



Guide to making a submission

Public notification of Proposed Change 5 is the start of the formal development of the proposed amendments to the Regional Policy Statement (RPS). Making a submission is a way to give your views and influence decisions made by the Regional Council on the Change 5.

Any person can make a submission. You don't have to be an expert, you just need to have a relevant point of view and be specific about the changes you wish to see. Your submission should focus on the positive or negative environmental effects of the Proposed Plan. The Ministry for the Environment website has more advice on making a submission: <http://www.mfe.govt.nz/publications/rma/everyday-guide-rma-making-submission-about-proposed-plan-or-plan-change>

The Resource Management Act 1991 requires submissions to be made in a certain format¹. The attached Submission Form can be used as a guide. You can attach additional pages if necessary. Your submission must be made in writing and include:

- The name of the local authority you are sending your submission to.
- The name of the proposed plan/change.
- Your full name, address, telephone and/or fax number and email address so information can be sent to you. This is your 'Address for Service'.
- The specific provisions of the proposed plan/change your submission relates to.
- Whether you support or oppose those provisions or wish to have amendments made and your reasons why.
- The decision or conclusion you would like the council to reach. Put in as much detail as possible.
- Whether you wish to be heard (speak and give evidence) at a Council hearing on your submission.
- Whether you will consider presenting a joint case at a council hearing with others who have lodged submissions similar to yours.
- Whether you could gain an advantage in trade competition through your submission.

You must sign and date your submission - a signature isn't necessary for electronic submissions.

Please be as clear and detailed as possible in your submission, particularly on the changes you wish to see made to the proposed plan/change.

Submissions can be made online through the BOPRC website or a written submission can be sent to any of the following addresses for service:

Email to: rps@boprc.govt.nz
Fax to: 0800 884 882
Mail to: PO Box 364, Whakatane 3158

The closing date for submissions is Tuesday 10 August 2021 at 4:00 pm.

Once submissions have closed, the Regional Council will summarise submissions and make the summary document available to the public. You can make a further submission if you have an interest that is more than the public in general. This further submission can only support or oppose other submissions.

¹ Set out in Form 5 of the Resource Management (Forms, Fees, and Procedure) Regulations 2003.