

FACT SHEET

How to make a submission



This fact sheet provides general information and is provided as a guide only to assist the community to understand the draft planning scheme, including the draft LGIP plan, and its mapping. It is encouraged to view the relevant sections of the draft planning scheme, including the draft LGIP and talk to a planner.

What is a submission?

Any interested member of the community (such as a person, group or organisation) can provide a written comment about the draft planning scheme.

These comments, or submissions, can be used to voice support, raise concerns or provide suggestions for all or part of the proposed draft planning scheme and mapping. Council would like to know what you like and support in the draft planning scheme as well as what might concern you.

The draft planning scheme will help shape the future of our City of Ipswich.

The draft LGIP identifies the future trunk infrastructure necessary to service this expected urban development at the desired standard of service (DSS).

Council encourages everyone to review the scheme so you can understand how it might affect your property, your neighbourhood and the things you value most and have your say. Don't miss this valuable opportunity to help shape the future of our city. Be part of the conversation about the future of our city.

How long do I have to make a submission?

To make it count, council must receive your 'properly made submission' by the close of the public consultation period which is **Sunday 16 July 2023** for the draft planning scheme, and **Tuesday 25 July 2023** for the draft LGIP.

What 'grounds' or points should I include in my submission?

- Share your thoughts on the draft new planning scheme and how it relates to your street, suburb and city, including:
 - if it protects the things that matter to you;
 - how it may affect your interests; and
 - if the future vision of the draft planning scheme is consistent with your community expectations.
- Be clear about what issues or parts of the draft planning scheme you are commenting on, and the reasons to support your comments (eg. what you like or why you are concerned and the alternative suggestions you propose).
- Clearly identify if the submission relates to the draft LGIP by preparing a separate submission on the LGIP.
- A submission does not need to be prepared by a professional.
- A submission does not need to be lengthy, and it is okay to use dot points, headings and short sentences.
- Your submission may support or object to things, or it may do both.
- If your submission is about a specific property/s:
 - include the street address and property details (lot and plan e.g., Lot 2 RP345678) - both of these details can be found through a '[Property Report](#)' or on your rates notice;
 - specify how your property/s is affected by the draft planning scheme; and
 - what you like or why you are concerned by the draft planning scheme and the alternative suggestions you propose.

To help council understand your views, a submission should include supporting information such as documentation, photos and maps. The information you include should help back up the points ('grounds') made in your submission. The more information you can provide, the more thoroughly we can assess and understand the things you support, or the issues you raise.

Making your submission

The easiest way to make a submission to the draft scheme is electronically through shapeyouripswich.com.au from the New Ipswich Planning Scheme page, or for the draft LGIP, from the Local Government Infrastructure page.

All submissions must:

- be lodged by the last day of the public consultation period which closes on **Sunday 16 July 2023** and **Tuesday 25 July 2023** for the draft LGIP; 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.
- All written submissions must:
 - Be signed by each person (the submission-maker/s) who made the submission; and
 - Be made to the Chief Executive Officer, Ipswich City Council; and
 - Be received on or before the last day of the public consultation period which closes on **Sunday 16 July 2023** and **Tuesday 25 July 2023** for the draft LGIP; 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.

Written submissions can be lodged:



By Post:

Letter addressed to:
Chief Executive Officer, Ipswich City Council, PO
Box 191, Ipswich Qld 4305



In Person (during Council business hours):

Ipswich City Council Customer Service Centre,
1 Nicholas Street, Ipswich



Email: planningscheme@ipswich.qld.gov.au

What happens to my submission?

On completion of the public consultation period, council will consider all submissions. Every submission will be individually read and reviewed. The issues raised in submissions will be considered by council as part of a report on changes to the draft new planning scheme and LGIP. This will summarise all the issues raised in submissions and may prompt changes to the draft planning scheme and LGIP. Have your say as your thoughts matter!

Council will respond to all submissions, with each submitter being notified of the outcome of their submission.

Through the draft new planning scheme and LGIP, council is planning a better future for our people and our city. This requires balancing a wide range of issues with the needs of many, so while all submissions will be closely considered it is unlikely that everyone will be entirely satisfied. For example, addressing natural hazards may be given priority over personal interests in property.

Following council's consideration of the submissions report, the draft planning scheme and LGIP will be finalised and sent to the state government for its final review and request for approval to adopt Ipswich Plan 2024 as the new planning scheme for the City of Ipswich.

A consultation report will also be available on council's website that summarises all public consultation and engagement activities undertaken for the draft planning scheme and LGIP. It is hoped that with state government endorsement, a new planning scheme will be in effect by early 2024.

Will my submission be made publicly available?

Your individual submission will not be made publicly available.

The issues raised in your submission and all other submissions will be considered and summarised in a report to council following the close of the public consultation period. These issues will avoid specific identification of persons, or individual properties.

You will receive a response to your submission by mail or email following consideration of all submissions received by council.