

User Guide 4 Advertising and objections

Purpose of this User Guide

The purpose of this User Guide is to provide assistance to councils and Applicant Contacts about the advertising process for a SPEAR application and how objections are managed in SPEAR.

Who should read this?

Primary audience: Councils and Applicant Contacts

Introduction

Councils are prompted to consider advertising requirements for SPEAR planning permit applications once the application becomes lodged at council. SPEAR enables advertised planning applications to be viewed via the SPEAR Public Search function over the Internet 24 hours a day, seven days a week. This provides a more convenient option for members of the public and can reduce the number of inquiries to council staff. SPEAR also provides an online objection facility whereby an objection can be lodged to the council using SPEAR.

4.1 How does council advertise a planning application in SPEAR?

- On accepting an application for a planning permit or a joint planning permit and certification, the council is prompted to decide whether an application is required to be advertised.

The screenshot shows the SPEAR web application interface. At the top, there is a navigation bar with links: [Return to Application List](#), [View Document Rules](#), [Settings](#), [Contact Us](#), [Help](#), and [Logout](#). On the right side of the header, the address is 2 MAUD STREET, SUNSET 3777, and the department is Planning Permit and Certification. The dealing type is Section 22 (Subdivision) and the application status is Lodged at Council. A dropdown menu shows the SPEAR Ref # - S0038455. The main content area has tabs for Summary, Details, and Contacts. The 'Details' tab is active, showing a section titled 'Determine Advertising Requirements' with four radio button options: 'Application does not require advertising', 'Advertising required - Applicant Contact to perform all advertising', 'Advertising required - Applicant Contact and Council to share advertising responsibilities', and 'Advertising required - Council to perform all advertising'. There are 'next >' and 'cancel' buttons at the bottom right. At the bottom of the page, there is a disclaimer and copyright notice: 'Disclaimer | Privacy Statement Copyright © 2004 State Government of Victoria'.

Advertising Options

- From the Details Tab, select the mandatory action "Add Advertising Instructions". Make a selection from the radio buttons presented and click 'Next'.

- If the council selects that the application requires advertising, and some or all of the advertising is to be undertaken by the Applicant Contact, the council user must add the advertising instructions as a PDF format document in SPEAR.
- Once the document is authenticated, it will be saved in SPEAR and an email notification sent to the Applicant Contact notifying them that the council has made a decision regarding the advertising of the application.
- The council can also send an invoice to the Applicant Contact for any fees associated with the advertising process by selecting "Add invoice – Advertising" from the "Other Actions" drop down list.

4.2 How do members of the public view an advertised application in SPEAR?

- Once the council has added and authenticated advertising instructions in SPEAR, selected documents from the application can be viewed by members of the public without having to obtain a user name or password in SPEAR.
- The Public Search link can be found on the SPEAR homepage.
- Members of the public can enter criteria about the application(s) they wish to search for using the fields provided and SPEAR will display summaries of any applications that have met the criteria entered.
- If the property address of an application is underlined, the application is being advertised and by clicking on the address hyperlink, the application Summary Tab can be viewed.

The screenshot shows the SPEAR application list interface. At the top, there is a navigation bar with the SPEAR logo and a "Create new application" button. Below the navigation bar, there are links for "New Search", "Home", and "Contact Us". The main content area displays "Current Applications - Results for 'Council Name: Casey City Council'" with a page indicator "(1 - 3 of 3)".

Property	Council	Council Ref	Type	Status	Advertised	Objected	Appealed	SPEAR Ref#	Plan Number	Submitted
<u>2 MAUD STREET, SUNSET 3777</u>	Casey City Council	Council 001	Planning Permit and Certification	Referred	<input checked="" type="checkbox"/>			S003845S	PS620230A	06/08/2009
<u>1 COUNCIL WAY, SUNSET 3777</u>	Casey City Council	-	Planning Permit (Subdivision land: 2)	Lodged at Council				S003910B	PS700948E	24/08/2009
<u>77 SUNSET STREET, EASTERN 3777</u>	Casey City Council	-	Planning Permit and Certification	Referred (Under Appeal)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		S003842E	PS620229J	06/08/2009

At the bottom of the table, there are links for "Disclaimer" and "Privacy Statement", and a copyright notice: "Copyright © 2004 State Government of Victoria".

Public Search

- The application documents available from the Summary Tab will therefore be publicly accessible to facilitate the advertising process and enable affected parties to inspect selected application documents online in SPEAR.

- Applications in the advertising period (and therefore able to be accessed by the public), are indicated by the words that appear in red on the Summary Tab, "Under Advertisement" (only available to registered SPEAR users linked to the application).
- The documents will remain accessible to the public (and therefore able to be objected to) until the council makes a planning decision.
- The following documents can be viewed on SPEAR when under advertisement:
 - Copy of Title
 - Plan for Endorsement/Subdivision
 - Application form
- Hard copies of the application documents must still be available for inspection at the council offices for those people who have an interest in the application but may not have access to the Internet.

SPEAR 28 HENDERSON STREET NORTHCOTE 3070
Council: Darebin City Council
Planning Permit and Certification
Dealing Type: Section 22 (Subdivision)
Application Status: Referred

[Return to Search Results](#) | [Home](#) | [Contact Us](#) | [Help](#)

Application Overview

Applicant Contact Russell Applicant

Property [28 HENDERSON STREET, NORTHCOTE 3070](#)

Council Darebin City Council

Application Type Planning Permit and Certification

Proposal Type Dealing Type Section 22 (Subdivision) (PS620083L) 2 lots

Submitted 04/08/2009

Intended use sfef35345

Documents

- [Application for Planning Permit & Certification](#)
- [Copy of Title \(Vol/Fol: n/a\)](#)
- [Plan for Endorsement](#)
- [Plan of Subdivision or Consolidation](#)

Actions

- [Lodge an online objection \(Registered users only\)](#)
- [Unregistered users - register here first](#) before lodging an online objection

Milestones

Milestone	Date
<input checked="" type="checkbox"/> Application Submission	04/08/2009
<input type="checkbox"/> Most recent A.I.R from Council	no Request
<input type="checkbox"/> Most recent A.I.R Response	no Request
<input type="checkbox"/> Referral	not Referred
<input type="checkbox"/> Most recent A.I.R from RA	no Request
<input type="checkbox"/> Most recent A.I.R Response	no Request
<input type="checkbox"/> Final Referral Response (Permit)	not received
<input type="checkbox"/> Final Referral Response (Cert)	no Referral
<input checked="" type="checkbox"/> Advertising Commenced	04/08/2009
<input checked="" type="checkbox"/> Most recent Objection	11/08/2009
<input type="checkbox"/> Advertising Completed	no
<input type="checkbox"/> Planning Permit	not issued
<input type="checkbox"/> Certification	not issued
<input type="checkbox"/> Statement of Compliance	not issued
<input type="checkbox"/> New Titles	not issued

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Advertised Application able to be viewed by the public

4.3 How do you lodge an online objection in SPEAR?

- Members of the public are able to object to an application online using SPEAR or by using the traditional methods (i.e. writing to the council).
- A member of the public who wishes to lodge an objection to a planning permit or joint application must firstly register their details on SPEAR via the online self-registration process (available from the SPEAR homepage) and then make an online objection during the advertising period.

- Lodgements of objections are accessed from the Summary Tab. A self-registered member of the public may only have one objection to a current application at a time in SPEAR. Once an online objection has been lodged, a notification is sent to the council and applicant contact. The objector will also receive an email notification when a council decision is made.
- Once an objection is lodged in SPEAR, anyone who has access to the application (such as the Applicant Contact, the council and the referral authorities) may view the details of the objection. Objections are shown in the bottom section of the Details Tab.
- Importantly, only those objections lodged in SPEAR will be accessible in SPEAR. Applicant Contacts and other interested parties should check with the council for the existence of other objections to the application, which may have been lodged in paper at the council.

4.4 How do you withdraw an objection in SPEAR?

- An objector, who has lodged an objection to a SPEAR application, can login to SPEAR with their username and password and withdraw the objection at any time before the permit decision is made.
- When an online objection is withdrawn, details of the objection are no longer visible from the Objections Tab; however the reason for the withdrawal may be viewed, if provided.

Need more information?

Further information on this topic can be found by:

1. Visiting the SPEAR website www.landexchange.vic.gov.au/SPEAR
2. Contacting the SPEAR Service Desk on 8636 3049 or email spear.info@dse.vic.gov.au
3. Selecting the [Help](#) link in the relevant area of the system