

This is a high-level guidance document prepared for HAPVRA (Hunua, Ararimu, Paparimu Valleys Residents Association) in relation to the publicly notified resource consent for a managed fill site at 362 Jones Road.

The purpose of this guide is to provide in plain language information about the submission process for a resource consent and tips on how to make a good submission to assist the community to prepare submissions.

What is the submission process?

The Auckland Unitary Plan is the rulebook for Auckland for activities that impact the environment in Auckland. Some activities need resource consent e.g. council approval first. Such as managed fill sites. The Applicant (Scarbro) has applied to Auckland Council for resource consent.

One of the decisions the Council makes first is whether to publicly notify the consent, which allows, with a few exceptions anyone to submit on the application. In most situations, people will oppose or support the proposal.

What happens after I make my submission?

All submissions are read and analysed by a Council officer that will be writing a Planning officers report, sometimes called a Section 42A report. The submissions are also provided to the hearings committee to read. This is important as this is where they determine if they have a conflict of interest or not.

The planning officer's report assesses the application against the Resource Management Act and Council regulations. Crucially, it considers what is written in submissions and identifies all potential effects of the proposal. The planning officer will then provide a recommendation to the hearings committee (who are the ones that make the decision to approve or decline the application).

All submissions are also provided to the applicant and all submissions will be made available for others submitters to read.

Pro-forma submissions e.g. submissions that are exact copies are of no benefit.

Key Point: Its not a numbers game, the number of submissions is not what influences the decision it is the quality of the agreement within the submissions that influences the hearings panel

How do I make a submission?

You can do it online:

<https://www.aucklandcouncil.govt.nz/have-your-say/have-your-say-notified-resource-consent/notified-resource-consent-applications-open-submissions/Pages/ResourceConsentApplication.aspx?itemId=699&applNum=BUN60440759>

or drop it off at your local service centre.

How should I write my submission?

Read and understand the application. The best place to start is with the Assessment of Environmental Effects document (AEE). Your submission needs to be directly relevant to what is being proposed. E.g. be clear where the site is, what roads they are using and what the activity actually is – **Managed fill**. Not landfill or cleanfill.

1. Establish the existing environment.

We need to get across to the hearings panel a really clear picture of what the Hunua environment is, what we value and then how this activity will impact it.

Points to consider:

- A little about yourself, how long you have been here and what drew you to live here.
- What do people say when they come visit you about the area
- What are the things that you enjoy about where you live? e.g. the rural feel, the quietness, the rolling hill farming landscape

2. What will be your interaction with the activity

This demonstrates the degree to what you are affected by the activity.

Examples:

- Are you right across the road or do you drive past it 2 times a day?
- How often do you drive the section of road that the trucks will be on?
- Provide your view or experience is on aspects of the proposal. For example, reading the Landscape and Visual Effects Assessment and the traffic impact assessment as someone who lives here, you may have a different perspective. Are there any information gaps or things that the applicant has not considered as they don't have local knowledge. Point these out.

3. Structure and content of submission

- Be clear and concise, not waffly or ambiguous.
- Use plain English, you do not need to write in a technical manner.
- No swearing
- Impact on property values are not an environmental effect so leave this out.



- Specify anything that you want the hearings panel to consider specifically when they undertake a site visit e.g. a viewpoint from your property to the site or observe traffic at a particular point on the road.

Key Point: Wherever possible, back up what you say with reasons and/or examples, Also, photos, maps and videos. This is hugely effective in getting your point across.

Submission Scope

If you wish to speak at the hearing, you can only speak to what is in your submission. For example, if you did not mention anything about traffic effects in your submission the hearings panel may not let you bring it up at the hearing.

Therefore, to 'cover all bases' make sure you mention all effects, even if you don't have the detail yet.

Here is a link to further guidance:

https://environment.govt.nz/assets/Publications/Files/information-for-submitters-preparing-a-submission-on-a-notified-consent_0.pdf

I have already sent in my submission, but I want to change it. Can I?

Yes. Email the Council planner karl.anderson@aucklandcouncil.govt.nz if you wish to do this. As you will need to withdraw your existing submission and resubmit.

Can I provide more information after the submission period closes

Yes, preferably submit further information before 5 working days of the hearing, but otherwise you can "table" or provide information on the day. This has to be in the scope of your original submission, you cannot introduce new information.

What are the timeframes?

15 July Submissions Close

We have been advised that the hearing will be mid September/October at the earliest.



What is involved with the hearing?

There will be a hearing panel, typically 1-3 persons, the applicant, Council officers and submitters.

It's a quasi-judicial process. This means its structured and you have to follow procedures but the role of the hearings panel is to ensure you are comfortable in presenting your information. The panel will ask you questions specific to your submission. Most submitters actually enjoy the experience.

Do I need to go to the hearing?

Its up to you. If you having nothing further to add from what is in your submission and do not think you need to elaborate then perhaps its not necessary. However, more often or not questions from the panel can tease out some key issues that can have a real impact on the outcome.

