

Before you start

Find out as much as you can about what changes are being proposed before you begin writing a submission.

A range of supporting information on proposed changes to the District Plan can be found on our website www.qldc.govt.nz/plan-change-guide.

Collect any supporting documentation, maps, images, and statements from independent experts if these are relevant to the points you'd like to make.

If you're unsure of anything or have questions about a variation or plan change, a Council Duty Planner is available to help between the hours of 8.00am to 5.00pm Mon-Fri. Please phone 03 441 0499 or chat with them in person at our Shotover Street or Ardmore Street offices.

How to structure a great submission

Consider using the below statements to help structure your submission in a clear and concise manner:

"My submission relates to..."

State the name of the plan change or variation and the part(s) that is/are the subject of your submission.

"I support/oppose/have information relevant to this part of the plan change/variation."

State whether you support, oppose (in full or part) or have information pertaining to the plan change/variation.

"My reasons for supporting (or opposing) this part of the plan change/variation are..."

Tell us what your concerns are and the reasons why you support or oppose the provisions in the plan change/variation.

"The decision I seek from the Council is..."

Clearly state the decision you wish the Council to make. Start by indicating if you want the provision to be retained, deleted, or amended. If you want an amendment (including additional provisions) then specify what wording changes you would like to see.

Always try to:

- > Stick to the facts
- > Be clear and concise
- > Be specific and provide examples if possible
- > Where appropriate, include maps, diagrams, and independent professional opinions that support your submission
- > Clearly tell us what you want – be direct
- > Write in clear, simple, everyday language - avoid legal or technical jargon
- > If handwriting a submission, please write clearly

What to avoid including in a submission

Do not include any of the following in a submission:

- > Personal feeling you have towards the Council or its employees
- > Anything unrelated to the proposed plan change/variation
- > Anything that results in an advantage gained by trade competition (this is not valid under the Resource Management Act 1991 and your submission may not be accepted).

Need help?

If you have any general enquiries on plan changes please contact the QLDC Planning Policy team on pdpenquiries@qldc.govt.nz or 03 441 0499 (Queenstown) 03 443 0024 (Wānaka).

QLDC is unable to act in an advisory capacity on plan changes so if you feel you need further guidance you should seek independent advice.

Disclaimer:

The information available in this guidance is for the purpose of providing general information on the submission process and is provided for the convenience of the public only. Queenstown Lakes District Council accepts no liability for use or misuse of this information.

Details that may be relevant to a user's particular circumstances may have been omitted. Users are advised to seek independent professional advice before applying any information contained in this guidance to their own particular circumstances. The Queenstown Lakes District Council shall not be held liable for any claim for any loss or damage as a result of reliance on the information contained in this guidance whether or not due to negligence on the part of the Queenstown Lakes District Council or its employees or contractors.

A submission is most effective when views are presented clearly and concisely with relevant supporting material.