

Process Guide

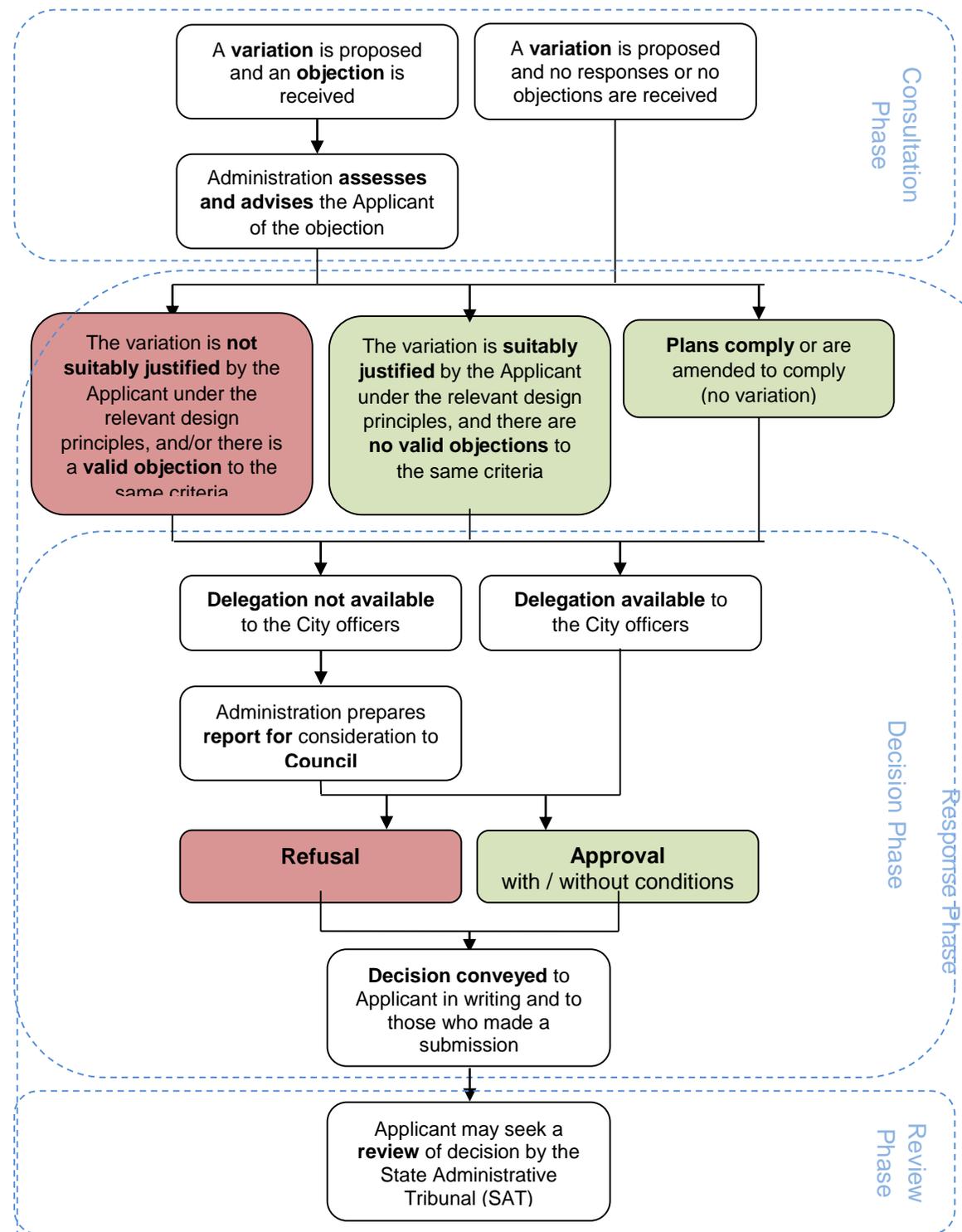
The following is a brief explanation of the process after comments are received by the City.

Objection received

1. If objections are received following community consultation, the objections are deemed to be valid by Administration if they relate to the variation and/or other broader planning matters. If the objection/s are not considered valid, then it is considered that no objection has been received.
2. Where the objections are valid, the Administration will provide the applicant a schedule of submissions and give the opportunity for the applicant to amend the plans to remove or reduce the variation so that the proposal complies and the Administration can determine the application.
3. Otherwise, the applicant can elect to have the application determined at Council. In this case, the applicant will need to justify the variation based upon the relevant design principles, with due regard for the neighbours objections (if any).
4. The Council delegates the authority to determine most applications to the City officers, however if delegation has not been given or objections to the proposal received, then a report will be prepared for consideration at a Council meeting.
5. The decision-maker (Council or City Officer) is to give due regard to the submissions received, however they must take all planning considerations into account when determining the application, which may result in an approval or refusal.

What happens when the application goes to Council?

6. Generally it is up to the applicant and objector(s) to contact the processing officer to find out if the matter is to be determined by Council, and which agenda month the matter is listed.
7. All Council meetings are public and are held in the Council Chambers, commencing at 7:00 pm on the fourth Tuesday of the month. The application will also be deliberated at the City's Planning and Development Committee meeting held on the second Tuesday of every month. Those who wish to make presentations at the meetings **must** complete a Committee and/or Council Address Form, and submit it to the City **prior** to the meeting. You will have 3 minutes in which to make your presentation at the meeting



8. **What happens after a decision is made?**

9. When a decision is made (either a refusal, or an approval with / without conditions at Council or by City Officers), the applicant and any submitters are advised in writing. Decisions cannot be rescinded or changed, however the applicant has the right to apply to the State Administrative Tribunal (SAT) for a review of the decision.

