

Making a Submission – Planning Scheme Amendments

What is a submission?

A submission is a written response to proposed changes to a planning scheme. Submissions can support, oppose or provide recommendations to any aspect of the proposed planning scheme changes.

When can I make a submission?

A submission can be made at any time during the formal public notification period as advertised by Council.

Why make a submission?

The planning scheme guides how development will occur now and into the future. It is a legal document that regulates how land can be used, what development approvals are required and to what standards.

By making a submission, you can explain how the proposed changes will affect you. Council can then consider the matters raised and where necessary, make further amendments to ensure the communities voice is reflected in the final version.

How to prepare a “good” submission

Follow the below steps to prepare your submission.

1. Understand the proposed change

Before lodging your submission, you should review the information about the proposed planning scheme changes on Council's Amendment Hub on the Conversations Page.

2. Document your position

A submission needs to respond directly to the changes proposed and the effect they will have on you. They should also explain the planning outcomes you think should or should not be supported. Submissions must clearly state the reasons and the evidence that you relied on to reach that viewpoint.

3. Make sure your submission is properly made

While all submissions are considered, Council is only legally required to respond to **properly made** submissions. It is important to ensure that your submission meets the “properly made” requirements:

- Be signed by each person
- Be received during the formal public notification period
- State the name and residential or business address of each person
- State your position (Step 2)
- State one postal or electronic address for service
- Be made to Council.

Unlike the development assessment framework, submissions are not afforded appeal rights.

How do I lodge a submission?

Submissions must be lodged on or before the last day of the formal public notification period.

You can lodge your submission:

- Online via the Amendment Hub
- Email via ourplaceourplan@gladstone.qld.gov.au

- Mail PO Box 29 Gladstone Qld 4680
- In person at a Customer Service Centre

The easiest way to lodge a submission is via our Amendment Hub. This ensures that your submission is properly made because the submission form is designed to collect the required details under the *Planning Act 2016*.

Submissions can be withdrawn at any time before the consultation period ends by contacting Council's Strategic Planning Team at ourplaceourplan@gladstone.qld.gov.au.

What happens to my submission?

Council must consider and document all **properly made** submissions in a Consultation Report. This report must:

- Be provided to each person who made a properly made submission; and
- Be available to view and download on the Amendment Hub; or
- Be available to inspect and purchase at each of Council's offices.

What happens next?

- Council may make changes to the proposed amendments
- If the changes are significant, then Council must repeat the formal public notification period
- After all actions are completed, Council must seek approval from the Minister to adopt the proposed amendment
- Once Minister approval is received, Council must adopt the proposed amendment
- Once adopted, Council will publish a public notice, update the Amendment Hub and contact all submitters advising of the adoption.

Stay updated

Council's Amendment Hub on the Conversations Page contains information about all of the proposed and past planning scheme amendments.

Contact Us

Council's Strategic Planning team can be contacted on (07) 4970 0700 or email ourplaceourplan@gladstone.qld.gov.au

Useful Links



[Amendment Hub](#)



[Planning Scheme](#)



[Planning Act 2016](#)



[Planning Regulations 2017](#)



[Minister's Guidelines and Rules, July 2024](#)