

GUIDE TO ADVERTISING A PLANNING APPLICATION

Council assesses all planning permit applications and if it considers that the granting of a permit may possibly cause material detriment to other people, Council is required to advertise the application.

Advertising requirements are set out in the Planning and Environment Act 1987 (as amended) and must be completed before Council can make a decision on an application.

Council undertakes the advertising of an application as the process requires knowledge of procedures and information from Council's records. The permit applicant will receive written notification advising whether advertising is required. The letter will advise whether any notices are to be placed on the land or in the newspaper(s), and also whether an advertising fee is payable.

The advertising fee is calculated by a \$30.00 plus \$5.00 per addressee (per letter). The fee covers all administration costs, notification of the proposal and a sign (if required).

METHODS OF ADVERTISING

There are three ways in which a planning permit application may be required to be advertised.

1. Erection of Notice (Signs)

Some applications require notice(s) to be placed on the land. If a notice is required to be placed on the land the permit applicant collects the notice from Council and is responsible for erecting the notice.

The notice should be fixed to a suitable board and covered with waterproof clear plastic sheeting (or similar) to protect it from the weather.

The notice should be located within 1.5 metres of the front boundary of the site and should be located in a clear prominent location that is clearly visible to the public. An interested person should be able to read the details on the notice without trespassing on the land. The notice should not be erected too high or too low.

The notice should be maintained on the site in good condition for fourteen (14) days. If the sign is removed from the site it is important that you contact Council straight away to organise new sign(s). The advertising period may need to be extended if a sign is removed before the advertising period is completed and Council is not notified that a new sign is required.

Council can employ someone to erect the notice(s) on your behalf for a fee of \$150.00 per sign.

2. Public Notice Mail Out

An A4 copy of the public notice will be sent with a letter outlining the proposal to those residents (owners and occupiers) who may be deemed to be affected by the proposal.

3. Publication in Newspaper

Where this is required Council will arrange for the notice to be published in the public notices column of the newspaper(s) specified by the planner.

An additional fee for newspaper advertising will be charged. Council will advise you of the newspaper advertising cost once a quote has been received from the newspaper(s).

STATUTORY DECLARATION

If a notice is required to be placed on the land, a Statutory Declaration must be completed and returned to Council advising the date that the notice was placed on the land and that the sign was maintained on the land for the entire advertising period.

The Statutory Declaration cannot be made until after the advertising period has been completed.

Once the advertising period has ended and the statutory declaration has been returned to Council (if required), your application will be further considered by Council.

ENQUIRIES/FURTHER INFORMATION

If you have any further enquiries about the advertising process, please contact Statutory Planning on (03) 9784 1733.