Part A. Prepare now

Your submission. Your Bronte. Your voice.

How to prepare now, and lodge in the 14 days · 122–128 Hewlett Street, Bronte · SSD-124072740 · Bronte Community Association Inc.

Fortis's plans for 122–128 Hewlett Street are coming. Once they're on exhibition, you'll have just 14 days to respond. You don't need to be a planning expert. Start preparing now, using your own experience of Bronte and the places you care about.

Prepare now. Be ready to submit when the exhibition opens.

brontecommunityassociation.org.au/prepare

1 Your own words count

> The Department must consider every issue raised in submissions *"regardless of who the submitter is or the number of submissions received"*, and its reasons must say how submissions were taken into account. **Each unique submission is counted. A copied one adds nothing new.**

2 You'll have 14 days, and they could start in early December

Fortis lodges its plans
expected late this year or early next, not confirmed

▶

The Department checks they're complete
about two weeks

▶

14 **Exhibition:** 14 calendar days, weekends included

▶

Submissions close

The 14 days could fall in the weeks before Christmas, or run across the summer holidays: 20 December to 10 January doesn't count, so the clock stops and restarts. **Have parts 1 to 3 drafted by the end of November.**

3 Start now: you can draft most of it before the plans are out

1 DRAFT NOW
YOUR CONNECTION
Where you live, walk, swim or spend time, how you use the area, and how long you've been here.

2 DRAFT NOW
WHAT COULD CHANGE
What you see, how sunlight reaches you, how you experience your street or the headland. Name the place. Name the time of day or the season. Say what changes.

3 DRAFT NOW
WHY IT MATTERS
The impact on your home, your family, your daily life or the character of Bronte.

4 FINISH IN THE 14 DAYS
REVIEW AND REFINE
Your submission isn't finished until you've reviewed the plans. Find what they say about your issues, and refine your draft to respond to what is actually proposed.

Collect now: photos from the places you use, noting where you stood and when · what traffic and parking are like on a busy day, with the date and time · which rooms and outdoor spaces get sun, and when.

4 Questions to answer from where you live

Pick the one or two that matter most to you, and answer them about your own place: your window, your street, your walk. You don't need to cover them all.

Height and bulk
Where do you see the site from? What will you see there that you don't see now?

The character of Bronte
What makes this part of Bronte what it is?

Precedent
If this is approved, what would it make easier next time, on other sites along this coast?

Sun and shadow
Which of your rooms, your garden or the park get sun now, and when? Could a building this size take that away?

Traffic, parking and getting around
Which streets do you use, and what are they like on a busy day?

Views from public places
Where do you walk, swim or sit? What will you see from there that you don't see now?

Views from your home
Which view would change, and from which room?

Privacy
Which of your windows, balconies or garden would be overlooked, and from which levels?

Night and construction
How would light from the upper floors affect your home or the headland at night? What would construction mean for your street?

What Bronte gets in return
Is what the community gains enough, for limits this much higher?

Over the page: what makes a submission count, what's published, what to do now, and how to lodge when it opens

5 What makes a submission count

Do

- Say at the start that you object to SSD-124072740, 122–128 Hewlett Street, Bronte
- Use your own words
- Be specific: the place, the time, what changes
- Stick to what the building does: height, views, shadow, traffic, character
- Keep it calm and factual
- Explain one issue well rather than list ten

Avoid

- Copying anyone's words: a form letter, a neighbour's submission, or the questions in this guide
- Signing a petition instead of writing
- Claims about people or their motives

6 Your submission will be published

The Department publishes **your name, your suburb and your whole submission**, with any photos or documents attached, and Fortis must answer the issues it raises. **To keep your name off it,** answer **Yes** when the form asks whether to withhold your name, and leave your name, address and contact details out of what you write.



The Review screen shows exactly what will be published.

7 What to do now

Nothing to lodge yet. "Notify me" and a Portal account don't lodge anything. They make sure you hear the day it opens.

1 **Register.** On the project page, click **"Notify me"** and log in. No account yet? Click **"Create account"** on the login screen and set up a NSW Planning Portal account. The Department will email you when the exhibition opens.

The project page is planningportal.nsw.gov.au/major-projects/projects/rfb-122-128-hewlett-street-bronte.



2 **Prepare.** Draft the first three parts of your submission by the end of November, and gather your photos, noting where and when you took them.

3 **Spread the word.** Tell your neighbours that each adult can make their own submission.

BCA will:

- **Email members** the link the day exhibition opens, with reminders
- **Publish images** showing the building's size from several places, once checked against the published plans
- **Share material from our experts' report** with members, on request
- **Arrange time with a shadow consultant** for the homes most affected

Not a member? Join for $10 a year at brontecommunityassociation.org.au to hear from us about everything to do with the project.

8 When the 14 days open, not before

Part B. When it opens: lodge it · brontecommunityassociation.org.au/submit

An email to the Department is not a submission. It must be lodged on the NSW Planning Portal. It takes about ten minutes once your points are written.

When it opens, review what the plans say about your issues, refine your draft, and then:

1. **Open the project page.** Use the link in the Department's alert or BCA's email, or go to **brontecommunityassociation.org.au/submit**.
2. **Click "Make a submission"**, and log in.
3. **Check your details**, choose a personal submission, and answer the political donations question.
4. **Choose whether to withhold your name**, and tick **"I object to the project"**.
5. **Paste in your submission**, or upload it as a document, with any photos.
6. **Review it, tick the declaration and submit.** Keep the confirmation.

The steps, with pictures, are at **brontecommunityassociation.org.au/submit**.

Need help with the Portal? Call Service NSW on **1300 305 695**, or contact BCA well before the closing date.

9 A decision isn't the end

After the exhibition, Fortis must answer the issues raised, and the Department can ask for changes. The reasons for the decision must say how submissions were taken into account. **Everything after the decision builds on what's on the record in the 14 days.**

Where we stand: we support new and affordable housing, just not at this scale or in this form.