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To:	

**SUBMISSION ON A PUBLICLY NOTIFIED REQUIREMENT FOR A  
DESIGNATION *or* ALTERATION OF DESIGNATION *(delete not applicable)*  
Sections 168A, 169, 181, 189A, 190, and 192(f), Resource  
Management Act 1991 *(delete whichever not applicable)*  
(Form 21)**

To: Waipa District Council, Private Bag 2402, Te Awamutu  
101 Bank Street, Te Awamutu  
Ph 07 872 0030 Fax 872 0033  
Email: submissions@waipadc.govt.nz

23 Wilson Street, Cambridge  
Ph 07 823 3800 Fax 07 823 3820

**\*\*Please note all sections of the following form need to be completed\*\***

**NAME OF SUBMITTER:**

Full Name:.....

Postal Address For Service:.....

Phone:..... Email:..... Fax:.....

Contact Person.....

**THIS IS A SUBMISSION ON A NOTICE OF REQUIREMENT FROM:**

Name of Territorial Authority:.....

**FOR A DESIGNATION *or* AN ALTERATION TO A DESIGNATION *(delete whichever not applicable)* TO:**  
*(briefly describe the relevant designation and the site or place to which the designation applies)*

Proposed Designation:.....

Location:.....

**THE SPECIFIC PARTS OF THE DESIGNATION THAT MY SUBMISSION RELATES TO, AND WHETHER I SUPPORT, OPPOSE OR WISH TO AMEND IT ARE:** *(detail the parts of the application you are submitting on and advise whether you support, oppose or wish to have it amended by circling the appropriate option).*

1..... Support/Oppose/Amend

2..... Support/Oppose/Amend

3..... Support/Oppose/Amend

**THE REASONS FOR MY VIEWS ARE:**

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**I SEEK THE FOLLOWING RECOMMENDATION OR DECISION FROM THE TERRITORIAL AUTHORITY:**  
*(give details, including the general nature of any conditions sought)*

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**I WISH TO BE HEARD IN SUPPORT OF MY SUBMISSION:**

Yes  No  (please tick)

**IF OTHERS MAKE A SIMILAR SUBMISSION I WILL CONSIDER PRESENTING A JOINT CASE WITH THEM AT THE HEARING:**

Yes  No  (please tick)

**SIGNATURE:**

*To be signed by submitter or person authorised to sign on behalf of submitter.  
(NB. A signature is not required if you make your submission by electronic means).*

Signed.....  
Date:.....

<b>SUBMITTING ON A PUBLICLY NOTIFIED REQUIREMENT FOR A DESIGNATION OR ALTERATION TO A DESIGNATION</b>
<p>You have become aware of a notice of requirement for a designation or alteration to a designation which affects you and you wish to make a submission. You may have received notice of the requirement by letter from the Council, seen a notice in the paper or have been otherwise informed. This has happened because the Council in planning for the development of the District believes that some proposals require special consideration and that people affected should be given the opportunity to have their interests taken into account.</p> <p>There are several steps which must be followed after making a submission to an application and before a decision is made on the requirement. These are outlined below. For more detailed information refer to the Operative Waipa District Plan 1997 and the Resource Management Act 1991.</p>
<b>PUBLIC NOTIFICATION</b>
<p>The application has been submitted, the Council has notified those persons it considers will be affected and has published the application in the relevant newspaper(s). The notification will specify a final date for you to deliver your submission to the Council being not less than <u>20 working days</u> after the date of notification. If you require further information on the application you should ask at the Council offices where plans and other details of the proposal are available for public inspection.</p>
<b>YOUR SUBMISSION</b>
<p>Make your submission in writing on this form (Form 21), or draft it up to the same effect (format) stating:</p> <ul style="list-style-type: none"> <li>▪ Your name and address;</li> <li>▪ Details of the application you are submitting on;</li> <li>▪ The reasons for your submission, including whether you support, oppose or wish to amend the application;</li> <li>▪ What you would like Council to do to satisfy your submission. For example, suggestions on conditions you would like imposed; and</li> <li>▪ Whether you wish to speak at the hearing when the application is heard.</li> </ul>
<b>SENDING YOUR SUBMISSION</b>
<p>You <u>must</u> serve (i.e. send, deliver or email) a copy of your submission on the following:</p> <ul style="list-style-type: none"> <li>• Waipa District Council (Attn: Planning Department); and</li> <li>• The applicant as soon as is reasonably practical <u>after</u> serving your submission on Council. The address for service of the applicant will be detailed within the application or in the public notice.</li> </ul> <p><b>NB.</b> If you do not serve a copy of your submission as is required it may be declared invalid.</p>
<b>HEARING THE NOTICE OF REQUIREMENT</b>
<p>The Regulatory Committee of Council (or an independent Commissioner) will consider the notice of requirement at a hearing and all evidence including that of the submitters. If you wish to be heard in support of your submission you will be given at least 10 working days notice of the hearing. You may present your evidence (submission) yourself or be represented. Council can request that briefs of evidence be provided at least 5 working days before the hearing. At the hearing you will need to provide 15 copies of any additional written evidence you present.</p> <p>A Planner's report will be sent to you at least 5 working days before the hearing. This report gives a recommendation, but you are advised that the final decision will not necessarily follow this recommendation as the Committee/Commissioner will also consider all other information presented at the hearing.</p> <p>If you do not wish to be heard in support of your submission at the hearing the Council will still consider your written submission as part of the hearing process.</p>
<b>THE DECISION</b>
<p>Within <u>15 working days</u> after the hearing you will be notified in writing of the decision on the requirement. If you are dissatisfied in any way with the decision you may within a period of <u>15 working days</u> of receiving Council's decision lodge an appeal to the Environment Court.</p>
<b>REPRESENTATION</b>
<p>If you wish you may engage and be represented by legal counsel or other experts at any time during the process. You are advised to consult a solicitor regarding the lodging of an appeal.</p>
<b>WORKING DAYS</b>
<p><i><b>NOTE: A working day means any day except a Saturday, a Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, Waitangi Day, and any day between 20 December and 10 January (inclusive).</b></i></p>