State what you support or do not support in the draft strategy or plan, and say why. Be as specific as possible. For example, 'I support the proposed zoning change of the residential land at Wattle Street because it provides for parkland' or 'I oppose the proposed height of three storeys near Water Street because nearby properties will be overshadowed'.
4. Suggest specific changes. For example, 'The draft plan should be changed to allow for new developments of up to five storeys above the shops, rather than three, because this would maximise residents' access to the shops'.
5. Use your own words. It may be tempting to repeat the content of someone else's submission. It is okay to do this, but a submission using your words will be of more assistance to Council because it will more accurately represent your views.
6. Submitters' details. Include the name, address and signature of each person who is listed as supporting the submission. Please note that signatures are not required for email or online submissions. Also provide your phone number and email address if you are happy for Council to contact you for any further information.
7. Send your submission to Council by the end of the consultation period. Late submissions cannot be considered. Properly made submissions must be in writing, and posted or emailed to Council at the address stated.

## Neighbourhood planning questions and answers

### Who can make a submission?

Council encourages submissions from people who live, work, have a business or own property in the affected area, but anybody is welcome to make a submission.

### How do I obtain a copy of the current draft planning documents?

Visit Council's website at [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au) and search for the name of the neighbourhood plan. You can also view the draft plan at your local Councillor's office or phone Council for more information on (07) 3403 8888.



## **How does Council notify residents of the submission timeframes?**

Council will inform the community of submission opportunities via our website, newsletters, public newspaper notices or direct mail or email to residents and property owners in the plan area. The local media may also advise you of these details.

## **Will I get a response from Council?**

Council will write to everyone who has made a properly made submission on the draft strategy or draft neighbourhood plan and upload a copy of the submission report to Council's website.

## **Will my details be kept confidential?**

Yes, your personal details will be kept confidential. They are not published online or shared with submitters, developers, residents or businesses.

## **Can I still make a submission on developments that are proposed in my area at a later date?**

Once the draft plan is approved, Council can only consider submissions on development that is 'impact assessable'. For more information, see the 'Have your say on development in Brisbane' factsheet.

## **How can I keep updated on the draft plan?**

To register for updates or for further information you can email the team at [neighbourhood\\_planning@brisbane.qld.gov.au](mailto:neighbourhood_planning@brisbane.qld.gov.au) or call Council on (07) 3403 8888.

If you would like to be kept up-to-date and have your say on other Council projects and services you can join Your City Your Say at [www.yourcityyoursay.com.au](http://www.yourcityyoursay.com.au)

