

Making a submission on ORC proposed plans and policy statements

The Resource Management Act 1991 requires councils to develop and maintain plans that to manage the environment. If part of any plan needs to change or be completely updated, there are steps the council needs to take. Part of this process is to seek feedback from the public, by way of submissions.

What is a submission?

A submission is a formally written statement, that enables you to have your say on the development and implementation of ORC plans and policies. A submission must be completed on a particular submission form (Form 5) and can usually be completed online or on paper.

Who can make a submission?

Anyone can make a submission. You can submit as an individual or as a group. Groups will need to appoint a spokesperson and this person needs to be clearly identified on the submission. Equal consideration is given to group submissions and individual submissions.

Does it cost money?

No, there is no cost to make a submission.

When can a submission be made?

A submission can be made when a new plan or policy statement or a change to a plan or policy statement is notified. "Notified" is when a council informs the public about a plan change or new plan by placing a public notice in relevant newspapers. In Otago, this is the Otago Daily Times. The notice is also put on our website. Submissions must be lodged on or before the advertised closing date.

Preparing to make a submission

Prior to starting your submission, find out as much information as you can about what is being proposed and how it will affect you. Call us (0800 474 082) for advice about your submission and/or to get further information about a proposed plan, policy statement or plan change.

Think about the reasons you want to make a submission and use this as the basis of your submission. Avoid including matters that are not within the proposed plan, policy statement or plan change as these will not be considered in this process.

Writing your submission

- Your submission can either support, oppose or provide a neutral view of all or part of a proposed plan, policy statement or plan change.
- If you want to make a submission on specific parts, you need to identify these by referencing pages, paragraphs or points.
- Clearly identify what effect the proposed plan, policy statement or plan change will have on you and/or the environment, and what you think the outcome should be.
- Your submission should say whether you want to speak at a hearing in support of your submission. This is not compulsory but is an opportunity to present your submission and answer any questions.
- An effective submission will:

- ✓ Be clear and easy to read, with one point per paragraph or sentence.
- ✓ Clearly explain how what's proposed could affect you directly and/or your environment. For example, positive and negative effects on cultural values, the natural and built environment, human health, recreational values, economic impacts on the community – but stick to the facts and issues that are relevant.
- ✓ Use local knowledge to describe any effects that may not have identified in the proposal.
- ✓ Provide suggestions for alternative approaches and why these should be considered.
- ✓ Use maps, photos or short videos to help emphasise your point.
- ✓ Conclude with a summary covering your issues and clearly state the decision you wish the council to reach.
- ✓ If you are sending in a paper submission, type it and remember to sign your name.

If you are going to speak at the hearing remember you can only speak about issues raised in your written submission.

Please note: Submissions are public information so everything that's in it will be publicly available.

How do I lodge a submission?

You can make a submission online at yoursay.orc.govt.nz or by completing a submission document (Form 5) and emailing it to policy@orc.govt.nz or posting it to Submissions, Otago Regional Council, 70 Stafford Street, Private Bag 1954, Dunedin 9054.

Submission forms are available by calling 0800 474 082 or on the relevant yoursay.orc.govt.nz page. Your submission may be written in English, te reo Maori, or presented in New Zealand Sign Language. If you wish to submit in Sign Language, you will need to contact us on customerservices@orc.govt.nz so we can organise an appropriate way to receive your submission. If you are submitting in sign or te reo, we will need to organise a translation.

The minimum amount of time the submissions period is open for is:

- 20 days for a proposed plan change
- 40 days for a proposed policy statement
- 40 days for a proposed plan

Late submissions may not be accepted so please allow plenty of time for post or courier.

You can find information about proposed ORC plans, policy statements or plan changes that are open for submissions and submission forms at www.orc.govt.nz/submission or be calling 0800 474 082.