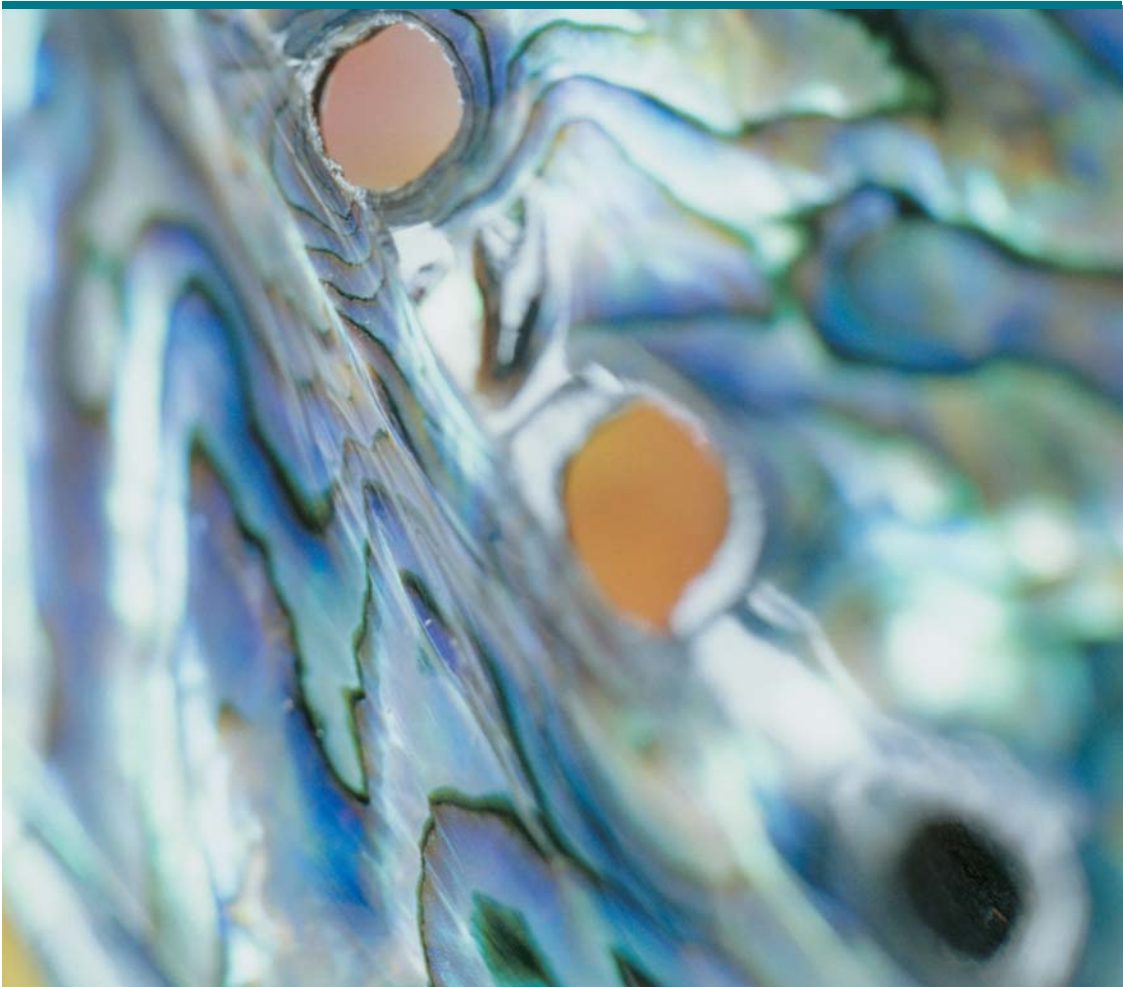




# Making a submission on a resource consent application

Quality for Life





## About submissions

### What is a submission

A submission is the way you formally tell us your views, comments or concerns about someone's resource consent application.

Your submission can:

- support the application
- oppose the application
- support parts of the application and oppose other parts
- support the application, as long as certain conditions are met (known as 'conditional support')
- give your comments only (a 'neutral submission').



### Why make a submission?

The Resource Management Act 1991 (RMA) gives everyone the opportunity to have their say about resource consent applications that affect them and/or the environment, and to participate in the decision-making process.

If you're thinking of making a submission, we recommend that, before you start, you talk to the applicant about their proposal and how any negative effects can be minimised or avoided. You may be able to negotiate changes to their application and no longer need to make a submission.



### When can you make a submission?

You can only submit on a resource consent application when:

- Greater Wellington has contacted you because you may be negatively affected, even though the effects of the proposed activity are minor (this is called 'limited notification'), or
- the application has been advertised in the public notices section of the newspaper and a sign placed at the site because the effects of the proposed activity might be significant (this is called 'public notification').

**You can find copies of the advertisements for publicly notified consent applications online at [www.gw.govt.nz](http://www.gw.govt.nz).**

## How much time do you have?

You have 20 working days after notification of the application to make your submission. A working day does not include weekends or public holidays, and excludes the period between 20 December and 10 January. The closing date for submissions will be included in the newspaper advertisement, sign or letter from Greater Wellington.

It's important to get your submission to us in time, as we don't accept any submissions after the closing date unless the applicant agrees or there are special circumstances.

## Before lodging your submission

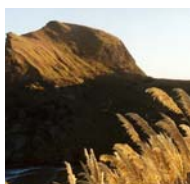
Make sure you read the application and the 'assessment of environmental effects'. Look at any plans associated with the application and, if necessary, arrange to visit the site with the applicant. You should clearly understand the proposal and how it could potentially affect you before you make your submission.

**You can see a full copy of any application at a Greater Wellington office.**

## How to make a submission

### Making a joint submission

If others feel the same way as you about the application, you should consider making a joint submission (e.g. by forming a community group and appointing a spokesperson).



One joint submission has the same weight as if all the individuals made their own submissions. Make sure you clearly identify the contact person.

## Preparing your submission

You can either use a Greater Wellington submission form (available online at [www.gw.govt.nz](http://www.gw.govt.nz) or from a Greater Wellington office) or write your own.

Your submission must be in writing and clearly state:

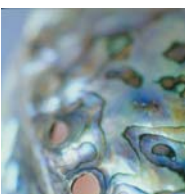
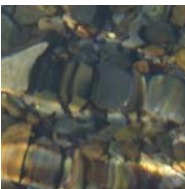
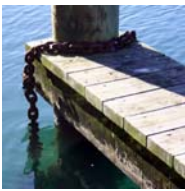
- whether you support or oppose the application or wish to make a neutral submission
- the particular parts of the application you support or oppose (if possible, refer to a specific page or section of the application)
- your reasons for making the submission
- the decision you want Greater Wellington to make as a result of your submission
- any conditions you feel should be imposed if the consent is granted
- whether you wish to speak in support of your submission at any hearing that may be held.

Include any other information you think will help us decide on the resource consent application.

**Make sure you date and sign your submission and include your full name, address, telephone number, fax number, and email address (if you have one).**

## Guidelines for writing an effective submission

- Explain your reasons for supporting or opposing the application clearly, so we can understand and take account of your views.
- Be specific about how the proposal affects you and/or the environment and suggest how the effects could be managed, minimised or avoided.
- Deal with the facts and provide examples, where appropriate.
- Make sure your concerns or views relate to the activity applied for, not to activities that can't be addressed under the RMA



or effects that relate to matters under the control of another authority. We only consider the environmental effects associated with the activity – we can't take into account trade or business competition.

- If relevant, suggest alternatives to the proposed approach, together with your reasons.
- If you want particular conditions placed on a consent application, explain why.



## Lodging your submission

You can lodge your submission with Greater Wellington in person, or by post or fax. If you fax your submission, please post the original version to us as soon as possible. We cannot accept submissions by email.



**Our contact details are on the back of this booklet. You must also send a copy of your submission to the applicant.**



## After you lodge your submission

### What happens to your submission?

As soon as the submission period closes, we'll write to confirm that we've received your submission and send you a summary of all the submissions we've received on the application.



Greater Wellington provides a report on all the submission issues to the hearing committee. The committee considers these before recommending whether the application should be granted and what conditions could be attached.

### Pre-hearing meeting and negotiating consent conditions

We may arrange a 'pre-hearing meeting' so that submitters and the applicant can talk about and clarify issues in the application. These meetings are held soon after submissions close, usually in the evening at a place close to the area affected, to make it easier for everyone to attend.





The issues raised in submissions can sometimes be resolved at a pre-hearing meeting, avoiding the need for a formal hearing. If agreement looks likely, you and the applicant are asked whether you want to negotiate consent conditions.

Greater Wellington suggests possible consent conditions, and if everyone agrees to them you may be asked to withdraw your wish to be heard (not your submission) so that the consent application does not need to go to a hearing. Note that any conditions agreed to must be approved by Greater Wellington before they are attached to the consent (if it is granted).



**You can read more about pre-hearing meetings in our 'Pre-hearing and hearing meetings' brochure, available online at [www.gw.govt.nz](http://www.gw.govt.nz) or from a Greater Wellington office.**



## When is a hearing required?

A hearing is the formal meeting where a 'hearing committee' considers and decides on resource consent applications. It takes place if one or more of the submitters (or the applicant) asks to be heard, or if Greater Wellington thinks it is necessary. So if you stated in your submission that you wish to be heard, the hearing gives you the opportunity to present your views.



The hearing committee is usually made up of two Greater Wellington councillors or independent commissioners, and a maori appointee.

**A hearing must take place within 25 working days after submissions close, unless the time limit has been formally extended by Greater Wellington or the applicant.**

## Before the hearing

We will give you, all other submitters and the applicant, at least 10 working days' notice of the hearing date, time and place.

A Greater Wellington report will be prepared, recommending whether the application should be granted or declined. If it recommends granting the application, it will also suggest any conditions that should be attached to the consent. This report is sent to the applicant and to all submitters who wish to be heard, at least five working days before the hearing.

## At the hearing

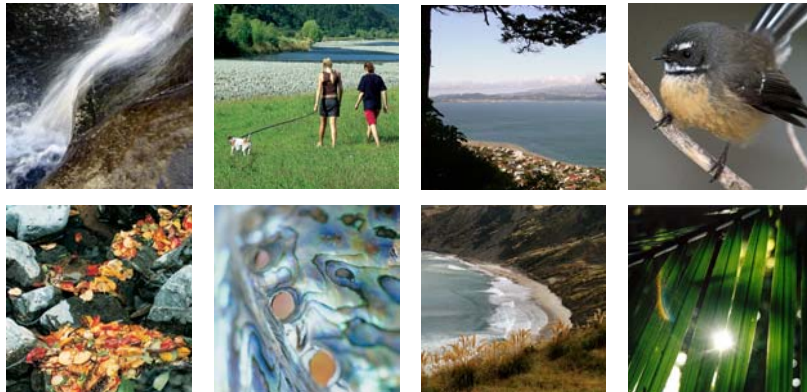
All hearings are open to the public, including the media (unless it is necessary to protect sensitive information). However, the only people who can speak are the applicant, submitters who have reserved the right to be heard, Greater Wellington staff, and the hearing committee. Applicants and submitters can bring expert witnesses to help them present their views.

**You can read more about hearing procedures in our 'Pre-hearing and hearing meetings' brochure, available online at [www.gw.govt.nz](http://www.gw.govt.nz) or from a Greater Wellington office.**

## After the hearing (the decision)

The decision on the application can take several days to prepare and release.

We supply you and the applicant with the decision in writing, no more than 15 working days after the close of the hearing (unless the timeframe has been extended), along with the reasons for the decision and the consent conditions.





## What if you don't agree with the decision?

### Your right to appeal

If you disagree with any part or all of a decision on a resource consent, including any of the conditions imposed, you can appeal to the Environment Court (for notified or limited notification consents) within 15 working days of receiving the decision.

You can still appeal if you were part of a joint submission and others in the group don't want to appeal.



**You can read more about how to lodge an appeal in our 'Objections and appeals' brochure, available online at [www.gw.govt.nz](http://www.gw.govt.nz) or from a Greater Wellington office.**



#### OUR CONTACT DETAILS

The Greater Wellington  
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Level 3, 142-146 Wakefield Street  
P O Box 11646  
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T 04 384 5708  
F 04 385 6960  
E [www.gw.govt.nz](http://www.gw.govt.nz)

The Greater Wellington  
Regional Council  
34 Chapel Street  
P O Box 41  
Masterton  
T 06 378 2484  
F 04 378 2146  
E [www.gw.govt.nz](http://www.gw.govt.nz)

#### FOR MORE INFORMATION

Greater Wellington has a range of other brochures designed to help people with resource consents and the consent application process. Copies are available online at [www.gw.govt.nz](http://www.gw.govt.nz) or at a Greater Wellington office.

Topics include:

- Applying for a resource consent
- Resource consent information
- Resource consent timeframes
- Consulting iwi
- Pre-hearing and hearing meetings
- Objections and appeals