

How to make a planning submission

Information Sheet

If you wish to comment on a Planning proposal, you need to provide a written submission to the City of Rockingham online, by email or post before the close of the submission period. Please ensure that you include your full name and address, the heading of the planning proposal and the site address. If your submission is an objection to the proposal, please ensure that your reasons are clearly defined.

Acknowledgement

Your submission will be considered as part of the assessment process.

Privacy

Any written submission the City receives, including the address of the party that made the submission, may be placed on the public record and be available for inspection. Submissions are not kept confidential.

Assessment and Decisions

The City's Planning Services determine most Development Applications under delegated authority of Council. For a Development Assessment Panel (DAP) application, Council provides its recommendation to the Metro Outer Joint Development Assessment Panel (MOJDAP) for its decision. The public is welcome to attend the:

- Planning and Engineering Services Committee Meeting;
- Ordinary Meetings of Council; and
- MOJDAP meetings.

Members of the public can ask any questions regarding items on the Agenda during public question time at the Planning and Engineering Services Committee Meeting and ordinary Meetings of Council meetings. If you wish to make a presentation to the MOJDAP, a request form must be obtained and completed from the DAP Secretariat prior to the meeting seeking approval from the Presiding Member. Enquiries in this regard should be made to the DAP Secretariat on phone (08) 6551 9000 or via email: daps@dplh.wa.gov.au

The public are welcome to attend the Planning and Engineering Committee meetings and ordinary Meetings of Council, which are held in the Council Chambers. MOJDAP meetings may be held at the City of Rockingham or at one of the other neighbouring local governments included on the MOJDAP. Council generally meets on the fourth Tuesday of every month, while the Planning and Engineering Committee meets the Monday before.

The City's website includes details of Committee and Council Agenda's and the MOJDAP Agenda and Minutes. Agendas and Reports for Council and the Planning and Engineering Committee are generally made available on the Friday before the scheduled Planning and Engineering Committee meeting on the Monday.



Notifications

Due to the short timeframe between an Agenda being published and the meeting taking place, it is not always practical to post a letter to people who have lodged a submission. Submissioners are encouraged to liaise with the contact Officer and to regularly check the City's Website for Agendas. Please also ensure you include a daytime telephone number or an email address if the City needs to contact you to seek clarification of any details provided in your submission.

When a final determination is made on a Planning proposal, all submissioners will be informed of the outcome.

Lodging your submission

Please send your submissions

Online: via [Rock Port](#) the City's online community portal

Mail: Chief Executive Officer, City of Rockingham, PO Box 2142 Rockingham DC WA 6967

Email: customer@rockingham.wa.gov.au

Contact

To find out more about a specific planning proposal and its progress, please speak to the contact Officer dealing with the application or call Planning Services on (08) 9528 0333.