

[insert officer given name] [insert officer surname] ([insert officer phone])  
[insert Section]  
[document reference]

[document field1] [document type].[document year].[document number].[document part]

[DATE]

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[fmt\_ad3]

Dear Vincent resident/ratepayer

## **INVITATION TO COMMENT » Have your say**

To help us in our decision-making, we are writing to you today to encourage you to comment on the below proposal, as we'd appreciate your time and feedback:

|                             |   |
|-----------------------------|---|
| <b>Proposal:</b>            | <b>[insert item our for comment]</b>                            |
| <b>Consultation Period:</b> | [5 June – 3 July 2012] <i>**alter date but keep this format</i> |

### **What is happening?**

*\*\* Please refer to the Community Consultation Engagement Guidelines before writing this letter.*

*Add brief synopsis of what is happening, who it may affect and why it might be important to them – this and the above table is the most important part – must be effective and straight-forward, eg:*

The purpose of the Draft Masterplan is to provide an overarching document that provides the conceptual and strategic direction for the future development of the North Perth Town Centre, as a key location for revitalisation in Vincent. *The Masterplan may affect you if you are a property owner or landlord.*

*Add further headings (in bold – see some examples below) to separate relevant information into digestible chunks – the pertinent points must appear here on the front page – think about it -tailor this section to suit the item you're consulting on – don't just cut and paste.*

### **What is the process?**

### **What area does this affect?**

### **Why is this important?**

### **Where can I find further information?**

*Tailor this section to suit the item you're consulting on – don't just cut and paste.*

An Information Sheet on the proposal is attached. You can also visit the Community Consultation section of our website to explore the relevant information and documents – [www.vincent.wa.gov.au/communityconsultation](http://www.vincent.wa.gov.au/communityconsultation)

You may also view a hardcopy at the City's Administration and Civic Centre, and at the Vincent Library and Local History Centre. Should you require any further information or, please contact Strategic Planning Officer, on 9273 6000 or via email: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

## How do I submit my comments?

*Tailor this section to suit the item you're consulting on – don't just cut and paste.*

Please note that we do require written feedback via the avenues below. We do also need your personal details but note that these will never be disclosed or published (eg: in Council Agendas) without your expressed consent.

*Via post* – handwrite your comments on the attached Submission Form and post it to the City's Chief Executive Officer.

*Via email* - comments may also be sent to us within an email addressed to the City's Chief Executive Officer at: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

*Via our website's online form* - Visit the 'Community Consultation' section of our website and then scroll down to the relevant item – click and submit your comments using the form.

*In person* - visit our Administration and Civic Centre during office hours and write your comments on a Submission Form.

### Please note that all comments are to be:

- > Addressed to the Chief Executive Officer
- > Submitted with a reference to the **[insert item]**
- > Received no later than **5.00pm Tuesday 3 July 2014** *\*\*alter date but keep formatting*

## What happens after the consultation?

*Add details of what action will occur, eg:*

The responsible officer will be in contact with everyone who provided feedback to advise of the outcome. The results will also be published in the 'News & Public Notices' section of our website.

Thank you for taking the time to provide us with your comments on this proposal.

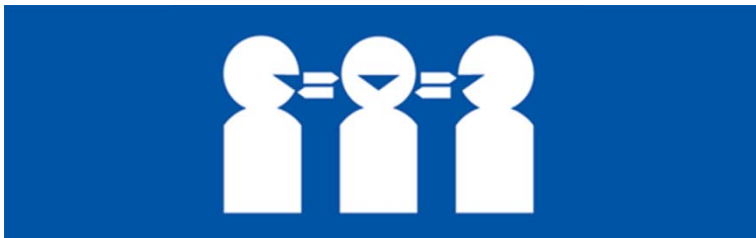
Yours sincerely

CHIEF EXECUTIVE OFFICER

*Encl.*

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STAY IN TOUCH





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## INFORMATION SHEET

**[insert item out for comment]**

*[Insert a brief summary about the proposal. Refer to the Community Consultation Engagement Guidelines (available in the main Policy and on the Intranet)]*

Add info here

CHIEF EXECUTIVE OFFICER



**COMMUNITY CONSULTATION SUBMISSION FORM » Have your say**

|  |  |
|--|--|
| <b>File No:</b>  | [insert]   |
| <b>LOCATION OF PROPOSAL:</b>                                 | [insert]   |
| <b>PROPOSAL:</b>   | <b>[insert]</b>  |
| <b>REASONS FOR THE PROPOSAL:</b> [insert]                    |  |
| <b>COMMENT PERIOD:</b>                                       | <i>[insert date; keep formatting]</i>  |
| <b>CONTACT OFFICER</b> (if you require further information): | [insert full name, title]<br><b>Tel:</b> 08 9273 6000 <b>Email:</b> mail@vincent.wa.gov.au |

**» Please tick the appropriate box:**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> I <b>SUPPORT</b> the proposal<br><i>[Or tailor to what you need, eg: Option 1 or Option 2]</i> | <input type="checkbox"/> I <b>OBJECT</b> to the proposal | <input type="checkbox"/> I <b>NEITHER</b> support or object the proposal - but I do wish to provide feedback |
|---|--|--|

**» Your personal details**

|   |  |               |  |
|---|--|---------------|--|
| <b>Full Name:</b>                                 |  |               |  |
| <b>Affected Address:</b>                          |  |               |  |
| <b>Postal address:</b><br>(if different to above) |  |               |  |
| <b>Contact number(s):</b>                         |  | <b>Email:</b> |  |
| <b>Signature:</b>                                 |  | <b>Date:</b>  |  |

In accordance with the City of Vincent *Privacy Management Policy No. 4.1.31*, your personal information will **not** be disclosed, made public or included in any agenda report - unless your consent is provided.

|   |  |   |
|---|--|---|
| <input type="checkbox"/> I am an OWNER and OCCUPIER | <input type="checkbox"/> I am an OWNER | <input type="checkbox"/> I am an OCCUPIER |
|---|--|---|

**Please Note**

If you need further information on this process or how to submit your comments, feel free to contact the Officer above or you can read the City’s *Community Consultation Policy 4.1.5* by visiting this section on our website: [www.vincent.wa.gov.au/communityconsultation](http://www.vincent.wa.gov.au/communityconsultation)

**» YOUR COMMENTS PLEASE**

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*Thank you for your feedback.*

*Feel free to subscribe to the Vincent e-newsletter via our website, ‘like’ the City of Vincent Facebook page or follow us on Twitter to keep abreast of community news and events near you.*



[insert officer given name] [insert officer surname] ([insert officer phone])  
[insert Section]  
[document reference]

[document field1] [document type].[document year].[document number].[document part]

[DATE]

[fmt\_nm1][fmt\_nm2]  
[fmt\_ad1]  
**[fmt\_ad2]**  
**[fmt\_ad3]**

Dear Vincent resident/ratepayer

*\*\*alter the below according to your consultation item.*

*\*\* Refer to the Community Consultation Engagement Guidelines before you begin consultation.*

## **INVITATION TO COMMENT » Have your say**

**No. [Related Property Address] [Related Property Title]**

We recognise that what's happening in your neighbourhood is important to you. When your neighbours submit plans to develop, or in some way alter their property, we understand that those plans may affect you. With this in mind, we strive to inform locals about these proposals and provide an opportunity for feedback - this helps us in our decision-making.

We are writing to you today to let you know that we have received an application for planning approval at the above address - we invite you to comment on the proposal:

|                             |   |
|-----------------------------|---|
| <b>Applicant:</b>           | <b>[applicant name]</b>   |
| <b>Proposal:</b>            | <b>[insert item our for comment]</b>                            |
| <b>Consultation Period:</b> | [5 June – 3 July 2012] <i>**alter date but keep this format</i> |

The application requires the Council to exercise discretion in accordance with the City's Town Planning Scheme No. 1, Residential Design Codes and/or associated Policies we are seeking input from nearby or adjoining landowners and residents.

### **Where can I find further information?**

*Tailor this section to suit the item you're consulting on – don't just cut and paste.*

The application, plans and documentation for this proposal are available for viewing at the following locations:

1. On the City's website: [www.vincent.wa.gov.au/communityconsultation](http://www.vincent.wa.gov.au/communityconsultation)
2. Administration & Civic Centre: weekdays, 8.00am-5.00pm, (excluding public holidays)
3. Library and Local History Centre during opening hours

Please note: in order to comply with copyright legislation, plans are not able to be photocopied or sent to you. Should you require any further information or, please contact Strategic Planning Officer, on 9273 6000 or via email: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

## How do I submit my comments?

*Tailor this section – give as many options as possible (for access and inclusion).*

Please note that we do require written feedback. We also need your personal details but these will never be disclosed or published (eg: council agenda) without your expressed consent.

*Via post* – handwrite your comments on the attached Submission Form and post it to the City's Chief Executive Officer.

*Via email* - comments may also be sent to us within an email addressed to the City's Chief Executive Officer at: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

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## What happens after the consultation?

*Add details of what action will occur, eg:*

The responsible officer will be in contact with everyone who provided feedback to advise of the outcome. The results will also be published in the 'News & Public Notices' section of our website.

Thank you for taking the time to provide us with your comments on this planning application.

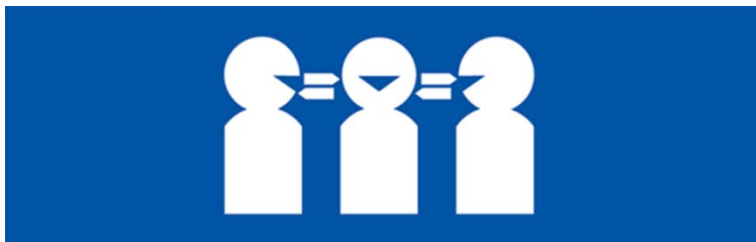
Yours sincerely

CHIEF EXECUTIVE OFFICER

*Encl.*

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**COMMUNITY CONSULTATION SUBMISSION FORM » Have your say**

|  |  |
|--|--|
| <b>File No:</b> [insert]                                     | <b>Serial No:</b> [insert]   |
| <b>LOCATION OF PROPOSED DEVELOPMENT:</b>                     | [insert]   |
| <b>PROPOSED DEVELOPMENT:</b>                                 | [insert]   |
| <b>COMMENT PERIOD:</b>                                       | 5 JUNE 2012 – 3 JULY 2012 ** [insert date; keep formatting]                                |
| <b>CONTACT OFFICER</b> (if you require further information): | [insert full name, title]<br><b>Tel:</b> 08 9273 6000 <b>Email:</b> mail@vincent.wa.gov.au |

**» Please tick the appropriate box:**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> I <b>SUPPORT</b> the proposal<br><i>[Or tailor to what you need, eg: Option 1 or Option 2]</i> | <input type="checkbox"/> I <b>OBJECT</b> to the proposal | <input type="checkbox"/> I <b>NEITHER</b> support or object the proposal - but I do wish to provide feedback |
|---|--|--|

**» Your personal details**

|   |  |               |  |
|---|--|---------------|--|
| <b>Full Name:</b>                                 |  |               |  |
| <b>Affected Address:</b>                          |  |               |  |
| <b>Postal address:</b><br>(if different to above) |  |               |  |
| <b>Contact number(s):</b>                         |  | <b>Email:</b> |  |
| <b>Signature:</b>                                 |  | <b>Date:</b>  |  |

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|   |  |   |
|---|--|---|
| <input type="checkbox"/> I am an OWNER and OCCUPIER | <input type="checkbox"/> I am an OWNER | <input type="checkbox"/> I am an OCCUPIER |
|---|--|---|

**» Please Note**

If you need further information on this process or how to submit your comments, feel free to read the enclosed Frequently Asked Questions, contact the Officer above. You can also read the City's *Community Consultation Policy 4.1.5* by visiting this link on the Vincent website: [www.vincent.wa.gov.au/communityconsultation](http://www.vincent.wa.gov.au/communityconsultation)

**» Your comments**

Feel free to provide your general comments below (or attach a separate page). You can also comment on the specific features of the development on the attached form.

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|  |   |                                      |
|--|---|--------------------------------------|
| <b>File No:</b> [document field1]        | <b>Serial No:</b> [document type].[document year].[document number].[document part] |                                      |
| <b>Location of Proposed Development:</b> | NO. [RELATED PROPERTY ADDRESS] ([RELATED PROPERTY TITLE])                           |                                      |
| <b>Proposed Development:</b>             | PROPOSED [PROPOSAL]   |                                      |
| <b>Comment Period:</b>                   | <<INSERT COMMENT PERIOD DATES>>   |                                      |
| <b>Contact Officer:</b>                  | [DOCUMENT OFFICER GIVEN NAME] [DOCUMENT OFFICER SURNAME]                            |                                      |
|  | <b>Tel:</b> 9273 6000   | <b>EMAIL:</b> mail@vincent.wa.gov.au |

**YOUR COMMENTS ON THE ASPECTS REQUIRING LOCAL AUTHORITY DISCRETION:**

The below table outlines which features of the development the City (as a local government) is able to make judgement upon. We therefore welcome your comments on the individual aspects to assist us in making our decision. If you wish to provide further comments, please attach a separate page to this form.

| Planning Element | Applicable Rule | Design Principle | Deemed-to-Comply | Proposed | Your comment |
|------------------|-----------------|------------------|------------------|----------|--------------|
|                  |                 |                  |                  |          |              |
|                  |                 |                  |                  |          |              |
|                  |                 |                  |                  |          |              |
|                  |                 |                  |                  |          |              |
|                  |                 |                  |                  |          |              |
|                  |                 |                  |                  |          |              |

**Deemed-to-Comply Standards** > these are criteria that provide a straightforward pathway for assessment and approval.

**Design Principles/Design Solution** > these are general statements which define the different ways of achieving a desired development outcome, rather than specifying a prescriptive way of achieving it.

For further information on how planning applications are assessed, including definitions of planning terminology, visit our website [www.vincent.wa.gov.au/communityconsultation](http://www.vincent.wa.gov.au/communityconsultation) (scroll down to Definitions of Planning Terminology).

*Thank you for your feedback.*



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## COMMUNITY CONSULTATION INFORMATION – TOWN PLANNING

The following information is provided to assist you with making a submission to the City of Vincent (“the City”).

The term “*Community Consultation*” covers the range of activities that the City utilises to support the involvement of residents, non-residents, business proprietors, stakeholders, general public and other members of the community in the decision-making process.

The City is committed to seeking the views of affected stakeholders for all applications where the City is required to exercise discretion in accordance with the City of Vincent Town Planning Scheme, related planning policies or Residential Design Codes.

Community consultation is an important component of the City’s planning application process. It provides an opportunity for everyone who is potentially affected by a particular matter to have their say and enables the decisions of the City to be informed by the views and knowledge of the community. Further information can be found in Policy 4.1.5 - Community Consultation, which can be found on the City of Vincent website under Public Documents.

### Principles Of Consultation

1. *Consultation with adjoining owners/occupiers and affected stakeholders should commence prior to formally lodging a planning application with the City. It is usually more **productive**, as well as **courteous**, to advise neighbours of development proposals as far in advance as possible and, where necessary, **negotiate outcomes** that are mutually acceptable before a formal application is lodged.*
2. *Formal community consultation of a development application is only undertaken by the City when the Council is called upon to exercise discretion to determine proposals that seek variation to the City of Vincent Town Planning Scheme, relevant planning policies or the Residential Design Codes. If a development complies with the development requirements, then it will not be advertised.*
3. *Whilst any comments or submissions received by the City will be taken into account during the assessment and consideration of any development application or other proposal, such comments or submissions are not binding on the Council in the determination of the proposal.*

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