

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



Legislation / local law requirements	<i>Local Government Act 1995</i> <i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Relevant delegations	2.1.1, 2.2.2, 2.2.4, 2.2.8, 2.2.11, 2.2.12, 2.2.29, 4.4, 12.1, 12.2, 16.1, 16.1.2, 16.1.4,
Related policy procedures and supporting documentation	Community and Stakeholder Engagement Strategy

PART 1 – PRELIMINARY

PURPOSE

Community engagement is an essential practice that allows the City to deliver its services in a way that reflects the community’s vision by involving them in the decision-making process. This Policy has been developed in conjunction with the Community and Stakeholder Engagement Strategy, which details the principles on how we engage with our community.

OBJECTIVE

The objectives of this policy are to:

- Facilitate informed decision making
- Enable a proactive approach to community engagement and achieve inclusive and meaningful outcomes
- Improve consistency of community engagement practices across the organisation
- Ensure information is effectively and efficiently communicated internally and externally
- Promote an accountable, transparent, and accessible approach to engagement

SCOPE

This Policy applies to elected members, City staff, and external stakeholders working on any corporate documents (strategies, policies, and action plans), programs, projects or services that are delivered by, or on behalf of the City and have an impact on its community.

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PART 2 – POLICY PROVISIONS

1. DEFINITIONS

Community means individuals and groups of people; stakeholders, interest groups and citizen groups (IAP2 Australasia 2020). This includes our residents, ratepayers, business owners, community groups, customers, employees, and visitors in Vincent.

Stakeholder means individuals, a group of individuals, organisations, or a political entity with a specific stake in the outcome of the City's decisions.

Engagement means the interaction we have with our community and stakeholders and includes terms such as communication, participation, consultation, and customer service.

Other terms specific to statutory and strategic planning are included within Appendix 2 of this Policy.

2. GUIDING PRINCIPLES

The following principles have been adopted by the City and will guide community engagement activities. This policy should be read in conjunction with the Community and Stakeholder Engagement Strategy which describes the intent, intended outcomes and how we will measure performance for each of the principles below.

1. Make decisions based on the needs and interests of everyone involved.
2. Hear and understand our community.
3. Meaningfully include the community in the decision-making process.
4. Engage in a way that facilitates involvement of impacted communities.
5. Communicate before, during and after a decision is made.

3. PUBLIC ENGAGEMENT SPECTRUM

The International Association for Public Participation (IAP2) has developed a spectrum that outlines the increasing levels of participation the community can have in a decision-making process.

This spectrum has been adapted and adopted by the City of Vincent and is embedded in the processes and guidelines (Appendix 1) that inform the way the City will engage with its community and stakeholders. The level of participation will be clearly outlined in each project, ensuring the community and stakeholders are aware of how their feedback will influence the decisions being made.

The levels of participation are:

- Inform:** The City will keep the community and stakeholders informed of decisions, actions or for educational purposes.
- Consult:** The City will consult with the community and its stakeholders for the purpose of obtaining opinions and feedback and provide opportunity for the community to share their knowledge before a decision is made.

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Involve: The City will work with the community to ensure concerns and aspirations are reflected in alternatives developed and provide feedback on how public input influenced the decision.

Collaborate: The City will collaborate with the community to develop and build solutions. Input will be reflected in the decisions to the maximum extent possible.

4. WHEN THE CITY WILL ENGAGE

The City will engage with the community:

- When the City is required to make a decision that would affect the community or where the community may be interested and/or affected by this decision, and there is the ability for the community to influence the decision.
- To satisfy statutory obligations.
- To obtain input for strategic projects being delivered by the City.
- To notify a participant of a decision made.

5. WHEN THE CITY MAY NOT ENGAGE

There may be instances when it is impractical for the City to engage, such as when a decision must be made quickly in the interest of the City (e.g., public safety); there are legal, commercial or legislative constraints; when the City is not the determining authority; or when the decision relates to a minor operational matter that would have minimal impact on the community or stakeholders.

In these instances, the City will inform affected community members and stakeholders about the decision and the reasons for it.

6. EXCLUDED ADVERTISING PERIODS

Advertising periods are to be amended in accordance with the following requirements:

Holiday	Comment
Public Holiday	Where consultation falls on a public holiday, the consultation period shall be extended by the number of public holiday days.
Easter Holiday (a period of seven (7) days commencing on Good Friday)	Where consultation falls within this period, the number of days within this period shall be added onto the consultation period.
Christmas and New Year (18 December to 8 January)	Where consultation falls within this period, the number of days within this period shall be added onto the consultation period.

The engagement period may also need to be amended when a specific stakeholder group needs to be reached and/or the engagement activities planned conflict with a holiday period that is specific to that stakeholder group (e.g. school holidays, Chinese New Year, etc.).

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7. AUTHORITY TO VARY THE EXTENT OF CONSULTATION

Where a proposal/significant development may be of a complex nature, affect a broader area, or be of considerable interest to the community, the Chief Executive Officer has the discretion to require the Applicant to hold one or more public meetings/forums. The meetings will be at no cost to the City, and will be to explain the proposal/development to the community.

The type, location and timing of the meeting shall be organised and communicated to the satisfaction of the Chief Executive Officer.

This document is available in other formats and languages upon request.

OFFICE USE ONLY	
RESPONSIBLE OFFICER	Manager Policy and Place
INITIAL COUNCIL ADOPTION	Date: 14/09/2021, Ref# D21/145875
REVIEWED / AMENDED	Date: <approval Date>, Ref#: <TRIM Ref>
NEXT REVIEW	Date: 14/09/2023

Appendix 1 – How the City Engages

1. How the City Engages

To achieve best practice in community engagement, the engagement methods and sequence which form the engagement plan needs to be tailored to the specific requirements of the project. The following table outlines the process involved and seeks to meet each of the guiding principles identified within Section 2 of the Policy.

The following method is to be followed for all engagement activities undertaken by the City.

Phase	Actions
Determine if community and stakeholder engagement is required	<p>If the project does not align with a reason identified within Section 5 of the Policy ‘When the City may not engage’, community and stakeholder engagement is required, following the process below.</p> <p>If the project aligns with a reason within Section 5, affected community members should be informed of the decision, using the process below.</p> <p>Note: When there is no ability to influence a decision, ‘Informing’ the community and stakeholders of the decision may be the appropriate engagement activity.</p>
Design	<ol style="list-style-type: none"> 1. Consider and understand the context and scope of the project. 2. Consider and understand who might be interested and/or affected. 3. Consider and understand the risks that may be involved for the community, Council, and Administration. 4. Consider and understand the purpose of the engagement. 5. Consider any statutory requirements that must be complied with as part of the engagement plan. 6. Identify key milestones or other opportunities to provide updates or other important information to the community.



Appendix 1 – How the City Engages

<p>Plan</p>	<p>Determine the level of community participation and select activities appropriate and aligned to achieve those outcomes.</p> <p>The activities selected should consider and reflect the most effective way to connect with the community and stakeholders. Consideration of location-based activities or other ways that facilitate personal connection are encouraged.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> • The table outlined within the <i>guide to establish level of participation</i> below provides guidance on typical levels of participation for different types of projects. • The wider the scope of the project, the higher the level of participation should be available to the community. This will result in a stronger level of community influence over the decisions being made. • The planning should consider the life of the project and how the different engagement activities can be used depending on the phase of the project and the purpose of the engagement. It is likely the level of involvement will require more than one level of involvement as identified within the IAP2 spectrum. • Minimum advertising requirements for development applications are included in Appendix 2 ‘<i>Statutory and Strategic Planning</i>’.
<p>Implement and manage</p>	<p>Prior to implementation, review the design and planning phase and consider if the steps and actions will:</p> <ul style="list-style-type: none"> • Reach the right people. • Ask the right questions. • Be delivered in a timely and meaningful way. • Inform decision making. • Consider the potential risks and contain appropriate solutions. • Be flexible enough to manage change if necessary. <p>Once satisfied, it is time to draw upon resources available to deliver the consultation project.</p> <p>While consultation is occurring, it is necessary to be available to respond to community enquiries as they arise. Providing support will assist in providing a better experience for the community, as well as building trust and developing relationships.</p>



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<p>Review and respond</p>	<p>The process for reviewing and responding to submissions is to:</p> <ol style="list-style-type: none"> 1. Analyse the submissions received to understand who responded, why they are interested or affected and if anyone is missing from the conversation. 2. Prepare responses including further assessment and engagement and make changes to the project to address the issue(s) raised. 3. Document the responses to be included in a report or provided as a direct response to the participants. 4. When subject to determination at an Ordinary Meeting of Council, inform participants of the meeting date, providing as much notice as possible. 5. Publish the decision/project update on the City’s website and send decision/project update to participants. <p>When responding to submitters, consider how their input influenced the decision and what the best method to deliver this message is.</p> <p>It is also necessary to review and evaluate how effective the engagement was. This includes consideration of the overall engagement sequence and the engagement methods, including whether they aligned with the scope of the project and the purpose of the engagement.</p> <p>This review should determine if enough information is available to make an informed decision, or if further consultation is required.</p> <p><i>See section 1.1 Principles for responding to submissions below.</i></p>
<p>Reflect and report</p>	<p>Consider the effectiveness of the engagement plan and report on the findings so that others can learn from this practice. Reflecting on and reviewing the engagement process will assist in improving practices and efficiency in community consultation.</p>

1.1 Principles for responding to submissions

The following principles should be considered when responding to submissions:

- Respond to all questions within the submission prior to the decision being made.
- When required, contact submitters to clarify comments within the submission before the decision is made.
- The summary of submissions report should provide sufficient context and detail to enable responses to be understood. Submission can be included verbatim if deemed necessary and the submitter has provided consent to do so.
- Responses should be supported with evidence.
- Provide justification for not supporting suggestions, such as those that are beyond the project’s scope.
- Provide reasons if a suggested change to the project has not been adopted.
- Provide a direct update to participants and publish information on the City’s website if the project process is required to change.
- Responses are to be provided as soon as reasonably possible.
- Consider whether marketing/media communication is required.

Appendix 1 – How the City Engages

1.2 Guide to establish level of participation

The following matrix guides the level of participation that would generally be expected for different project types. The level of participation can be varied and is to be determined by following the process within Section 1 (How the City Engages) above. If the project type is not listed below, consider the most similar project type in relation to community investment and impact.

	Inform	Consult	Involve	Collaborate
Ability to influence	<i>There is no ability to influence the decision.</i>	<i>There is some ability to influence the decision.</i>	<i>There is medium ability to influence the decision.</i>	<i>There is high ability to influence the decision.</i>
Our commitment	Information is circulated to assist in understanding a deliverable or decision that is going to happen or has already happened.	To seek input, feedback or advice before the project is progressed or a decision is made.	To seek input, gather ideas, identify preferred options or alternatives.	To find collective solutions or to obtain a deeper understanding of what is important to help shape the projects future.
Project	<ul style="list-style-type: none"> • When a decision has already been made • Implementation updates • Development applications (notification of changes/ determinations) • For a reason detailed in Section 5 of the Policy 	<ul style="list-style-type: none"> • Infrastructure locations i.e., pop-up play, verge trees • Strategic planning documents phase 2 (understanding what we heard) • Minor amendments to policies and strategies • Implementation of actions created within strategies or other corporate documents • Development applications (when there are departures to the statutory framework and the community or stakeholders may be affected) 	<ul style="list-style-type: none"> • Strategic planning documents phase 1 (visioning) • Major amendments to strategic documents 	<ul style="list-style-type: none"> • Master planning and design • Strategic community vision documents i.e., Strategic Community Plan • Place Plans • New major strategic plans



Appendix 1 – How the City Engages

2. Minimum Advertising Periods

The timeframe engagement activities should be guided by any relevant statutory requirements but determined based on its individual merits and requirements. The following identifies minimum advertising periods for engagement activities:

Project type	Minimum timeframe
Informing of project updates, notifications of decisions, etc.	Ad hoc
<ul style="list-style-type: none"> Informing of upcoming maintenance works (including but not limited to traffic management, road works, street upgrade, change to parking conditions, etc) in a local context. <p><i>Note: Where schedules of maintenance works are available, the schedule shall be published on the City’s website.</i></p> <ul style="list-style-type: none"> Consultations that are targeted and specific (i.e., implementation actions created from other strategies, verge tree locations) 	14 days
<ul style="list-style-type: none"> Strategic documents (i.e., strategies, policies, and plans, including amendments) Projects that would affect large community groups (i.e., lighting or park infrastructure, changes to parking restrictions) 	21 days

Note: Timeframes for development applications are included in Appendix 2.

3. Consultation Methods

3.1 Mandatory requirements

All engagement activities must be published on the City’s website.

3.2 Other consultation methods

Each community engagement plan will be different and depend on the information being sought and who the target audience is. The following non-exhaustive list provides some suggestions for appropriate methods of consultation.

- Advisory group
- Citizens’ jury
- Community education program
- Community panel
- Conversation cafe
- Door knocking
- E-newsletter
- Flyer
- Information sheets / FAQ’s
- Interactive mobile app/ online tool
- Letter
- Local newspaper advertisement
- Location based engagement
- Online discussion forum
- Open house
- Phone calls
- Public display
- Social media post
- Sign on site
- Specific and targeted site visits (e.g. schools, aged care, etc)
- Survey
- Voting
- Webinar
- Website
- Workshop

Appendix 1 – How the City Engages

4. Extent of Engagement

Certain projects are highly localised and impact just a few people or households, while others could impact all residents, businesses or visitors in Vincent. The examples below provide guidance on the extent of engagement campaigns for different projects that have worked in the past.

Project Example	Impacted Stakeholders	Extent
Localised: Character Areas – Cleaver Precinct	All homeowners in the Cleaver Precinct	Doorknocking and letter drops to all affected properties
Broad: Britannia North-West Development Plan	Users of Britannia Reserve	400m letter drop, based on the walkable catchment of the park
City-wide: Food Organics Garden Organics	All residents in Vincent	Brochure to all Vincent residents

Appendix 2 – Statutory & Strategic Planning

Development assessment or 'statutory planning' involves the assessment of development applications to use land or undertake building works against planning controls.

Development applications are assessed against the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the City's Local Planning Scheme (as amended), the Residential Design Codes and relevant Local Planning Policies.

Consultation for development applications is to occur in accordance with the minimum standards set out below to ensure a consistent approach to consultation on development applications.

1. Definitions

Complex development application means a development application which proposes or is of the type:

- Telecommunications infrastructure
- Development on City owned and managed land
- Mandatory or Optional Development Assessment Panel Form 1 applications as defined by the *Planning and Development (Development Assessment Panel) Regulations 2015*

Directly adjoining properties means only the properties with a boundary directly abutting to where the departure is proposed.

Adjoining property is as per State Planning Policy 7.3 Residential Design Codes.

Adjacent property means properties that would otherwise be adjoining to the subject site or property if not for being separated by a public road (*Refer Figure 1 and 2*).

2. Minimum Advertising Requirements

2.1. Statutory Planning

Description	Minimum comment period (Calendar days) ^{(1) (2)}	Website	Extent of consultation ⁽³⁾ ^{(9) (10)}	Sign on site	Newspaper
Uses and/or associated works ⁽⁴⁾					
"P" and "D" uses that require the exercise of discretion	14 days	Yes	All adjoining and adjacent properties	No	No
"A" uses which have not previously been approved by the City	14 days	Yes	All adjoining and adjacent properties	Yes	No
Unlisted uses	28 days	Yes	200 metres radius	Yes	Yes
Non-conforming uses	14 days	Yes	All adjoining and adjacent properties	Yes	Yes



Appendix 2 – Statutory & Strategic Planning

Description	Minimum comment period (Calendar days) ^{(1) (2)}	Website	Extent of consultation ⁽³⁾ _{(9) (10)}	Sign on site	Newspaper
“A” uses and Unlisted uses which have previously been approved and do not significantly increase the intensity of the site	14 days	Yes	All adjoining and adjacent properties	No	No
“X” uses	Will not be considered by the City				
Residential Development					
Residential development that does not meet all deemed-to-comply criteria.	14 days	Yes	All adjoining and adjacent properties ⁽⁵⁾	No	No
Development that proposes a building height of three storeys or more and proposes additional storeys above the deemed-to-comply height standards or Acceptable Outcomes	14 days	Yes	100 metres	No	No
Heritage Development					
Demolition of any structure/ building on a heritage protected place, unless: <ul style="list-style-type: none"> written notification is provided by the City confirming the proposed structure/ building to be demolished does not contribute to the significance of the heritage place; and/ or the works are exempt by a local planning policy. 	14 days	Yes	All adjoining and adjacent properties	Yes ¹¹	Yes ¹¹



Appendix 2 – Statutory & Strategic Planning

Description	Minimum comment period (Calendar days) ^{(1) (2)}	Website	Extent of consultation ⁽³⁾ _{(9) (10)}	Sign on site	Newspaper
Alterations and additions of any structure/ building on a state heritage protected place, unless: <ul style="list-style-type: none"> the works are for external fixtures (as defined by the Residential Design Codes) or restoration and/ or remediation works. 	14 days	Yes	All adjoining and adjacent properties	Yes	No
Any development application within a design guideline area, or character retention-area or heritage-area adopted by Council through a local planning policy that does not meet all deemed-to-comply criteria. <u>With the exception of minor variations to the following deemed-to-comply criteria:</u> <ul style="list-style-type: none"> <u>lot boundary setback;</u> <u>Open Space;</u> <u>Outdoor living areas;</u> <u>Visual Privacy;</u> <u>Solar access for adjoining sites;</u> <u>Outbuildings;</u> and <u>External Fixtures, utilities and facilities.</u> (6)	14 days	Yes	All owners and occupiers located within that design guideline area, or character retention area heritage-area	No	No



Appendix 2 – Statutory & Strategic Planning

Description	Minimum comment period (Calendar days) ^{(1) (2)}	Website	Extent of consultation ⁽³⁾ ^{(9) (10)}	Sign on site	Newspaper
Any development application within a heritage area that does not meet all deemed-to-comply criteria	14 days	Yes	All owners and occupiers within the heritage area	No	No
Complex development applications					
Mandatory or Optional Form 1 DAP applications					
Telecommunications infrastructure	28 days	Yes	200 metres radius	Yes	Yes
Development on City owned and managed land					
Form 2 DAP Application ⁽⁷⁾					
Amendment to a DAP application where: discretion is required; and works may have an impact on the amenity of nearby properties	14 days OR 28 days	Yes	All adjoining and adjacent properties OR 200 metres radius	No OR Yes	No OR Yes
Public Works or Applications of State Significance or when the City is not the decision maker					
All applications where the City is not the decision maker	Owners and occupiers are to be notified of the proposal as though it was a development application being determined by the City. Submitters are to provide their comments directly to the determining authority as per the information provided on the notification letter.				

2.2. Strategic Planning

Description	Minimum comment period (Calendar days) ^{(1) (2)} ⁽⁸⁾	Website	Extent of consultation ⁽³⁾ ^{(9) (10)}	Sign on site	Newspaper
Local Planning Strategy (Strategy)					



Appendix 2 – Statutory & Strategic Planning

Description	Minimum comment period (Calendar days) ⁽¹⁾ ⁽²⁾ ₍₈₎	Website	Extent of consultation ⁽³⁾ ⁽⁹⁾ ⁽¹⁰⁾	Sign on site	Newspaper
Local Planning Strategy	21 days	Yes	Stakeholder analysis	N/A	Yes
Amendment to Strategy	21 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Local Planning Scheme (Scheme)					
New Scheme	90 days	Yes	Stakeholder analysis	N/A	Yes
Modification to new Scheme	60 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Amendments to a Local Planning Scheme (LPS)					
Complex amendment	60 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Modifications to complex amendment	42 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Standard amendment	42 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Modification to standard amendment	21 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Local Planning Framework					
Structure Plan (new or amendment)	42 days	Yes	Stakeholder analysis	Yes	Yes
Local Planning Policy (new and amendment)	21 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Local Development Plans (new or amendment)	14 days	Yes	Stakeholder analysis	Yes	Yes

Notes:

- (1) With exception of those time periods as outlined in Section 7 of this Policy in relation to advertising over weekends and holiday periods.
- (2) The advertising period commences on the date the notification letters are sent by the City and where applicable, the sign on site is erected.
- (3) The extent or radius of advertising may be extended at the discretion of the City.
- (4) Land use classifications are in accordance with Clause 18 of the City’s Local Planning Scheme No. 2.

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- (5) Where a departure may have an adverse impact on a specific property/ies, the City may reduce the extent of advertising to only those who may be affected.
- (6) Does not include the William Street Design Guideline Area and structures above or adjacent to the Graham Farmer Freeway Tunnel Northbridge Design Guideline Area.
- (7) Advertising requirement options specified is dependent on the extent of discretion sought and the extent of potential impact on the amenity of nearby properties, in the opinion of the City.
- (8) In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* the local government may decide not to advertise an amendment if, in the opinion of the local government and the Commission, the amendment is of a minor nature.
- (9) Includes owners and occupiers of a property.
- (10) The Policy process detailed under Appendix 1 ‘How the City engages’ shall be followed to determine interested and affected stakeholders, and the most appropriate way to engage with them.
- (11) A sign on site and notification in the local newspaper is only required for full demolition of a structure/building on a heritage protected place.



Figure 1 – Example of the extent of consultation to adjacent properties where there are varying lot layouts.

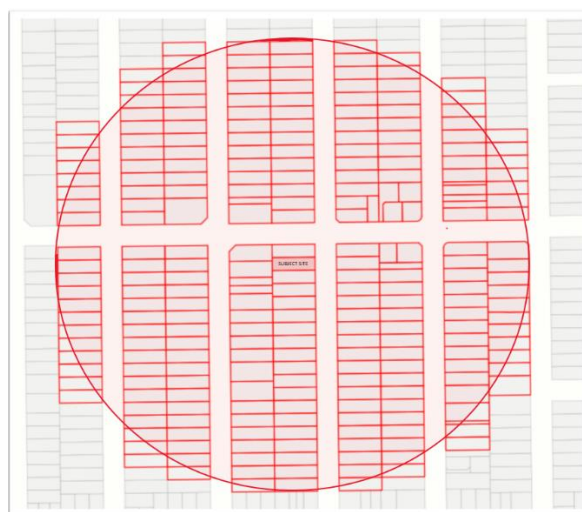


Figure 2 – Example of extent of consultation based on a radius from the boundary of a subject site.

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Appendix 2 – Statutory & Strategic Planning



Appendix 2 – Statutory & Strategic Planning

3. Readvertising

Where a development application has been previously advertised and the City receives amended plans following the community consultation period, the application would be subject to a further consultation period where, in the opinion of the City:

- a) The amended plans propose new or greater departures to the deemed-to-comply or acceptable outcome (or equivalent) standard specified in the planning framework than that previously advertised and those departures may have an impact on the amenity of an adjoining property or the street; or
- b) The amended plans result in a significantly different proposal to that which was previously advertised; or
- c) Where a proposal has received opposition during advertising and subsequently significant amendments are made, the application shall be re-advertised for a minimum of 7 days. This will involve emailing or writing to all authors of previous submissions.

Where the City is satisfied the development would not have an impact on the amenity of adjoining properties and/or streetscape, community consultation may not be necessary.

Notwithstanding the above, any re-advertising may only be undertaken where it does not compromise the City's statutory obligations to comply with the timeframes and processes prescribed by the Planning and Development (Local Planning Scheme) Regulations 2015. In the instance the City is unable to readvertise the proposal, the previous submitters are to be notified of the proposed changes to the development application only.

4. Variations to advertising

There may be need to vary the advertising requirements of this Policy due to details of a particular development application. These development applications will be considered on a case-by-case basis. The City may increase the length of the advertising period or require additional methods of advertising where it is deemed to be in the public interest, and relevant to the consideration of a proposal.

The City may increase the length of the advertising period or require additional methods of advertising where, in the opinion of the City, owners and/or occupiers of properties in the vicinity of the proposed development are likely to be affected by the granting of development approval.

Variations to the requirements of this Policy may only be possible where they do not compromise the City's statutory obligations to comply with the timeframes prescribed by the *Planning and Development (Local Planning Scheme) Regulations 2015*.

5. Other requirements

- Development plans, other supporting documentation and a summary of the proposal are to be available on the City's website and at the Administration and Civic Centre, and Library and Local History Centre during the comment period.
- Where provided by the applicant perspective drawings of development proposals should be included as a document being advertised.



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- In instances where the applicant submits to the City written documentary evidence that the owner(s) and occupier(s) of all or some adjacent affected properties have no objection to their proposal, the City will still undertake consultation in accordance with this Policy. If the applicant does submit such documentary evidence, then this evidence will be considered together with the public submissions.
- Where the extent of consultation includes properties within another local government area, the City will obtain the owner and occupant details from the adjoining local government and advertise the proposal in accordance with the requirements of this Policy.
- Where a subject or an adjacent affected property contains between one (1) unit and twenty (20) units, inclusive, the owner(s) and occupier(s) of all units on that property, are to be notified in writing.
- Where a subject or an adjacent affected property contains more than twenty (20) units, the body corporate/strata company and the owner(s) and occupier(s) of the directly affected units, as determined by the City, are to be notified in writing.
- The City will rely on its rate records for the purpose of notifying owner(s) and occupier(s) of the adjacent affected properties. The onus is on the owner(s) and occupier(s) of a property within Vincent to inform the City in writing of any changes in their address details as and when this occurs. The *Planning and Development (Local Planning Schemes) Regulations 2015* permits costs and expenses incurred by the City in advertising a proposal, in addition to any fees paid for the application, to be payable by the applicant.