

SUBMISSION WRITING

The following tips are designed to help you write a submission on the exhibited Precinct Plans. A submission is an outline of your opinions about the 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) if your issue applies to a specific property
- Include 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 information about writing a submission, please contact the Community Relations Team on 1300 730 550.