

Public notice letter

|  |
| --- |
| [Implementation note: Include your Council’s branding, and delete these notes prior to publishing this solution] |

Name

Address

Suburb

Dear Resident,

The attached Notice of Application for Planning Permit is given to you under Section 52 of the Planning and Environment Act 1987. This notice is provided to you as a neighbouring owner or occupier of land, or any other person, who may be materially affected by the granting of this permit.

|  |  |
| --- | --- |
| **Summary of application**  This application is for a permit to [insert description of application] | **Application details**  **Application Reference number:** [insert reference number]  **Address:** [insert property address]  **Applicant name:** [insert applicant name] |

**What can I do?**

1. Review the notice of planning application, the application plans and supporting documentation.
2. After reviewing the application details:
   * If you are unaffected by or indifferent to the proposal, you don’t have to take any further action.
   * **Or** you can lodge a submission to express your support or concern without it being an official Objection or Letter of Support. [delete if not applicable]
   * **Or** if you have a valid concern about the proposal, you may object to the application by the [Insert Date] shown on the attached notice.
   * **Or** you can submit a Letter of Support for the proposal to demonstrate your endorsement for what is being proposed.

**The Responsible Authority will not decide on the application before [Insert Date]**

**You can still make a submission before a decision has been made.**

|  |  |
| --- | --- |
| *[insert your own QR Code Here – this is an example of what it should look like]*  An example QR code linking to the  Scan the QR code | If you wish to view this application or make a submission, you can scan this QR code or visit the link below. Submission Guidelines[weblink]are available to assist you on Council’s website.  [Weblink to Council’s website] |

A process diagram showing the steps in the application process.
1. Application lodged
2. Council initial assessment
3. Advertisement - this is where the application is at
4. Council will then consider submissions
5. There will be an assessment
6. A decision will be made