

# How to make a submission on the publicly notified Proposed Selwyn District Plan



## Key points

- Anyone can make a submission on the Proposed District Plan, provided that the submission does not seek to gain an advantage in trade competition.
- The Proposed District Plan is in a digital format only (Proposed ePlan).
- You can make a submission on any provision in the Proposed District Plan (eg objective, policy, rule, definition, or planning map zoning, overlay or other notation).
- When making a submission you have to provide your personal contact details. These details will be made public (as required by the Resource Management Act 1991) because any further submission supporting or opposing your submission must be forwarded to you as well as to the Council.
- Only submissions lodged during the consultation period will be considered, so make sure you give us your feedback by 5pm Friday 11 December 2020.

## Why make a submission?

The Proposed Selwyn District Plan includes a range of proposed rules and policies that could affect what you or your neighbours can do on your properties or what can be done in your local community or in Selwyn district in general. By submitting your views, you can help shape the future district you and your children will live and work in.

## What should you do before you make a submission?

To decide whether or not to make a submission, it's helpful to understand what the Proposed Selwyn District Plan involves and how it might affect you. The Council has prepared supporting information to help you find out more about the proposed changes. Visit [www.selwyn.govt.nz/districtplanreview](http://www.selwyn.govt.nz/districtplanreview) for more information.

You might also want to talk to Council staff to help you understand what is being proposed and why, and how it might affect you. Come to one of the 'Talk to a planner' drop-in sessions which have been organised around the district. Visit [www.selwyn.govt.nz/districtplanreview](http://www.selwyn.govt.nz/districtplanreview) for more details.

You might also want to consider meeting with other parties which may have similar concerns to you and explore the possibility of lodging a joint submission and pooling resources to obtain professional assistance.

## How to make a submission?

Planning your submission carefully makes it a lot easier to write, and for the Council to understand the points you are making. To write a clear and effective submission:

- stick to the facts
- focus on the environmental effects
- be specific and provide examples
- tell the Council what you want – don't leave them to guess
- write in clear, simple, everyday language
- if handwriting a submission, please print clearly.

We encourage everyone to submit their feedback electronically by using our online submission form at [www.selwyn.govt.nz/dprsubmission](http://www.selwyn.govt.nz/dprsubmission).

But if that's not possible you can make your submission by downloading and printing a submission PDF form at [www.selwyn.govt.nz/districtplanreview](http://www.selwyn.govt.nz/districtplanreview). Once you have filled in the hard copy form you can:

- scan and email it to [dprsubmissions@selwyn.govt.nz](mailto:dprsubmissions@selwyn.govt.nz) (Subject line: Proposed Selwyn District Plan Submission)
- post it to Selwyn District Council, Freepost 104 653, PO Box 90, Rolleston 7643, Attention: Proposed Selwyn District Plan Submission
- deliver it to a Council service centre in Darfield, Lincoln, Leeston or Rolleston.

Please note that written submissions must be submitted on the Council submission form, or on Form 5 of the Resource Management Act 1991. Your submission must state whether you want to present your views at a Council District Plan hearing. You don't have to, and while speaking at a hearing can help to highlight what you write in your submission, your submission is just as valid if you don't speak.

If you want a hard copy of the submission form you can also pick it up at Council libraries and service centres. Note that you can always use the computers in our libraries to check out the Proposed ePlan and make a submission online.

If your submission is larger than space provided in the online or your hard copy submission form, or you have additional information to support your points of view, you can email it to [dprsubmissions@selwyn.govt.nz](mailto:dprsubmissions@selwyn.govt.nz). If you have already been assigned a submitter ID we request that you include that in the email, otherwise make it as clear as possible that the additional information relates to your specific submission.

Try to get your submission to the Council well before the closing date and time. If you send your submission by post close to the closing date, check to make sure it has arrived in time.

## When is the submission invalid or may be struck out?

Your submission (or part of your submission) may be struck out if the Council is satisfied that at least one of the following applies to the submission (or part of the submission):

- It is frivolous or vexatious.
- It discloses no reasonable or relevant case.
- It would be an abuse of the hearing process to allow the submission (or the part) to be taken further.
- It contains offensive language.
- It is supported only by material that purports to be independent expert evidence, but has been prepared by a person who is not independent or who does not have sufficient specialised knowledge or skill to give expert advice on the matter.

## How do I know that the Council has received my submission?

Once you make a submission, the Council will send you confirmation of the receipt of your submission, together with a copy of the submission.

## What happens next?

After submissions close at 5pm on Friday 11 December 2020:

- We will prepare a summary of decisions requested by submitters, then publicly notify the availability of this summary and where the summary and full submissions can be inspected.
- People who represent a relevant aspect of the public interest or have an interest greater than the interest of the general public may make a further submission, in the prescribed form, within 10 working days of notification of the summary of decisions sought, supporting or opposing submissions already made.
- A copy of the further submission must be sent to the Council and the person who made the original submission.
- If requested by any submitter, we will hold a public hearing on the submissions received.
- Following the hearing we will give notice of our decision on the Proposed District Plan (and matters raised in submissions, including our reasons for accepting or rejecting submissions).
- Every submitter then has the right to appeal the decision on the Proposed District Plan to the Environment Court.

## Got more questions about making a submission?

Check out *An everyday guide to the RMA: Making a submission about a proposed plan or plan change* by the Ministry for Environment. You can find it on the Ministry's website at [www.mfe.govt.nz/node/16381](http://www.mfe.govt.nz/node/16381).

