

Having your say

Who can make a submission?

Anyone can make a submission. However, submissions are usually made by people who may be affected by a proposed planning scheme amendment (either as the owner or occupier of land which is to be the subject of changed planning scheme provisions) or who may be affected by changes on other land, such as neighbouring residents or business owners.

In the case of a submission made jointly by a number of people, the submission should nominate one person as the group's representative for notices and representation.

How do I lodge a submission?

Submissions must be made in writing and be clearly marked with the name of the planning strategy or the amendment number. This information can be found in the 'Get Involved' tab of the PMP Printing webpage. You must also include:

- The name of the person (or nominated person if it is a group) making the submission
- Preferred contact details
- The address of the affected property if applicable and,
- The reason/s for the submission.

Your submission can be lodged in several ways:

- Emailing your submission to amendments@vpa.vic.gov.au
- Posting your submission to the address below*, making sure to reference the project.

Victorian Planning Authority
Re: Amendment C156/PMP Printing Site
Level 25, 35 Collins Street
MELBOURNE VIC 3000

**Please note that due to current COVID19 restrictions, access to postal mail is significantly limited. This may cause delays in reviewing your submission. Where possible, please provide your submission via email.*

When must submissions be received by?

All projects have formal submission closing date, which will be outlined in the project timeline and again in the 'Get Involved' tab. The closing date for submissions made to Amendment C156 to the Monash Planning Scheme or the PMP Printing project must be made by **Thursday 29 October**.

Should you require further time, please contact the project manager, Alexandra Malishev on (03) 9651 9639 or via email to Alexandrea.malishev@vpa.vic.gov.au to discuss the available options.

Where can I find more information?

The 'Have your Say' section of the VPA website has copies of the Comprehensive Development Plan (CDP), background reports, maps, summary documents and all the supporting documentation. It also provides a name and number of the best person from the VPA to contact about each project. Please visit www.vpa.vic.gov.au/project/pmp-printing-site.

What happens after a submission is made?

Once a submission is made to the VPA, you will first receive a notice to acknowledge it has been received. Please note that at this time, acknowledgement of postal submissions will take more time to process. Wherever possible, it is advised that you submit your feedback via email.

After the consultation period ends, VPA staff will review all submissions received. As part of this process, VPA staff may contact submitters as required to further discuss their submission and any changes sought.

If the VPA is unable to resolve all submissions, it will request the Minister for Planning to refer submissions to the Victorian Planning Authority Standing Advisory Committee (VPA SAC).

If submissions are referred to the VPA SAC, the SAC will invite submitters with unresolved submissions to participate in the hearing process. The SAC will determine the best way to consider unresolved matters - either by round table discussions, written submissions or a public hearing.

The VPA SAC will provide advice on the amendment to the VPA and Minister for Planning in a report. The VPA will consider this advice before making recommendations to the Minister for Planning, who will consider the appropriate approval pathway for the amendment.

Please note: Submissions provided to the Victorian Planning Authority are part of an open public process where all parties affected by the planning scheme can provide input into the amendment.

If you choose to make a submission, you consent to your submission being made public, and being identified as the author of the submission.

Your submission will be made available for public inspection on the VPA website until two months after gazettal of the resulting planning scheme amendment and will also be made available to relevant Ministers and local councils, and other involved government agencies. In addition, your submission will be made available to developers, landowners, other submitters and interested parties on request. Your submission may be provided in its entirety to a Standing Advisory Committee appointed to advise the Minister for Planning on referred projects and plans and associated draft planning scheme amendments.

If you are a private individual, your personal information will be removed from your submission before it is released to parties outside government or local councils. Contact details do not include the address of land which is the subject of your submission.

By making a submission, you also give permission for copyright material to be copied and made public.

Tips for writing a submission

While there's no right or wrong way to write a submission, we appreciate that it can be daunting to write a formal response to an amendment.

If you do wish to make a written submission, the following list of tips may help you organise your thoughts, structure your words and help us understand and consider your views.

But ultimately, how you choose to write your submission is your decision and we will accept them all.

1. Read the amendment documents

This might seem obvious, but sometimes people write submissions in response to what other people have told them, rather than reading the consultation materials themselves. While we do read and consider all submissions and feedback, you should make sure that your comments and views are relevant by responding to what the amendment documents say, rather than to what other people think they say.

2. Only respond to the points you want to respond to

Some amendment documents can be dauntingly large and complex, containing many different ideas and questions for people to respond to. Please pick and choose the areas you wish to respond to, those that affect you, points that you're passionate about or just parts that you have ideas about. We don't expect you to respond to every point.

3. Jot down your key concerns/questions/suggestions

It's a great idea before writing your submission to jot down your key thoughts, concerns, questions and suggestions. Take a look at them and consider whether they all reflect one big idea or issue you have or if there's a number of different topics you wish to respond to. This can help you clarify your thoughts and make it easier to write a clearer and more concise submission.

4. Find facts and evidence supporting your views

While we respect your views and opinions, you can demonstrate your perspective and the importance of your ideas by providing us with examples or evidence that support them.

5. Provide alternative ideas and suggestions

Sometimes it can be easy to simply criticise an idea or service, but it's important to think about what should take its place.

If you have an alternative approach that you believe will work better, feel free to let us know. This helps us understand your perspective and gives us new ideas to consider.

6. Structure your submission to be clear and easy to read

While we'll read your submission regardless of how you structure it, if you make sure your submission is clear and easy to read then that helps ensure that we understand your views and concerns. There are different ways of structuring your submission and the most important thing is to get your ideas to us.

To help, we've provided the following suggestions:

- Include a summary indicating what parts of what documents you are responding to within the amendment.
- Clearly include your interest or involvement in making your submission. Why are you interested in this document, does it affect you personally, your family, friends, community, or business? This helps us understand and consider your circumstances.
- Separate out each topic you wish to discuss into a separate section discussing them, giving each a separate subheading to help us understand each of your concerns and points.
- Provide a summary of your main ideas, concerns and points at the end of your submission to sum up your views.

7. Ask another person to read through your submission

If possible, get someone else to read over your submission to make sure it clearly says what you want it to. This helps ensure that we don't misunderstand your thinking and it's clear to us and anyone else reading what your ideas and concerns are.

Thanks to Darebin City Council for allowing us to reprint some of the tips for submissions material.