

Community Participation Plan

2025-2028



Acknowledgment of Country

We acknowledge the traditional custodians of the Queanbeyan-Palerang area and pay our respects to elders past, present and emerging.

We acknowledge the stories, traditions and living cultures of the First Nations peoples on this land and commit to building a brighter future together.



Acknowledgment of Country Artist: Lynnice Church
ABORIGINAL NATIONS: Ngunnawal, Wiradjuri and Kamilaroi

Front cover image - Aerial of South Jerrabomberra © Village Building Company

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If you require interpreting services in your language please call TIS National on 131 450 and ask to be connected to 1300 735 025 .	Доколку ви се потребни толкувачки услуги на вашиот јазик, ве молиме јавете се на TIS National на 131 450 и побарајте да бидете поврзани со 1300 735 025 .	जेकर तुहातुं आपली भाषा वरिच दुहासोभा मेहाला ची लेज हे तं लिंगिया करके TIS National तं 131 450 उ लेन करके 1300 735 025 दे नाल वनेकट करन ली आये	Se ha bisogno di servizi di interpretariato nella sua lingua, chiami il TIS National al numero 131 450 e chieda di essere collegato al numero 1300 735 025 .	तपाईंलाई आफ्नो भाषामा दोभये सेवाहरू चाहनिछ भने कृपया TIS National लाई 131 450 मा कल गर्नुहोस् र 1300 735 025 संग जोडनि अनुरोध गर्नुहोस्	Kung kailangan mo ng mga serbisyo ng pagsasalín sa iyong wika, pakitawagan ang TIS National sa 131 450 at hilingin na maikonekta ka sa 1300 735 025 .	Ако су вам потребне услуге преводјења на вашем језику, позовите TIS National на 131 450 и затражите да будете повезани на 1300 735 025 .	यदि आपको अपनी भाषा में दुभाषिया सेवाओं की जरूरत है तो कृपया TIS National को 131 450 पर फोन करके 1300 735 025 से कनेक्ट करने के लिए कहें	如果您需要口服、致笔与口服 (TIS National) 号 131 450 , 并要求接到 1300 735 025 .	Ako su vam potrebne usluge tumača na vašem jeziku, nazovite TIS National na 131 450 i zatražite da vas spoje na 1300 735 025 .	Si necesitas servicios de interpretación en tu idioma, llama TIS National al 131 450 y solicita estar conectado al 1300 735 025 .
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English

Macedonian

Punjabi

Italian

Nepali

Filipino/Tagalog

Serbian

Hindi

Mandarin

Croatian

Spanish

Community Participation Plan

This document has been prepared to meet the requirements of a Community Participation Plan under the *Environmental Planning and Assessment Act 1979* (EP&A Act).

Most development applications (DAs) are processed and determined by Council staff under delegation. Some other developments have such a minor impact (exempt) or can be carried out in compliance with accepted building or environmental standards (complying development), and do not require a development application.



1 Community participation in strategic planning matters

Community participation is invited in planning matters by means of placing documents on public exhibition and informing the community about them. These matters include planning proposals, local strategic planning statements, draft development control plans and any other land use planning documents listed in the EP&A Act.

Actions involving the reclassification or re-categorisation of community land (with the latter involving a change in the Plan of Management) under the *Local Government Act 1993* are also placed on public exhibition. They also include notification requirements in the case of native title reviews under the *Crown Land Management Act 2016*.

Exhibition periods are defined in the legislation. Advertisements will include how submissions can be made and where the documents are available for viewing.



2 Development Assessment

Council is the consent authority for a broad range of application types under the EP&A Act. Some of these application types will require a process of public notification to be undertaken throughout the assessment process.

The following section explains the application types that will have public notification, minimum periods of notification and the processes that will be followed where notification is required.

3 State and Regionally Significant Development Applications

Certain types of development are considered state significant, including proposals that are of a certain size, in a sensitive environmental area, or exceeding a specific capital investment value. State significant development applications are assessed by the NSW Department of Planning and determined by the Independent Planning Commission or the Minister for Planning or their delegate. The notification process for these developments is undertaken by the NSW Department of Planning, and are available on the NSW Planning Portal at planningportal.nsw.gov.au/major-projects. Submissions can be made through the portal.

Certain types of development are considered regionally significant, along with development applications that are larger in value, scale and/or complexity. These types of development applications are assessed by Council, but are determined by the Southern Regional Planning Panel. More information about planning panels is available on the Planning Portal at planningportal.nsw.gov.au/planningpanels



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4 Minimum Notification Periods

Table 1 below highlights the minimum public notification period for the mentioned plans in accordance with Schedule 1 of the *Environmental Planning and Assessment Act 1979* or with the *Local Government Act 1993*.

If notification is occurring over the Christmas/New Year period, those days between Christmas and New Year will be discounted from the required notification period.

Table 1 - Minimum Public Notification Periods for Plans	
Type of Plan	Minimum Notification Period
Draft community participation plan	28 days
Draft local strategic planning statement	28 days
Planning proposals for local environmental plans subject to gateway determination	28 days (unless specified differently in a gateway determination)
Draft plans of management	28 days (with 42 days to make a submission)
Draft development control plans	28 days
Draft contribution plans (i.e. Local Planning Agreements and Section 7.11 plans)	28 days

Table 2 below highlights the minimum public notification period for the mentioned developments.

The Christmas notification period for Development Applications (DAs) is extended because the days between 20 December and 10 January (inclusive) are excluded from notification periods in accordance with Schedule 1 of the *Environmental Planning and Assessment Act 1979*.

Table 2 – Minimum Public Notification Periods	
Type of Application	Minimum Notification Period
Development Applications – Applications for development consent for State Significant Development Some types of development are deemed to have State significance due to the size, economic value or potential impacts that a development may have. Development that is State significant development (SSD) is identified in the State and Regional Development State Environmental Planning Policy (SEPP) and includes development such as new education establishments, hospitals and correction centres, mining and extraction operations, tourist and port facilities. Council does not manage this process	28 days

Development Applications – Applications for development consent for designated development Designated developments are higher impact developments that are detailed in Schedule 3 of the Environmental Planning and Assessment Regulation 2021 and includes activities such as aquaculture, coalmines, chemical storage facilities, extractive industries, electricity generating stations and marinas. These developments need to be supported by an Environmental Impact Statement.	28 days
DA - Application for development consent for integrated development Development requiring specific approval from a NSW government agency under separate legislation.	28 days
Application for development consent for category 1 remediation work under State Environmental Planning Policy (Resilience and Hazards) 2021	28 days
Development Applications - Council related Examples include applications made: 1. By or on behalf of the Council 2. On land for which Council is an owner, lessee or licensee, or 3. On land which is otherwise vested in the control of Council.	28 days
Development Applications – Applications for development consent for regionally significant development Regionally significant developments are outlined in Schedule 6 of the <i>State Environmental Planning Policy (Planning Systems) 2021</i>, specific sections in the <i>Environmental Planning and Assessment Act 1979</i> and the <i>Environmental Planning and Assessment Regulation 2021</i>. Regionally significant development generally refers to: 1. Projects with a capital investment value of more than \$30 million 2. Projects with a capital investment value of more than \$5 million that are lodged by: • council-related • lodged for the State of NSW • private infrastructure and community projects • eco-tourism facilities. 3. Designated development involving extractive industries, waste facilities and marinas 4. Coastal protection works where there is no certified coastal management program 5. Certain coastal subdivisions 6. Projects with a capital investment value of \$10 million to \$30 million that the applicant refers to the planning panel after 120 days. <i>Note: A Development Application can be multiple application types such as regionally significant, designated and integrated development. In this case, the longer notification period prevails.</i>	14 days

DA – Applications for development consent (other than those listed in above) identified within Categories A, B and C below Examples include development applications for new two (2) storey dwellings, major commercial and industrial developments and development involving a local heritage item.	14 days
Environmental Impact Statement (EIS) – Obtained under Division 5.1 for works by or on behalf of Council An EIS is prepared for development under Part 5 of the EP&A Act for certain development permitted without consent undertaken by or on behalf of Council.	28 days
Environmental Impact Assessment (EIA) – for State Significant Infrastructure under Division 5.2 State Significant Infrastructure includes major transport and services development such as rail and road infrastructure, pipelines and development in National Parks.	28 days

5 The Development Application Notification Process

Public notification informs a targeted audience of the receipt of an application under consideration by Council and provides an opportunity to review the documents and make a submission on the perceived impacts of the development (both positive and negative). The notification process is not the same as public consultation which is generally community-wide and seeks the wider community's views and feedback.

This section details how and when we notify you about development applications for the Queanbeyan-Palerang Regional Council area.

There are three ways that we notify the community:

- Category A – Adjoining neighbour notification
- Category B – Advertised development
- Category C – Rural notification
- Category D – No notification required

Further detail on notifications for each category at sections 11, 12, 13 and 14.

The assessing officer may, at any time, use their discretion to require the notification of a specific development application or increase extent and/or duration of a notification. This occurs on proposals that present potential environmental, social or cultural impacts.

While we encourage community feedback on the development assessment process, we must balance this with the NSW Government's planning approval expectations and timeframes.

This means Council cannot consider any submissions received after the notification period unless the assessing officer grants an extension of time in writing to lodge a late submission.

An extension can only be granted for exceptional circumstances and only for people the assessing officer considers are likely to be affected by the proposed development.

6 Who we notify

For development applications in notification areas for categories A, B and C, we notify these individuals and groups:

- Owners of property within the applicable notification area
- Relevant resident associations, societies or other community organisations whose comments, in the assessing officer's opinion, would assist the assessment of an application. Note - these groups will need to be a registered incorporated association in NSW to be notified.
- Owners of properties in neighbouring local government areas (including the ACT) that fall within the applicable notification area if the application site is on our local government area boundary
- Owners and/or non-owner occupants who in the opinion of the assessing officer, with regard to the nature of the proposal, should be notified regarding potential impacts.

Development applications for category D will have no notification due to the minimal impact of the proposal. However, the assessing officer, at their discretion, may require notification if there would be adverse impacts to neighbouring properties.



7 Modifications to a development consent

An applicant may lodge an application to modify a development consent or a deferred commencement consent (Section 4.55 modifications, *Environmental Planning and Assessment Act 1979*).

Council will notify 4.55(2) modification applications to:

- persons who made a written submission on the original application
- owners of land adjoining the application site who did not make a submission on the original application but who, in the opinion of the assessing officer, may be affected by the development as proposed to be modified if carried out.

Notification follows the normal notification procedure.

A 4.551(a) or 4.55(1) modification will not be notified if the assessing officer is satisfied that:

- the proposal as modified will have a lesser or similar impact and no adverse effect of a different type on the use or enjoyment of neighbouring or adjoining land than the original application
- the application to modify the consent is only to correct a minor error, misdescription or miscalculation as allowed by Section 4.55(1) of the Act.

8 Amending a development application before determination

An applicant may amend an application at any time before the determination of the application with agreement from the assessing officer.

In this instance, the assessing officer may renotify as follows:

- To persons who made submissions on the original application.
- To adjoining or neighbouring land (including those who were previously notified of the application) who may, in the opinion of the assessing officer, maybe further affected by the proposed amendments

If the authorised officer is satisfied that the amendments will have a lesser or similar impact as the original application then renotification may not be required and submissions on the original application will be considered in the assessment.

9 Planning Alerts

Council issues a weekly email alert that lists development applications lodged, determined, and on notification within the last 7 days. Customers can register to receive these emails at www.qprc.nsw.gov.au/notification.

Interested residents are also encouraged to sign up for the third-party Planning Alerts tool at www.planningalerts.org.au.

10 Developer community consultation prior to lodgement

Council recommends developers of large or likely contentious development projects in the QPRC LGA to undertake their own community consultation prior to lodgement of a Development Application.

The community feedback received is to be considered in the design of a development before the lodgement of a development application and the results detailed within the Statement of Environmental Effects.

Please note, community consultation prior to the DA lodgement is not a legislative requirement under the EP&A Act or the Local Government Act and will not impact lodgement or assessment.



11 Category A - Adjoining Neighbour Notification

This category is for routine applications that may have impact to adjoining neighbours only. Development listed below will be notified for a period of 14 days to neighbouring properties in accordance with Figure 1. The notification will include a notification letter mailed to owners of the neighbouring properties and be listed on QPRC's DA tracker.

Category A does not apply to properties in RU1 - Primary Production zoned land, which is covered in Section 13 - Category C - Rural notification.

As mentioned in Section 9, Council issues a weekly email alert that lists development applications lodged, determined, and on notification within the last 7 days. Customers can register to receive these emails at www.qprc.nsw.gov.au/notification.



Category A notification applies to the following:

Residential

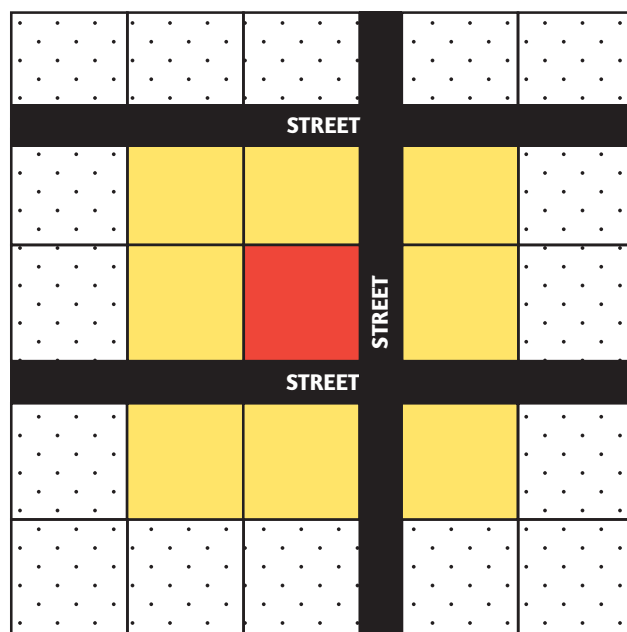
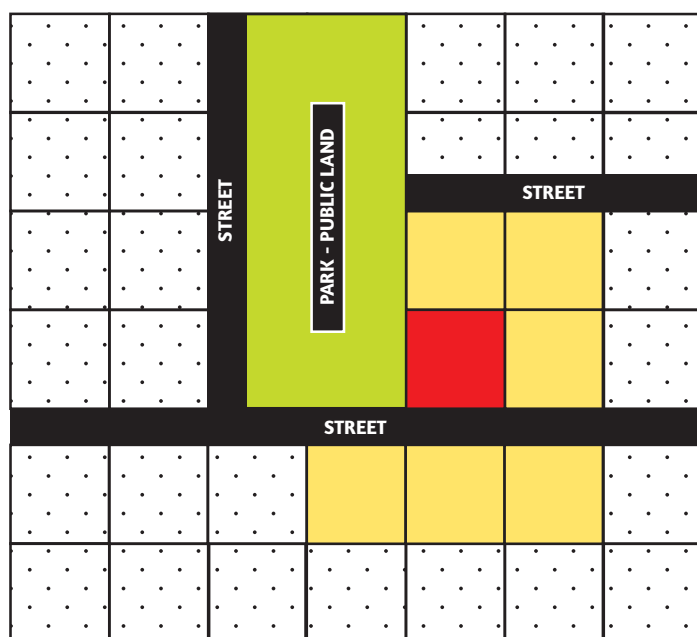
- Two storey Dwelling Houses including a new or part storey (excluding RU1 Primary Production Zone)
- Dual Occupancy and Secondary Dwelling
- Zero lot line walls – any dwelling or garage/ shed wall on the boundary or less than 900mm to the boundary

Commercial and Industrial

- Change of use where "Existing Use Rights" (as defined in 4.65 of the EP&A Act) are involved

Other Development

- Development involving a local Heritage Item
- Development in a Heritage Conservation Area (where the work is highly visible from the street)
- Advertising Structures (excluding Building or Business Identification Signage)
- Development involving a significant variation to a development control under a Development Control Plan
- Variation to Building Envelope
- Subdivision of land Creating 4 or more allotments (excluding strata title subdivisions)
- Remediation requiring consent



KEY



APPLICATION SITE



PROPERTY NOTIFIED



PARK - PUBLIC LAND

Figure 1: Examples of notification under Category A

12 Category B - Advertised Development

This category is for applications that may have impact to more than adjoining properties and requires a more extensive notification radius. Development listed below will be notified for a minimum period of 14 days to adjoining owners three properties deep by letter in accordance with Figure 2 over the page. The proposal is also published on our website at www.qprc.nsw.gov.au/development-public-notice and on the QPRC DA Tracker.

Category B does not apply to properties in RU1 - Primary Production zoned land, which is covered in Section 13 - Category C - Rural notification.

While this may go above legislative requirements, advertised development is also notified to relevant incorporated community and heritage associations/groups, and to chambers of commerce.

As mentioned in Section 9, Council issues a weekly email alert that lists development applications lodged, determined, and on notification within the last 7 days. Customers can register to receive these emails at www.qprc.nsw.gov.au/notification.



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Category B notification applies to the following:

Residential

- Multi Dwelling Housing, Residential Flat Buildings, Boarding Houses, Group Homes, Hostels, Rural Worker's Dwellings, Seniors Housing and Shop Top Housing

Commercial and Industrial

- Child Care Centres
- Licensed premises (such as a club, pub, hotel or night club)
- Major Commercial or Industrial developments (Such as supermarkets, bulky goods premises, function centres, entertainment facilities, takeaway food premises in new buildings and waste or resource management facilities)
- Offensive or Hazardous Industry
- Mining or Extractive Industry
- Rural Industry
- Education Establishment
- Tourist and Visitor Accommodation
- Brothels
- Health Services Facilities
- Intensive Livestock or Plant Agriculture

- Place of Assembly or Worship
- Restricted Premises
- Animal boarding or training establishments

Other Development

- Development involving State listed Heritage Item (excluding the Braidwood and its setting State Heritage Conservation Area)
- Developments where, in the opinion of Council, the proposal is generally not in keeping with the established scale and character of surrounding development
- Development where, in the opinion of Council, it would be in the public interest to notify the application
- Major earthworks and land forming operations
- Telecommunications Facilities, High Impact (i.e. Tower)

Notification requirements for designated development, state significant development and integrated development are separately prescribed by the *Environmental Planning and Assessment Act 1979* and *Environment Planning and Assessment Regulation 2021*.

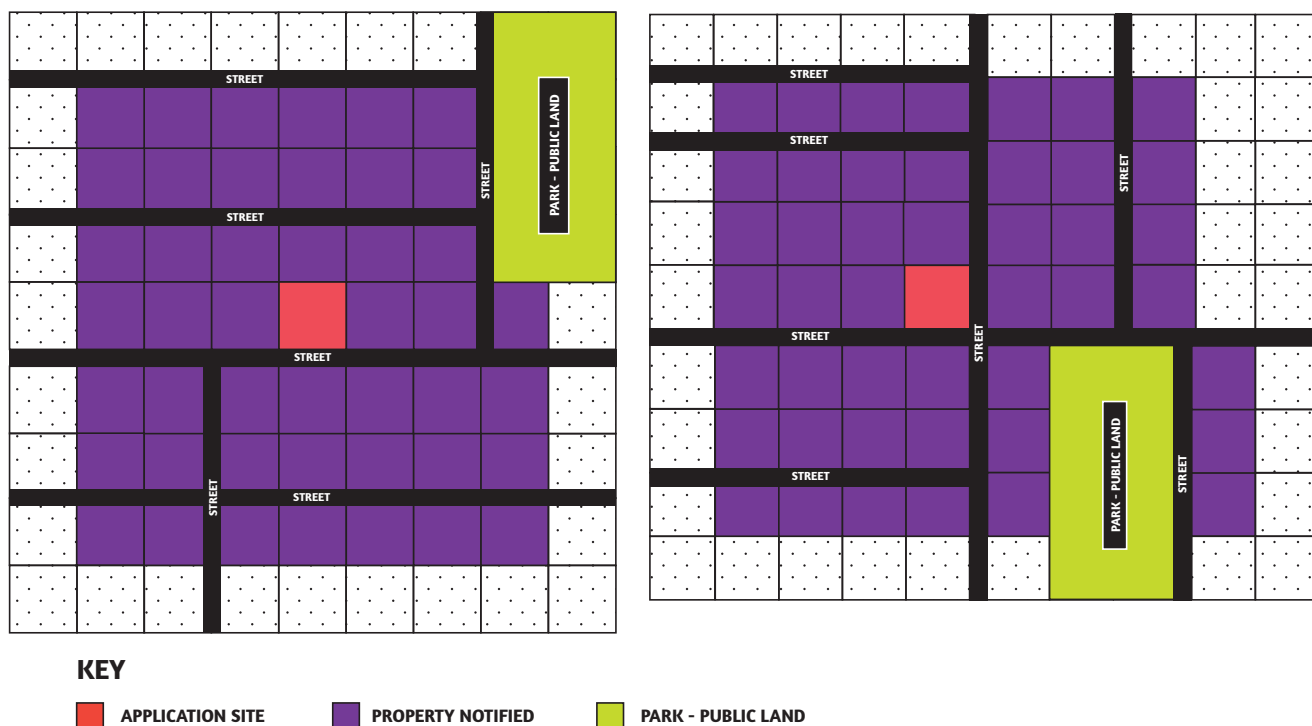


Figure 2: Examples of notification under Category B

13 Category C - Rural notification

This category is for applications in located in the rural RU1 – Primary Production zone. Given the large lot sizes and distance between dwellings, notification will be a 300m radius from the location of the development. Development listed below will be notified for a minimum period of 14 days to properties in the 300m radius by letter in accordance with Figure 3 over the page. The proposal is also published on our website at www.qprc.nsw.gov.au/development-public-notices and on the QPRC DA Tracker.

As mentioned in Section 9, Council issues a weekly email alert that lists development applications lodged, determined, and on notification within the last 7 days. Customers can register to receive these emails at www.qprc.nsw.gov.au/notification.



Category C notification applies to the following:

Residential

- Backpackers' accommodation, Rural Worker's Dwellings, Farm Stay accommodation

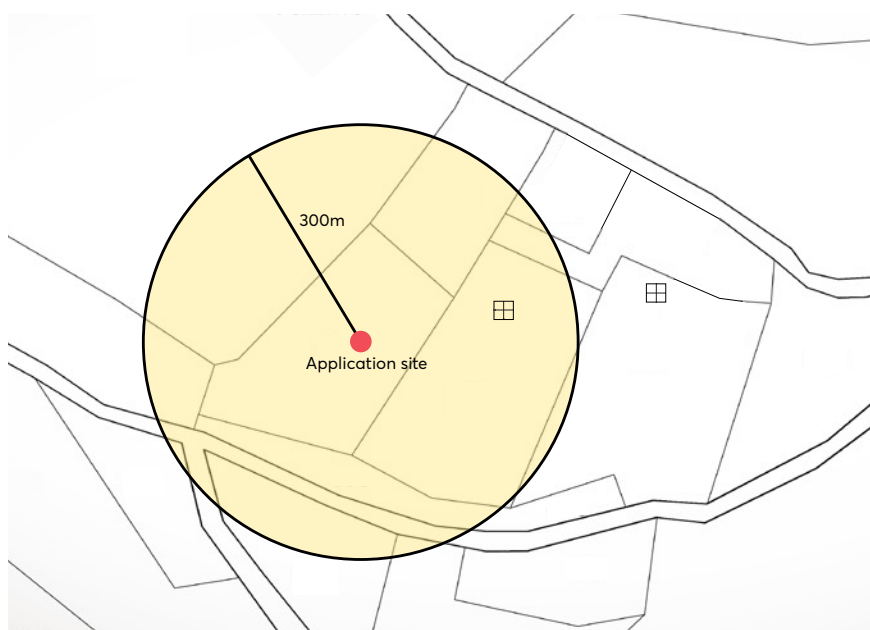
Commercial and Industrial

- Child Care Centres
- Caravan Park
- Licensed premises (such as a club, pub, hotel or night club)
- Major Commercial or Industrial developments (Such as supermarkets, bulky goods premises, function centres, entertainment facilities, takeaway food premises in new buildings and waste or resource management facilities)
- Offensive or Hazardous Industry
- Mining or Extractive Industry
- Rural Industry
- Education Establishment
- Tourist and Visitor Accommodation
- Brothels
- Health Services Facilities

- Intensive Livestock or Plant Agriculture
- Place of Assembly or Worship
- Restricted Premises
- Animal boarding or training establishments

Other Development

- Development where, in the opinion of Council, it would be in the public interest to notify the application
- Earthworks - major earthworks and land forming operations
- Telecommunications Facilities, High Impact (i.e. Tower)
- Advertising Structures (excluding Building or Business Identification Signage)
- Development involving a significant variation to a development control under a Development Control Plan
- Variation to Building Envelope
- Subdivision of land Creating 4 or more allotments (excluding strata title subdivisions)
- Remediation requiring consent



KEY

- APPLICATION SITE □ NEIGHBOURING HOUSE ● NOTIFICATION AREA

Figure 3: Example of notification under Category C

14 Category D - No notification required

We do not notify you about the types of development that are not listed in categories A, B and C. The application will be listed on the QPRC DA tracker to observe the status of the application only.

Should a development type not listed above likely have impacts to adjoining properties, the assessing officer may notify at their discretion.

15 Making a submission

Any person may make a submission in relation to a publicly notified application outlining their reasons for support or opposition to the proposed development. If the submission is an objection to the development, the grounds for objection should be clearly stated.

If a person has made a reportable political donation and/or gift, and they wish to lodge a submission, they must disclose donations or gifts made to Councillors or Council staff. This is required under Part 4 of the EP&A Act.

Significant penalties apply for non-disclosure. See the form "[Political Donations and Gifts Disclosure Statement](#)" on the Building and Development Forms, Checklists and Guides page on our website www.qprc.nsw.gov.au for completion and attachment to submissions.

Submissions are required to be made in writing and can be submitted to Council for the duration of the notification period through Council's online submission form, by email, mail, or delivered in person to Council offices. Submissions received outside of the notification period will only be accepted at Council's discretion.

All submissions will become public documents, may be made available to applicants, and may be included in Council reports, published on Council's website and/or discussed at meetings. Applications referred to a Council meeting may include the name and address of the person making the submission as part of the information included in Council's Business Paper.

16 Consideration of submissions

Where a development application has been publicly advertised or notified and one or more written submissions by way of objection have been received, the determination of the application will follow the process below:

1. The assessing officer reviews the submissions and concerns raised in relation to the proposed development, and Council's LEP and DCPs. Where the concerns raised are not unreasonable, not on planning matters, are of a nature that can be remedied through a condition of consent or the applicant has agreed to modify the development plans, the development application will be determined under Delegated Authority of Council by an Authorised Officer.
2. Where significant concerns have been raised and where such concerns are unable to be resolved by officers or the applicant is unwilling to modify the development to overcome such concerns, the application may be refused or will be reported to a Council meeting for determination. The applicant and each person who lodged a submission will be

notified (by letter, email, or verbally) of the date and time of the Council meeting and be advised of their right to attend and make representations to Council, following the business paper being published on Council's website. Information on how to participate in Council meetings and make representation can be found here:

www.qprc.nsw.gov.au/public-involvement-at-Council-meetings

Prior to the meeting an inspection of the property may be arranged by Council staff to which applicants may be invited to address Councillors and Council staff. Any presentation to Council, whether by an applicant or submitter shall be carried out in accordance with Council's Code of Meeting Practice. See www.qprc.nsw.gov.au/public-involvement-at-Council-meetings

Please note that the consideration of submissions is not a consultation or negotiation process with submitters. The concerns raised will be assessed on planning grounds.



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17 Notification of Determinations

Following the determination of an application where submissions have been received Council will notify each person who made a submission in respect of Council's determination of the application including a copy of that determination notice.

Council also publicly notifies all decisions in accordance with Schedule 1 of the EP&A Act. The determination notice includes the following information:

- The decision
- The date of the decision
- The reasons for the decision (having regard to any statutory requirements applying to the decision)
- How community views were taken into account in making the decision.



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