

Tips for writing a submission

If you wish to make a written submission, the following list of tips may help you organise your thoughts, structure your words and help us understand and consider your views. We strongly encourage you to use the Merrifield North PSP Public Consultation Submission Form. If you choose to not use this form, please make sure your submission is clear and easy to read.

Read the amendment documents

Please make sure your comments and views are relevant by responding to what the amendment documents say. This helps us in integrating your views during the review of submission.

Only respond to the points you want to respond to

Some amendment documents can be dauntingly large and complex, containing many different ideas and questions for people to respond to. Please identify and reference the areas you wish to respond to, those that affect you, points that you are passionate about or just parts that you have ideas about. We don't expect you to respond to every point.

Structure your submission to be clear and easy to read

A clear and concise submission helps us to understand your views and concerns. Separate your discussion by topic using sub-headings and provide your concerns and points below.

You may jot down your key thoughts, concerns, questions and suggestions before writing your submission. Take a look at them and consider whether they all reflect one big idea or a number of different topics you wish to respond to.

Find facts and evidence supporting your views

You can demonstrate your perspective and the importance of your ideas by providing us with examples or evidence that support them.

Provide alternative ideas and suggestions

We encourage you to provide alternative ideas and suggestions where you have experience or evidence of viable alternate options. This helps us understand your perspective and gives us new ideas to consider.

Structure your submission to be clear and easy to read

While we'll read your submission regardless of how you structure it, if you make sure your submission is clear and easy to read then that helps ensure that we understand your views and concerns. There are different ways of structuring your submission and the most important thing is to get your ideas to us.

To help, we've provided the following suggestions:

Include a summary indicating what parts of what documents you are responding to within the amendment.

Clearly include your interest or involvement in making your submission. Why are you interested in this document, does it affect you personally, your family, friends, community, or business? This helps us understand and consider your circumstances. Separate out each topic you wish to discuss into a separate section discussing them, giving each a separate subheading to help us understand each of your concerns and



points. Provide a summary of your main ideas, concerns and points at the end of your submission to sum up your views.

Ask another person to read through your submission

If possible, get someone else to read over your submission to make sure it clearly says what you want it to. This helps ensure that we don't misunderstand your thinking and it's clear to us and anyone else reading what your ideas and concerns are.