

**SUBMISSION ON A PUBLICLY NOTIFIED APPLICATION**  
**Sections 93 and 96 Resource Management Act 1991**  
**(Form 13)**

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 AN APPLICATION FROM:**

Name of Applicant :.....

**FOR A RESOURCE CONSENT TO:** *(briefly describe nature of resource consent sought)*

Type:                      Landuse                       Subdivision  (please tick)

Proposed Activity:.....

.....

Location:.....

**THE SPECIFIC PARTS OF THE APPLICATION THAT MY SUBMISSION RELATES TO, AND WHETHER I SUPPORT, OPPOSE OR ARE NEUTRAL ON IT, ARE:** *(detail the parts of the application you are submitting on and advise whether you support, oppose or are neutral on the respective part by circling the appropriate option).*

1..... Support/Oppose/Neutral

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2..... Support/Oppose/Neutral

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3..... Support/Oppose/Neutral

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4..... Support/Oppose/Neutral

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**THE REASONS FOR MY VIEWS ARE:**

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**I SEEK THE FOLLOWING DECISION FROM THE CONSENT AUTHORITY:**

*(give details, including the general nature of any conditions you would like to be imposed on the consent)*

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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:.....

## SUBMITTING ON AN APPLICATION FOR A RESOURCE CONSENT

You have become aware of an application for a resource (planning) consent which affects you and you wish to make a submission. You may have received notice of the proposal 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.

There are several steps which must be followed after making a submission to an application and before a decision is made on the proposal. These are outlined below. For more detailed information refer to the Operative Waipa District Plan 1997 and the Resource Management Act 1991.

## PUBLIC NOTIFICATION

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 20 working days 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.

## YOUR SUBMISSION

Make your submission in writing on this form (Form 13), or draft it up to the same effect (format) stating:

- Your name and address;
- Details of the application you are submitting on;
- The reasons for your submission, including whether you support, oppose or are neutral on the application;
- What you would like Council to do to satisfy your submission. For example, suggestions on conditions you would like imposed; and
- Whether you wish to speak at the hearing when the application is heard.

## SENDING YOUR SUBMISSION

You must serve (i.e. send, deliver or email) a copy of your submission on the following:

- Waipa District Council (Attn: Planning Department); and
- The applicant as soon as is reasonably practicable after serving your submission on Council. The address for service of the applicant will be detailed within the application or in the public notice.

Please note if you do not serve a copy of your submission as is required it may be declared invalid.

## HEARING THE APPLICATION

The Regulatory Committee of Council (or an independent Commissioner) will consider the application 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. After you have presented your evidence to the Committee, they may question you on points you have made, but no cross-examination by the applicant or any submitter is permitted.

A Planner's report will be sent to you at least 5 working days before the hearing. This report gives a recommendation to the Committee, but you should be aware that the final decision will not necessarily follow this recommendation as the Committee will also consider all other information presented at the hearing.

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.

## THE DECISION

Within 15 working days after the hearing you will be notified in writing whether or not the application has been approved, the reasons for the decision and any conditions that must be satisfied if approval is given. If you are dissatisfied in any way with Council's decision you may within a period of 15 working days of receiving Council's decision lodge an appeal to the Environment Court.

## REPRESENTATION

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.

## WORKING DAYS

**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).**