



GUIDE TO DA SUBMISSION WRITING

The following is intended as a simple guide to critically reviewing Development Applications placed on exhibition by the Blue Mountains City Council and preparing submissions for consideration by the consent authority (ie professional Council officers; independent planning panels).

Background

1. Development Applications are the means by which land owners or their representatives seek Council approval to construct new structures, extend or modify existing structures and/or seek a "change of purpose" for a property.
2. Development Applications are placed on exhibition by the Council to enable public submissions on the proposed development which can be taken into consideration as part of the assessment process.
3. Development Applications can be accessed via the Council's website at <https://bmcc.nsw.gov.au> - Select "QUICKLINKS". Click on "DA Tracker". Once on the "Find Applications Received" page, click on the "On Exhibition" heading at the top of the page. The schedule of Development Applications will then be displayed. An individual development application can be located by the application number (if known) or by using the drop down menu at the top of the page headed "Which Town"
4. The schedule of Development Applications lists when an application was first placed on exhibition and when this period ends (ie the closing date for public submissions), the street address of the property as well as a short summary of the proposed development.
5. By clicking on the selected Development Application the details of the proposal are exposed including all submitted reports and plans.

Writing a Submission

6. It is preferable to individualise your response - template letters are weaker than customised submissions. This doesn't mean you shouldn't use key points or themes suggested by local advocates or expert bodies, just incorporate them into your response using your own words.

Leura Community Alliance

email – leuracommunityalliance2780@gmail.com

snail mail - PO Box 7250, Leura NSW 2780

facebook – @leuracommunityalliance

Leura Village Association - Leura Gardens Festival Inc - Leura Home Gardening Club Inc - Leura Uniting Church
The Church of Jesus Christ of Latter-Day Saints Leura – Blue Mountains Conservation Society Inc.
Rotary Club of the Upper Blue Mountains Sunrise - National Trust (NSW) Blue Mountains Branch
North Leura 'Gateway' Network - Sublime Plateau Community Association Inc - Gladstone Road Precinct
Committee - Friends of Gordon Falls & Leura (FOGFAL) – Leura Golf Club

7. It is best to use non-emotive language - be strong, firm ... but sensible and worth listening to.
8. Commence your submission by stating why you are writing and clearly identify the proposed development you are responding to (see example letter at Attachment A).
9. The Statement of Environmental Effects (listed under the individual Development Application on exhibition) is likely to be the most important and useful document in understanding the scope and impact of any development proposal.
10. Look for the proponent's explanation of how the proposal is compliant with the relevant planning controls (eg BMCC Development Control Plan 2015, Character Statement for Leura contained in Local Strategic Planning Statement - located on the BMCC website). Be alert for any areas where the proposal is described as being non compliant and for which exemptions are being sought (eg maximum height controls). This is an area where objections are likely to be particularly significant to the consent authority.
11. Note the proponents claims about how the development will impact the surrounding area (ie streetscapes, traffic, parking, noise). If these claims lack veracity or are not supported by reliable evidence, they should be challenged. Remember, local residents know the area better than anyone and are in a strong position to identify claims that are exaggerated or made out of context.
12. If the proposed development is creating a, to date, avoidable hazard or impact, be sure to raise its propensity to create an unwanted precedent for similar developments in the future.
13. Rather than only looking to describe the development's affect on you as an individual landowner, seek to identify its affect on the wider community and explain why consent would not be in the "public interest" (see example letter at Attachment A).
14. To receive consideration, submissions need to be forwarded to the Council at council@bmcc.nsw.gov.au before the end of the exhibition period.

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**GUIDE TO DA SUBMISSION WRITING
ATTACHMENT A
(Example Letter)**

Dr Rosemary Dillon
Chief Executive Officer
Blue Mountains City Council
2-6 Civic Place
Katoomba NSW 2780

email – council@bmcc.nsw.gov.au

Dear Dr Dillon

I write (on behalf of *...) regarding the development application for the construction of (describe the proposed project e.g. 34 room, four star boutique hotel) at (full street address) ref.(development application number e.g. X/236/2020).

I/we have carefully read the Statement of Environmental Effects, dated ... , relating to this development application and have concluded that ...

From an aesthetic prospective I/we make the observation that that the design...

Despite claims to the contrary, the proposal's ...

I/we particularly object to the suggestion that ...

Importantly, I/we are of the view that ...

Accordingly, for all of the above reasons, I/we submit that the proposal, in its current form, would set an undesirable precedent for similar development within the ... area and that approval would therefore not be in the public interest.

Yours sincerely

XXX

(Position, if applicable)

(Organisation, if applicable)

(Date)

* name of organisation, if applicable.

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