

# Making a Submission

## What is a submission?

Your written comments on the Notice of Requirement for the Rotokauri Strategic Infrastructure Designation are known as a submission. A submission gives your views on the whole or part of the Requirement. Making a submission is one of the main ways you can influence the future of resource management in Hamilton.

## When can I make a submission?

You can make a submission on the Notice of Requirement from 7 October to 8 November. The requirement has legal effect from the date of the notification decision (18 September 2023) but is not finalised until submissions are heard and Council has made decisions on the changes it may wish to make as a result of submissions. Submissions close at **4pm Friday 8 November**.

## How do I make a submission?

The starting point is making sure you understand the Notice of Requirement and how it might affect you. Information regarding the Requirement is available at [haveyoursay.hamilton.govt.nz](https://haveyoursay.hamilton.govt.nz) and at Dinsdale Library, Central Library and the main Council building.

Your submission should be concise but cover all points you wish to make. Be specific and use examples where you can. Your submission must include certain information. While filling out a submission form is the most convenient way to prepare a submission, Council will also accept individual letters and emails, provided the following information is included:

- To (Hamilton City Council)
- The name of the document you are submitting on (Notification of a Notice of Requirement: Rotokauri Strategic Infrastructure Designation)
- Your name
- Your address and email so information can be sent to you
- Whether you are a trade competitor for the purposes of Section 308B of the Resource Management Act 1991
- The specific provisions of the proposed Requirement that the submission relates to
- Whether you are directly affected by the effect of the topics of your submission that -
  - adversely affect the environment
  - **and** do not relate to trade competition (if you are a trade competitor)
- Whether you support or oppose those provisions or wish to have amendments made and your reasons why
- The outcome or decision you wish from Hamilton City Council
- Whether or not you wish to be heard in support of your submission at a Council hearing
- If others make a similar submission, whether you would be prepared to consider presenting a joint case with them at any hearing (Yes or No)
- Signature of the submitter (dated)

It is helpful to Council if each concern, along with the reasons and alternatives are separately identified. If you have any queries about the Notice of Requirement or the making of a submission, please contact Steve Denize at [districtplan@hcc.govt.nz](mailto:districtplan@hcc.govt.nz)

### How can I make a submission?

You must provide a copy of your submission to the Requiring Authority **and** the Territorial Authority.

|                  | <b>Territorial Authority</b>                                                                                                                | <b>Requiring Authority</b>                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Online</b>    | Haveyoursay.hamilton.govt.nz                                                                                                                | You will receive a copy of your submission via email. Please forward it to<br><a href="mailto:Melissa.Slatton@beca.com">Melissa.Slatton@beca.com</a> |
| <b>Email</b>     | <a href="mailto:districtplan@hcc.govt.nz">districtplan@hcc.govt.nz</a>                                                                      | <a href="mailto:Melissa.Slatton@beca.com">Melissa.Slatton@beca.com</a>                                                                               |
| <b>Post</b>      | <b>Subject: NOR RSI</b><br>Freepost 172189<br>Urban and Spatial Planning Unit<br>Hamilton City Council<br>Private Bag 3010<br>Hamilton 3240 | <b>Subject: NOR RSI</b><br>Hamilton City Council<br>Infrastructure & Assets Group<br>C/O Beca<br>PO Box 448, Waikato Mail Centre<br>Hamilton 3240,   |
| <b>In-person</b> | Drop off two copies in the submission box at the main Council building.                                                                     |                                                                                                                                                      |