

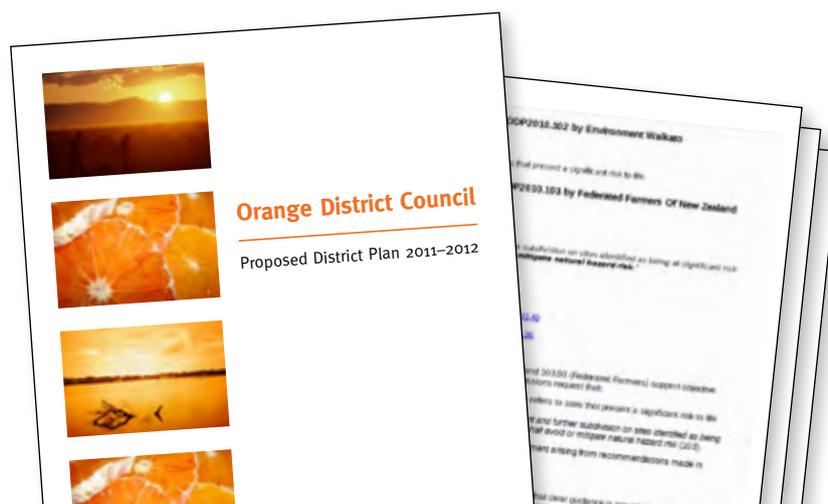
Introducing the software  
that will transform your  
consultation management.

---

**submissions.co.nz**



Software to manage submissions  
from start to finish.



submissions.co.nz captures all the details – no more scattered spreadsheets with information strewn all over your organisation. Feel secure knowing your important information is recorded in a proper database. The information is backed-up and available online from anywhere.

# The steps

## 1. IMPORT

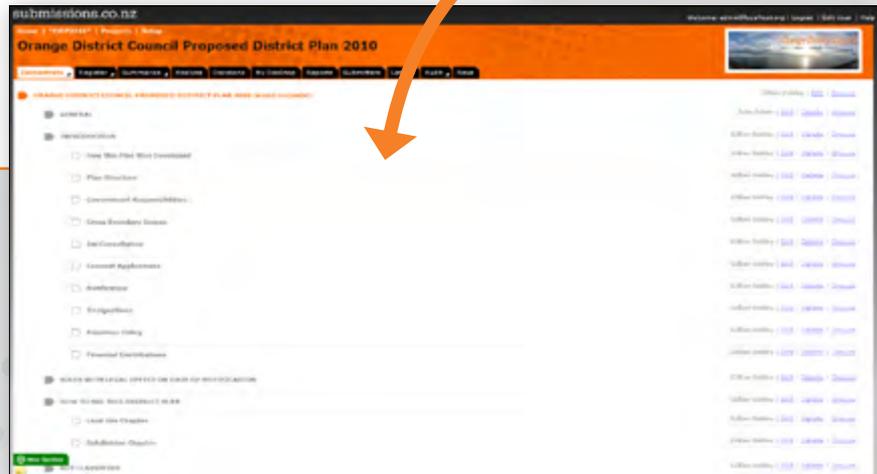
It's easy to import your consultation documents into submissions.co.nz.

Set up your consultation project, record the key dates and import the documents as PDFs into the system.

We convert your table of contents into section numbers ready for submissions.

You can group or edit the sections as required. Assign staff the sections they will need to analyse.

PLAN INDEX	
<b>Index</b>	<b>1</b>
Introduction	1
How the plan was developed	1
Plan Structure	1
Government Responsibilities	3
Cross Boundary Issues	3
Int Consultation	4
Consent Applications	6
Notification	7
Designations	8
Resource Policy	8
Financial Contributions	9
<b>Rules with Legal Effect on Date of Notification</b>	<b>14</b>
<b>How to use this District Plan</b>	<b>15</b>
Land Use Chapter	16
Subdivision Chapter	17
<b>Issues / Objectives / Policies</b>	<b>19</b>
<b>Effects on Natural Environment</b>	<b>20</b>
Issue 1 Natural Landscapes, Indigenous Vegetation and Mineral and Soil Resources	20
Issue 2 Coastal Environment	24
Issue 3 Rural Character	27
Issue 4 Natural Hazards	29
<b>Effects on Physical Environment</b>	<b>32</b>
Issue 5 Neighbourhood Character	32
Issue 6 Subdivision of Land	35
Issue 7 Heritage	39
Issue 8 Safety of Road Users	41
Issue 9 Hazardous Substances	42
Issue 10 Contaminated Land	44
Issue 11 Natural Utility Operations	45
Issue 12 Surface Water	47
<b>Land Use Chapter</b>	<b>49</b>
Section 1 District Wide Rules	50
Section 2 Landscape Policy Area	51
Section 3 Coastal Policy Area	51
Section 4 Indigenous Vegetation	53
Section 5 Earthworks	54
Section 6 Natural Hazards	55
Section 7 Building Construction, Alteration or Relocation	57
Section 8 Wastewater	60
Section 9 Stormwater	60
Section 10 Water Supply	61
Section 11 Planting of Trees or Crops	62
Section 12 Vehicle Access and Traffic Generation	63
Section 13 Vehicle Parking and Loading	64
Section 14 Noise	65
Section 15 Colour	66
Section 16 Dust Generation	67
Section 17 Storage of Materials	67
Section 18 Outside Lighting / Reflective Building Materials	68



## 2. PUBLISH

Once the consultation documents are published on submissions.co.nz they can be accessed for submissions.

We provide the web-pages you need, customised to reflect your corporate look.



### 3. REGISTER

Submitters who register their submission online either type them directly or upload them as PDFs or MS Word documents. Submissions received by mail or hand are OCR scanned and input by your staff. The system generates acknowledgements.

If a public hearing is required, submitters indicate their desire to speak. A scheduling tool manages the hearing time slots.

Number	View	Status	Submitted On	Planning Act	Hearing No.	Hearing Date	Hearing Time	Last Name
1001		Registered	2011-06-24	1	1	1	1	Sam
1002		Registered	2011-06-27	1	1	1	1	Chris
1003		Registered	2011-06-27	1	1	1	1	Chris
1004		Registered	2011-06-28	1	1	1	1	Richardson
1005		Registered	2011-06-27	1	1	1	1	David

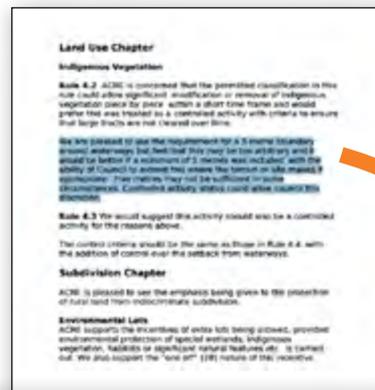
Name	View	Submitters	Units	Contact	Status
Submission ODP2010.6 by Mr Tim Green		1	1	Submitter	In Progress
Submission ODP2010.7 by Mr Kevin Armstrong		1	1	Submitter	Completed
Submission ODP2010.8 by The Submitter [deleted user]		0	0	Submitter	Unregistered
Submission ODP2010.9 by Mr Peter Young		1	1	Submitter	In Progress
Submission ODP2010.4 by Mr Robert Bishop		1	1	Submitter	In Progress
Submission ODP2010.5 by Mr & Ms Davidson		1	1	Submitter	In Progress

### 4. SUMMARISE

Summarise submissions quickly and easily by cutting and pasting key points into the system. Use the editor or import your summary from MS Word.

Link the submission to the relevant document section.

After submissions have closed and summaries are completed, create the submission summary report. Publish this on the website or deliver it to submitters by email or post.



submissions.co.nz  
 Orange District Council Proposed District Plan 2010

Home | Register | **Summarise** | Analysis | Decisions | My Desktop | Reports | Submitters | Letters | Audit | News

Edit Submission Point: ODP2010.150.7  
 ID: 1001 / ODP2010.150.7

Summary:

Paragraph | Font family | Font size | Bold | Italic | Underline | Link | Unlink | Text color | Background color | Bulleted list | Numbered list | Indent | Outdent | Undo | Redo | Print | Close

A brief overview of the District Council's functions and responsibilities under the Resource Management Act 1990 in relation to Central and Regional Government is provided in the introductory section. The Plan does not refer or discuss the relevant national policy statements or other non-statutory instruments that may need to be considered when making the Plan. A discussion of those policy statements and plans would also clarify to the public and the District Council the role of the District Council in relation to the Plan.

Path: p > a > span > span > span > span

Submitter (optional):  Support  Oppose  Partial Support  No view

Section:

Policy area:

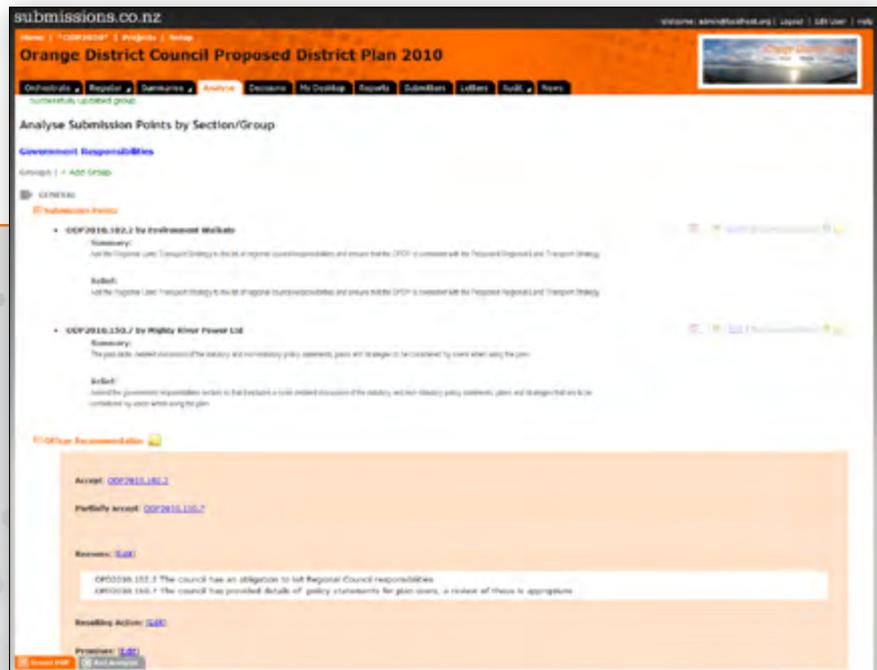
Region:

## 5. ANALYSE

Your staff analyse the submissions that have been grouped within each section. They each get an up-to-date list of their analysis tasks from their My Desktop tab on the system.

The analysis can be either typed directly into submissions.co.nz or imported from MS Word. On completion, submissions.co.nz creates reports for the hearing authority.

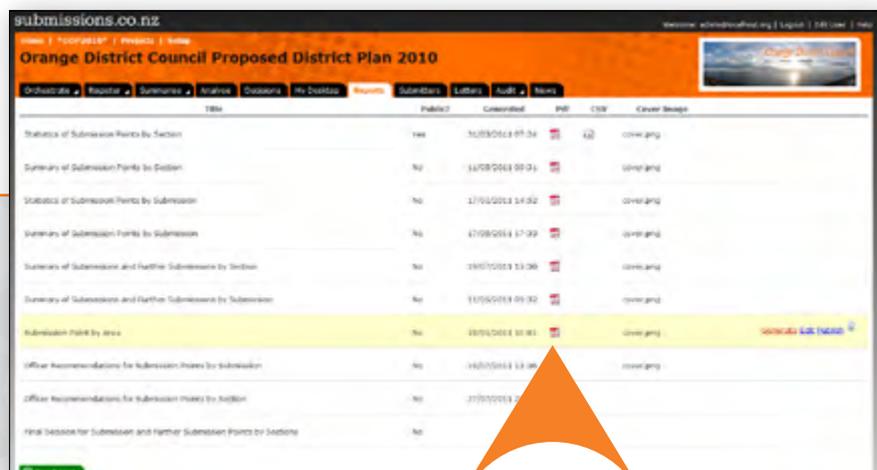
When the hearings have concluded, add the authority's comments and directions. Then publish the final reports or findings.



## 6. REPORTS

submissions.co.nz can create the reports you need for management, submitters, and the authority. It also provides an award-winning report writer that you can use to create and publish your own reports.

The reports can be published on your website.



## Q&A

**Q. How will submissions.co.nz improve the consultation process?**

**A.** Let us count the ways! It is easy to use. It encourages online submissions. It is transparent and auditable as submissions can be made available to the public instantly. It simplifies the work for staff. It is efficient, and so much more.

**Q. Can we use submissions.co.nz for any consultation?**

**A.** Yes, submissions.co.nz is suitable for all consultations. It is ideal for LTPs, Annual Plans, District Plan changes, Resource Consents and Special Consultation Procedures (LGA 2002).

**Q. How many staff can use the system?**

**A.** There is no limit to the number of users or projects under management. Multiple staff can work on a project at any one time.

**Q. Is submissions.co.nz easy to use?**

**A.** Each step for users is clear and logical so minimal staff training is required.

**Q. Can submissions.co.nz create all the reports we need?**

**A.** Yes, submissions.co.nz does all the hard work. It creates the reports and documents, including mailmerge letters and emails. You can edit the templates, and control and record delivery of correspondence.

**Q. Can we write our own reports on projects in submissions.co.nz?**

**A.** Yes you can. As well as providing formatted reports, submissions.co.nz has a report writer. This allows you to create your own reports and publish the results in PDF, MS Word or MS Excel format.

**Q. Can we search for words or phrases in the databases?**

**A.** Yes. The system has a search function.

**Q. Will we still need to store information in our own spreadsheets?**

**A.** No, submissions.co.nz stores all the information for you in a relational database. This prevents inconsistencies across a project.

**Q. Are our submissions secure in submissions.co.nz?**

**A.** All your information is stored in your relational database. You control the users and their access to your system. We back up your database and replicate it to a server in another town. An audit trail of all actions is recorded and available for inspection.

**Q. What do we need to be able to run submissions.co.nz?**

**A.** submissions.co.nz does not require any infrastructural investment. It is a hosted online service. You only need a computer with an internet connection and Google Chrome, Firefox, Safari or MS IE 8 (or more recent) browser software.

Contact [info@submissions.co.nz](mailto:info@submissions.co.nz)  
for more information.

---

**submissions.co.nz**