

HANDY HINTS AND GUIDELINES TO MAKING A SUBMISSION/PROVIDING FEEDBACK

A submission is a statement that explains your opinion to Council. Although Council needs to receive written submissions, you can also speak to Council at a hearing in support of your written submission.

The following points are designed to assist you in making a submission to Council.

1. Gather the relevant information from Council.

There are three main information sources that will help you to make an effective submission:

- **Documentation.** Copies of the relevant documentation relating to the proposed plan, bylaw or policy can be:
 - viewed/downloaded from Council's website (including the online submission form)
www.hamilton.govt.nz/haveyoursay
 - available from Council libraries or Hamilton City Council offices, Garden Place
 - telephone 07 838 6699 to request a hard copy be posted to you.
- **Council Staff.** Council staff can supply you with further information (such as concept plans, designs or reports) and clarify anything you may not understand in the written documents.
- **Elected Members.** You can contact the Mayor or Councillors directly to discuss issues of concern.

2. Be specific about what you want Council to do.

When writing your submission, you will need to mention if you are:

- Supporting or opposing a project, programme, bylaw or policy that Council has proposed.

In addition, it is a good idea to:

- Keep written submissions to a reasonable length.
- Provide a written summary of your key points at the beginning.
- Reference the relevant parts of the current consultation document you are submitting on.
- Reference any linkage to other relevant Council plans, bylaws or policies.

3. Where possible, provide reasons for your suggestion(s).

This helps Council to prioritise their decision-making. Some things you may want to think about are:

- The positive or negative impacts that proposed projects or programmes may have on the environment, the community, the economy or cultural well-being.
- Suggesting alternatives to the proposed approach. If you do this, please try to provide reasons why you think such alternatives should be considered.

4. Speaking in Support of your written submission

You can also speak to Council at the hearings in support of your written submission. Once your submission has been received by Council, you will be given details of when a hearing will take place.

When speaking at the hearings, make sure you:

- Outline only the key points of your written submission.
- Outline any new points you wish to raise (if possible, please bring 20 copies to distribute at the hearings - these should be supplied to the committee advisor for distribution).
- Use visuals if possible, for example Powerpoint, DVD etc.
- Allow time in your presentation for questions from the Mayor and Councillors.
- Be aware of the length of speaking time you are allocated.

REMEMBER: Submissions to the proposed plans, bylaws or policies must be received by Council no later than the date advertised for the current consultation.

For any further information or assistance on making a submission, telephone Council 07 838 6699.

