

## Writing a Good Submission

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A submission is the way Environment Canterbury and Selwyn District Council can take into account any views, comments or concerns about the resource consent applications.

Submissions can:

- Support the application
- Oppose the application
- Support parts and oppose parts of the application (i.e. be neutral)

If others feel the same way as you about the application, you should consider making a joint submission (e.g. forming a community group and appointing a spokesperson.) Make sure you clearly identify them as the contact person for the submission

Submissions can be made to both applications:

1. Online on the Environment Canterbury website at <https://www.ecan.govt.nz/do-it-online/resource-consents/notifications-and-submissions/notified-consents/>.

2. You can either use the paper submission form – a copy will be available to download from the website - or you can pick one up from either Selwyn District Council or Environment Canterbury.

3. You can write your own submission. The submission should include your name, postal address, telephone number and email address; whether you support or oppose, or are neutral to the application; whether or not you wish to speak to your submission at a hearing; the application numbers you are submitting on; and; your submission statement with reasons and what decision you would like to be made.

### Friend of the Submitter

Janette Dovey (independent Planning Consultant) has been appointed as a 'Friend of the Submitter. She is available to advise people on the process for lodging submissions, and how you might present those views in a submission. If you require assistance from Janette, contact the Selwyn District Council on 03 347 2889 or email: [friendofsubmitter@selwyn.govt.nz](mailto:friendofsubmitter@selwyn.govt.nz) to arrange an appointment. Appointments will be held at the

Selwyn District Council offices at Rolleston. There is no cost for this service. Further information on this service is provided on the ECan website at <https://ecan.govt.nz/FH-Quarry>

### Closing date

Submissions must be received by the submission closing date stated in the notification advertisement. It is important to get your submission in on time. If it is late your submission may be invalidated and you will not be part of the process.

### Preparing for your submission

Make sure you read the application and assessment of environmental effects (AEE) and plans and drawings. You should clearly understand what it involves and how it might affect you.

Think carefully about the effect the proposed activity will have on you. Do you think the Assessment of Environmental Effects (AEE) description of the likely effect is full and accurate? Do you believe that the scale of likely effects is acceptable? Consider whether the benefits of what is being proposed outweigh your concerns about adverse effects.

### Key Points

- **Identify what effect the proposed activity will have on you**
- **Determine what decision you want the council to make**
- **The council will not be able to tell you whether to make a submission or not.**
- **You may want to seek professional advice.**

### Writing A Good Submission

Good writing needs good planning! Think about what needs to go in your submission, organise it in a logical order, and stick to the facts. A clear and well-written submission is far more effective than an unstructured and emotional one.

### **Include the relevant content**

Remember that the RMA is concerned with managing and protecting the environment.

Focus on the positive or the negative environmental effects as you see them. You can focus on the application as a whole, or on a particular part of it.

Negative effects might include:

- increased dust or odour
- damage to an archaeological site
- damage to wildlife habitat
- pollution of a stream.

Positive effects might include:

- an area's improved visual appearance because of extra planting and landscaping.
- Improve wildlife habitat
- job creation in local communities
- Improved management of activities

Clearly state your concerns about any environmental effects, and how you want these concerns to be addressed. For example, you might state that:

- you think the effects will be so serious that the consent application shouldn't be granted at all; or
- you think the proposal could go ahead if certain effects were properly addressed by way of proposed conditions.

If you speak at the hearing you'll only be able to talk about issues that you included in your written submission. Make sure you include everything you want to speak about.

Clearly state any conditions you want the council to attach to a resource consent if it is granted

Point out any environmental effect you feel the application doesn't adequately identify. Remember your local knowledge might add to the council's understanding of the effect the activity might have.

Make sure you state if you want to be speak at a hearing. You don't have to, and while speaking at a hearing can help highlight what you said in your submission, your submission is just as valid if you don't speak.

You can include maps, diagrams and professional opinions where appropriate, that support your submission.

### **Key Points**

- **Planning your submission carefully makes it a lot easier to write, and to understand the points you are making.**
- **Stick to the current application**

- **Focus on the environmental effects**
- **Be specific about your concerns and how you want them addressed**
- **Tell the council what you want – don't leave them to guess**
- **Write in clear, simple everyday language**

### **What not to do in your submission:**

- Include any personal feelings you have about the applicant
- Be frivolous or vexatious or use offensive language
- Refer to applications that the applicant has made before that is not related to the application
- Raise the issue of the commercial success of your business being affected by the establishment of a competitor in your area. This is not a valid environmental concern. However, you can raise the issue of your ability to operate a business being reduced by a direct environment effect such as exposure to noise, dust or smell, if these issues are relevant and do not relate to trade competition.

### **NOTES**