

How to write an effective submission on the LTP Consultation Document

To write an effective submission:

- familiarise yourself with the consultation document and supporting information
- stick to what is in the current document – don't get distracted by other matters
- consider the consultation topics and the various options
- be specific about any concerns and how you want them addressed
- don't use offensive language
- write clearly
- don't use copyright material without the permission of the copyright holder.

You can submit via the online process - <https://www.participate.boprc.govt.nz/ltp>, or you can post or hand deliver your submission to us.

Information you must include in your submission

Make sure you complete each section of the form and provide your contact details. You need to provide either a valid email address or a valid postal address on your submission form so we can contact you about your submission and keep you updated throughout the process.

Make sure you tick the box on your submission if you want to speak at a hearing. While speaking at a hearing can help highlight what you said in your submission, your submission is just as valid if you don't speak. If you do speak at a hearing, you will only be able to talk about issues you have included in your written submission. This is not a time to raise new points.

You can make your submission in Te Reo Māori or in sign language if you prefer.

Making your submission available

After the closing date of submissions, a copy of your submission, including all personal information, will be made publicly available at our Council offices. If you are an individual submitter and do not wish to have your personal details made public you must tell us on the submission form in the box provided.

If you are an organisation or company, your full business and contact details will be publicly available and published.