



PUBLIC NOTIFICATION GUIDE

HOW TO GIVE PUBLIC NOTICE OF A PLANNING PERMIT APPLICATION

Under Section 52 of the Planning and Environment Act, applicants may be required by Council to give Public Notification of (Advertise) Planning Permit Applications. 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.

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 correct number of forms to be mailed out.

As the applicant, you are then required to undertake the advertising procedure. This usually involves the sending out of plans by **Registered Post**, placing a **sign on the subject property** for fourteen days, *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.

Council will then consider that application, along with any objections received. This may involve a mediation meeting of parties concerned with the development.

2. TYPES OF NOTIFICATION

There are three 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 with delivery confirmation. (See paragraph 3)

and/or

- b) The erection of a sign on the subject land. (See paragraph 4)

and/or

- c) Public notice placed in the newspaper. (See paragraph 5)

The applicant may not be required to undertake all three forms of advertising. Please read your advertising letter carefully to see which forms 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 indicated in the letter.

Before you mail out these notices, **you must fill in** the “closing date” in the last box at the bottom right corner of the form. The closing date must be included on each type of notification that is given, e.g. notice on site, notice by Registered Post, or Public Notice in the newspaper. The closing date is fourteen (14) clear days from the date that the last type of notification is given, e.g. If sent on the 1st then 14 clear, complete days is the 16th.

The notices **MUST** be sent by Registered Post with the Delivery Confirmation (“Return Receipt” cards). 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.

Registered Post may be done two ways:

- **Labels – not prepaid** – registered number labels are stuck on plain envelopes and the number has to then be recorded on a “Lodgement Document – Multiple” form.

The “Lodgement Document – Multiple” form then needs to be completed with the Registered Post Number, Recipient’s name and address, and a tick ✓ placed in the Delivery Confirmation box. (These forms are available from the Post Office)

A “delivery Confirmation – Return Receipt” card is then to be completed for each recipient and stuck on the back of the envelope. **The name and address of the applicant** (not Council’s address) must be placed in the “Return to” section of the card. This card will then be returned to the applicant when the Registered Post has been delivered to or collected by the addressee.

- **Prepaid Envelopes** – can be purchased at the Post Office with the registered number already printed on the envelope.

The details of the recipient are written on the front of the envelope and a Delivery Confirmation card is then to be completed for each recipient and stuck on the back of the envelope. The name and address of the applicant must be placed in the “Return to” section of the card. This card will then be returned to the applicant when the Registered Post has been delivered to or collected by the addressee.

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

4. ERECTION OF A SIGN ON THE SUBJECT LAND

Again, where this is required, an A3 or larger sized notice will be included with the advertising letter. This is to be dated with the **same closing 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, to ensure it is maintained in a legible condition for the fourteen day 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.

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 14 clear days.

5. 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 and which day(s). If this is required, a copy of the form headed "Notice of an Application for Planning Permit" should be forwarded to the newspaper (The Echo). Alternatively, this can be arranged by phone. The Echo has the template and logo set up for this notice, and you will be asked to provide the relevant information to complete the notice details.

It is to be placed in the "Public Notices" section of the newspaper on one occasion with Borough logo.

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)

6. INFORMATION TO BE RETURNED TO COUNCIL

Upon the completion of the fourteen day advertising period, a **Statutory Declaration** has to be completed and returned to Council before further consideration of the application can take place. Along with the Statutory Declaration, the following also must be returned:

- a) Copy of notice sent to neighbours and sign placed on site;
- b) Delivery Confirmation Cards;
- c) Any letters returned as not delivered or unclaimed;
- d) Copy of public notice from the newspaper (if applicable, NOT the invoice for the notice);
- e) Completed Statutory Declaration

A Statutory Declaration stating that the required letters have been sent out and providing details of the non-return of any Delivery Confirmation cards will be acceptable provided that there is also confirmation of the reasons for non-delivery from Australia Post.

7. CONSIDERATION OF THE APPLICATION BY COUNCIL

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, on (03) 5258 1377 or email: info@queenscliffe.vic.gov.au.