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**Guide to making a submission**

Lake Rotorua Nutrient Management - Proposed Plan Change 10 is open for submissions.

**Who can make a submission?**

Any person can make a submission. You don’t have to be an expert.

**Why should I make a submission?**

Making a submission is a way to have your say and influence decisions made by the  
Regional Council on the new policies, methods and rules.

**What makes a good submission?**

For a submission to have influence in the decision-making process, it should be specific about the changes you wish to see, what rule, policy and/or methods you agree or disagree with and you should provide evidence for your alternative.

Your submission should focus on the positive or negative environmental effects of the proposed plan change.

**What should a submission look like?**

The Resource Management Act 1991 requires submissions to be made in a certain way[[1]](#footnote-1). 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: Bay of Plenty  
  Regional Council.
* The name of the Proposed Plan: Proposed Plan Change 10 - Lake Rotorua Nutrient Management
* Your full name, address, telephone and/or fax number and email address so information can be sent to you.
* The specific provisions of the Proposed Plan 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. Dates to be confirmed.
* 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.

**The closing date for submissions is 4:00 pm on Wednesday 27 April 2016.**

**What happens after I make a submission?**

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 greater than the public in general. This further submission can only support or oppose other submissions.

Bay of Plenty Regional Council will then hold a public hearing of submissions and make decisions, providing reasons. Any person who made a submission has the right to appeal the  
Regional Council’s decision on their submissions to the Environment Court.

Following the resolution of any appeals, the Regional Council will adopt the proposed plan change (amended in accordance with its decisions and any directions from the Environment Court) and update the Regional Water and Land Plan.

For more info and advice on making a submission, visit the Ministry for the Environment website: <http://www.mfe.govt.nz/publications/rma/everyday/plan-submission/>.

**Submission form**

Submission number

*Office use only*

Send your submission to reach us by **4:00 pm** on **Wednesday, 27 April 2016.**

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| --- | --- | --- |
| **Post:** The Chief Executive  Bay of Plenty Regional Council  PO Box 364  Whakatāne 3158 | **or Fax:** 0800 884 882 | **or** **email:** rules@boprc.govt.nz |

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| --- | --- |
| **Submitter name:** |  |

This is a submission on **Proposed Plan Change 10 (Lake Rotorua Nutrient Management) to the BOP Regional Water and Land Plan**.

1. I **could/could not** gain an advantage in trade competition through this submission. [*Delete as required.*]
   1. I **am/am not** directly affected by an effect of the subject matter of the submission that adversely affects the environment, and
   2. My submission **does/does not** relate to trade competition or the effects of trade competition.

*[Delete the entire paragraph if you could not gain an advantage in trade competition through this submission.]*

1. The details of my submission are in the attached table.
2. I **wish/do not wish** to be heard in support of my submission. *[Delete as required]*
3. If others make a similar submission, I will consider presenting a joint case with them at a hearing. [*Delete if you would not consider presenting a joint case.*]

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[*Signature of person making submission or person authorised to sign on behalf of person making submission.] Date*

*[NOTE: A signature is* ***not*** *required if you make your submission by electronic means.*]

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| --- | --- | --- |
| **Address for service of submitter:** |  | |
| **Telephone:** | **Daytime:** | **After hours:** |
| **Email:** |  | **Fax:** |
| **Contact person:** *[Name and designation if applicable]* |  | |

**SUBMISSION POINTS:**

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| --- | --- | --- | --- | --- |
| **Page no.** | Reference (e.g. Policy, rule, method or objective number) | Support/oppose | Decision sought Say what changes to the plan you would like | Give reasons |
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1. Set out in Form 5 of the Resource Management (Forms, Fees, and Procedure) Regulations 2003. [↑](#footnote-ref-1)