



Making a Submission on a Resource Consent Application

Guidelines for Submitters on Publicly Notified Applications

This advice sheet aims to help people to make submissions on resource consent applications that may potentially affect them and their environment.

Why make a submission?

If you have concerns about a proposed activity for which a resource consent is being sought, a submission is the most effective way for you to influence the Council's decision on the application.

The Resource Management Act allows any person or organisation to make a submission on a publicly notified application (applications are publicly notified if the proposed activity is likely to have more than a minor effect on the environment). Publicly notified resource consents are published in local newspapers, usually the newspaper serving the district where the proposed activity is to take place.

How to get information about a proposal

Check the advertisement for details on the application, the due date for submissions and any other information included.

As a submission should explain your views clearly, you need to have accurate information about the proposal and its effects.

- Talk to the applicant about their proposal, what they aim to do, what care are they taking to reduce any effects. This may allay your concern.
- Talk with organisations or individuals who can provide technical information on the effects of the proposed activity.
- Talk with the Regional Council staff who can provide background information on the proposal and who can explain the legal context and the resource consent process. A full copy of the application is available for you to see at the Regional Council's Environmental Regulation office.

How to make a submission

Your submission must be in writing, on Form 13, which is available from the Regional Council, either by ringing our Consents Coordinator or visiting the HBRC website www.hbrc.govt.nz keyword: **submission**

Preparing the submission

Your submission will be more effective if it is well organised and to the point.

- Decide which are the most important points you wish the Council to consider and concentrate on these.
- Make sure your submission relates to the activity applied for and not unrelated or minor matters.
- Make it clear which part(s) of the application you are referring to and give page and/or paragraph numbers.
- Explain how the proposed activity will affect you and your environment. Only environmental effects will be considered - it is not the role of the Council to decide on trade or business competition issues.
- Give your views by explaining your concerns, keeping to the point and dealing with the facts. You can use suitable examples if relevant.
- If you have suggestions on how the effects could be reduced or eliminated, write them down and suggest alternatives to the proposed approach.
- You do not need to provide evidence to support your submission at this stage.

How many days do I have to make a submission?

You have 20 working days after notification of the application to make your submission. The notice in the newspaper will give a date and time by which your submission must arrive at the Council, and the address to send it to. A copy of your submission must also be sent to the resource consent applicant. Submissions can be sent by mail, courier, facsimile, e-mail or hand delivered.

What happens to my submission?

All submissions received by the Council are carefully considered. Usually the Council will then organise a pre-hearing meeting. At this meeting there will be an open discussion of the application and the concerns of the applicant and the submitters.

When is a hearing required?

A hearing is required when there are still outstanding issues that haven't been resolved through discussion, and parties (submitters or applicant) still wish to be heard in support of their submissions.

If a hearing is required, you will be notified. If you have asked to speak on your submission, you will have the opportunity to do so. You should prepare written evidence that you can read from for the hearing so that you can clearly express the points you wish to make in the time that is available to you. The evidence presented at this stage cannot go beyond the scope of the original submission. As a submitter you will be notified of the final decision and you have the right to appeal the decision to the Environment Court.

<p>If you have any queries about making a submission, please do not hesitate to contact our Consents Administrator at HBRC on telephone 06 835 9210 or visit the HBRC website www.hbrc.govt.nz</p>
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