

# SUBMISSION TEMPLATE FOR DEVELOPMENT APPLICATIONS

## Assistance with writing your submission

Any person can make a submission on a Development Application (DA) provided it is in writing and it is made prior to the end of the notification period.

This template is a guide only, you may wish to use a different letter or email format.

Your submission should explain how the proposed DA will impact you.

A submission may object to all or part of a development and/or support all or part of a development.

Some examples of potential concerns you may wish to address include the following:

- visual or acoustic (noise) privacy
- solar access and overshadowing
- obstruction of views
- removal of and works to vegetation and trees
- excavation
- design excellence
- subdivision
- traffic generation, car parking and vehicle movements
- landscaping and open space
- heritage
- sustainability and waste
- safety and hours of operation
- local character/size/scale/appearance/bulk

Your submission does not need to be long. Be clear, concise and factual.

Photographs and/or sketches can be included. If you have concerns for view loss, please include a photograph of the view you believe will be impacted.

You can view the architectural drawings, the Statement of Environmental Effects or other application documents on [Waverley Council's DA Tracking tool](#).

Concerns around private property, property value, personal values, religion, matters related to the landowners past behaviours or disputes are not considered relevant planning issues under the EP&A Act and Council cannot consider these concerns in determining the DA. Including these in your submission is not useful.

Name:

Date of submission:

Your home address:

Your phone number:

Your email address:

DA number:

DA address:

Indicate your opinion on the DA proposal:

I support the proposal

I object the proposal

Outline your concerns about the DA and provide detailed feedback on each concern.

*It may also be useful to read the [Waverley Local Environmental Plan 2012](#) and [Waverley Development Control Plan 2022](#) to understand what provisions the Assessing Officers evaluates the DA against.*

What changes would you like to be made to the DA proposal?

Once completed you can email this submission to [dasubmissions@waverley.nsw.gov.au](mailto:dasubmissions@waverley.nsw.gov.au)

or print and post to:

The General Manager  
PO Box 9  
Bondi Junction 1355