



**Why have you been notified of the Application?**

The owners of properties that might be affected by proposed developments are advised of the application and are given the opportunity to comment. You do not have to make a submission to Council, however, should you have a view that you wish to bring to Council's attention, this is your chance.

**Will Council consider your submission?**

Council must assess applications in accordance with the Environmental Planning & Assessment Act 1979, Council's Local Environmental Plan, and other statutory requirements. This requires a review of the suitability of the site and the likely impacts of the development, including any impacts on adjacent properties.

If objecting to a development proposal, you should clearly state your reason, and if possible, make positive suggestions as to what, if any, solutions you feel would help. This can be useful to clarify issues and give everyone involved an opportunity to express their opinions. Council may refuse an application or approve it subject to conditions to help control the impacts of the development. Your input into the process will assist in this decision.

Development proposals that are to be considered at Council are listed in the Friday issue of the Macleay Argus prior to the Monthly Council Meeting.

Council Agenda and Minutes are on display in Council's Customer First Centre and are available on Council's website [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au).

**Will your view be "Confidential"?**

Council endeavours to honour the confidentiality of any submission when marked "Confidential". Council may be required to make available documents which are relevant to legal proceedings and access might be gained to submissions under the Freedom of Information Act.



**How to make a submission**

All comments made in writing to Council by the closing date for submissions will be carefully considered before a decision is made. Submissions must be signed and can be sent by mail, fax, email or delivered personally. You can send your submission to:

Kempsey Shire Council  
PO Box 78  
West Kempsey NSW 2440  
Fax No: 02 6566 3245  
Email: [ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au)

If your submission is late, Council will try to include consideration of it, but this will depend on when the application is finalised.

**Will you be informed of the determination?**

If you comment on the application, your submission will be acknowledged. You will also be informed after a decision is made.

**Questions**

If you have any questions about the notification process or the status of an application, contact Council on (02) 6566 3200.

**For further information and advice on Information Notification Process**  
**Contact:**  
Kempsey Shire Council  
22 Tozer Street, West Kempsey  
Ph (02) 6566 3200 Fax (02) 6566 3205