



# Community Participation Plan

Easy Read version

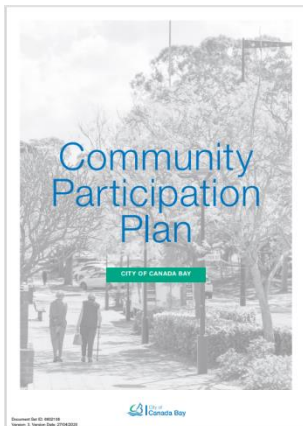
## How to use this document



This information is written in an easy to read way. We use pictures to explain some ideas.

This document has been written by the City of Canada Bay Council. When you see the word “we”, it means the City of Canada Bay Council.

Some words are written in **bold**. We explain what these words mean. There is a list of these words on page 13.



This Easy Read document is a summary of the City of Canada Bay Community Participation Plan. We call this the “Plan”. It does not replace the Plan.

You can find the Plan on our website at <https://www.canadabay.nsw.gov.au/development/plans-policies-and-controls/planning-controls-LEP-DCP>

You can ask for help to read this document. A friend, family member or support person may be able to help you.

## What is in this document?

About the Plan	3
When will we use this plan?	4
What is public exhibition?	6
How long is the public exhibition?	9
How will you know about the decisions made?	11
How can I have my say?	12
Word List	13

## About the Plan



This Plan tells you how you can have a say about changes to where you live.

We think it is important to hear from people who live in our area because:

- You know your area best
- We want to know what you think
- We want to hear your ideas

This Plan is used by:

- Councillors, the people who have been elected to represent you;
- Council officers, the people who work at Canada Bay Council; and
- Community members, the people who live, work and visit our area.

## When will we use this plan?



We will use this plan when we:

- make long term plans for your area including changes to buildings and use of public spaces; and
- decide if a building or space should be built or used in a particular way.

These long term plans can be called a:

- **“Local strategic planning statement”**
- **“Local environmental plan”**
- **“Planning proposal”**
- **“Development control plan”**
- **“Community participation plan”**
- **“Contribution plan”**
- **“Planning agreement”**

These plans describe:

- what type of buildings and structures can be built;
- where they can be built;

- what they can be used for;
- how much landscaping is needed; or
- how we make it happen.



When we decide whether something should be built or used in a particular way, we consider information as part of a:

- **“Development application”**
- **“Section 4.55 modification application”**
- **“Section 4.56 modification application”**
- **“Designated development”**
- **“Integrated development”**

## What is public exhibition?



We help you have your say by having public exhibitions.

During an exhibition, we make documents available for everyone to look at. These documents describe the possible changes in your area.



You can find out about all our exhibitions though Council's website:

[www.collaborate.canadabay.nsw.gov.au/](http://www.collaborate.canadabay.nsw.gov.au/)

We will also write to you, if we think changes will affect you. For example, if your neighbour wants to build a new house or a shopping centre will be built across the road from you.





For **Development Applications** and **Section 4.55 modification applications** and **Section 4.56 modification applications**, there will also be a sign on the property so that you know a change might happen at that place.

For **Section 4.55 modification applications**, we will write to you if you have already told us what you thought about the possible changes, because what you have seen on exhibition has changed.



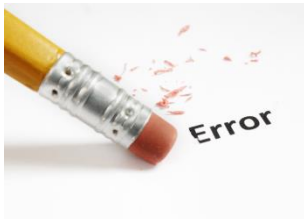
We will not be letting you know when minor changes happen. We think these changes will have no impact or very little impact.

Examples may include:

- new swimming pools or garden sheds
- repainting heritage buildings
- fires safety upgrades
- changing internal fixtures such as showers, toilets, taps



- replacing existing windows, re-tiling roofs
- demolishing or creating internal walls and changing layout of a house
- changing the use of a shop from a newsagent to a clothing shop
- renovating a takeaway food or cafe that already exists
- demolishing a house
- removing a tree
- extending a house at the back on the ground level, where it will not shadow a neighbour and maintains privacy
- correcting a spelling error, wrong numbering or format changes in documents
- Subdividing a block of units that is already built to allow different people to own the units



## How long is the public exhibition?

Some development have major impacts, while others have very little.

State laws tell us how long we need to have documents available for you to look at. This Plan follows these rules.



Documents that will be exhibited for at least 28 days are:

- Draft **community participation plans**
- Draft **local strategic planning statements**
- **planning proposals for local environmental plans**
- Draft **development control plans**
- Draft **contribution plans**
- Draft **planning agreements**
- **Integrated development**
- **Designated development**
- Draft **planning policy or strategy.**

Note: the State Government may ask us to exhibit a **planning proposal** for less than 28 days if they think the change is minor.



Documents that will be exhibited for at least 14 days are:

- **Development applications**
- **Section 4.55 modification applications**
- **Section 4.56 modification applications**
- **Review of determination**
- Re-exhibition of documents listed above.

If the type and size of the change is major, we will give people more time to think about the changes.

We count the number of days to include the weekends.

We do not count the number days to include the days between 20 December and 10 January.

## How will you know about the decisions made?



Council will let you know what decisions have been made. This is called a public notification.

A public notification will include:

- The decision made
- The date of the decision
- Where to find out why the decision was made
- How we considered your views.

We will also let you know within 28 days if we make changes to a **development control plan** or a **contributions plan**.

We will also tell you why we made the decision.

## How can I have my say?



You can tell us what you think about the changes that may happen in your area.

We will always consider and respond to your views and concerns. You can:

- Writing a letter to:  
The General Manager  
Locked Bay 1470  
Drummoyne NSW 1470.
- Telling us online at  
[www.collaborate.canadabay.nsw.gov.au](http://www.collaborate.canadabay.nsw.gov.au)

You can also ask questions by:

- Visiting Council at 1a Marlborough Street, Drummoyne. Our staff can answer any questions you have or get someone to help you.
- Talking to Council staff working on the project. Contact details will be on our website.

### **Community participation plan**

A plan that describes how and when neighbours are consulted on possible changes.

### **Contribution plan**

A plan that describes the cost of facilities and services needed because of new development.

### **Designated development**

Developments that have high impact or located in or near an environmentally sensitive area.

### **Development application**

A development application is made to ask for permission to use or subdivide land, and to build or make changes to a building or structure.

### **Development control plan (DCP)**

A plan that supports the **local environmental plan**. It provides more detailed guidelines for development.

### **Integrated development**

Developments that need approval, for example licences or permit from another government department.

### **Local environmental plan (LEP)**

A Council document that sets out rules to guide what development should look like and what it can be used for.

### **Local strategic planning statement (LSPS)**

A document that sets a 20 year vision for development in the local area.



### **Planning agreement**

An agreement between a developer and a planning authority, for example Council.

### **Planning proposal**

A proposal to create or amend a local environmental plan.

### **Review of determination**

A request to re-consider a decision of a development application.

### **Section 4.55 modification application**

A type of application to correct any minor errors, such as spelling, numbering, description or calculation.

### **Section 4.56 modification application**

A type of application used to change development after the Land and Environment Court initially gave permission.