

Guide to making a submission

Rotorua District Plan - Proposed Plan Change 1 is open for submissions.

Who can make a submission?

Any person can make a submission. You don't have to be an expert.

Why should I make a submission?

Making a submission is a way to have your say and influence decisions made by Council on the new policies, methods and rules.

What makes a good submission?

For a submission to have influence in the decision-making process, it should be specific about the changes you wish to see, what rule, policy and/or methods you agree or disagree with and you should provide evidence for your alternative.

Your submission should focus on the positive or negative environmental effects of the proposed plan change.

What should a submission look like?

The Resource Management Act 1991 requires submissions to be made in a certain way¹. The attached submission form can be used as a guide. You can attach additional pages if necessary.

Your submission must be made in writing and include:

- The name of the local authority you are sending your submission to: Rotorua Lakes Council.
- The name of the Plan: Proposed Plan Change 1 – Minor Changes
- Your full name, address, telephone and/or fax number and email address so information can be sent to you.
- The specific provisions of the Plan your submission relates to.
- Whether you support or oppose those provisions or wish to have amendments made and your reasons why.
- The decision or conclusion you would like the Council to reach. Put in as much detail as possible.
- Whether you wish to be heard (speak and give evidence) at a Council hearing on your submission. Dates to be confirmed.
- Whether you will consider presenting a joint case at a Council hearing with others who have lodged submissions similar to yours.
- Whether you could gain an advantage in trade competition through your submission.

You must sign and date your submission - a signature isn't necessary for electronic submissions.

¹ Set out in Form 5 of the Resource Management (Forms, Fees, and Procedure) Regulations 2003.
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Please be as clear and detailed as possible in your submission, particularly on the changes you wish to see made to the Proposed Plan Change.

The closing date for submissions is 5:00 pm on Friday 2 December 2016.

What happens after I make a submission?

Once submissions have closed, Council will summarise submissions and make the summary document available to the public. You can make a further submission if you have an interest that is greater than the public in general. This further submission can only support or oppose other submissions.

Rotorua Lakes Council will then hold a public hearing of submissions and make decisions, providing reasons. Any person who made a submission has the right to appeal Council's decision on their submissions to the Environment Court.

Following the resolution of any appeals, Council will adopt the proposed plan change (amended in accordance with its decisions and any directions from the Environment Court) and update the Rotorua District Plan.

For more info and advice on making a submission, visit the Ministry for the Environment website: <http://www.mfe.govt.nz/publications/rma/everyday/plan-submission/>.

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