

INFORMATION SHEET: PUBLIC NOTIFICATION

When is public notification required?

The *Planning Development and Infrastructure (General) Regulations 2017* specify when a Relevant Authority is required to undertake public notification during the assessment of a development application. Public notification allows neighbours and other interested parties to view the documents submitted as part of the development, make comment on the application and to be heard by the Eyre Peninsula Regional Assessment Panel if they wish.

What types of public notification are there?

The way a development is notified is determined by its category and any exclusions in the Planning and Design Code.

Code Assessed - Performance Assessed

- Letter sent to land owners within 60 metres
- Sign placed on the site for 15 business days
- The Planning and Design Code can exclude classes of Performance Assessed development from public notification and/or from requiring a sign on the land.

Impact Assessed - Code Restricted

- Letter sent to land owners within 60 metres
- Sign placed on the site for 20 business days
- Public notice.

Impact Assessed - Minister or Regulations

- Letter sent to land owners within 60 metres
- Sign placed on the site for 20 business days
- Public notice
- The Minister may also require additional consultation.

Where can I find the development applications on public notification?

The development applications that are currently on public notice can be found at the following link:
https://plan.sa.gov.au/have_your_say/notified_developments

How much time do I have to make a representation/submission?

The time to which a representation/submission can be made on a publicly notified development application is dependent on the assessment category and varies between 15 and 20 business days. The due date will be identified on the letters, sign and the above website.

Who can make a submission?

Any interested person can make a submission.

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What is the process for submitting a representation?

Understand the application: When you submit a representation, your comments must relate to planning matters only which may include noise, overlooking, visual appearance etc. If you're unsure about which matters may be relevant, you can access the relevant planning policies that apply to the land here: <https://code.plan.sa.gov.au/>

Make sure you read through all documentation provided with the application to fully understand potential planning impacts.

Prepare your representation: Your representation must be submitted through an approved form which can be completed digitally or as a printed paper copy. The digital form is available here: https://plan.sa.gov.au/have_your_say/notified_developments

For a representation to be valid, it must be in writing, outline reasons for the representation, include your name and address, and state if you wish to be heard at a public meeting where the decision will be made.

Submit your representation:

After completing your representation form, you need to provide it to the relevant authority for consideration. If you are submitting your representation digitally, it will automatically be sent to the relevant authority via the Development Application Processing (DAP) system.

If you are submitting your representation in hardcopy, provide this to the relevant authority of the application by post, email or in person prior to the due date. The relevant authority is noted on the representation form and may be the Eyre Peninsula Regional Assessment Panel or the State Commission Assessment Panel (SCAP).

Track your representation: All representations submitted are public information, including your name and address. If you have any concerns about details being published, contact the relevant authority for the application. Valid representations will be:

- forwarded to the applicant to give them the opportunity to respond before a decision
- published for a time on the PlanSA portal or in a Panel Agenda as part of the decision-making process for the development.

What happens with my representation?

Your representation will be forwarded to the Applicant to review and prepare a response. The Relevant Authority will consider both your representation and the Applicant's response in their assessment before making a decision. If you have requested to be heard, you will be invited to a Panel meeting and will have access to the assessment report and the Applicant's response. After the meeting you will be forwarded a copy of the Decision Notification Form, confirming whether the Relevant Authority decided to grant consent or refuse the application.

Contact details for your local Council:



Wudinna District Council

(08) 8680 2002

admin@wudinna.sa.gov.au



(08) 8676 0400

development@dclep.sa.gov.au



(08) 8626 1001

dcstreaky@streakybay.sa.gov.au



DISTRICT COUNCIL OF TUMBY BAY

(08) 8688 2101

dctumby@tumbybay.sa.gov.au



(08) 8627 2026

council@kimba.sa.gov.au



DISTRICT COUNCIL OF CLEVE

(08) 8628 2004

council@cleve.sa.gov.au



(08) 8687 9177

dce@elliston.sa.gov.au



(08) 8629 2019

council@franklinharbour.sa.gov.au



(08) 8625 3407

council@ceduna.sa.gov.au



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(08) 8621 2300

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