

# Making a Submission

## on a Limited Notified Plan Change

### What is a submission?

Your written comments on the proposed plan change to the Hamilton City Operative District Plan are known as a submission. A submission gives your views on the whole or part of the proposed plan change. Making a submission is one of the main ways you can influence the future of resource management in Hamilton.

### Who can make a submission?

Only those who were directly notified about the plan change may make a submission on a limited notified plan change; you don't have to be an expert or a resident or ratepayer of Hamilton.

### When can I make a submission?

Your opportunity to make a submission on Plan Change 7 is now. The submission period is open until **Monday 23 March 2020 at 4.30pm.**

### How do I make a submission?

The starting point is making sure you understand the proposed plan change and how it might affect you. Proposed Plan Change 7 is available for inspection on the Council website ([hamilton.govt.nz/planchange7](http://hamilton.govt.nz/planchange7)) and at 3 of the Hamilton City public libraries – Central, St Andrews and Dinsdale.

Staff are available to discuss any concerns with you and can be contacted on (07) 838 6699 (City Planning Unit).

Your submission should be concise but cover all points you wish to make. Be specific and use examples where you can, especially if you are requesting that the Council change the provisions.

Your submission must include certain information. The Council will accept hard copy submission forms or individual letters and emails provided the following information is included:

- To (Hamilton City Council)
- The name of the document you are submitting on
- Your name
- Your address and email so information can be sent to you
- The specific provisions of the plan change that the submission relates to
- Whether you support or oppose those provisions or wish to have amendments made and your reasons why
- The outcome or decision you wish from the Hamilton City Council
- Whether or not you wish to be heard in support of your submission at a Council hearing
- If others make a similar submission, whether you would be prepared to consider presenting a joint case with them at any hearing (Yes or No)
- Signature of the submitter (dated)

### **Where do I send my submission?**

Submissions can be:

Emailed to: districtplan@hcc.govt.nz

Sent to: Plan Change 7 Submissions  
Freepost 172189  
City Planning Unit  
Hamilton City Council  
Private Bag 3010  
Hamilton 3240

Delivered to: City Planning Unit, Hamilton City Council, Municipal Offices

**Remember**, submissions must reach the Council by **4.30pm on Monday 23 March 2020**.

### **What happens after I have made a submission?**

Council staff will summarise all submissions following the closing date for submissions. This summary will be notified to those who received limited notification, and available on the webpage [www.hamilton.govt.nz/planchange7](http://www.hamilton.govt.nz/planchange7). Copies of the actual submissions will also be available on the website so that you can find out what issues have been raised.

Council will then call for further submissions. This is the opportunity to support or oppose another person's submission, even if you didn't make an initial submission. Further submissions can only be made by persons given limited notification of the plan change.

### **Can I attend a hearing?**

Once the Council has received submissions and further submissions, a hearing will be held to consider all submissions. Hearings will be conducted by specially appointed independent commissioners. At the hearing, you will be given a chance to explain your submission and you may be asked questions about your views. If you did not indicate that you wished to speak at a hearing, you will not be told of the hearing, but your written submission will still be considered by the Council (further information on hearings will be available at a later date).

### **What happens after the hearing?**

Following the hearing, the Commissioners will make (or reserve) their decisions. You will be sent a copy of the decisions and the reasons they were made. The decisions will also be publicly notified. The plan change will be amended from the date the decisions are notified.

As a submitter, you will have a right of appeal to the Environment Court if you are not happy with the decisions. You may refer any matter you raised in your submission to the Environment Court. Once all the submissions and appeals have been resolved the proposed plan change will become operative.