

Making a submission on a notified resource consent application

PLANNING INFORMATION SHEET 6

Why make a submission?

The Resource Management Act 1991 (RMA) gives you the opportunity to **have your say** in the development of our District. Accordingly, residents and ratepayers can prepare a submission to a notified resource consent application. By making a submission you ensure:

- That Council is **aware** of your concerns or your support for a certain development.
- That all the **effects** that a development may have on you and/or on the environment are taken into account by the Council.

Your submission may also influence the conditions that will be imposed on the consent in the instance that it is granted by the Council.

Who can make submissions?

Any person can make a submission to a **publicly notified** resource consent application. A submission may be made **for** or **against** the application. If the application is **limited notification** the Council only serves notice on those person(s) identified as being adversely affected by the proposal, and only those person(s) may make a submission.

How is an application notified?

Once Council decides to notify, notice of the application is served:

- By placing an advertisement of the application in the public notices section of the Hauraki Herald and/or other relevant newspapers.
- In some instances, by the erection of a sign on the development site.
- By sending letters with the notice of the application to all those person(s) the Council has identified as being adversely affected.

How long do I have to get my submission in?

You have **20 working days** from the date of the notice is served to lodge your submission with Council. The 'close of submission' date is stated on the notice, along with the address for service. A submission can be sent by mail, facsimile or delivered by hand to Environmental Services or one of Council's area offices. All submissions must be in writing.

The RMA also requires you to serve a copy of your submission on the applicant as soon as possible after lodging it with Council.

How do I get more information about the application?

The notification advertisement, sign or letter will contain a summary of the application. To obtain further information on what is proposed and how it may affect you, you can:

- View the full application at Council's offices and talk to **the planner** reporting on the application.
- Talk with the **applicant**.
- Talk with a **planning consultant** and/or other technical experts who can provide you with independent information on the cause and consequence of effects that may arise from the proposed development.
- Talk to the **duty planner** who may be able to give you some background information, help you interpret the District Plan and explain the resource consent process.

How do I make my submission?

Council has **submission forms** available at all offices. You can attach additional paper if you need. The RMA requires that a submission be made in writing and clearly state:

- Your **name**, postal **address** and **telephone number**.
- Details of the application including the **name of the applicant**, the **address** of the subject site and what the **application** is for.
- Whether you **support** or **oppose** the application and the particular parts of the application that you support or object to.
- The **reasons** for your submission.
- The **decision** you wish the Council to make; and
- Whether you **wish to be heard** in support of your submission (i.e. whether you wish to speak at the hearing).

How should I word my submission?

Your submission will be more effective if it is well organised, to the point and supported by information. Here is a check list of **things to consider** when writing a submission:

- Decide what the **most important points** of your submission are and concentrate on these.
- Make your comments **specific**.
- Restrict your comments to actual **planning issues**.
- Clearly state how the proposal **affects** you and the environment.
- If you consider a particular effect can be avoided, mitigated or remedied, then state **how** you think this can be achieved.
- Make it clear which part of the proposal your comments relate to. Where possible **refer** to a page or paragraph number in the application, or the title of a particular plan or map.
- Make sure your submission **relates** specifically to the application, not peripheral activities.

What happens to my submission?

All submissions received will be carefully considered by Council staff and Committee or Hearing Commissioner making the decision. If a hearing is necessary you will be given notice of the time, date and venue. If you have indicated you wish to be heard in support of your submission you will be given the opportunity to do so. After the hearing, all submitters will be advised in writing of the Council's decision on the application. If you made a submission and are unhappy with Council's decision, you have a right of appeal to the Environment Court. Legal advice should be sought before taking this step.

If you require any further information please call Council's Duty Planner.

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