

HOW TO MAKE A FORMAL SUBMISSION



Dedicated to a better Brisbane

Brisbane City Council invites everyone to be part of shaping the city's future and to have their say during public consultation. Council reviews all feedback, but there is a correct way to make a formal (properly made) submission that satisfies legal requirements.

It's important that submissions reach Council before consultation closes. After all feedback is reviewed and processed, Council responds to properly made submissions and publishes a consultation report online.

Read the project information

On the project page you will find key information such as summary documents, maps, and key information about the proposed city plan changes.

Have y^{oursay}

Council can receive formal submissions via:

- email
strategic.planning@brisbane.qld.gov.au
- City Plan online at
cityplan.brisbane.qld.gov.au/eplan
(click 'submissions' to begin)
- in writing to:
City Planning and Design
Brisbane City Council
GPO Box 1434
Brisbane QLD 4001

How to make a submission

Anyone can make a submission on draft plans, amendments or other Council business. While all feedback is reviewed, Council will only report **properly made submissions** and respond directly to people who provided contact details.

- 1. Name the amendment in your submission title.**
Example: Submission on the draft Stones Corner Suburban Renewal Precinct Plan.
- 2. State what you support or oppose and why.**
Example: I support the proposed zoning change of the residential land at Main Street because it provides for parkland, but I oppose the proposed 3-storey building height near Smith Street because nearby properties will be overshadowed.
- 3. Suggest specific changes.**
Example: The draft precinct plan should be changed to allow new developments to provide people with more housing.
- 4. Use your own words.**
A submission using your own words will help Council more accurately understand your views.
- 5. Provide your details.**
Include the name, address and signature of each person who is listed in the submission. Signatures are not required for email or online submissions. If you want Council to contact you for further information, provide your phone number and email address.
- 6. Send your submission to Brisbane City Council before the end of the consultation period.**
Late submissions cannot be considered.