

# Plan Change 1 to the Natural Resource Plan for the Wellington region

## - Guide to making a Submission

### Who can make a submission and on what?

Any person affected by Plan Change 1 to the Natural Resource Plan (Plan Change 1) can make a submission. This includes members of the public within the Greater Wellington Region and submissions can be made on behalf of an individual or an organisation. Making a submission ensures your views on the [Plan Change 1](#) will be considered and allows you the opportunity to participate in a hearing process if you wish. The [Plan Change 1 Section 32 report](#) provides reasoning supporting the proposed changes.

### How do I make a submission?

There are two ways to make a submission:

- You can use our [Online Submission Portal](#), or
- You can use our [Submission Form](#).

The online portal requires an email / password log-in to an online database where you can file your submission point(s) accordingly. The submission form is an Excel spreadsheet version of the online database.

### When do I need to make my submission by?

The consultation phase is open from 30 October 2023 until **5:00pm Friday 15 December 2023**. If you are unable to get your submission in by the deadline, you will need to request an extension for extra time prior to 5:00pm Friday 15 December 2023. This extension request should include your reason for requesting an extension and a proposed extension timeframe, and it should be emailed to [regionalplan@gw.govt.nz](mailto:regionalplan@gw.govt.nz).

### Submission – Best practices examples

There are four parts to making one submission point. You make one submission point per provision, and you can submit on as many provisions as you wish. (A red asterisk \* next to a part requires a response).

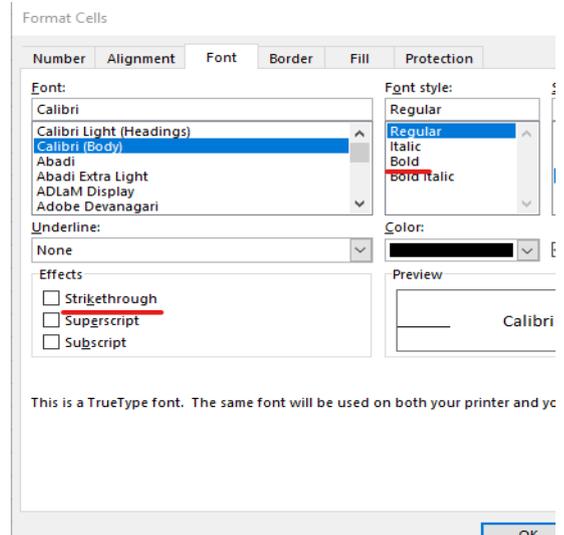
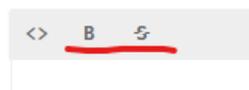
- 1) **Provision** - The policy, objective, method, or general topic of your submission point.
- 2) **Stance \*** – Position on the provision (Support, Oppose, Amend, or Neutral).
- 3) **Reasons** – The justification behind your submission point (the why behind the what).
- 4) **Decision sort \*** – What you would like to happen with this proposed change provision. This can be shown through tracked changes.

Tracked changes – If you are suggesting amending the text of a proposed provision, please follow the formatting style below:

- Add any requested additional text into the Decisions Sort as **Bold**.
- Show any requested text deletion into the Decisions Sort as ~~strikethrough~~.

### Submission point examples:

Decision Requested \*



Provision:	Position:	Reason for feedback:	Changes sought:
Objective WP.10	Support	Aligns well with central government direction.	Retain as notified.
Policy WP.40	Amend	This amendment would make the provision clearer and more precise.	Amend as follows: The cumulative <del>impact</del> <b>effects</b> of activities are managed <del>by</del> <b>to</b> maintaining <b>or reducing</b> contaminant loads <del>or</del> achieve the load reductions in <del>waterbodies</del> <b>harbours and estuaries</b> .
Map 99 – Freshwater sites	Oppose	Scale of map is not helpful, so should be deleted.	Delete map.

### How do I find the provision I want to make a submission on? Navigating provisions

- You can select Ctrl + F to bring up the 'find' function, then you can search keywords in the [proposed change document](#), or in the [submission form](#).

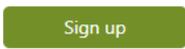
You can filter the columns in the submission form spreadsheet. The columns you can filter by are:

- Type of change** – This category is allocated to a provision, based on what type of change from the operative plan is proposed i.e., Amending a current provision in the operative plan, New proposed change, Not applicable to Whaitua, Not applicable to Te-Awarua-o-Porirua, and N/A.
- RMA Process** – This filter allocates each provision to a process in the Resource Management Act (RMA) 1991. Either Part 1, Schedule 1 or the Freshwater Planning Process located in Part 4 of schedule 1 in the RMA.
- Chapter** – This is where a provision can be found in the Natural Resource Plan (NRP).

### How to use the Online Submission portal

How to make a submission using the online portal

- Click the [Online Submission Portal link](#) to go to our consultation database.

- Click the  button, enter your details and when you're done, press the  button.

- If this is your first time logging in, click  and fill in the relevant details for either yourself or the organisation you are submitting on behalf of. Make sure to read our [Information Statement](#), then click the  button.

- Once you have added a submitter, you are now able to click on  and begin adding your submission points.

- To add a submission point, click  and fill in the relevant details. Fields with a red asterisk next to them are mandatory and need to be completed before clicking the  button.

6. You can upload supporting documents to be considered alongside your submission by clicking the



button. **NOTE:** Greater Wellington is required to make all information provided with a submission public under the RMA. Please keep in mind that these documents will be uploaded to our website once the consultation period has closed.

7. Once you are confident your submission is complete, click  to transmit your submission to Greater Wellington Regional Council.

8. You can log in and out of the portal throughout the consultation period, however once you have lodged your submission, a confirmation email will be sent to the email registered address for service.

## How to use the Submission Form (Form 5) spreadsheet

Access to the: [Submission Form](#)

### '1) Submitters details – Contact' worksheet

This worksheet collects required details (these have a red asterisk \* next to them) such as:

- Submitter name or organisation
- Address for service (an email address is preferred)
- If the submitter wishes to speak at a hearing
  - If so, would the submitter consider a joint presentation at a hearing?
- If the submitter could gain advantage in trade from the submission, if so they can only submit if they are directly affected by an effect of the proposed change that:
  - A) Adversely affects the environment, and
  - B) Does not relate to trade competition or the effects of trade competition.

Other optional information can also be supplied:

- Additional contact details i.e., cell phone number. (Please note this is not required.)

At the bottom of this worksheet is a link to our [Information Statement](#). By supplying a submission on the second worksheet, one agrees to the process of how Greater Wellington manages the submission data and future hearing process as illustrated in this document.

### '2) Feedback on Provisions' worksheet

This is the worksheet where submission points are entered. This spreadsheet template has been created to guide you in making a submission that maximises the effectiveness and accuracy of a representative submission. Submissions can be made up of as many individual submission points as you wish. These 'submission points' are made against the provisions listed in column B. Any white cell (columns D,E ,F , and G) can have submission point data inserted into that column. These cells are limited to 1,500 characters, this control helps preserve the integrity of your submissions. If you have any additional supporting documentation that complements your submission, follow this link.

Helpful links in this submitter guide:

- [Information on how to figure out which provision you want your submission point against](#)
- [how to make a good submission and best practices examples](#)
- [how to figure out which provision you want your submission point against](#)

Once you have filled out both worksheet tabs of the submission form, please send in your submission via one of the following ways:

- Email it to [regionalplan@gw.govt.nz](mailto:regionalplan@gw.govt.nz), or

- Post it to PO Box 11646, Manners St, Wellington 6142, ATT: Hearings Advisor.

### **What information does Greater Wellington retain and for what purpose?**

Under the Resource Management Act all submissions and accompanying data must be made available for public inspection. In order to achieve this, Greater Wellington will upload all submissions and accompanying required data onto its website. For more information regarding this and your privacy please view our [Information Statement](#).

### **How do I include additional information in my submission?**

#### **I want to amend my submission after it has been lodged or emailed in. How do I do this?**

If the consultation period is still open, you may email [regional.plan@gw.govt.nz](mailto:regional.plan@gw.govt.nz) a request to withdraw your initial submission and resubmit it before the deadline of 5:00pm Friday 15 December 2023. Once the consultation period has closed, you cannot amend your submission. The only options after the consultation period closes, is to withdraw your submission, or there will be an opportunity to make a further submission in early 2024.

### **Next steps - what happens once I've made my submission?**

Your submission will go to Greater Wellington Regional Council to be reviewed and summarised in preparation for the further submission period. Further submissions will take place early in 2024, and you will have the opportunity to review and provide a further submission on any submissions provided in the current initial consultation phase.

### **Further questions, or having trouble making a submission?**

If you would like someone to assist you through the submission process, you can email [friend.of.submitter@gw.govt.nz](mailto:friend.of.submitter@gw.govt.nz) for assistance. This inbox is monitored by an independent third party who can assist you.

If you have questions on the proposed change document or process, and it is not covered in this submitter guide, please email one of our friendly team at [regional.plan@gw.govt.nz](mailto:regional.plan@gw.govt.nz).