

# Incoming Submissions Policy

Team/Directorate	Queenstown Lakes District Council, Corporate Services Directorate
Approved/Adopted by	Queenstown Lakes District Council, Executive Leadership Team approval
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## CONTENTS

1	Purpose and Objectives .....	1
2	Scope and Context .....	2
3	Objectives.....	3
4	Policy .....	4
5	Relevant Legislation .....	12
6	Related Documents.....	12
7	Roles and Responsibilities .....	12
8	Policy History.....	12
9	Monitoring and Review .....	12

## 1 PURPOSE AND OBJECTIVES

Consulting and engaging with the community to get feedback on projects or plans is an important part of local government decision-making.

This Submissions Policy and its associated guidelines outline a clear process to ensure the consistent treatment and processing of public submissions and informal feedback to the Queenstown Lakes District Council (QLDC). By doing so, this policy is intended to better inform the community of how QLDC manages these processes. It will also assist in the standardisation and streamlining of these processes within QLDC.

The desired outcome is that QLDC's approach to processing submissions and feedback is more efficient, consistent, and better understood by the community.

## 2 SCOPE AND CONTEXT

This policy covers submissions received through the following processes:

- a. Formal consultation undertaken in accordance with the processes set out in the Local Government Act 2002 (LGA) – such as consultation on a Long Term Plan, Annual Plan, a bylaw, or some policies.
- b. Formal consultation undertaken in accordance with other specific legislation (for example the Resource Management Act 1991) – such as consultation on a variation to the Proposed District Plan, or Plan Change to the Operative District Plan.
- c. Submissions received on resource consent applications that are either limited or publicly notified.
- d. Informal community engagement where QLDC seeks feedback or input from the community and stakeholders on a project or plan, outside of any legislative requirements.

This policy does not cover:

- a. Unsolicited feedback provided to Council. This includes comments received on Council social media platforms, comments made in the wider media or non-Council social media platforms, presentation of a petition, or speaking at a Council, Committee or Community Board meeting in public forum or as a deputation.
- b. Responses to formal QLDC research, such as the Quality of Life or Community Insights Survey.
- c. Any submission or feedback from the community on projects listed on the government's Fast Track Approvals Act.
- d. Emails or phone calls to customer services or individual staff members.
- e. Outgoing submissions to government, written by QLDC on behalf of the community.

### When does QLDC consult the community?

Details of when QLDC is required to consult or may choose to voluntarily engage are provided in the Significance & Engagement Policy.<sup>1</sup>

### Notifying the opportunity to participate

QLDC will list opportunities to provide formal submissions or informal feedback on its Let's Talk website.<sup>2</sup> These opportunities will also be promoted/notified to the community through a variety of channels, including, but not limited to local newspapers, radio, social media, digital advertising, letter drop, signage, etc.

Requests for submissions on publicly notified resource consent applications will be listed on the QLDC website, in local newspapers, and any parties considered directly affected will receive notification of the submission period. Limited resource consent applications will also be listed on the website, but only affected parties will receive notification as these are not open to public submissions.

District Plan changes will be notified via local newspapers and listed on the QLDC website.

### What is considered a submission vs informal feedback

A submission is an individual or group's comment on a matter QLDC is formally consulting on<sup>3</sup> through a legislative process. It allows the submitter to:

- a. Share their opinions, observations, and recommendations.

<sup>1</sup> <https://www.qldc.govt.nz/your-council/council-documents/policies/>

<sup>2</sup> [Let's Talk Queenstown Lakes District Council](#)

<sup>3</sup> Or when formally asking for submissions on a notified resource consent application.

- b. Influence Council decisions.
- c. Speak to their submission at a hearing

Submissions differ from informal feedback which can be provided to QLDC as part of a non-statutory process.

- d. Examples of this include a request for early feedback ahead of developing a proposal for formal consultation, a discrete project that a specific community might be interested in or projects and plans that fall outside of a legislative process.
- e. Informal feedback is processed by the QLDC subject matter expert with support by the communications and engagement team, and considered by elected members in a similar way to a formal submission. The difference is that it is not bound by a legislative process or subject to a public hearing.

### 3 OBJECTIVES

#### **Clarity for the community**

Publishing this policy will help the community better understand how their submissions or feedback will be managed. Examples from previous consultations and engagement have highlighted that submitters may not have a clear understanding of how these processes work. This can result in information requests, or in certain procedures being queried or challenged.

#### **Consistency and efficiency of managing submissions**

Making how QLDC deals with submissions and feedback more consistent and fairer. Increased standardisation, and the reduction of case-by-case decision making during processing of submissions and feedback, will also increase the efficiency of the process.

## 4 POLICY

The following table outlines the core steps in submissions and informal engagement processes. This provides information to the community on what to expect when participating in consultation and engagement with QLDC and why these steps are required. It also provides guidelines for staff to ensure consistent and efficient application of relevant legislation. For detailed information about the statutory requirements for consultation, please refer to the relevant legislation linked below.

	Special Consultative Procedure	Resource Management Act 1991 <i>(District Plan changes and variations, and notified resource consent applications)</i>	Reserves Act 1977 <i>(making and amending Reserve Management Plans)</i>	Local Electoral Act 2001 <i>(review of representation requirements)</i>	Informal engagement process
Link to relevant legislation:	<a href="#">Click to read relevant legislation</a>	<a href="#">Click to read relevant legislation</a>	<a href="#">Click to read relevant legislation</a>	<a href="#">Click to read relevant legislation</a>	N/A
What to expect	Requirements				
Council approval to consult/take submissions	Yes. A statement of proposal must be adopted by Council and approval given to commence consultation. In the case of a Long Term Plan or Annual Plan the statement of proposal is replaced with a Consultation Document.	<i>District Plan changes and variations:</i> Yes. Council must make a resolution approving that notification to begin on a proposed district plan change or variation.  <i>Notified resource consent applications:</i> Yes. An applicant may volunteer for public notification, but sometimes a formal decision under section 95 of the RMA is made by Council that the application must be notified (either public or limited).	Yes. At QLDC, the community and services committee makes a recommendation to the Full Council to approve a draft Reserve Management Plan for consultation.	Yes. The full Council must make a resolution to commence consultation on a proposal for representation. Consultation must begin within 14 working days of making the resolution and occur in the year immediately before the year of a triennial general election (not later than 8 August).	Council approval is not required to begin an informal engagement process.
Public notification	Public notice placed in widely distributed local newspapers (usually Mountain Scene and Wānaka Sun) and on QLDC's website.  Public notification is generally supported by a multi-channel promotional campaign.	<i>District Plan changes and variations, and publicly notified resource consent applications:</i>  Public notice placed in local newspapers (usually Mountain Scene and Wānaka Sun). Depending on the scale of the proposal, a public notice may also be placed in the Otago Daily Times and Southland Times.  The notification is always published on the QLDC website.	Public notice placed in widely distributed local newspapers (usually Mountain Scene and Wānaka Sun)  Public notification is generally supported by a multi-channel promotional campaign.	Public notice placed in widely distributed local newspapers (usually Mountain Scene and Wānaka Sun).  Public notification is generally supported by a multi-channel promotional campaign.	A formal public notice is not required.  Informal opportunities are shared via a multi-channel promotional campaign.

	<b>Special Consultative Procedure</b>	<b>Resource Management Act 1991</b> <i>(District Plan changes and variations, and notified resource consent applications)</i>	<b>Reserves Act 1977</b> <i>(making and amending Reserve Management Plans)</i>	<b>Local Electoral Act 2001</b> <i>(review of representation requirements)</i>	<b>Informal engagement process</b>
<b>Distribution of information</b>	The statement of proposal / consultation document must be distributed as widely as practicable.	<p><i>District Plan changes and variations:</i></p> <p>Information about the proposal must be provided directly to affected property owners via the rates database. This might occur via email or letter. For suburbs that do not have letterboxes, the information is distributed via PO box, where possible.</p> <p>Depending on the scale of the proposal, the information is also promoted via social media, Council newsletters, local news media and other advertising opportunities.</p> <p><i>Notified resource consent applications:</i></p> <p>Parties determined by Council to be directly affected receive notification alerting them to a submission period being opened on a notified resource consent using the rates database.</p> <p>Application material is published on Council's eDocs platform using an RM reference number.</p> <p>This may occur via email or letter. For suburbs that do not have letterboxes, the information is distributed via PO box, where possible.</p>	<p>The draft Reserve Management Plan must be made available at Council offices.</p> <p>It is good practice to distribute information about the draft RMP as widely as possible, including directly notifying neighbouring residents and businesses.</p>	The proposal must be distributed as widely as practicable.	Distribution of information is determined on a case-by-case basis depending on the topic and understanding of target audience.
<b>Submissions period</b>	<p>Minimum of one calendar month.</p> <p>The submission process may be extended in exceptional circumstances, such as technical issues with the online engagement platform.</p> <p>There is no period of objections and appeals following the submissions process.</p>	<p><i>District Plan changes and variations:</i></p> <p>There are two formal stages to a district plan/variation consultation process.</p> <ul style="list-style-type: none"> <li>Original submissions on a proposal must be open for a minimum of 20 working days.</li> <li>Following the original submission process, a summary of decisions requested report is publicly notified. This allows people to read what submitters have said and further submit on submissions of interest to them. People have ten working days to lodge their further submission with Council, and must also send a copy, normally via email, to the original submitter. You can only make a further submission if your interest in the proposal is more than the interest of the general public, or you are representing a relevant aspect of the public interest.</li> </ul>	<p>There are two stages to a submission process for a draft RMP.</p> <ul style="list-style-type: none"> <li>Council must notify its intent to prepare a reserve management plan and invite suggestions to be included. This timeframe can be determined by Council and must be clearly communicated.</li> <li>Submissions on a draft Reserve Management Plan must be open for a minimum of two calendar months.</li> <li>The submission process may be extended in exceptional circumstances, such as technical issues with the online engagement platform.</li> </ul>	<p>Minimum of one calendar month.</p> <p>The submission process may be extended in exceptional circumstances, such as technical issues with the online engagement platform.</p> <p>The submissions process is followed by a period of objections and appeals.</p>	<p>More flexible but best practice is minimum of one calendar month.</p> <p>There is no period of objections and appeals following the feedback process.</p>

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		<ul style="list-style-type: none"> <li>Within five days of making a further submission you need to send a copy of this to the person(s) who made the original submission(s) that you are now submitting on.</li> <li>The submission process may be extended in exceptional circumstances, such as very high public interest, technical issues with the online submission form, administration/notification errors, or to take public holidays into account.</li> </ul> <p>The submissions process can be followed by a period of appeals.</p> <p><i>Notified resource consent applications:</i></p> <ul style="list-style-type: none"> <li>The submission period must be open for a minimum of 20 working days.</li> <li>The submission period may be extended in exceptional circumstances, such as very high public interest or to take public holidays into account.</li> </ul>	There is no period of objections and appeals following the submissions process.		
<b>Late submissions</b>	<p>Any submission received after 11.59pm on the specified closure date is considered late.</p> <p>These will be collated separately but not analysed.</p> <p>Late submissions are provided to Councillors to consider at their discretion.</p>	<p><i>District Plan changes and variations:</i></p> <p>Any late submissions received must be recorded and provided to the appointed hearings panel.</p> <p>Late submissions will be considered at the discretion of the chairperson on the basis accepting the late submission does not disadvantage other submitters.</p> <p><i>Notified resource consent applications:</i></p> <p>Late submissions received must be recorded and provided to the appointing hearings panel (or other decision makers).</p> <p>These will be considered at the discretion of the decision maker on the basis that accepting the late submission does not disadvantage the applicant or other submitters.</p>	<p>Any submission received after 11.59pm on the specified closure date is considered late.</p> <p>These will be collated separately but not analysed.</p> <p>Late submissions are provided to Councillors to consider at their discretion.</p>	<p>Any submission received after 11.59pm on the specified closure date is considered late.</p> <p>These will be collated separately but not analysed.</p> <p>Late submissions are provided to Councillors to consider at their discretion.</p>	<p>Feedback received after 11.59pm on the specified closure date is considered late.</p> <p>Handling of late feedback will be considered on a case-by-case basis depending on the project timeline.</p>
<b>Managing multiple submissions</b>	One submission per individual or organisation is encouraged.	<p><i>District Plan changes and variations:</i></p> <p>One submission per individual or organisation is encouraged. However, it is acknowledged that</p>	One submission per individual or organisation is encouraged.	One submission per individual or organisation is encouraged.	One submission per individual or organisation is encouraged.

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		<p>submissions can be made both individually and on behalf of a company, community group, Trust, etc.</p> <p>If someone submits multiple times under the same name, Council staff will generally contact a submitter to discuss.</p> <p>Note, further opportunity to participate may be available through the subsequent appeals process.</p> <p><i>Notified resource consent applications:</i></p> <p>Submissions are determined on their merits, including considering the contents of a submission, and not the quantity. While only one submission per individual or organisation is encouraged, if there are differing points of view captured across multiple submissions, they will be considered.</p>		Note, further opportunity to participate is through the subsequent objections and appeals process.	
<b>Requests to amend or change submissions</b>	<p>Not allowed, however submitters can request to withdraw a submission and make a new one.</p> <p>Requests cannot be made late after the specified closure date of the submissions period.</p>	<p><i>District Plan changes and variations:</i></p> <p>Submitters may add information to an existing submission on request of the Council to provide clarification.</p> <p>Requests to withdraw a submission must be formally recorded.</p> <p><i>Notified resource consent applications:</i></p> <p>Submitters may make changes to a submission within the submission period. After this period closes, you are not able to formally change your submission.</p>	<p>Not allowed, however submitters can request to withdraw a submission and make a new one.</p> <p>Requests cannot be made late after the specified closure date of the submissions period.</p>	<p>Not allowed, however submitters can request to withdraw a submission and make a new one.</p> <p>Requests cannot be made late after the specified closure date of the submissions period.</p>	<p>Not allowed, however submitters can request to withdraw a submission and make a new one.</p> <p>Requests cannot be made late after the specified closure date of the submissions period.</p>
<b>Approved channels for making a submission</b>	<ul style="list-style-type: none"> <li>Online via <a href="https://letstalk.qldc.govt.nz">letstalk.qldc.govt.nz</a></li> <li>Email to <a href="mailto:letstalk@qldc.govt.nz">letstalk@qldc.govt.nz</a></li> <li>Post to Council office</li> <li>Hard copy handed to Council office</li> </ul>	<p><i>District Plan changes and variations:</i></p> <ul style="list-style-type: none"> <li>On the Council website, via Consult 24</li> <li>Post to the address specified in the public notice</li> <li>Email to: <a href="mailto:pdpsubmission@qldc.govt.nz">pdpsubmission@qldc.govt.nz</a></li> </ul> <p>Emailed and posted submissions should be made using Form 5 (original submission) and Form 6 (further submission).</p> <p><i>Notified resource consent applications:</i></p>	<ul style="list-style-type: none"> <li>Online via <a href="https://letstalk.qldc.govt.nz">letstalk.qldc.govt.nz</a></li> <li>Email to <a href="mailto:letstalk@qldc.govt.nz">letstalk@qldc.govt.nz</a></li> <li>Post to Council office</li> <li>Hard copy handed to Council office</li> </ul>	<ul style="list-style-type: none"> <li>Online via <a href="https://letstalk.qldc.govt.nz">letstalk.qldc.govt.nz</a></li> <li>Email to <a href="mailto:letstalk@qldc.govt.nz">letstalk@qldc.govt.nz</a></li> <li>Post to Council office</li> <li>Hard copy handed to Council office</li> </ul>	The designated channel for providing feedback as part of an informal engagement process will be advised on a case-by-case basis.

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		<ul style="list-style-type: none"> <li>Post to the address specified in the public notice</li> <li>Email to <a href="mailto:rcsubmission@qldc.govt.nz">rcsubmission@qldc.govt.nz</a></li> </ul> <p>Submissions should be in the format of Form 13, which can be found on Council's website.</p>			
<b>Making a good submission</b>	<ul style="list-style-type: none"> <li>Be respectful, remember that what you write becomes public information with your name on it</li> <li>Any submission containing threatening language towards a staff or elected member will have the staff or elected members name redacted.</li> <li>Focus your submission on the issue at hand to ensure your submission is as relevant as possible</li> <li>Provide clear reasons and explanations for your view</li> <li>For more tips on making a submission visit <a href="https://letstalk.qldc.govt.nz/consultation-faqs">letstalk.qldc.govt.nz/consultation-faqs</a></li> </ul>	<ul style="list-style-type: none"> <li>Be respectful, remember that what you write becomes public information with your name on it</li> </ul> <p><i>District Plan changes and variations:</i></p> <p>Read the document at this link for advice on making a submission on a district plan change or variation as there is certain information that must be included for the submission to be valid:</p> <p><a href="https://www.qldc.govt.nz/media/4aid0w04/qldc_how-to-write-a-submission_a4-flyer_jan24-v6-final.pdf">https://www.qldc.govt.nz/media/4aid0w04/qldc_how-to-write-a-submission_a4-flyer_jan24-v6-final.pdf</a></p> <p><i>Notified resource consent applications:</i></p> <p>A submission on a resource consent application should focus on how the proposed development is going to affect you (positively or negatively). It should say whether you support or oppose or are neutral to the proposal, and state any changes you think would assist you to feel more positive about the development.</p> <p>While not everything can be taken into account by decision makers, it is helpful for them to hear your views.</p> <p>A submission may be struck out if at least one of the following applies to it, or part of it:</p> <ul style="list-style-type: none"> <li>It is frivolous or vexatious</li> <li>It discloses no reasonable or relevant case</li> <li>It would be an abuse of the hearing process to allow the submission (or part of it) to be taken further</li> <li>It contains offensive language</li> <li>It is supported only by material that purports to be independent expert evidence, but has been prepared by a person who is not independent or who does not have sufficient skill or knowledge to give expert advice on the matter.</li> </ul>	<ul style="list-style-type: none"> <li>Be respectful, remember that what you write becomes public information with your name on it</li> <li>Any submission containing threatening language towards a staff or elected member will have the staff or elected members name redacted.</li> <li>Focus your submission on the issue at hand to ensure your submission is as relevant as possible</li> <li>Provide clear reasons and explanations for your view</li> </ul> <p>For more tips on making a submission visit <a href="https://letstalk.qldc.govt.nz/consultation-faqs">letstalk.qldc.govt.nz/consultation-faqs</a></p>		

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<b>Acknowledging a submission</b>	<p>Receipt of submissions made online via Let's Talk will be acknowledged automatically.</p> <p>Receipt of submission formally acknowledged via email or letter (if required).</p>	<p><i>District Plan changes and variations:</i></p> <p>Receipt of submissions made online via Consult 24 will be acknowledged automatically. They will then be formally acknowledged once the submission period closes.</p> <p><i>District Plan changes and variations and notified resource consent applications:</i></p> <p>Email or posted submissions will be acknowledged manually.</p>	<p>Receipt of submissions made online via Let's Talk will be acknowledged automatically.</p> <p>Receipt of submission formally acknowledged via email or letter (if required).</p>	<p>Receipt of submissions made online via Let's Talk will be acknowledged automatically.</p> <p>Receipt of submission formally acknowledged via email or letter (if required).</p>	<p>Feedback acknowledged via automated response triggered by submitting online form.</p> <p>Emailed feedback will be acknowledged.</p>
<b>Opportunity to speak at a hearing / the hearings process</b>	<p>A hearing panel may be appointed but is not a requirement of the Local Government Act 2002) and an opportunity to speak provided to every submitter. Speakers must be given the opportunity to present via audio or video link.</p> <p>In the event an individual or party has submitted to a formal process which is subject to a hearing process, that individual or party may not address the full Council or a committee on the same matter at public forum.</p> <p>Following the hearings process, a report/recommendation will be presented back to full Council for a decision on the topic.</p>	<p><i>District Plan changes and variations:</i></p> <p>An independent hearing panel will be appointed from a panel of approved RMA commissioners. The panel will be made up of the most appropriate experts identified for each specific topic. A Councillor may be appointed to the panel on a case-by-case basis, but only if they have completed the 'making good decisions' programme for RMA practitioners.</p> <p>The panel, and appointment of a chair must be ratified by a resolution of Council.</p> <p>Every submitter must be given the opportunity to speak. Speakers can present in te reo Māori and sign language.</p> <p>Speakers will be informed of time limits and guidance on evidence exchange ahead of the scheduled hearing.</p> <p><i>Notified resource consent applications:</i></p> <p>If you indicate in your submission that you wish to be heard at a hearing, you will be contacted by the Council Hearing Administrator regarding the day and time of the hearing and your time is to speak. Sometimes this may occur some months after the submission period closes.</p> <p>If you have asked a consultant planner or other expert to assist you to present your submission, they are</p>	<p>A hearing panel must be appointed and an opportunity to speak provided to every submitter. Offering the opportunity to present via audio or video link can be determined at Council's discretion.</p> <p>In the event an individual or party has submitted to a formal process which is subject to a hearing process, that individual or party may not address the full Council or a committee on the same matter at public forum.</p> <p>Following the hearings process, a report/recommendation will be presented back to full Council for a decision on the topic.</p>	<p>A hearing panel must be appointed and an opportunity to speak provided to every submitter. Offering the opportunity to present via audio or video link can be determined at Council's discretion.</p> <p>In the event an individual or party has submitted to a formal process which is subject to a hearing process, that individual or party may not address the full Council or a committee on the same matter at public forum.</p> <p>Following the hearings process, a report/recommendation will be presented back to full Council for a decision on the topic.</p>	<p>Hearings are not required for an informal process.</p>

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		likely to have to provide written evidence ahead of the Hearing.			
<b>Confidentiality and privacy</b>	<p>Personal contact details will be redacted from the 'contact details' section of a submission form.</p> <p>This excludes the submitters name; however confidential submissions may be made in exceptional circumstances.</p> <p>Any personal details provided within the body of a submission will not be redacted as we understand that to mean you are happy to make your personal details public.</p>	<p><i>District Plan changes and variations:</i></p> <p>Submitters contact details will be published on the Council website as part of the further submissions process.</p> <p>Anyone making a further submission must send a copy of this to the person(s) who made the original submission(s) that is being submitted on.</p> <p>Submitters can formally apply to have contact details redacted by contacting <a href="mailto:pdpsubmission@qldc.govt.nz">pdpsubmission@qldc.govt.nz</a> in exceptional circumstances.</p> <p><i>Notified resource consent applications:</i></p> <p>Submitters must share their contact details on the Form 13 when making a submission on a notified resource consent application</p> <p>Submissions and contact details will be made available online via Council's eDocs platform under the RM application reference.</p>	<p>Personal contact details will be redacted from the 'contact details' section of a submission form.</p> <p>This excludes the submitters name.</p> <p>Any personal details provided within the body of a submission will not be redacted as we understand that to mean you are happy to make your personal details public.</p>	<p>Personal contact details will be redacted from the 'contact details' section of a submission form.</p> <p>This excludes the submitters name.</p> <p>Any personal details provided within the body of a submission will not be redacted as we understand that to mean you are happy to make your personal details public.</p>	<p>Personal contact details will be redacted from the 'contact details' section of a feedback form.</p> <p>This excludes the submitters name.</p> <p>Any personal details provided within the body of written feedback will not be redacted as we understand that to mean you are happy to make your personal details public.</p>
<b>Publishing submissions</b>	<p>Submissions will be published on the Council website as part of the submission hearing agenda.</p>	<p><i>District Plan changes and variations:</i></p> <p>A summary and full set of original submissions must be made available on the QLDC website as part of the further submission process.</p> <p>Hard copy submissions are also made available at the Gorge Road and Ardmore Street Council offices.</p> <p><i>Notified resource consent applications:</i></p> <p>A full set of submissions received on a notified resource consent application will be made available on Council's eDocs platform under the RM application reference.</p>	<p>Submissions will be published on the Council website as part of the submission hearing agenda.</p>	<p>Submissions will be published on the Council website as part of the submission hearing agenda.</p>	<p>Feedback may be published on the Let's Talk page, but this is not mandatory.</p>

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<b>Notifying of a decision</b>	<p>Formal notification of an outcome must be provided to all submitters. It is also good practice to notify the decision more widely.</p> <p>A formal public notice will be placed in local newspapers.</p>	<p><i>District Plan changes and variations:</i></p> <p>Submitters will receive a direct notification of any final decision on a plan change or variation. Notification will also be made via the QLDC website and as a public notice in local newspapers.</p> <p><i>Notified resource consent applications:</i></p> <p>If you make a submission on a notified resource consent application you will be notified by Council of the decision.</p> <p>As a submitter if you are not happy with Council's decision on the notified resource consent application, you have appeal rights to the Environment Court (you should seek independent legal advice before lodging an appeal).</p>	<p>Formal notification of an outcome must be provided to all submitters. It is also good practice to notify the decision more widely.</p> <p>Once Council has adopted a Reserve Management Plan, it must be submitted to the Minister of Conservation for final approval.</p> <p>A formal public notice will be placed in local newspapers.</p>	<p>An engagement summary must be produced and provided to those who provided feedback.</p> <p>A formal public notice will be placed in local newspapers.</p>	<p>An engagement summary must be produced and provided to those who provided feedback.</p> <p>The summary must also be published on the Let's Talk page and shared via social media channels.</p>

## 5 RELEVANT LEGISLATION

There are no legislative obligations to adopt a policy in relation to submissions. The below legislation, however, is relevant to the content of this policy.

Local Government Act 2002

Resource Management Act 1991

Reserves Act 1977

Local Electoral Act 2001

## 6 RELATED DOCUMENTS

The following Council documents are relevant to the content of this policy.

Significance & Engagement Policy

Privacy Policy

Communications Policy

Social media Policy

## 7 ROLES AND RESPONSIBILITIES

POSITION	RESPONSIBILITIES
<b>Engagement and Communications Team</b>	Subject matter experts and primary point of contact for submissions processes within QLDC. Can be contacted for interpretations, resolution of problems and special situations relating to this policy at <a href="mailto:letstalk@qldc.govt.nz">letstalk@qldc.govt.nz</a>

Frequently asked questions, including guidance on how to make a submission, can be found on the QLDC Let's Talk website at this link: [Consultation FAQs | Let's Talk Queenstown Lakes District Council](#)

## 8 POLICY HISTORY

April 2025: Initial release of policy. Due for review in 2028.

## 9 MONITORING AND REVIEW

This policy and its associated guidelines will be reviewed every three years to ensure that it remains relevant and effective.