

GUIDE TO MAKING A WRITTEN SUBMISSION



COMMUNITY INVOLVEMENT AND FEEDBACK IS AN IMPORTANT PART OF COUNCIL'S DECISION-MAKING PROCESS.

Any individual or group/organisation can make a submission, which is the best way to ensure your voice is heard and that elected members consider your views before they make a decision.

We want as many people as possible to share their views with us so we have developed this simple guide to help you write your submission to Council.

WHEN TO MAKE A SUBMISSION

Any matter that we are currently seeking feedback on will be listed on the Current Consultations page on our website at www.cluthadc.govt.nz/consultation

We also advertise in the local newspapers and through our Facebook page.

BEFORE MAKING A SUBMISSION

Before making a submission, you need to understand what the proposal involves and how it might affect you. Take the time to read all the documents provided. If you need anything clarified, contact the Council office and we will be happy to answer any questions you have.

AFTER MAKING A SUBMISSION

Your full submission is presented to the Council along with any other submissions we receive. Council will make a decision after considering all submissions received. You will be advised of the final decision in writing.

TIPS FOR WRITING A GREAT SUBMISSION

Plan your submission. Consider what you want your submission to achieve. Create an outline of points you want to make and the order you'll put them in before you start writing.

Make it clear what your submission is about. If you're not using a Council form, give your submission a title so we know what it relates to.

Make your position clear. Tell us whether you support or oppose the proposal. If you want changes made, state what parts you want amended and how you recommend they are changed.

Give reasons for your position. Tell us why you support or oppose the proposal. Where possible, provide examples and supporting evidence.

Keep your submission relevant to the proposal being discussed. By keeping on topic, your submission will be stronger and easier for the Council to understand.

Keep your submission as brief as possible. Try to use just one paragraph to explain each of your main points and aim for no more than four pages.

Use clear and simple language that everyone will understand. Avoid jargon and technical terms that make your submission harder to understand.

Tell us who you are. Provide your name and contact details so we can acknowledge your submission and keep you informed. If you are submitting on behalf of an organisation, include its full name and your position there.

Let us know if you want to speak in support of your submission. A hearing is often held at the end of the submission period and you can choose to make an oral submission. This gives you an opportunity to emphasise your most important points and the Council an opportunity to ask questions about your submission.

How does Council deal with submissions?

When making a decision on a particular matter, Council will take into account:

- The evidence provided
- Advice from Council officers
- The views of the people most affected by a proposal
- The particular views of people
- The number of people holding a particular view
- The knowledge and expertise of the submitters.

Thanks again for taking the time to make a written submission. Council really appreciates you getting involved and voicing your democratic right.