

Handy Hints for Making a Submission

The following points are designed to help you make a submission to Council. A submission is a statement that puts your views forward to Council. Although formal submissions need to be in writing, you can also speak at a hearing in support of your written submission.

1. Gather the relevant information from Council

There are three main information sources that will help you to make an effective submission:

- **The draft 2014/15 Annual Plan documents** - the documents can be viewed or downloaded from Council's website www.hamilton.govt.nz/annualplan
Copies are also available from the Council building or Council libraries, or you can call Council to request a copy on 07 838 6699.
- **Council staff** - staff can supply you with further information (such as concept plans, designs or reports) and clarify anything in the documents.
- **Elected members** - you can contact the Mayor or Councillors directly to discuss issues of concern. Their contact details are included in the draft 2014/15 Annual Plan and are also Council's website www.hamilton.govt.nz

2. Be specific about what you want Council to do

When writing your submission, it is important to be clear about what you are asking Council to consider, e.g. are you:

- Supporting or opposing a proposal, e.g. a service, project or policy?
- Asking Council to consider a new issue that may not be in the draft Annual Plan?
- Suggesting that Council changes how much they fund a service or project (an increase or decrease in funding)?

Where possible, provide reasons for your suggestion(s) or request(s).

3. It is a good idea to:

- Keep written submissions concise and to the point.
- Provide a summary of your key points at the beginning.
- Reference the relevant parts of the draft plan you are submitting on.
- Reference any links to other relevant Council plans or policies.

4. Speaking in support of your written submission

You can also choose to speak to Council at the hearings in support of your written submission. After the submission period closes, you will be given details of when the Annual Plan hearings will take place and the format they will follow.

When speaking at the hearings, make sure you:

- Outline only the key points of your written submission.
- Keep to the time limit set.
- Allow time in your presentation for questions from the Mayor and Councillors.
- Please bring along 20 copies of any material that you want handed out at the hearings.

If you would like any further information about making a submission, please contact Council on 07 838 6699.