



PUBLIC NOTIFICATION GUIDE

HOW TO GIVE PUBLIC NOTICE OF A PLANNING PERMIT APPLICATION

In accordance with Section 52 of the *Planning and Environment Act 1987*, applicants may be required by Council to give public notification of (advertise) planning permit applications on Councils behalf. This may take several forms depending on the type of development and its surrounding area.

This is a general guide only intended to explain what the process involves and to take you through each step.

Please refer to your letter for the specific advertising requirements for your Permit Application. Contact the Council office if you have any queries.

1. THE ADVERTISING PROCEDURE – WHAT IS INVOLVED

Council will write to you informing you that advertising of a planning permit application needs to take place. This guide will advise you who to advertise to, what form it should take, and will include the appropriate number of notices to be mailed out.

As the applicant, you are then required to undertake the advertising procedure. This usually involves sending the notice and plans by **Registered Post**, displaying a **sign on the subject property** for fourteen days, displaying the notice on Councils public noticeboard, *and/or, in some circumstances*, placing a **notice in the newspaper**. The specific type of advertising for each application is addressed in the covering letter.

Once the advertising procedure has begun, anyone interested in the proposal is able to view the information at Council offices for a minimum period of fourteen days. Upon completion of the advertising period, the applicant is required to return to Council a **Statutory Declaration** and supporting information stating that the advertising was carried out as Council required (see point 7).

Council will then consider the application, along with any objections received.

2. TYPES OF NOTIFICATION

There are four forms of advertising which the Council may require you to undertake. These are:-

- a) Notice AND copy of plans to property owners and occupiers by Registered Post (see point 3),

and/or

- b) Display a notice on Councils public noticeboard, located in the office at 50 Learmonth Street, Queenscliff (see point 4),

and/or

- c) Display one or more signs on the subject land (see point 5),

and/or

- d) Public notice placed in the local newspaper (see point 6).

The request to post plans with the notice is not a statutory requirement but is Council policy to assist recipients understand what is proposed. The applicant can determine what plans (if any) are to be sent.

The applicant may not be required to undertake all four forms of advertising. Please read your advertising letter carefully to see what you are required to complete.

3. NOTICE TO PROPERTY OWNERS AND OCCUPIERS BY REGISTERED POST



Where this is required, an appropriate number of A4 size forms headed "Notice of an Application for Planning Permit" will be sent to you for posting to the persons (owners and occupiers of adjoining/nearby properties) indicated in the letter. Please note that notices cannot be hand delivered.

A decision cannot be made on the application until 14 days from when the last required notice was given have lapsed. Therefore before you undertake the advertising of the application, you **must fill in** the section of the notice: "*The Responsible Authority will not decide on the application before:*" with the relevant date being FOURTEEN (14) clear days from the date of the last type of notification given. eg. If sent on the 1st then 14 clear, complete days is the 16th. Please note that if you are required to place a notice in The Echo newspaper, you must consider the publication date of the newspaper when calculating the 14 clear days from the last type of notification given.

In some circumstances, a 21 day period may be required (for example, over the Christmas/New Year holiday). This date must be included on **each type** of notification that is given, e.g. notice on site, notice by registered post, and public notice in the newspaper. The letter requesting public notification will clarify the required number of days for your application.

The notices **MUST** be sent by Registered Post. Please note that delivery confirmation cards are NOT required. If this is not carried out correctly, Council may require that the advertising procedure be repeated.

a) **Registered Post**

This is a service provided by Australia Post which registers the date and post office of posting of the letter and provides physical proof of the date and post office of collection by the recipient.

How to post your registered mail:

- Complete the lodgment receipt on the back of a prepaid Registered Post envelope OR complete a lodgment document for single or multiple letters if you are using prepaid labels instead,
- Lodge your envelopes at a Post Office
- Keep the registered mail receipt or lodged document which includes record numbers for tracking via the Australia Post website

NOTE: Delivery confirmation cards are NOT required.

*The prepaid option is simpler and cheaper than the labels.
Post Offices staff will be able to assist you with this procedure*

4. **DISPLAY A NOTICE ON THE COUNCIL NOTICEBOARD**

Where this is required, an A4 dated notice is to be displayed on Councils public noticeboard, located within the office at 50 Learmonth Street, Queenscliff. Council staff are happy to assist with this on request. The notice will be removed by Council staff after the notification period has ended.

5. **DISPLAY OF A SIGN ON THE SUBJECT LAND**

Again, where this is required, a colour A3 notice will be included with the advertising letter. In some circumstances (ie properties with two street frontages), TWO signs are to be placed on site. Refer to your letter for more details. The sign is to be dated with the **same date** as the notices to the neighbours (as per paragraph 3).

The notice should then be covered with a sheet of clear plastic or similar material (lamination is ideal) to ensure it is maintained in a legible condition for the entire advertising period. It should then be placed on a solid board mounted on a post in the ground. Plywood and star pickets, or similar materials, are considered suitable. Alternatively, the weatherproof notice can be affixed to a front fence.

The site notice must be placed in a prominent position not more than one (1) metre from the frontage of the property (facing the front boundary) so that an interested person can easily read all the particulars without trespassing on the land.

The notice must be maintained in a good condition on the site for the required time.

6. PUBLIC NOTICE PLACED IN NEWSPAPER

If you are required to undertake this form of notification it will be specifically mentioned in the covering letter, stating which publications to use (generally “The Echo”).

If this notification is required, a copy of the DATED form headed “Notice of an Application for Planning Permit” should be forwarded to the newspaper. This should be done by emailing or faxing the DATED notice to geelongads@news.com.au . Alternatively, you can phone the newspaper providing the content of the notice is clearly described. Please ensure you receive confirmation from the newspaper that the notice will be published in The Echo newspaper.

The notice is to be placed in the “Public Notices” section of the newspaper on one occasion with Borough logo (already provided to The Echo/Geelong Advertiser by Council – quote logo reference **Queenscliffe1**).

It is necessary to obtain a copy of the page of the newspaper in which the notice was placed and return it to Council along with your completed Statutory Declaration. (See paragraph 6)

7. INFORMATION TO BE RETURNED TO COUNCIL

Upon the completion of the public notification period, the **Statutory Declaration** (provided with the letter) must be completed and returned to Council before further consideration of the application can take place. Along with the completed and witnessed Statutory Declaration, the following (where applicable) must also must be returned:

- a) Copy of the dated notice sent to adjoining owners and occupiers;
- b) Registered mail tracking information from Australia Post;
- c) Any letters returned as not delivered or unclaimed;
- d) Copy of the public notice from the newspaper if applicable (NOT the invoice for the notice);
- e) A photo of the sign displayed on site.

8. CONSIDERATION OF THE APPLICATION BY COUNCIL

To ensure Council officers can consider the application within a timely manner, it is essential that this all parts of this request are acted upon promptly. Following the receipt of the abovementioned information, Council will then consider the application, along with any objections or comments received during the process.

If you have any questions in relation to the public notification (advertising) procedure, please contact council’s Town Planning Department, on (03) 5258 1377 or email: info@queenscliffe.vic.gov.au