

### Public Notification of Development Applications

Under the *Planning Act 2016* Development Applications which trigger Impact Assessment must be publicly notified for a minimum of 15 business days. Where the proposal is a Variation Request (change to the Town Plan), the application must be notified for 30 business days.

### How do Applicants notify Development Applications?

Under the Development Assessment Rules, Applicants must:

- 1) Publish a notice in a newspaper circulating in the area of the property (Townsville Bulletin)
- 2) Place a notice on the property fronting each road and/or road reserve, and
- 3) Give a notice to all adjoining property owners whom share a common boundary.

### Preparing a Properly Made Submission?

Submissions must be prepared either in writing or electronically and:

- 1) Be addressed to the Chief Executive Officer, Charters Towers Regional Council
- 2) Be made during the notification period
- 3) State the name and residential or business address of all submission-makers
- 4) State one postal or electronic address relating to the submission for all submission-makers
- 5) State the grounds, and the facts and circumstances relied on to support the grounds, and
- 6) Be signed by each person who made the submission.

Submissions must be addressed to:

Chief Executive Officer  
Charters Towers Regional Council  
PO Box 189  
CHARTERS TOWERS QLD 4820

Or

[mail@charterstowers.qld.gov.au](mailto:mail@charterstowers.qld.gov.au)

### What does Council do with a Submission?

Any Development Application which receives a submission is decided by Council at a General Meeting. Upon Council making its decision, a copy of the Decision Notice is provided to all submitters.

It is important that submitters understand that Council can only consider matters which relate to the [Charters Towers Regional Town Plan Version 2](#), the [North Queensland Regional Plan](#) and Sections 30 and 31 of the [Planning Regulation 2017](#). All other matters are unable to be considered.

Where the submission is a Properly Made Submission, the submitter is afforded third party appeal rights and may, if desired, appeal the decision at the Planning and Environment Court (QLD).

### How to get a copy of a Development Application?

During the notification period, Council publishes all the application material on its [website](#). A copy can be downloaded for free to peruse.

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Right to Information Act 2009* and *Information Privacy Act 2009*). This information will be stored on Council's database. The information collected will be retained as required by the *Public Records Act 2002*.