

## Having your say & making a submission

### Who can make a submission?

Anyone can make a submission. However, submissions are usually made by people who may be affected by a proposed draft 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 (Arden Structure Plan) or the amendment number (draft Amendment C407melb).

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:

- Completing the online submission form at [www.engage.vic.gov.au/arden](http://www.engage.vic.gov.au/arden)
- Posting your submission to:  
Victorian Planning Authority  
Re: draft Amendment C407melb/Arden Structure Plan  
Level 25, 35 Collins Street  
MELBOURNE VIC 3000

### When must submissions be received by?

All projects have formal submission closing date, which will be outlined in the project timeline and project brochure.

The closing date for submissions made to Arden Structure Plan and draft Amendment C407melb to the *Melbourne Planning Scheme* must be made by **5pm Monday 11 October 2021**.

Submissions received after this date may not be considered as part of the VPA's review and will be assessed to determine how they can be considered.

## Where can I find more information?

Further information can be found online – either on the VPA’s website or on the Victorian Government’s public participation platform Engage Victoria. Both websites have copies of the structure plan, draft planning scheme amendment documentation, background reports, maps, summary documents and all the supporting documentation you might need.

Anyone with limited access to the Internet is welcome to call the VPA on (03) 9651 9600 and request a hardcopy of the documents to be sent via mail.

Please visit [www.engage.vic.gov.au/arden](http://www.engage.vic.gov.au/arden) or <https://vpa.vic.gov.au/project/arden>

## 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.

After the consultation period ends on **5pm Monday 11 October 2021**, 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 submissions, it may request the Minister for Planning refer submissions to the VPA Projects 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 process of independent review via the VPA SAC. 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 draft 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. The VPA will make any report it receives from the VPA Projects SAC public ten days after receipt.

*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 Engage Victoria and 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.

If you would like to clarify any of the planning materials before you make your submission, VPA staff are available at multiple times throughout the consultation to answer any questions. Please see the Engage Victoria engagement page for more information [www.engage.vic.gov.au/arden](http://www.engage.vic.gov.au/arden).

### 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.