



## Submission Writing

This guideline contains tips on writing submissions on exhibited Precinct Plans and is designed to help you let the Department of Planning know your feedback on draft plans.

A submission can be as simple as a one page letter or it can be longer.

### **SOME TIPS:**

- *Clearly identify the issue and location you want us to know about*
- *Provide a property description with Lot/DP number (look on Council rates notice)*
- *Include your name and relevant contact details - name, address, email, fax, telephone*
- *Identify points you want to make*
- *Use headings, sub-headings or main points*
- *State your position or view at the beginning and explain how it relates to your land*
- *Provide background if it would help to explain your concern or issue*
- *If you are referring to technical documents or maps it helps to refer to the title, section or page number of these documents*
- *State whether you agree, disagree or you are just stating important things that should be considered*
- *Use one point per paragraph or dot points for each new idea or point*
- *Use headings that highlight your point of view*
- *Summarise the main points*
- *Avoid long sentences*

If you require any further assistance with writing a submission, contact the Community Relations Team on 1300 730 550.