

## Making a Submission

### Public Notification

Any person may make a submission to Council on an application which has been publicly notified.

### Limited Notification

Only persons deemed to be "affected" by Council can make a submission to Council on an application which has been limited notified.

Any submission shall:

- Be in writing.
- Be served on the Nelson City Council, no later than the closing date and time specified in the public notice (20 working days after the date of notification).
- Also be served on the applicant as soon as possible after serving the submission on Council.
- State the reasons for making the submission and the decision that the person wishes Council to make (if known) and the general nature of any conditions sought.
- Whether or not the person making the submission wishes to be heard in respect of the submission.

All persons or authorities lodging a written submission have the right to attend and speak at the hearing of an application. You may be represented by a chosen person (ie your legal adviser), and/or make a joint submission with other persons. You are entitled to have your submission received in Maori, however we would appreciate early advice of this to allow us time to organise an interpreter. If you feel you may be affected by a proposal, you should make a submission. If you do not submit, you will have no legal opportunity to do so at a later stage.

Any persons making a submission and indicating a desire to be heard at a hearing will be notified of the hearing date and, at a later date, the decision. They will also receive a copy of a detailed planning report prepared by Council staff, approximately three weeks before the hearing.

If you intend to be heard and wish to present additional information to support your submission, you should provide ten (10) copies at the hearing.

Should you later decide to withdraw your submission for any reason, Council would appreciate you advising the Consents Administrator in writing as soon as possible. Once you have withdrawn your submission, its contents cannot be considered at the hearing. If you decide, after withdrawing, that you still want a say, then you must make a new submission.

## SUBMISSIONS MUST BE FORWARDED TO....

**Resource Consents Administrator  
Nelson City Council  
PO Box 645  
Nelson 7040  
[rcadmin@ncc.govt.nz](mailto:rcadmin@ncc.govt.nz)**

**If you have any questions in regards to the application, you can contact the Processing Officer or the Duty Planner on (03) 546 0357**