

How to make a submission electronically (an eSubmission)

Quick overview

Step 1: View the proposed change

- Click on the ePlan link on the BOPRC website, then go to the RPS and view the proposed change.
- NOTE: It is really important to read the whole of the proposed change before making a submission. As you go through it, you might like to make a note of which areas you would like to make a submission on.

Step 2: Register

- When you are ready, click “Make a Submission” and the system will prompt you to Register or Login.

Step 3: Add your submission points

- Work your way through the plan, clicking on the paragraphs or points you want to add to your submission. You must state the reasons for your submission and what you want the Council to do about it.

Step 4: Save your submission points

- At this stage the system will ask you for some personal details e.g. name, address and some information to meet our legal requirements under the Resource Management Act 1991.
- When you have saved your submission you can leave the website. Your draft submission will be saved and ready for you to edit when you log back in.

Step 5: Submit your submission to Council

- Once your submission has been accepted by Council, you will get an email with your submission number.

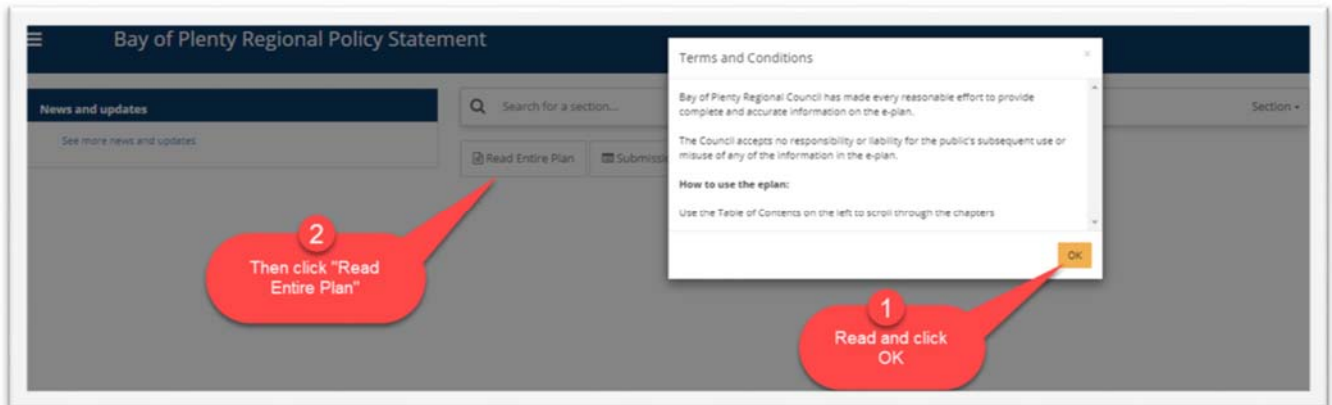
What more detailed information? Keep reading . . .

If you have any problems making an eSubmission or have any questions please feel free to contact Marie Radford at BOPRC by email marie.radford@boprc.govt.nz or phone 0800 884 880.

Detailed information on how to make an eSubmission

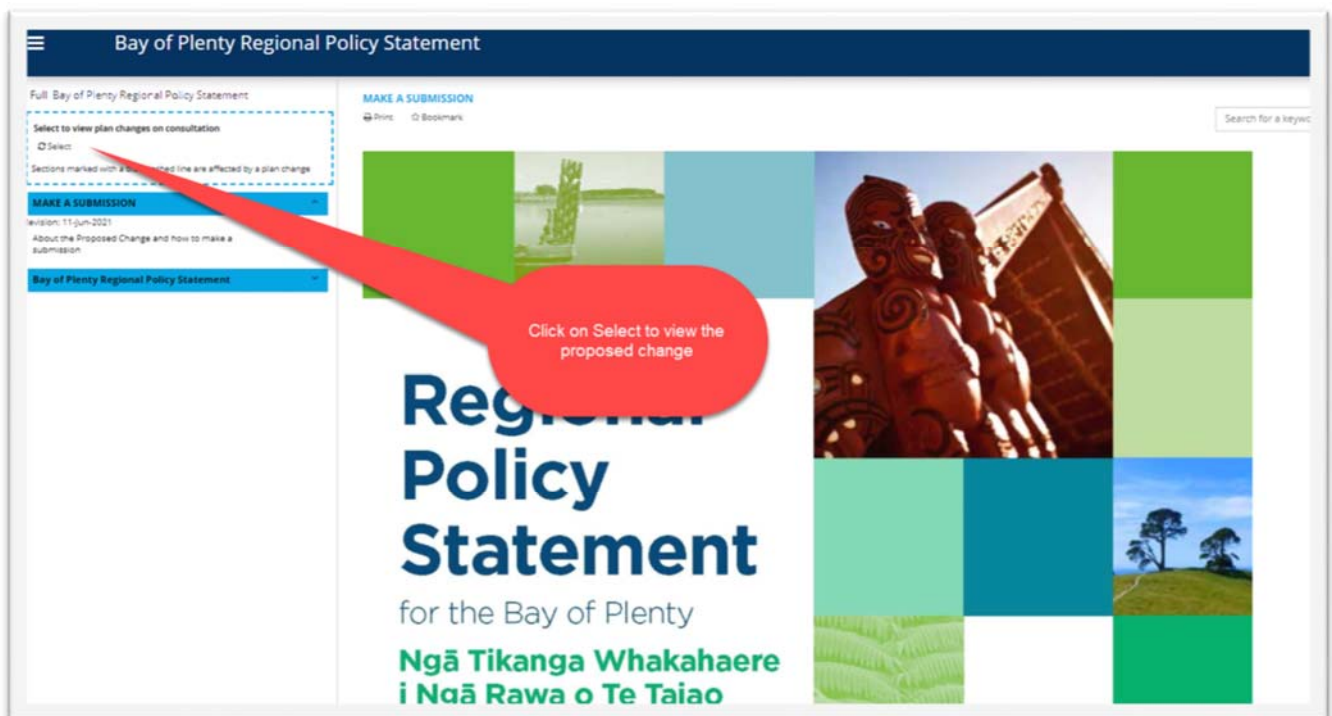
Click on the ePlan link on the BOPRC website or click [here](#).

The following screen will appear.



Read and click OK, then click on Read the Entire Plan.

The next screen shows you part of the Regional Policy Statement that has been set up as an ePlan.



Click on "Select" to view Proposed Change 5

Select Proposed Change 5 (Kaituna River) to the Bay of Plenty Regional Policy Statement

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The screen is divided into two columns

- The left hand side works like a table of contents, use the up and down arrows to scroll through the sections.
- The right hand side contains the text of the proposed change



Text that is underlined is proposed to be added to the Regional Policy Statement.

The blue dashed boxes show what sections can be submitted on.

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Bay of Plenty Regional Policy Statement

Full TEST Bay of Plenty Regional Policy Statement

Proposed Change 5 (Kaituna River) to the Bay of Plenty Regional Policy Statement selected

Back to Plan

Sections marked with a blue dashed line are affected by a proposed plan change:

Bay of Plenty Regional Policy Statement

Revision: 29-Apr-2021

Part two: Resource management issues, objectives and summary of policies and methods to achieve the objectives of the Regional Policy Statement

Part three: Policies and methods

3.1 Policies

3.2 Methods to implement policies

Table 4 Methods to implement policies

3.2.1 Directive methods

Method KR1: Te Tini a Tuna - Kaituna Action Plan

Method KR2: Erect pou or other cultural markers along Kaituna River

Method KR3: Identify locations for safe contact recreation in the Kaituna River

Method KR4: Identify and map sites of cultural significance in the Kaituna River

Method KR5: Provide information on integrating kaitiakitanga and rangatiratanga into land use management in the Kaituna River

Method KR6: Promote employment opportunities for rangata whenua through projects in the Kaituna River

Method 23I: Develop sustainable environmental flows/levels, and water quality limits in the Rangitāiki River catchment and Kaituna River

Method 23J: Develop strategies for managing wastewater and stormwater in the Rangitāiki River catchment and Kaituna River

Method 23K: Develop protocols for recognising and exercising iwi and hapū mana including kaitiakitanga in the Rangitāiki River catchment and Kaituna River

Method 23L: Remove cradock structures impacting cultural and recreational uses in the Rangitāiki River catchment and Kaituna River

Method 23M: Retain and enhance public and cultural access to and along rivers in the Rangitāiki River catchment and Kaituna River

3.2.1 Directive methods

Text that is underlined is text that is being added to the RPS

The blue dashed boxes shows the areas you can make a submission on.

TIP: Scroll through all sections of the proposed change before deciding which parts of the change you want to make a submission on

Bay of Plenty Regional Policy Statement

Full TEST Bay of Plenty Regional Policy Statement

Proposed Change 5 (Kaituna River) to the Bay of Plenty Regional Policy Statement selected

Back to Plan

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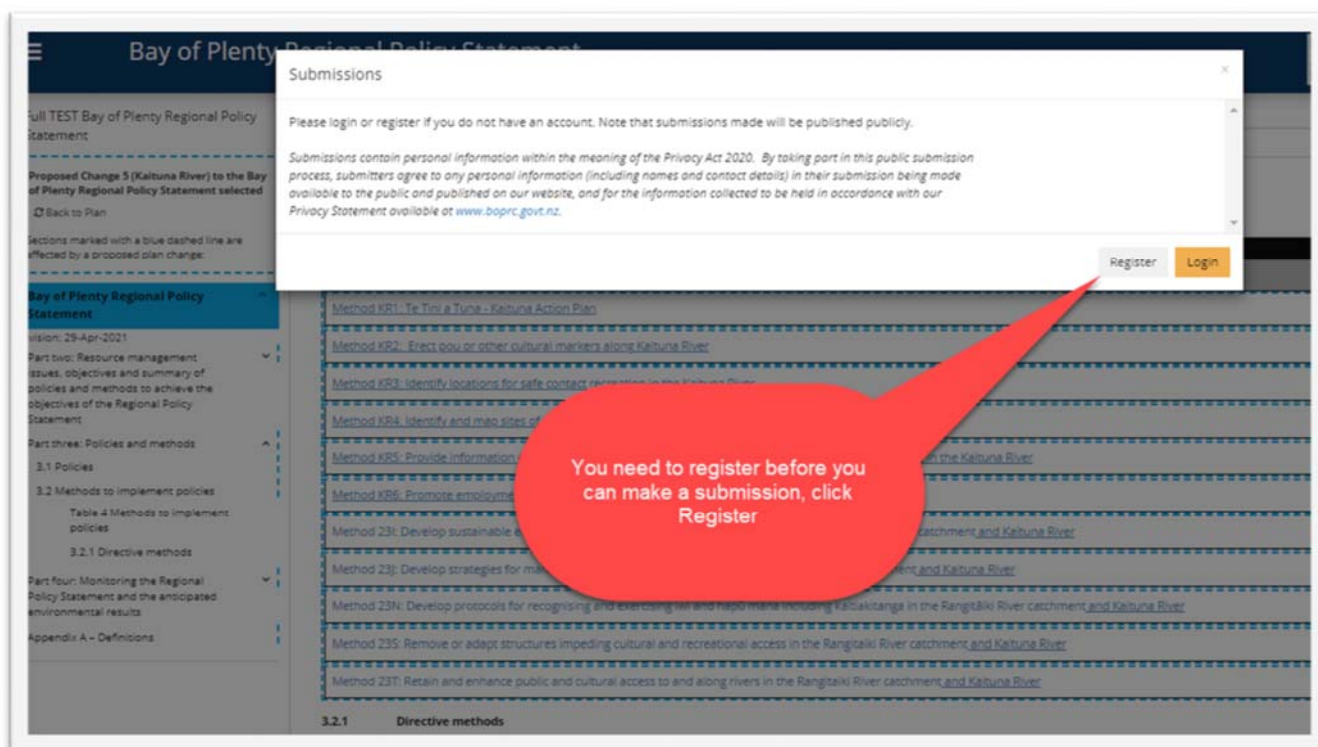
3.2.1 Directive methods

When you are ready to make a submission, click "Make a Submission"

When you are ready to make a submission click Make a Submission

If you have any problems making an eSubmission or have any questions please feel free to contact Marie Radford at BOPRC by email marie.radford@boprc.govt.nz or phone 0800 884 880.

You need to register before you can make a submission, click Register or, if you already have an Iso-Plan account, click Login.




Complete all the fields then click Register


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Create a new account

Email


 Email

Password

 Password

Must be at least 10 characters long, and contain at least one character each of upper case, lower case, number, and symbol

Confirm password

 Confirm password

Register

[Login with existing account](#)

The use of a password manager is recommended for creating and storing your credentials. If you're creating your own password you may want to check it hasn't been used in an existing data breach for other websites at haveibeenpwned.com

Complete all fields then click Register

An email will be sent to your email address. Go to your email and click the link to confirm we have the right email address

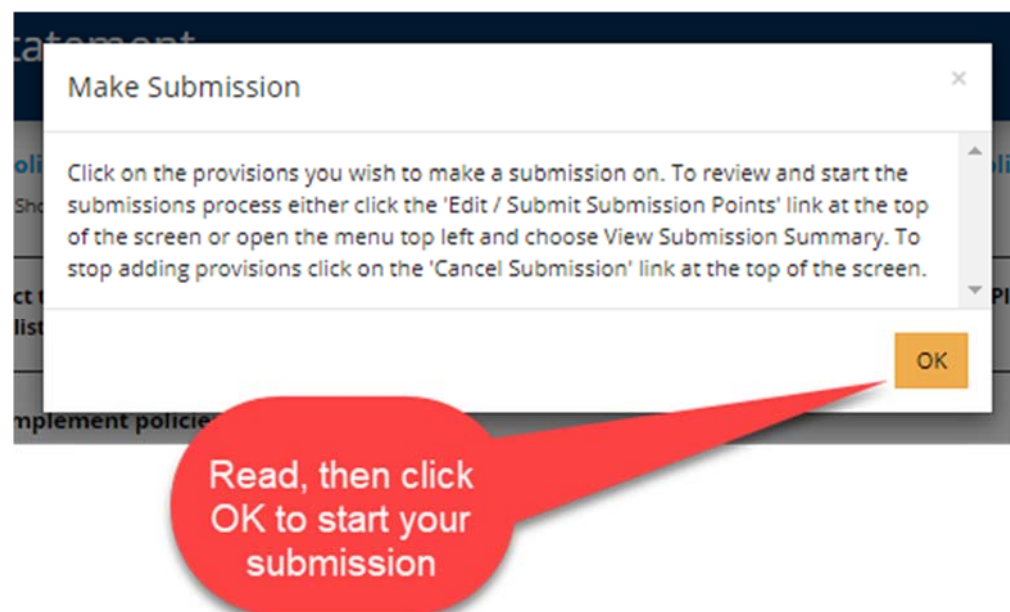
Account Registered - Pending Email Confirmation.

We have sent a verification email to the address you supplied. The email contains a link to help us verify ownership of your email account. Please click the link in the email to complete registration. Check your spam folder if you haven't received it yet. Please note that the link expires after today. Once your email is confirmed you can login via the Submissions log in screen. You can close this browser window.

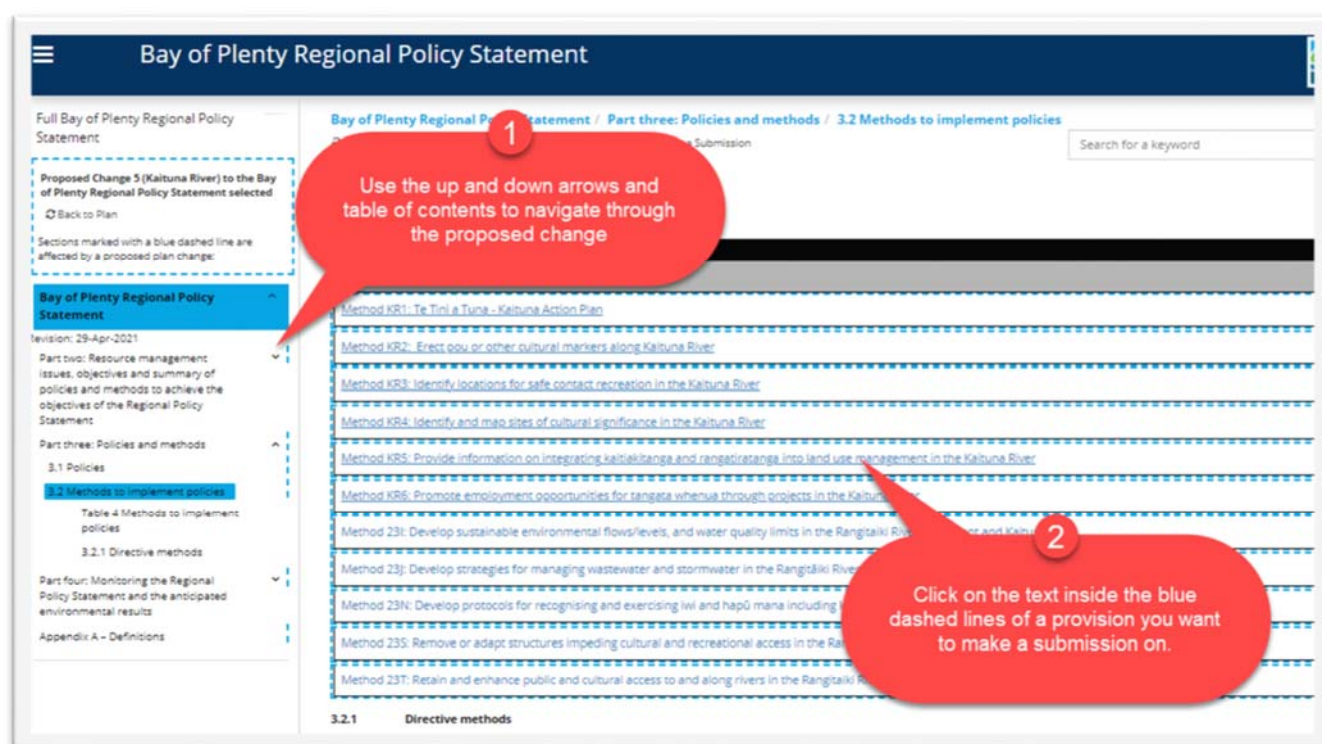
- 1**
Close this screen.
- 2**
Go to your email and check your inbox or SPAM for an email from the Regional Council.
- 3**
Click the link in the provided in the email. This will verify your email address and take you to the submission screen.

If you have any problems making an eSubmission or have any questions please feel free to contact Marie Radford at BOPRC by email marie.radford@boprc.govt.nz or phone 0800 884 880.

Now you're ready to make your submission by clicking on each of the provisions you want to submit on. Click OK to get started.



Use the up and down arrows to find the sections you want to comment on, then click inside the blue dashed box to record your submission point.



If you have any problems making an eSubmission or have any questions please feel free to contact Marie Radford at BOPRC by email marie.radford@boprc.govt.nz or phone 0800 884 880.

A new screen will appear. This screen has two tabs – the submission tab and the relief sought tab.

Complete the information required under the **submission** tab first.

1. Check you have selected the right provisions
2. Use the drop down arrow to tell Council whether you oppose, fully support or partly support the provision.
3. Then type in the reasons for your submission in the free text box below.

The screenshot shows the 'Provide Submission' form. At the top, there's a header 'Section 3.2: Methods to implement policies' and a link 'Method KR3: Identify locations for safe contact recreation in the Kaituna River'. Below this, there are two tabs: 'Submission' (highlighted with a red circle) and 'Step 2: Relief Sought'. Under the 'Submission' tab, there's a section 'Oppose / Support / Support in part' with a dropdown arrow. Below this is a text area for explaining reasons. Red callout boxes with numbers 1, 2, and 3 point to the link, the dropdown arrow, and the text area respectively. The callouts contain the following text: '1 Check you've selected the right provision', '2 Select an option from the drop down arrow', and '3 Type the reasons why you support, support in part or oppose the provision'. At the bottom right, there are 'Done' and 'Close' buttons.

Then complete the information required under the **Relief Sought** tab.

The screenshot shows the 'Provide Submission' form with the 'Step 2: Relief Sought' tab selected (highlighted with a red circle). The 'Submission' tab is also visible. A red callout box points to the 'Step 2: Relief Sought' tab with the text 'Then click Step 2: Relief Sought'. The form structure is similar to the previous screenshot, with a header, a link, and a text area for explaining reasons.

If you have any problems making an eSubmission or have any questions please feel free to contact Marie Radford at BOPRC by email marie.radford@boprc.govt.nz or phone 0800 884 880.

Tell Council what changes you would like to see.

NOTE: The Copy Provision box will insert the current text into the box so you can edit it. Use strikethrough text to ~~delete~~ text and underline to insert new text.

The screenshot shows a window titled "Provide Submission". Inside, there's a section header "Section 3.2: Methods to implement policies" and a sub-header "Method KR3: Identify locations for safe contact recreation in the Kaituna River". Below this is a "Copy Provision" button. A yellow box contains the text: "By selecting the 'copy provision' button you are able to show how you would like the provision to read by striking through text you wish to remove and adding underline under new text." Below this is a text editor with various formatting tools. Two red speech bubbles are overlaid on the image. The first bubble points to the text editor and says: "Use text to describe the change you wish to see OR select 'Copy Provision' and show the changes yourself using strike through and underline." The second bubble points to the "Done" button and says: "Then click Done when you have finished." At the bottom right of the window are "Done" and "Close" buttons.

Click **Done** when you have finished with this provision.

You can continue to scroll through the provisions of the proposed change using the table of contents, and adding more submission points.

The “tally” keeps a record of the number of submission points you’ve added.

The screenshot shows the "Bay of Plenty Regional Policy Statement" website. The main content area displays "Part three: Policies and methods / 3.2 Methods to implement policies". A table of contents is visible on the left side. A yellow box at the top right contains the text: "Full TEST Bay of Plenty Regional Policy Statement". A red speech bubble with the number "1" points to the table of contents and says: "You can continue to scroll and add more submission points. Each submission point is added to your tally." Another red speech bubble with the number "2" points to the "Edit / Submit Submission Points" button and says: "When you have added all your submission points OR need to leave the proposed change screen, click Edit/Submit Submission Points". A yellow box at the bottom contains the text: "NOTE: Your submission is NOT saved yet. You must click 'Edit / Submit Submission Points' to begin the saving process." The "Edit / Submit Submission Points" button is located at the top right of the main content area.

When you have added all your submission points or need to leave the proposed change screen, click Edit / Submit Submission Points to start saving.

If you have any problems making an eSubmission or have any questions please feel free to contact Marie Radford at BOPRC by email marie.radford@boprc.govt.nz or phone 0800 884 880.

Complete the information on the form to let Council know who you are and your contact information.

The screenshot shows the 'Your details' section of the 'Bay of Plenty Regional Policy Statement' form. A yellow banner at the top states 'This screen is collecting information on the contact person'. Below this, a prompt asks to confirm details for the submission, followed by a checkbox for 'Is the submission for an organisation?'. The 'First name*' field has a placeholder 'Enter the first name'. The 'Last name*' field has a placeholder 'Enter the last name'. The 'Contact details' section prompts for contact information, including a checkbox for 'Email is the preferred contact method?'. The 'Email*' field has a placeholder 'Enter the email address'. The 'Country*' field is set to 'New Zealand'. The 'Address*' field has a placeholder 'Enter the street delivery address'. Below this are fields for 'Suburb', 'Town/City', and 'Postcode*', each with a placeholder 'Enter this postcode'.

If you are the contact person for the organisation that is lodging the submission, click the check box. A new field will appear so you can add the name of your organisation.

This screenshot is identical to the one above, but includes a red callout bubble. A red rectangle highlights the checkbox 'Is the submission for an organisation?'. A red arrow points from this rectangle to a red speech bubble containing the text: 'If you are preparing the submission for an organisation, click the checkbox to add the name of the organisation.'

Use the scroll bar to move down the screen.

Fields with * must be completed.

If you have any problems making an eSubmission or have any questions please feel free to contact Marie Radford at BOPRC by email marie.radford@boprc.govt.nz or phone 0800 884 880.

Bay of Plenty Regional Policy Statement

Last name*
Surname 7 / 250

Contact details
Please confirm the details we should use to make contact about this submission

☐ Email is the preferred contact method?

Email*
email@gmail.com 15 / 250

Country*
New Zealand 0 / 250

Address*
PO Box 364 10 / 250

Suburb
Castlepoint 11 / 250

Town/City
Tauranga 8 / 250

Postcode*
3110 4 / 10

Mobile
06008848818328 14 / 50

Landline
Enter the landline phone no. 0 / 50

[Discard Changes](#) [Save Changes](#)

After you save the contact details, you will be asked for some more information to meet Council's legal requirements under the Resource Management Act 1991.

Bay of Plenty Regional Policy Statement

Submission - Proposed Change 5 - Original Submissions

[Go to my submissions](#)

If you have not completed your submission you can save as a draft and come back to it later. Once you have finished please use the submit button and this will be sent to council. Please note that draft submissions are not sent to council, and are not considered as part of the process.

Submission name 8 / 100
Porters

Preferred timeslot
Morning

Are you submitting on behalf of another party?
☐ On behalf of (press, to separate names)
Porters

Submitter
Tempzone Limited - Brian Smith

[Discard Changes](#) [Save Changes](#)

[Add submitter](#)

Use the scroll bar to move down to the rest of the page where you can check or edit each of the submission points you have made. You can also add some attachments.

If you have any problems making an eSubmission or have any questions please feel free to contact Marie Radford at BOPRC by email marie.radford@boprc.govt.nz or phone 0800 884 880.

Remember to save your changes. Once you have saved, you are free to log out.

NOTE: You can log back in at any stage to review your draft submission and make as many changes as often as you need. See *“How to log back in and make changes to a draft eSubmission” (Page 14)*.

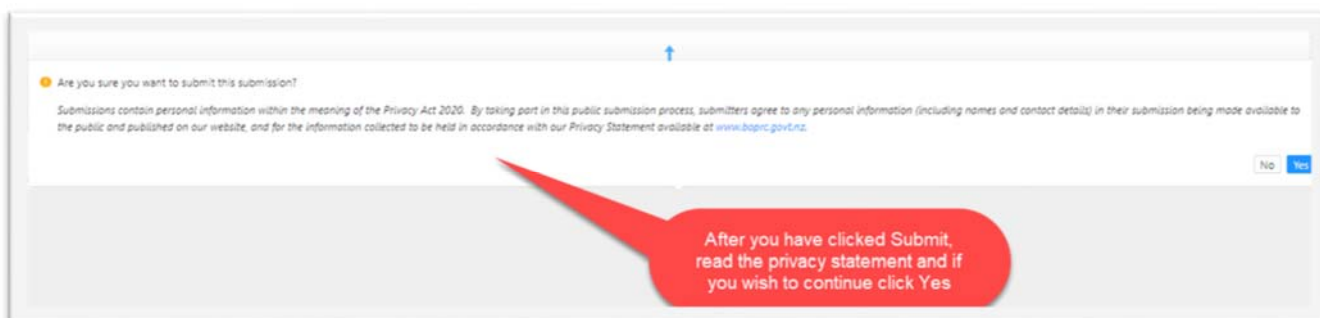
The screenshot shows the 'Bay of Plenty Regional Policy Statement' submission interface. It includes a header with the council logo and a sidebar with navigation options. The main content area contains a 'Submitter' section with a dropdown menu showing 'First Surname'. Below this is a 'Point' section with a 'Click to sort ascending' button and a list of points. The 'Attachments' section shows '0 attachments' and a file upload area with a blue arrow icon and the text 'Click or drag a file or files here to upload (max size 28.5Mb)'. A yellow banner at the bottom asks 'Are you ready to submit? Please check that all your details are correct and that your submission points are complete.' and a blue 'Submit' button is in the bottom right corner. Four red callout boxes with white text provide instructions: 'Check the submitter name is correct or change here' points to the submitter dropdown; 'Check your submission points or change them here' points to the point list; 'Add more submission points' points to the '+ New submission point' button; and 'Add an attachment' points to the file upload area.

Of, if you are satisfied your submission is ready, click Submit to send your submission to Council.

This screenshot is identical to the one above, showing the 'Bay of Plenty Regional Policy Statement' submission interface. It includes the same header, sidebar, submitter dropdown, point list, attachments section, and yellow submission banner. A single red callout box with white text, 'When you're ready to lodge your submission with Council, click Submit', points to the blue 'Submit' button in the bottom right corner.

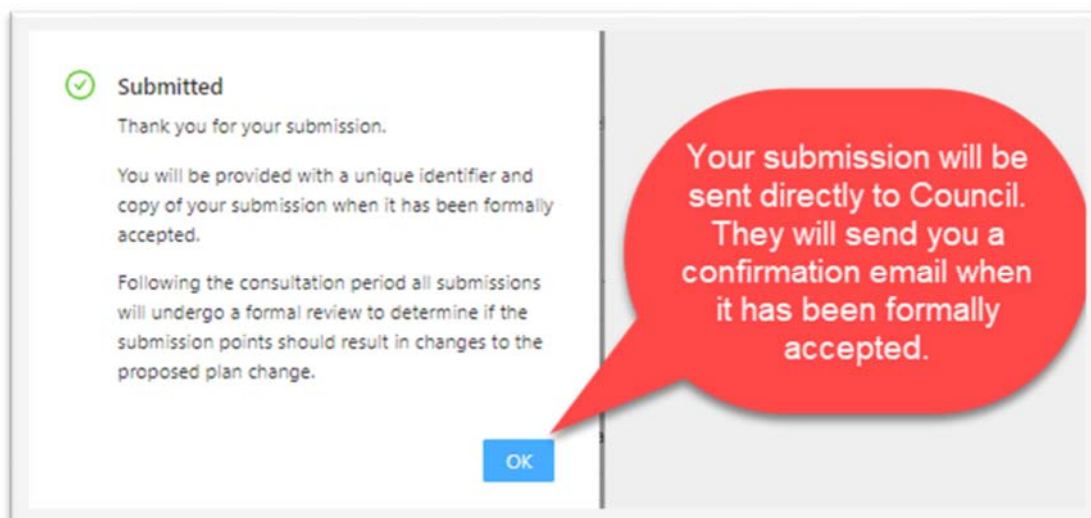
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Read the Privacy Statement then click **Yes** if you are happy to lodge your submission.



You'll know your submission has been sent to Council when the following screen appears.

When Council has formally accepted your submission, you will receive an email with your submission number.



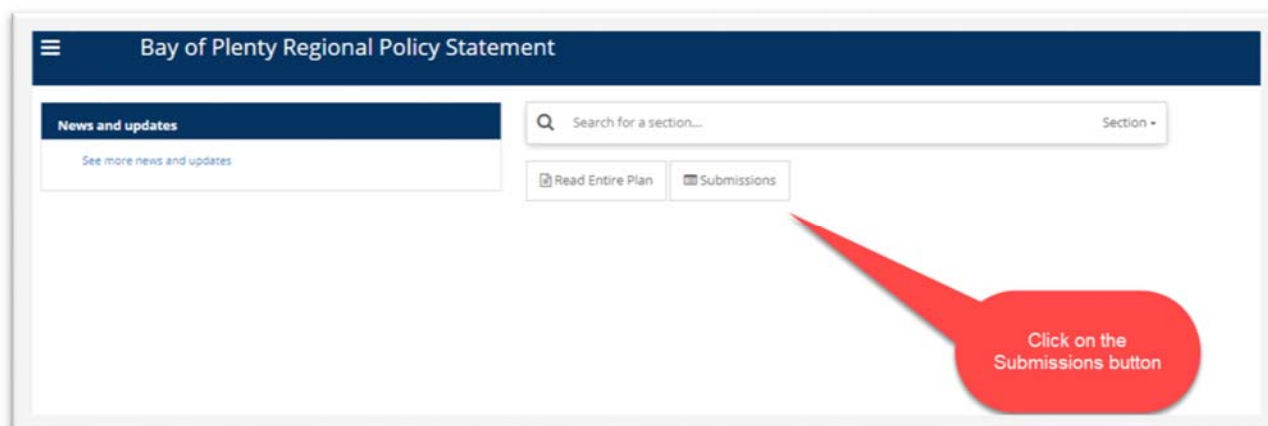
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How to log back in and make changes to a draft eSubmission

You can view your submission at any time by logging back into the eSubmission portal. This is also where you come to review and make changes to your draft submission.

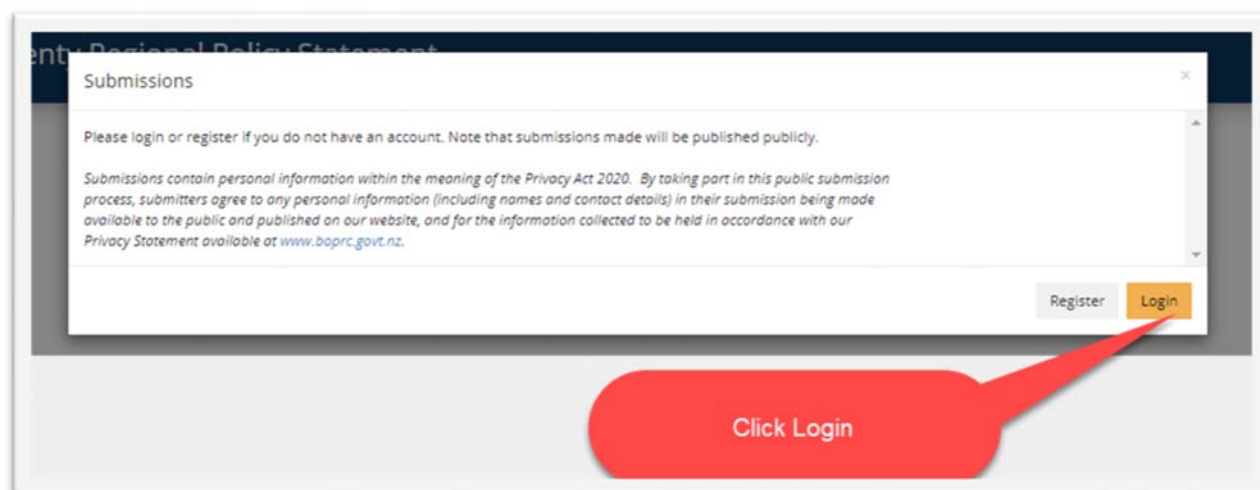
Click on the ePlan link on the BOPRC website or click [here](#).

The following screen will appear.



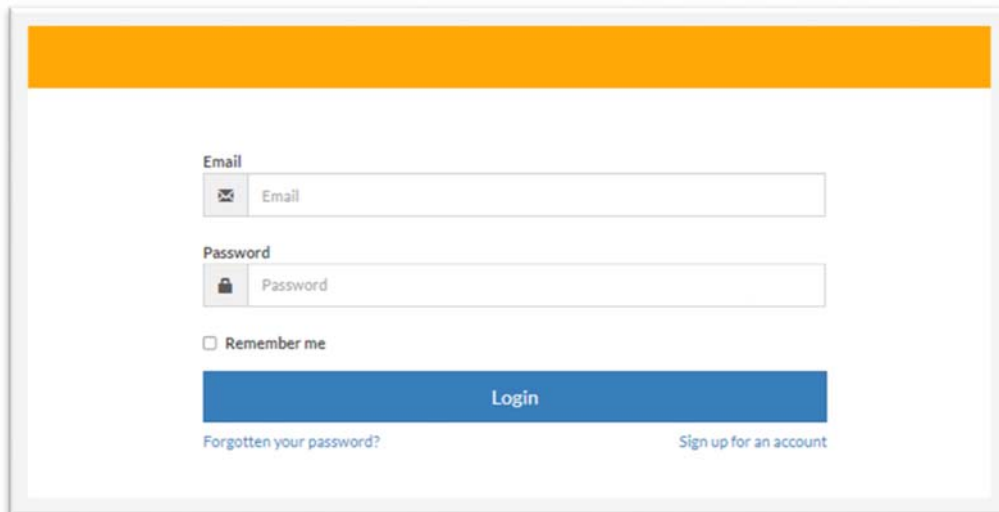
This time, click on the Submissions menu button.

A drop down box will appear, click Login.



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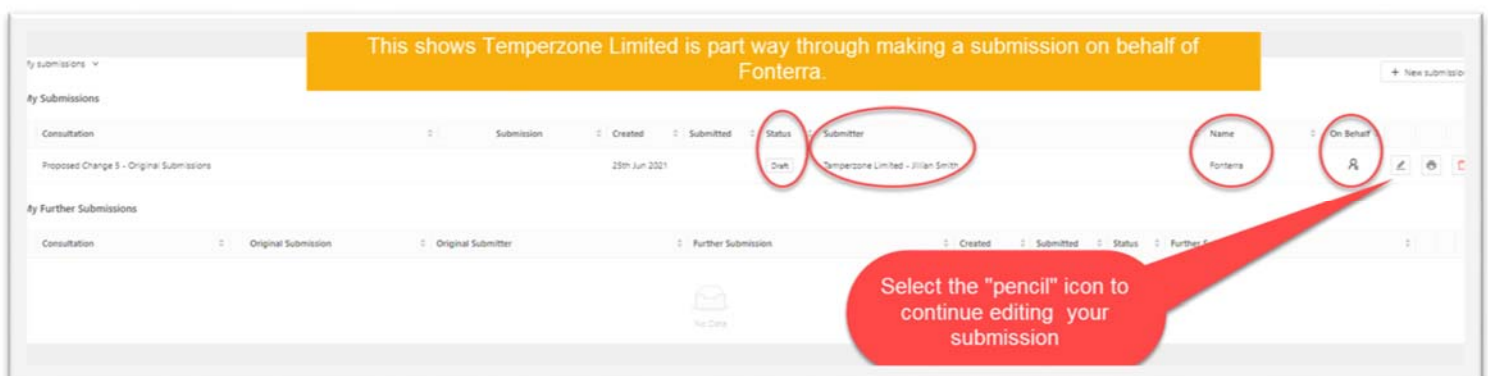
The login screen will appear. Enter the email address and password you created when you registered.



The login screen features a white background with a blue header bar. Below the header, there are two input fields: 'Email' and 'Password'. The 'Email' field has an envelope icon on the left, and the 'Password' field has a lock icon. Below these fields is a checkbox labeled 'Remember me'. A large blue button labeled 'Login' is positioned below the checkbox. At the bottom of the form, there are two links: 'Forgotten your password?' on the left and 'Sign up for an account' on the right.

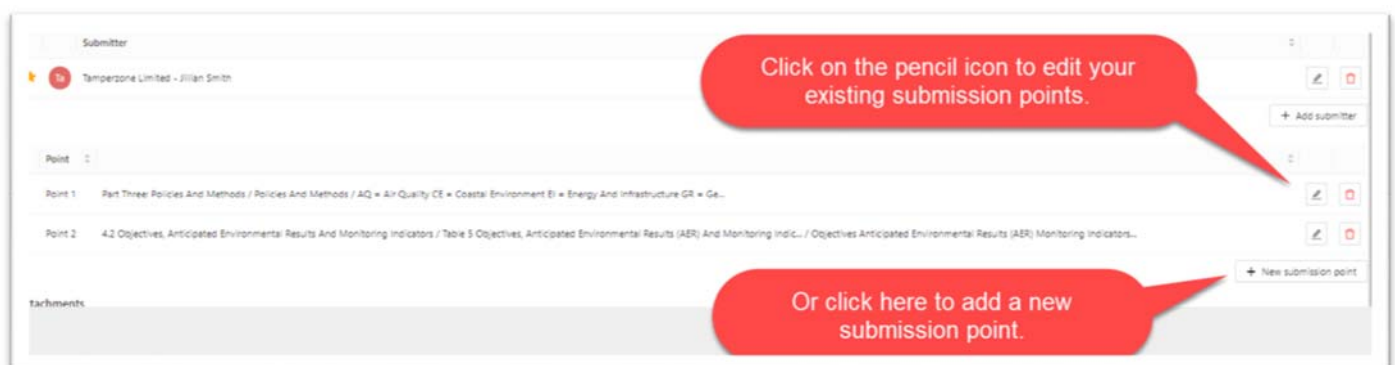
Once you've logged in you'll be able to see your submission.

Click on the "pencil" icon to continue adding to or editing your draft submission.



This screenshot shows the submission management interface. A yellow banner at the top states: "This shows Temperzone Limited is part way through making a submission on behalf of Fonterra." Below this, there are two tables. The first table, 'My Submissions', has columns for Consultation, Submission, Created, Submitted, Status, Submitter, Name, and On Behalf. A row shows a 'Draft' submission for 'Temperzone Limited - Jillian Smith' on behalf of 'Fonterra'. The 'Status' and 'Submitter' columns are circled in red. The second table, 'My Further Submissions', is currently empty. A red callout bubble points to the 'pencil' icon in the 'On Behalf' column of the first table, with the text: "Select the 'pencil' icon to continue editing your submission".

This shows you your draft submission form. Use the scroll bar to move through your submission details and click on the pencil icon to edit your existing submission points or add a new submission point.



This screenshot shows the draft submission form. At the top, it identifies the 'Submitter' as 'Temperzone Limited - Jillian Smith'. Below this, there is a list of 'Point' entries. The first point is 'Part Three: Policies And Methods / Policies And Methods / AQ - Air Quality CE - Coastal Environment Ei - Energy And Infrastructure GR - Ge...'. The second point is '4.2 Objectives, Anticipated Environmental Results And Monitoring Indicators / Table 5 Objectives, Anticipated Environmental Results (AER) And Monitoring Indicators...'. Each point has a 'pencil' icon and a 'delete' icon. A red callout bubble points to the 'pencil' icon for the first point, with the text: "Click on the pencil icon to edit your existing submission points." Another red callout bubble points to the '+ New submission point' button at the bottom right, with the text: "Or click here to add a new submission point."

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This will take you to the following screen, whether you are amending an existing submission point or adding a new submission point.

1 Use the drop down arrows to find the section of the you are interested in

2 Then use the dropdown and select the relevant subsection . . .

3 . . . provision . . .

4 . . .and whether you support, oppose or support in part

5 Type in the reason for your submission here,

6 Then use the scroll bar to move through the rest of the form

Remember to use the scroll bar to move through the whole form.

1 Add provision text will prefill the text box below with the proposed wording of the provision. You can amend this or . . .

2 . . . use the Relief sought box to tell Council what you want them to do.

3 Add an attachment, or . . .

4 . . . use the scroll bar to get to the bottom of the page.

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Keep scrolling till you reach the bottom of the form, then save your submission point.

The screenshot shows a web form titled 'submission' with a text area for 'Add provision text'. Below this is a rich text editor with a toolbar. The form is divided into sections: 'Brief sought', 'Delete "contact"', 'Attachments', and a file upload area. A red callout box points to the scroll bar on the right side of the form, stating 'Remember to use the scroll bar so you can see all the fields on the screen'. Another red callout box points to the 'Save New Point' button at the bottom right, stating 'Click the save button to save the new submission point'.

You will be returned to your draft submission form, where you can continue to add or edit your submission points.

The screenshot shows a draft submission form with a list of submission points. The list includes Point 1, Point 2, and Point 3, each with a description and a 'New submission point' button. The descriptions are truncated, showing only the first few words of each point.

If you have any problems making an eSubmission or have any questions please feel free to contact Marie Radford at BOPRC by email marie.radford@boprc.govt.nz or phone 0800 884 880.

When you're ready to lodge your submission with Council scroll down and click the Submit button.

The screenshot shows the 'Bay of Plenty Regional Policy Statement' submission interface. At the top, there's a header with a menu icon and the council's logo. Below the header, the form is divided into sections: 'Submitter' (with a star icon and a text input field for 'First Surname'), 'Point' (with a dropdown menu and a text input field for 'Point 1'), and 'Attachments' (with a note that attachments should only be supporting information). A blue arrow icon indicates where to click or drag files for upload (max size 28.5Mb). At the bottom, there's a yellow box asking 'Are you ready to submit? Please check that all your details are correct and that your submission points are complete.' and a blue 'Submit' button. A red speech bubble points to the 'Submit' button with the text: 'When you're ready to lodge your submission with Council, click Submit'.

Read the Privacy Statement then click **Yes** if you are happy to lodge your submission.

The screenshot shows a confirmation screen with a question: 'Are you sure you want to submit this submission?'. Below the question, there's a paragraph of text explaining that submissions contain personal information and that by taking part in the public submission process, submitters agree to any personal information (including names and contact details) in their submission being made available to the public and published on the website, and for the information collected to be held in accordance with the Privacy Statement available at www.boprc.govt.nz. At the bottom right, there are 'No' and 'Yes' buttons. A red speech bubble points to the 'Yes' button with the text: 'After you have clicked Submit, read the privacy statement and if you wish to continue click Yes'.

You'll know your submission has been sent to Council when the following screen appears.

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