

How to make a submission

Remember to have your say – online or in writing. You can make a submission online at the Council’s website, www.nelsoncitycouncil.co.nz, at Civic House, 110 Trafalgar Street, Nelson, or any of the Nelson Public Libraries. More information is available in all these locations, or you can phone 546 0200 to ask for it to be posted.

All submissions will be considered by Councillors before making a decision.

Anyone can make a submission. All submissions are publicly available, as required by the Local Government Act 2002. Submissions will be used only for the purposes of this consultation process.

Early submissions are appreciated, to help submission processing.

Identify your submission

Please make sure you attach the cover sheet/submission form to any submission you make to assist in tracking submissions. Please number all the pages of your submission and put your name at the bottom of all pages. This will help if any become detached from your cover sheet. If you choose not to use this cover sheet, please include your name, address and contact telephone number. This is so we can contact submitters who wish to speak at the hearings, and so we can reply to you with the result of Council’s deliberations on submissions.

Make it readable

Type your submission if possible, or use black ink and write legibly on one side of paper only. This will ensure the photocopies we make of your submission will be easy to read.

Separate headings

Divide your submission into separate points if you want to comment on more than one part, to help Council understand your submission better. For each point, say specifically to which part(s) your submission relates. Say concisely what your concern is OR what you support. Tell us the reasons why you support or oppose this part, and say how you want the Council to respond to your submission.

Send your submission to:

Freepost 76919
Consultation
Nelson City Council
PO Box 645, Nelson

or deliver to: Civic House, ground floor
110 Trafalgar Street,
Nelson

or: any Nelson Public Library