

DISTRICT PLAN HOW TO MAKE A SUBMISSION ON A PLAN CHANGE



Contents

VIEWING A PLAN CHANGE	3
------------------------------	----------

SUBMISSIONS	4
--------------------	----------

How to make a submission.....	4
-------------------------------	---

Making a submission within ePlan.....	5
---------------------------------------	---

Making a submission in the submissions tool.....	6
--	---

FURTHER SUBMISSIONS	9
----------------------------	----------

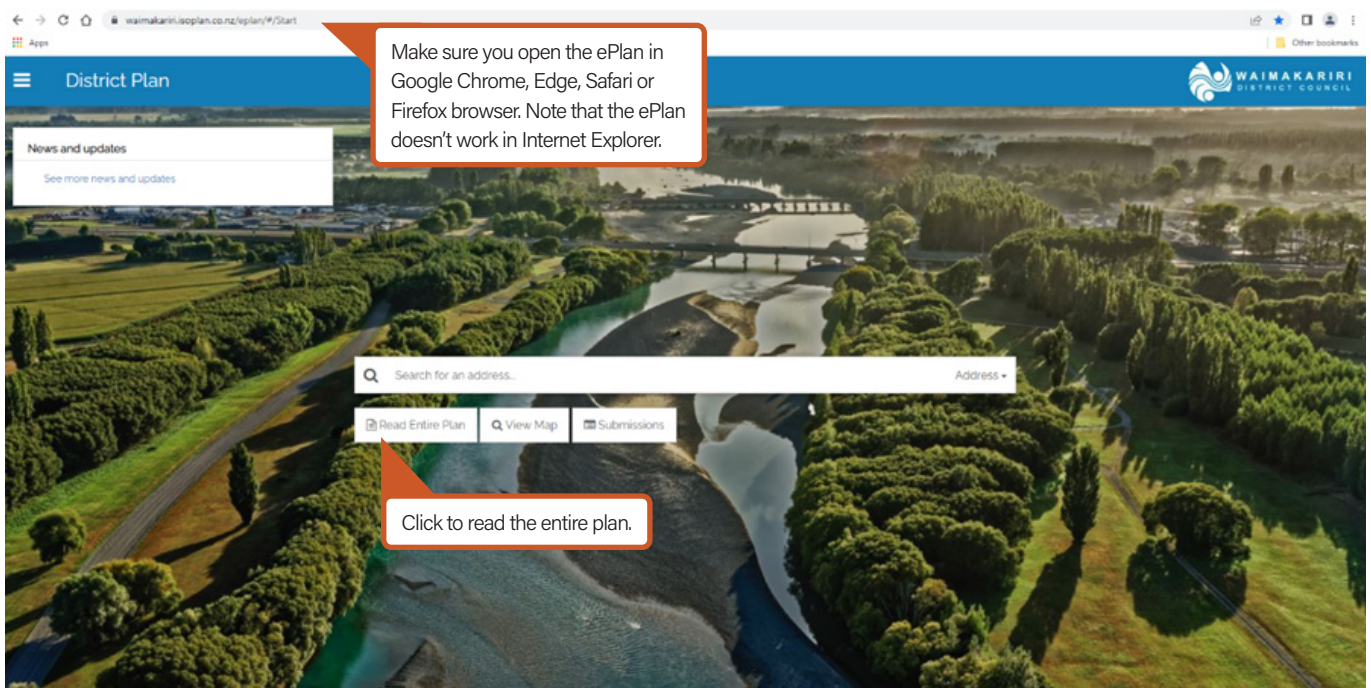
How to make a further submission	9
--	---

How to withdraw a submission.....	11
-----------------------------------	----

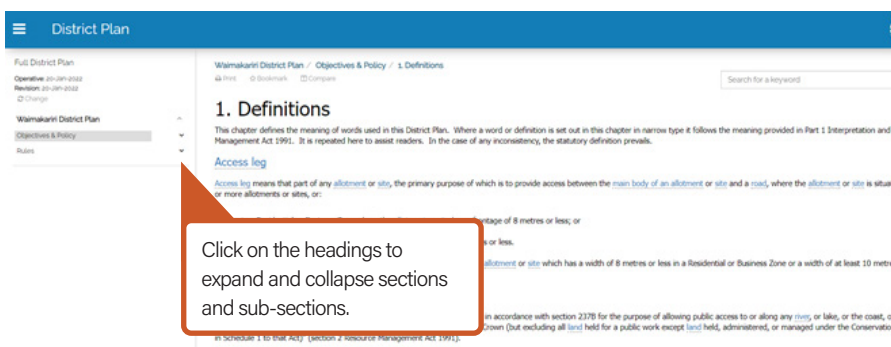
Viewing a plan change

Plan changes are visible within the District Plan, which can be viewed online as an ePlan on the Council website.
waimakariri.isoplan.co.nz/eplan

Before making a submission, you should read and become familiar with the content of the District Plan and amendments sought by the plan change, and how it may affect you.



Once you have clicked to read the entire plan, you will need to click the 'Select' button in the text box in the left side bar to view the plan change. Only the chapters where amendments have been made will be visible.



Amendments to text within the District Plan are marked as bold and in red, with underline to show new text added, and underline and ~~strikethrough~~ to show deleted text. The entire paragraph will be highlighted orange to show that it contains amendments.

Details of plan changes will also be posted on the Council website, including background information and technical reports.

Submissions

A submission is how you have your say on how activities are managed on your property, neighbouring properties, or the wider District, and allows you to get involved in a resource management decision-making process.

A submission can be made on any provision affected by the plan change, including objectives, policies, rules, planning maps and the zoning of land. Anyone can make a submission provided that submission does not seek to gain a trade advantage.

Things to include in your submission:

- Specify the provision that your submission relates to.
- State whether you support or oppose the provision.
- Explain your views, including the effects you believe that the provision will have.
- If you are seeking an amendment to a provision, be clear in what you are requesting.
- State whether you wish to be heard in support of your submission at a hearing.

An effective submission is clear and concise, sticks to the topic, and provides explanations and evidence to support your views.

Note that submissions will be published publicly. By taking part in a submission process, submitters agree to any personal information (including names and contact details) in their submission being made available to the public and published on the Council website.

A submission period for a plan change is usually open for 20 working days. The closing date for submissions will be stated on the Council website.

How to make a submission

A submission can be made by any of the following methods:

- Fill out your submission directly into the ePlan: waimakariri.isoplan.co.nz/eplan/
- Via an online form on the Council website: waimakariri.govt.nz/planning/district-plan/district-plan-changes/plan-change-submission
- PDF forms can be downloaded from the Council website: waimakariri.govt.nz/privateplanchange
- Alternatively, hard copy submission forms are available to collect from Council Service Centres in Rangiora, Kaiapoi or Oxford.

Instructions on how to make a submission within the ePlan are detailed below.

Submission forms can be lodged via any of the following methods:

Email: Developmentplanning@wmk.govt.nz

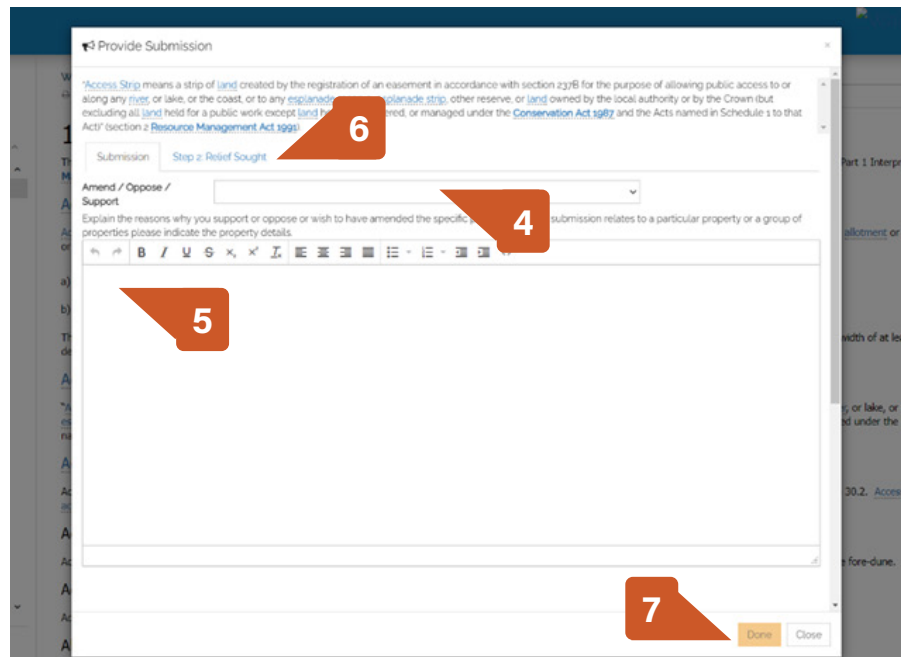
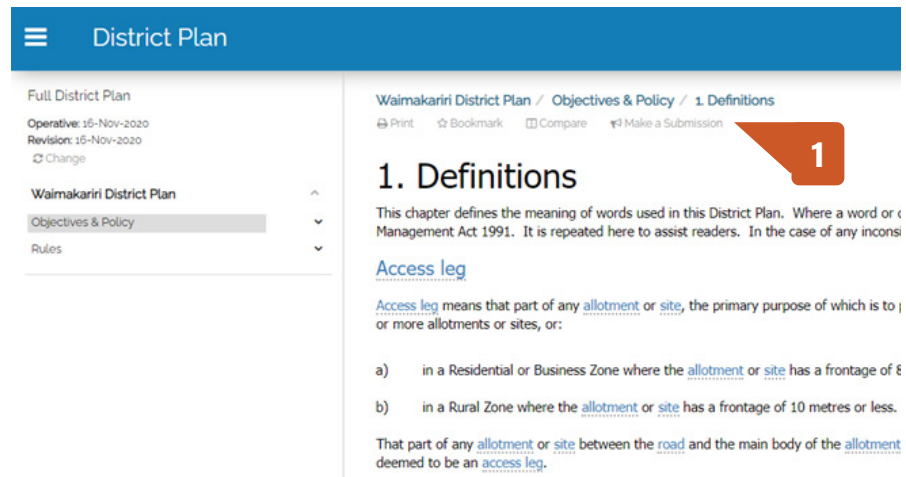
Post: Waimakariri District Council, Private Bag 1005, Rangiora 7440

Hand Deliver: To a Council Service Centre

How to make a submission within ePlan:

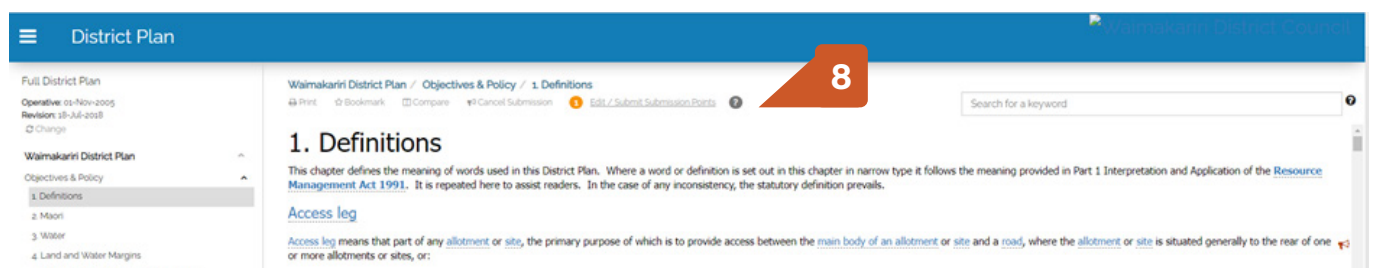
Making a submission from within the ePlan enables you to click directly onto the provisions you wish to submit on.

1. To make a submission from within ePlan, click on the 'Make Submission' button at the top of any page.
2. If you have an existing account, log in. Otherwise you will need to register for an account. Click 'Register', fill in your email address and create a password, then verify your account via a confirmation email.
3. Select the provision that you wish to make a submission on. A pop-up will appear.
4. Select whether you Support, Oppose, or wish to Amend the provision.
5. In the text box, provide an explanation on why you support or oppose the provision, including the effects you believe the provision will have.
6. Detail the relief sought (in the second tab). This can be amendments to the provision, or any other action you seek as a result of your submission. Select the Copy Provision button if you would like to copy the text of the provision into the text box for you to make edits to. Use strikethrough text to show where you wish for text to be removed, and add underline to new text added.
7. Click 'done' to complete the submission point. You can create as many submission points as you wish within your submission.



Review and submit:

8. Click the 'Edit / Submit Submission Points' button at the top of the page. This will lead you to a review screen. Answer the questions about trade competition and whether you wish to be heard in support of your submission. Click 'Save Changes'.

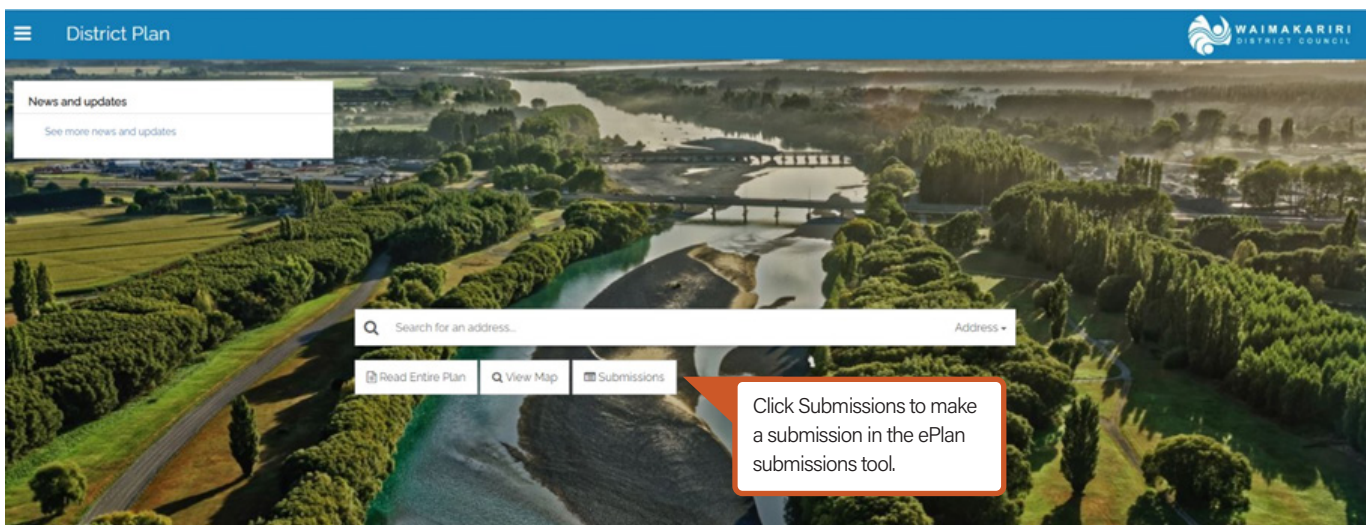


9. To edit a submission point, click the edit icon on the right-hand side of the relevant point.
10. If you wish to add another submission point, click the 'New submission point' button underneath your existing submission points.
11. At this stage of the submission process you are able to add attachments to your submission.
12. To submit, click the 'Submit' button at the bottom of the page. You will be provided with a unique identifier and copy of your submission when it has been formally accepted.

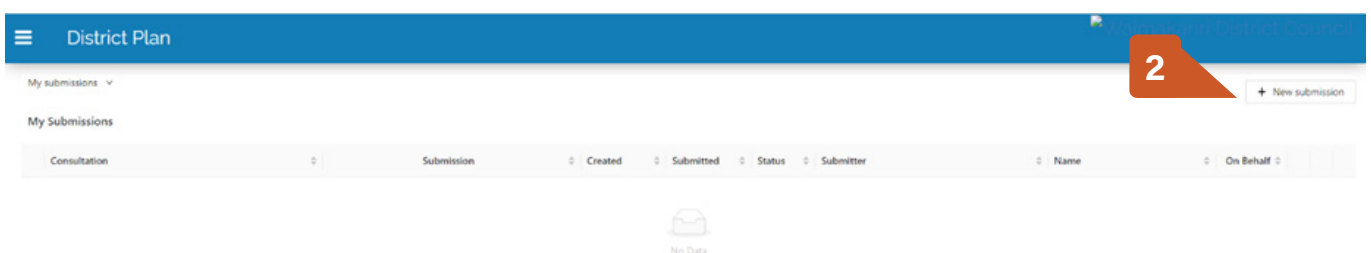
The screenshot shows a web form for submitting a plan change. At the top, there is a 'Submitter' section with a profile icon and the name 'Your Name Your Last Name'. Below this is a 'Point' section with a dropdown menu and a text input field containing 'Point 1 1. Definitions / Access Leg / Access Leg Means That Part Of Any Allotment Or Site. The Primary Purpose Of Whic...'. To the right of the text input is a callout '9' pointing to an edit icon. Below the text input is a '+ New submission point' button, with a callout '10' pointing to it. Underneath is an 'Attachments' section showing '0 attachments' and a callout '11' pointing to an upload icon. Below the attachments section is a text input field with the placeholder 'Click or drag a file or files here to upload (max size 28.5Mb)'. At the bottom right is a blue 'Submit' button, with a callout '12' pointing to it.

How to make a submission in the submissions tool:

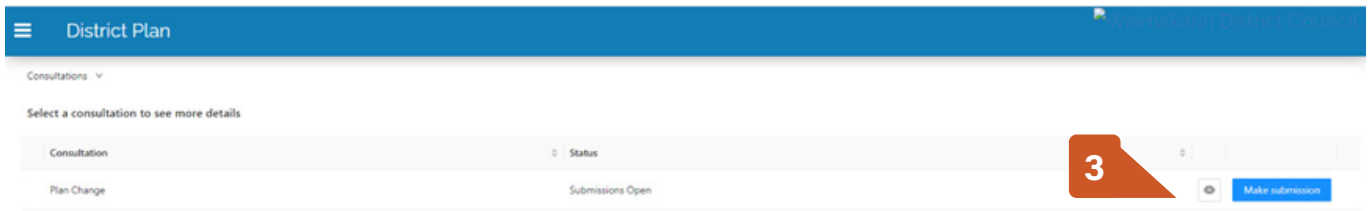
If you wish to make a submission within the submissions tool, it may be helpful to have the District Plan open at the same time for reference.



1. To make a submission you will need to have an account. If you have an existing account, log in, otherwise you will need to register for an account. Click 'Register Now', fill in your email address and create a password, then verify your account via a confirmation email.
2. Once you have logged in, you will arrive at the My Submissions page. Click 'New Submission' on the right-hand side of the page.



3. Click 'Make Submission' next to the relevant plan change.



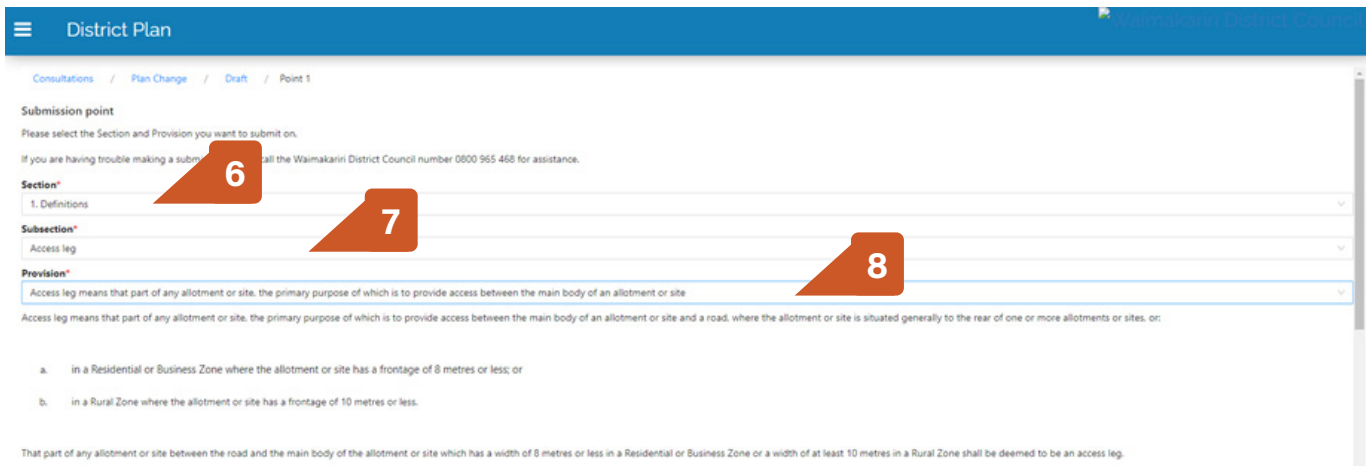
4. Confirm your details. Enter your name and contact information, then press 'OK' at the bottom of the page.

5. Answer the questions about trade competition and whether you wish to be heard in support of your submission. Click 'OK'.

6. A New Submission Point will open. In the Section drop down, select the section (chapter) of the District Plan your submission relates to.

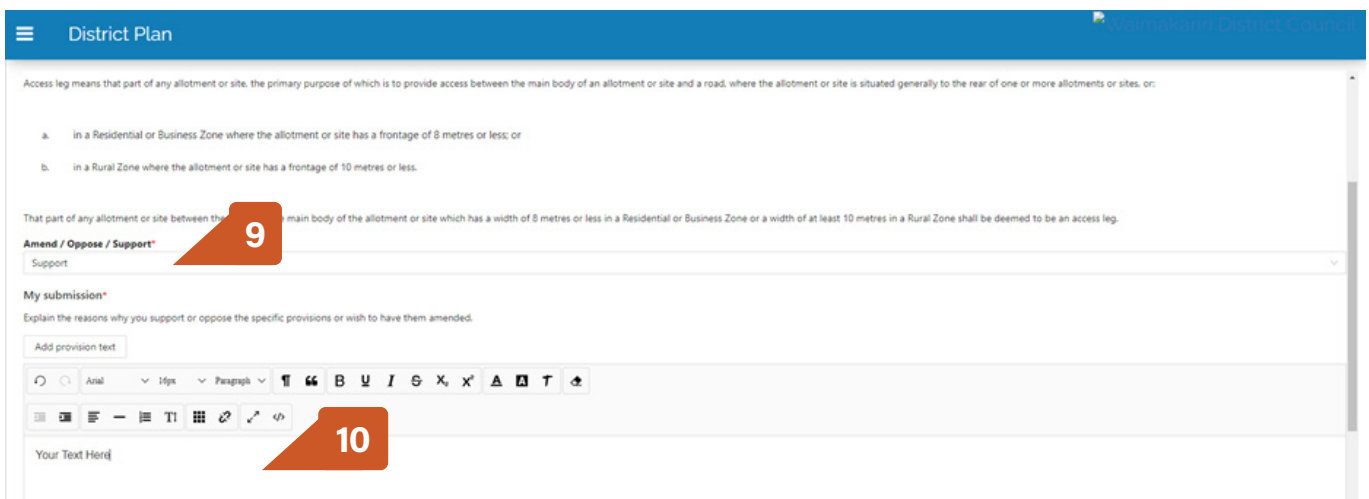
7. Select the subsection. This may be a provision, such as an issue, policy, method or rule, for example. If the submission point relates to the whole chapter, select General.

8. Select the exact provision your submission point is about. This may be a particular sentence or other aspect of the provision. Once you have selected the provision, it will appear below for you to read.



9. Select whether you Support, Oppose, or wish to Amend the provision.

10. In the 'My Submission' box, provide an explanation on why you support or oppose the provision, including the effects you believe the provision will have. Click the 'Add provision text' button if you would like to copy the text of the provision into the text box to edit. Use strikethrough text to show where you wish for text to be removed, and add underline to new text added.



11. Detail the relief sought. This can be amendments to the provision, or any other action you seek as a result of your submission.
12. Click 'Save New Point' at the bottom of the screen.

Review and submit:

13. To edit a submission point, click the edit icon on the right-hand side of the relevant point.
14. To add another submission point, click the 'New submission point' button underneath your existing submission points.
15. At this stage of the submission process you are able to add attachments to your submission.
16. To submit, click the 'Submit' button at the bottom of the page. You will be provided with a unique identifier and copy of your submission when it has been formally accepted.

Further submissions

Further submissions are made in support or opposition of submissions already made on a plan change by someone else. A further submission must respond to the content of an original submission, rather than the plan change itself.

A further submission can only be made if you:

- Have an interest in the proposal that is greater than the interest of the general public; or
- Represent a relevant aspect of the public interest

Further submissions can be made after the initial consultation period has closed, and the summary of submissions has been publicly notified. Further submissions must be made within 10 working days of the summaries being notified.

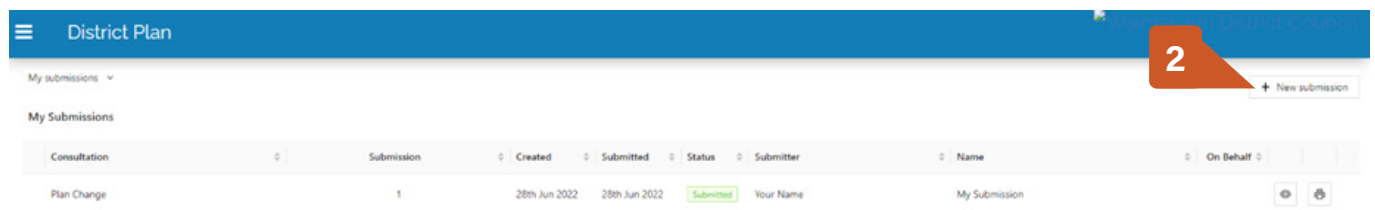
Once you have made a further submission, you will need to send a copy to the person who made the original submission within five working days of lodging it with the Council. Submitter contact details will be available on the Council website.

How to make a further submission

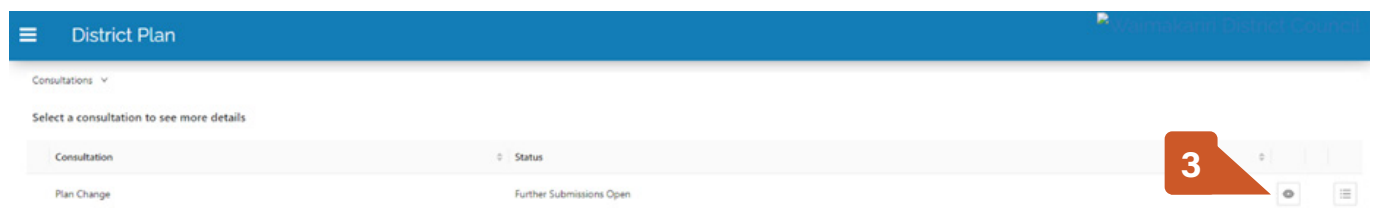
Further submissions can be made using the same methods as an original submission - using the ePlan submissions tool, a downloadable PDF form from the Council website, or a hard copy form available at the Council Service Centres.

Make a further submission in the ePlan submissions tool:

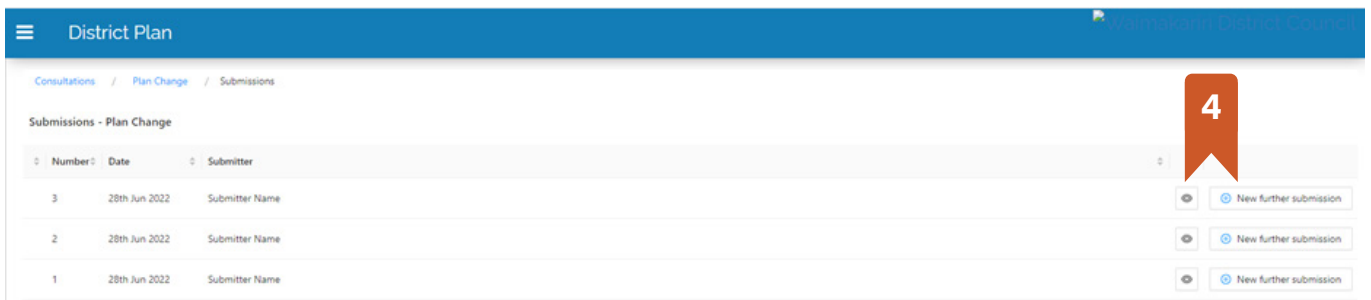
1. If you made an original submission, you will be sent a link to the further submissions module via the email address you provided. If you did not make an original submission, click the 'Submissions' button from the home page of the District Plan.
2. Log in (or register). This will take you to the 'My submissions' page. If you have made any original submissions on the plan change, they can be viewed here. Click the 'New submission' button.



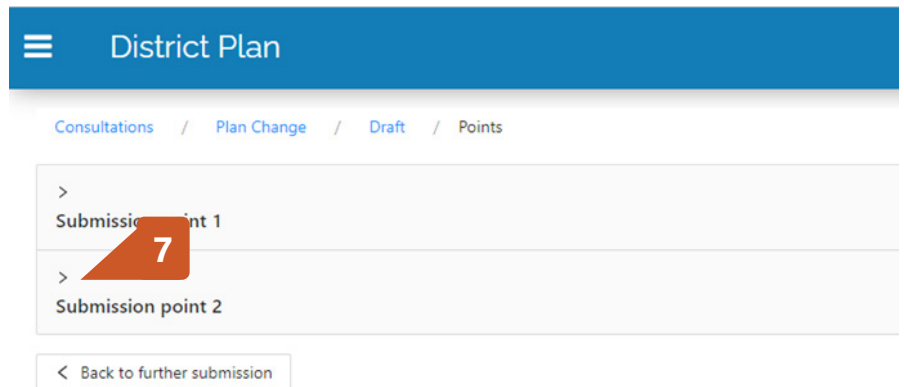
3. The plan change will show as being open for further submissions. Click the eye icon to view all original submissions made on the plan change.



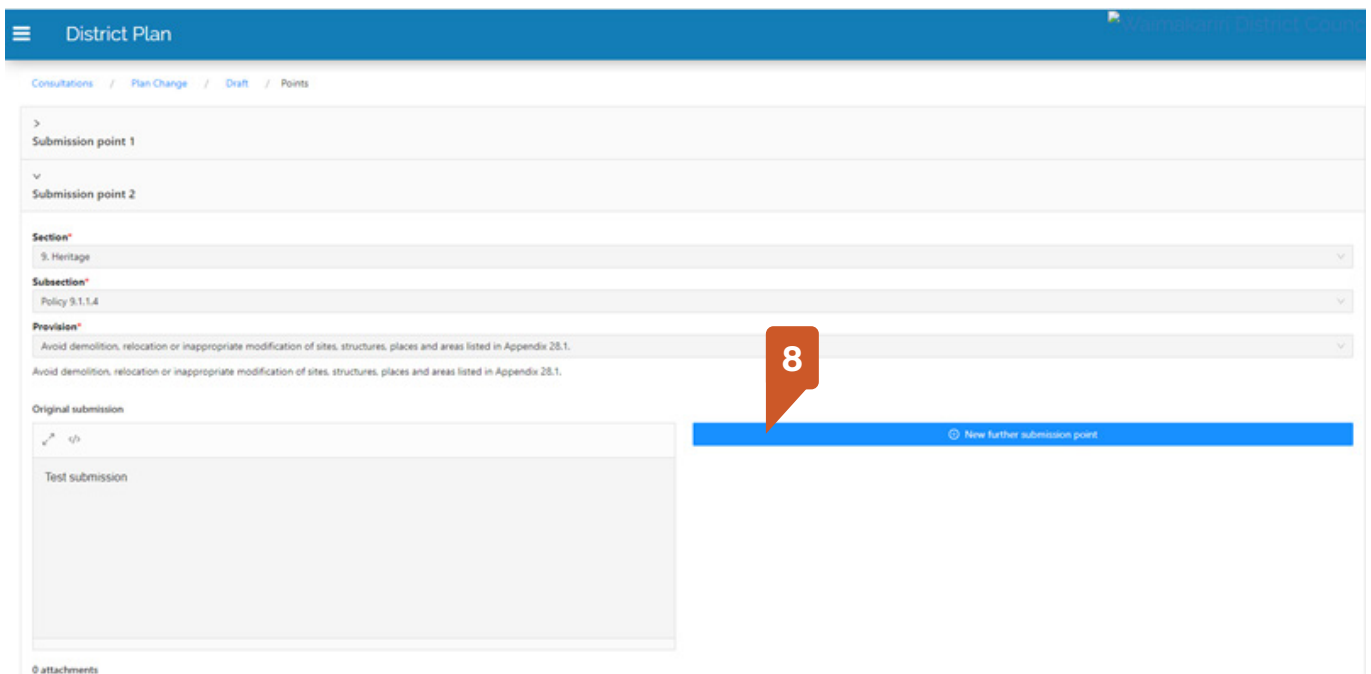
- 4. Click the eye icon next to any submission that you wish to view. Click 'New further submission' next to the submission you wish to submit on.



- 5. Confirm your details and Save Changes.
- 6. Answer the questions about the grounds on which you are able to make a submission, and click 'ok'.
- 7. Click the drop down arrow above the point you wish to submit a further submission on. This will show the submission content.



- 8. Select 'New further submission point' next to the point you wish to submit on.



9. In the 'Further submission' box, write the content of your submission.
10. Select whether you support or oppose the submission, and whether you wish for the submission to be allowed or disallowed.
11. Click 'Save point'.

Further submission

Font Size Formats
¶ “ B U I ☒ X₂ X² A A ↑ ↕

☰ ☰ ☰ — ☰ Tl ☰ ↻ ↗ </>

9

Oppose / Support* 10

Seeks the submission point to be* 10

Delete

Reset

Save point 11

0 attachments

↑

Click or drag a file or files here to upload (max size 28.5Mb)

12. Do the same for any other submission points you wish to further submit on.
13. Navigate 'back to further submission' using the button at the bottom left of the page.
14. Click 'Submit' at the bottom of the page to submit your further submission.

How to withdraw a submission

If you wish to withdraw a submission once it has been submitted, or you have any questions or IT issues with the above, please contact us via email at developmentplanning@wmk.govt.nz or on 0800 965 468 (0800 WMK GOV).

Contact Us

HAVE QUESTIONS?

If you have further questions about the submission process, please contact us directly for a one-on-one discussion with a Council team member.

PHONE

0800 965 468
(0800 WMK GOV)

EMAIL

developmentplanning@wmk.govt.nz

WEBSITE

waimakariri.govt.nz

SERVICE CENTRES:

Rangiora service centre

Address: 215 High Street, Rangiora
Email: office@wmk.govt.nz
Opening hours: Monday to Friday 8.30 am to 5 pm

Kaiapoi service centre

Address: Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi
Email: kaiapoi@wmk.govt.nz
Opening hours: Monday to Friday 9 am to 5 pm

Oxford service centre

Address: 34 Main Street, Oxford
Email: oxford@wmk.govt.nz
Opening hours: Monday to Friday 9 am to 5 pm,
Saturday 10 am to 12 noon (limited services)