

Preparing a submission

Anyone is entitled to make a submission to Council

What is a submission?

A submission is simply feedback on a matter currently under consideration by Council. Submissions are normally received in written form, and they can often be reinforced through an oral presentation to Elected Members if you wish.

Submissions may be presented in English or Te Reo Maori. For non-English speaking persons, an interpreter may be used.

Why make a submission?

What you think about issues and choices affecting our communities is important to us. A key part of Council's business is to seek out what you think and involve you in decision-making.

By writing or presenting a submission, you provide the Elected Members with insights, observations and opinions which can provide valuable information that they may not have been aware of.

Who can make a submission?

Any person, organisation or group can make a submission.

If you are submitting on behalf of an organisation or group (e.g. a sports club), make sure you have permission to do so and that you are presenting the views of the group correctly. Only one submission per organisation / group can be accepted.

If an organisation (or individual) provides multiple submissions, we will combine the feedback into one submission. This means, if you wish to speak to your submission, you will only get one time slot – you will not get multiple timeslots for the multiple submissions that have been submitted.

If you are submitting on behalf of a group of people, it is good to indicate the number of people who support the submission, but please note, that it will be treated and processed as a single submission. I.e. if you list 20 people on the submission, it will not be counted as 20 individual submissions.

When can you make a submission?

The public are invited to make submissions on a matter through a formal consultation process. The decisions for which we undertake public consultation on are decided in two ways:

- Section 83 of the Local Government Act 2002 defines particular situations when a Special Consultative Procedure must be used.
- Our [Community Engagement Policy](#) includes an assessment tool to identify decisions, that aren't covered under Section 83 of LGA, which are of high importance to the public.

We undertake consultation to get feedback from the community on any decision identified as significant through the two ways above.

What to say in your submission

If you are an organisation or submitting on behalf of a group of people, provide some background information, such as the aims and structure of your group/organisation, how many members you have, and what consultation you have undertaken with your members to put this submission together.

As for your feedback, what you say is up to you - you can write as little as you wish, or as much as you want. If the submission form contains questions, you can answer as many or as few of these as you wish.

It is a good idea to keep points short and to the point – some consultations receive a large number of submissions, so the easier and clearer they are to read, the easier it is for the Elected Members to do their job.

It can also be handy to remember that it is often not a 'numbers game' when the Elected Members are making a decision. One submission with a good idea backed up with good reasoning and explanations can have more effect than multiple submissions providing little or no explanation for the view.

You do not have to use the submission form. You are also welcome to attach and upload any extra information alongside the submission form, or simply email us at submissions@adc.govt.nz with your feedback.