

Christchurch City Council Submission Guide

What is a submission?

A submission is your feedback for the Council or a community board that lets them know what you think about a proposal they're consulting on.

Your submission can make a real difference - many decisions have been changed based on public feedback.

Who can make a submission?

Anyone! If you care about an issue we're consulting on, you can have your say.

If you have the authority, you can make one submission for a group or organisation.

If you're planning a campaign to encourage more people to make a submission, please get in touch with us first - we can help you get the most out of your campaign.

Making an effective submission

- Keep your submission focused and concise - stick to the issues being consulted on and their impacts.
- Make it clear – use plain language and one subject per paragraph to avoid confusion.
- State whether you support or oppose any proposals or options and why.
- Be specific about any changes to the proposal that you would like - while we often can't include every proposed change, we welcome alternative ideas.
- Back up your views with examples or evidence where possible – you can include attachments such as photos.

Tips for success

- Use your own words. One well-reasoned submission can be more compelling than multiple identical ones.
- You only need to say it once. Repeating the same point multiple times does not strengthen your submission.
- Be cool, not cruel. We welcome constructive feedback, but abuse is not okay. Our communities and your opinions are important to us. So is the welfare of our staff and elected members. Please treat everyone with respect.

What happens to my submission?

Submissions are analysed to summarise the key themes and issues raised by submitters. This analysis identifies common themes, highlights areas of concern, and summarises the main viewpoints to inform further consideration and decision making.

Multiple submissions from the same person or organisation are combined into one and submissions that are identical and clear copies of each other are tallied and combined into a single document.

Your feedback, name and contact details are provided to the elected members making the decision so they can understand where submitters live and how the proposal may affect them.

Submissions, including names (but not contact details), are published on our website.

Elected members consider all feedback, and changes are often made as a result. However, consultations are not referendums and, because people often have different views, we may not be able to satisfy everyone.

Speaking to your submission

We may have a hearing to allow you to speak to the elected members making the decision about your submission. You can speak in person or via audio-visual link.

However, your written submission will be considered whether you chose to speak or not. Speaking allows you to emphasise your key points and answer questions, if any, from elected members.

Tell us if you want to speak to your submission. We can organise combined presentations if you let us know you want to speak with other submitters.

Privacy

Anonymous submissions will not be accepted. Contact details are provided to elected members with your feedback to be considered when making their decision. We will also contact you with updates about the decision.

Submissions, including names, are published on our website, so please do not include any personal information you would prefer to keep private.

While contact details will not be published, if requested through the Local Government Official Information and Meetings Act 1987, these must be supplied.

If there are good reasons why your personal details and/or feedback should be kept confidential, please contact us.

Hearings are public and may be live-streamed and/or recorded. Recordings are published to our website and YouTube channel.

Need help?

Contact us if you have questions about making or speaking to your submission. We're here to help you have your say effectively.

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