



LIVINGSTONE PLANNING SCHEME 2018 Information sheet

Making a submission

A submission is a written comment about a proposed planning scheme amendment made by any interested member of the community (for example, person, group or organisation). A submission may support or object to all or part of a proposed planning scheme amendment, or suggest alternative options.

When can a submission be made?

Any person can make a submission during the public consultation period for a proposed amendment. Please view the public notice associated with a proposed amendment to determine the public consultation timeframe.

How to make a submission?

For a submission to be categorised as a properly made submission, the submission must:

- ▶ be in writing and, unless the submission is made electronically, be signed by each person (the submission-makers) who made the submission; and
- ▶ be made to the Chief Executive Officer, Livingstone Shire Council; and
- ▶ be received during the consultation period; and
- ▶ state the name and residential or business address of all submission-makers; and
- ▶ state the grounds for the submission, and the facts and circumstances relied on to support the grounds; and
- ▶ state one (1) postal or electronic address for service relating to the submission for all submission-makers.

Submissions can be made:

- ▶ by electronic mail via the following address:
PlanningSubmissions@livingstone.qld.gov.au;
- or

- ▶ by postal service with a letter addressed to:

Livingstone Shire Council
Attention: Growth Management
PO Box 2292
YEPPOON QLD 4703; or

- ▶ in-person during Council open hours at the Yeppoon Town Hall customer service office (25 Normanby Street), or the Emu Park Library (7 Hill Street).

Grounds for a submission

It is important that a submission focus on matters directly associated with a proposed amendment. It is also important that the grounds of a submission are supported by facts and circumstances to support the grounds.

Submissions are not confidential

Anonymous submissions will not be considered, and all properly made submissions are published on the Council website for viewing along with the planning scheme amendments.

Further information:

For further information about proposed amendments to the *Livingstone Planning Scheme 2018* visit Council's website or contact Council directly with your enquiry.

Web: <https://www.livingstone.qld.gov.au/>

E-mail: enquiries@livingstone.qld.gov.au

Online enquiry: Council's [online services portal](#)

Phone: 1300 790 919 or (07) 4913 5000

Mail: PO Box 2292 Yeppoon QLD 4703