

Should you make a submission?

If you have views or concerns about a proposed plan change, you should make a submission so that your views or concerns on the proposal can be considered. The Resource Management Act (RMA) allows any person to make a submission on a proposed plan change.

In order to decide whether or not to lodge a submission, you will need to understand what the proposed plan or plan change involves and how it might affect you. You might want to ask Council staff to help you understand what is being proposed or seek independent professional advice. Ask yourself what the plan change will mean to you in practice. What will be the actual effect on you and the things you want to do on your property? A proposed plan change may also affect a wider part of your local community, or region.

1. Discuss your concerns with Council staff

Feel free to discuss your concerns with the Council's policy planning staff. They should be able to tell you why certain provisions were included in the proposed plan change. They may also be able to direct you to any other relevant reports or research which has been carried out by the Council.

Consider meeting with other parties which may have similar concerns to you. You are likely to benefit from the opportunity to exchange views. Explore the possibility of lodging a joint submission and pooling resources to obtain professional assistance.

2. Trade competition

If you could gain an advantage in trade competition through the submission, your right to make a submission may be limited by clause 6(4) of part 1 of Schedule 1 of the RMA.

6 Making of submissions

- (4) A person who could gain an advantage in trade competition through the submission may make a submission only if directly affected by an effect of the proposed policy statement or plan that –
- a) adversely affects the environment; and
 - b) does not relate to trade competition or the effects of trade competition.

3. Privacy information

Please note that your address is required to be made publicly available under the RMA, as any further submission supporting or opposing your submission is required to be forwarded to you as well as Council.

The Marlborough District Council will make all submissions and further submissions including name and contact details publicly available at public libraries in the region, Council Offices and on Council's website.

Personal information will also be used for administration relating to the subject matter of the submissions, including notifying submitters of hearings and decisions. All information will be held by the Marlborough District Council with submitters having the right to access and correct personal information.

4. How to make a submission

You may use the form attached or prepare your own submission so long as you are careful to provide all of the information identified on this form. [These information requirements are per Form 5 of the Resource Management (Forms, Fees and Procedures) Regulations 2003]. If you run out of room, please continue on a separate page. When preparing your submission you need to include the following:

“This part of my submission relates to ...” – state the name of the plan change and the part(s) of the plan change that is/are the subject of your submission.

“I support (or oppose) this part of the plan change.” – state whether you support or oppose (in full or part).

“My reasons for supporting (or opposing) this part of the plan change ...” – tell us what your concerns are and the reasons why you support or oppose the provisions in the plan change.

“The decision I seek from the Council is ...” Clearly state the decision you wish the Council to make. Start by indicating if you want the provision to be retained, deleted or amended. If you want an amendment (including additional provisions) then specify what wording changes you would like to see.

REMEMBER - the clearer you can be, the easier it will be for the Council to understand your concerns and take them into account.

- Stick to the facts
- Focus on the environmental effects
- Be specific and provide examples
- Tell the Council what you want – don't leave the Council to guess
- Write in clear, simple, everyday language
- If handwriting a submission, please print clearly.

5. What happens next

After closing date for submissions, Council will prepare and release a summary of the submissions lodged. There will be an opportunity to make a further submission in support of, or in opposition to, the submission already made.

If a submitter asks to be heard in support of their submission, a hearing will be held. After the hearing, the Council will give its decision on the proposed plan change.

Submitters have the right to appeal the decisions made by the Council to the Environment Court.