



Proposed **District Plan**He Po. He Ao. Ka Awatea.

ePLAN -HOW TO GUIDE

The ePlan is an interactive electronic version of the District Plan. It aims to make it easier to find information relevant to your property and to have your say on changes to the District Plan.

The ePlan can be found here.

You can use the ePlan in two ways:

- 1. Like a book using the ePlan viewer. Click on 'Read Entire Plan' to read the entire plan, objectives, policies and rules.
- 2. Using the interactive map viewer. Click on <u>'View Map'</u>. This will lead you to the district planning map and allows you to search your property and see all the planning map layers on your property. It also helps direct you to the most relevant parts of the District Plan for your property.

Part 1 – Using the ePlan

From the ePlan landing page, type in your address in the search bar and select the address shown up. If you do not know the street address, you can search the street/road name by clicking 'Street' from the drop down box, then enter the street/road name into the search box.



Once you selected the address, the map viewer will zoom to your property and an information panel will appear on the lefthand side of your screen. This panel shows a list of the mapped planning features associated with your property that you need to be aware of when considering purchasing or developing your property. Note this does not replace a LIM.

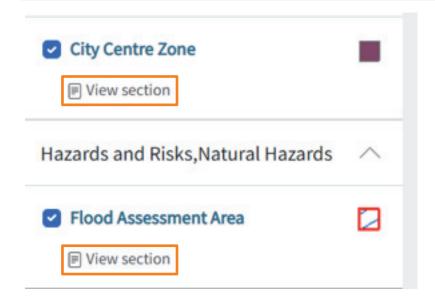
You can also find relevant information to a property by clicking the property on the map at any time, without using the search function. Please note this would only work when the 🤚 is in dark grey. If it is in white 💍 , you'll need to zoom in further to select a property.



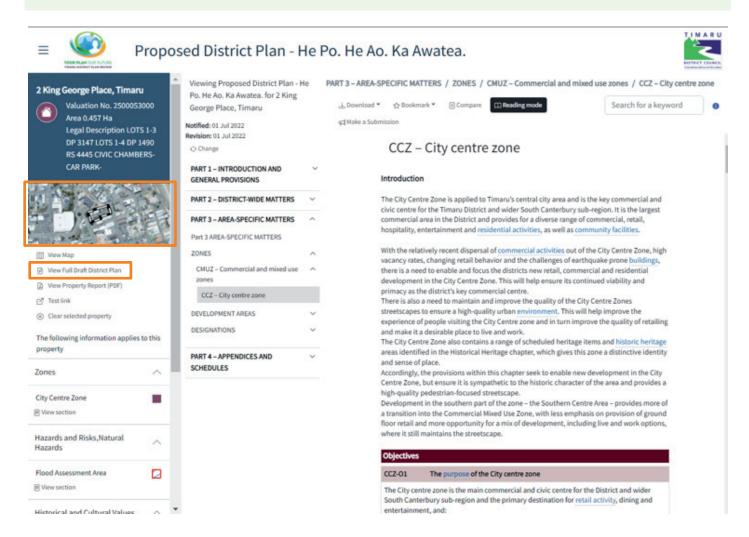
The map defaults to show the District Plan zones and Roads only. All other District Plan map layers are hidden. If you click the icon next to the mapped feature (where relevant) this will change the map layer to show the hidden layer. These can be toggled on and off by clicking the icon. You can also turn on and off different layers from the 'Map tools' on the righthand panel.



If you would like to know having property in this layer means, you can click 'View section', which will led you to the relevant chapter.



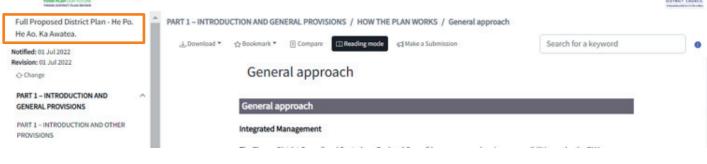
You can navigate back to the map by clicking the map image at the top of the left-hand panel. Note this ePlan view showing only the most relevant chapters to your property only. If you would like to read the entire plan, click 'View Full District Plan', the lefthand property information panel will disappear, on the top of the left hand navigation manual would state 'Full Draft District Plan'.





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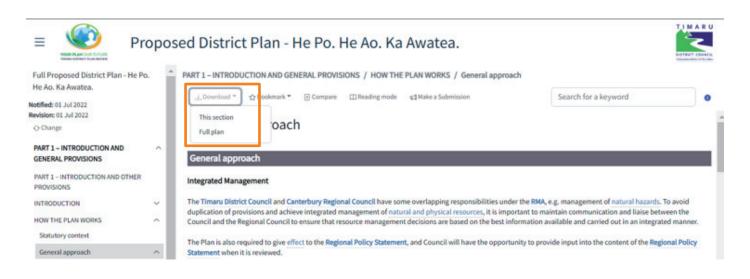




Part 2 - Create and print PDFs

Download the ePlan Provisions in PDF

If you prefer to read the Plan on paper or in PDF, you can print off your chapter(s) of interest or the whole plan (not recommended!). When you are in the ePlan viewer click the 'Download' button at the top of the page.



Create and print the ePlan map

If you would like to print out a map, click the 🕒 Print button in the Map Tools. If this is the first time the print tool is used it will get blocked by the browser, you might see a red cross at the end of the URL address bar in your browser. Click on the red cross to enable the print popup.

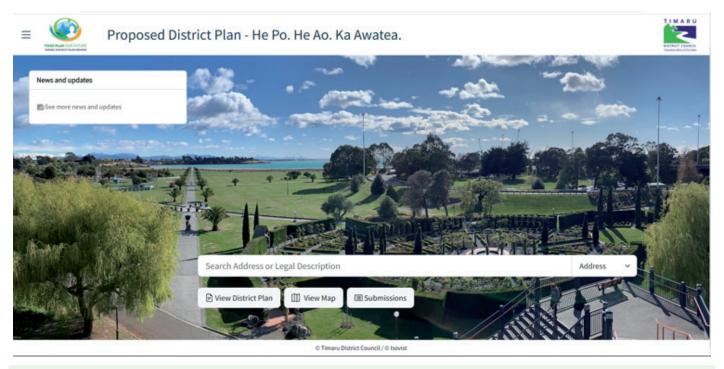


Part 3 - Make your submission online

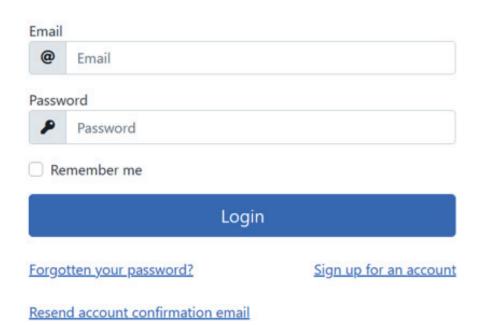
Want to have your say on the Proposed District Plan? You can do this through the ePlan. Before you start, it is highly recommended you register and log in at the submission portal to ensure the submission provided in the ePlan is saved in your account.

Account registration and log in

To register and log in, simply click 'Submission' on the landing page, this will take you to the submission portal.



Register your account by clicking 'Sign up for an account' and follow the instructions.



A confirmation email will be sent to the email address you entered. Click the confirmation link to confirm your email address. Once done, a 'Confirm Email' note will pop up.



Timaru District Council District Plan <no-reply@isovist.co.nz>

PDP

4:57 PM

Timaru District Council - Confirm your District Plan account

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Please confirm your District Plan account by clicking this link. Note that the link is only valid for today.

Confirm Email

Thank you for confirming your email. To log in to Submissions, please close this window and return to the Submissions log in screen.

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When you first log in to the submission portal, it will display all consultations held on this portal and their status.





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Consultations

Select a consultation to see more details

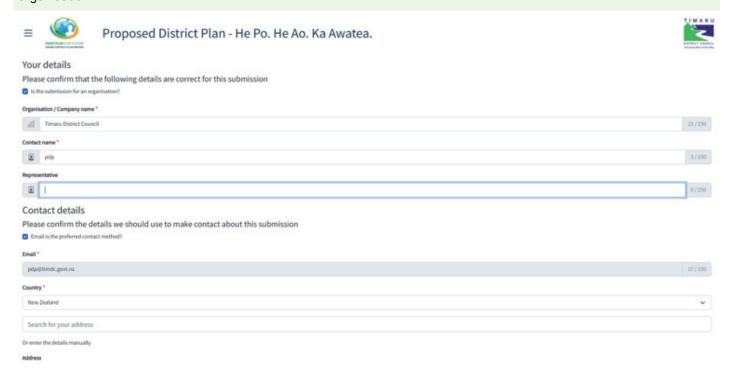
consultation	Status		
Draft Timaru District Plan - He Po. He Ao. Ka Awatea	Submissions Closed	0	
Draft District Plan -Test	Pre-Assessment	0	
2022.03 Test - Full Plan	Submissions Open	0	Make submission

Scroll down, you'll see the list of your submitter profile and submission points made under this profile. You can edit your profile and submission point by clicking the icon on the right-hand side.

Make sure you save any changes made by clicking the 'Save Changes' button if you'd like to save any changes made on this page.

Create submitter profile

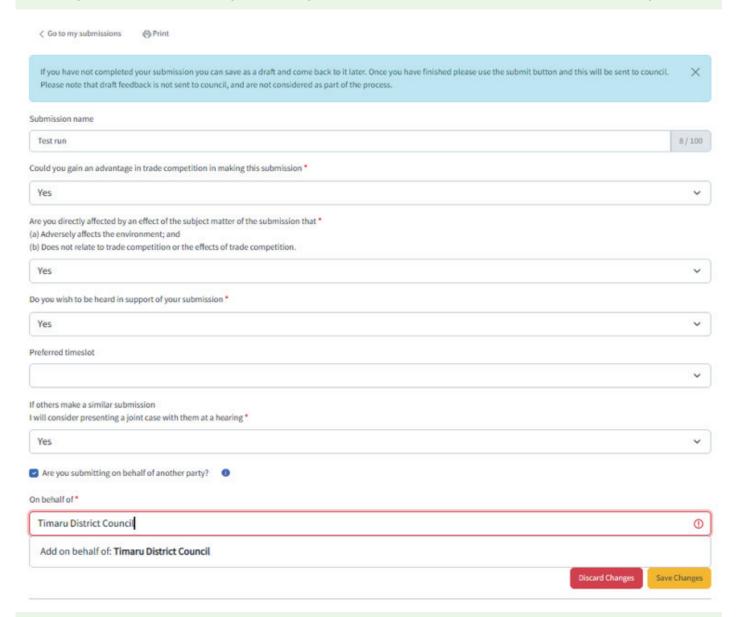
Click 'make submission', the next page will ask for your contact details. Tick the relevant box if you are submitting for an organisation.



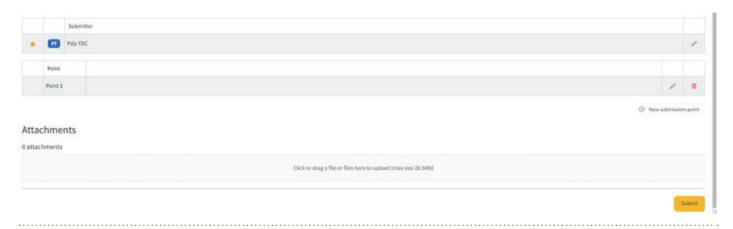
Fill in the required information. Make sure you save any changes made by clicking the 'Save Changes' button.

Create submission profile

The next page will lead you to create your submission profile. Fill in the fills then click 'save changes'. If you are submitting on behalf of another party, make sure you click the box and fill in their details and click 'save changes'.



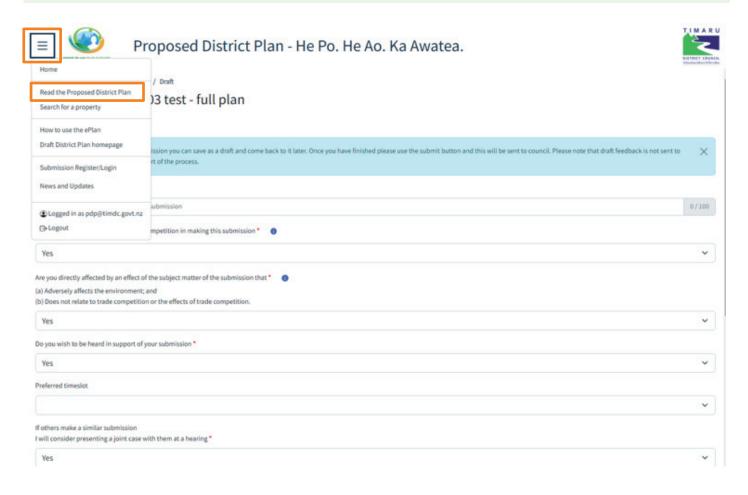
Scroll down, you'll see the list of your submitter profile and submission points made under this profile. You can edit your profile and submission point by clicking the 📝 icon on the right-hand side. Make sure you save any changes made by clicking the 'Save Changes' button if you'd like to save any changes made on this page.



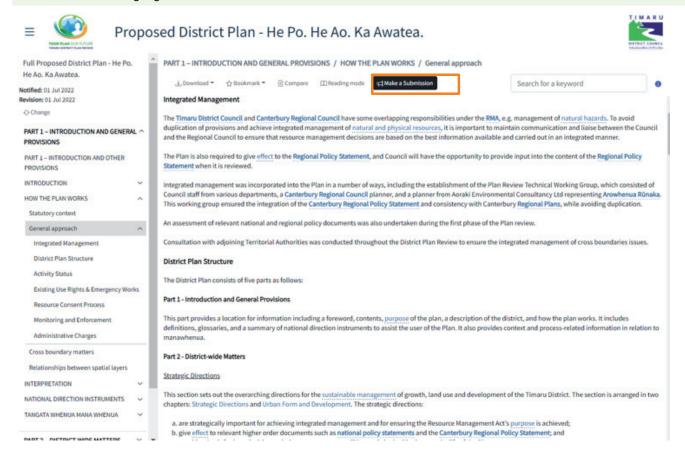
Making and saving draft submission

icon at the top left corner

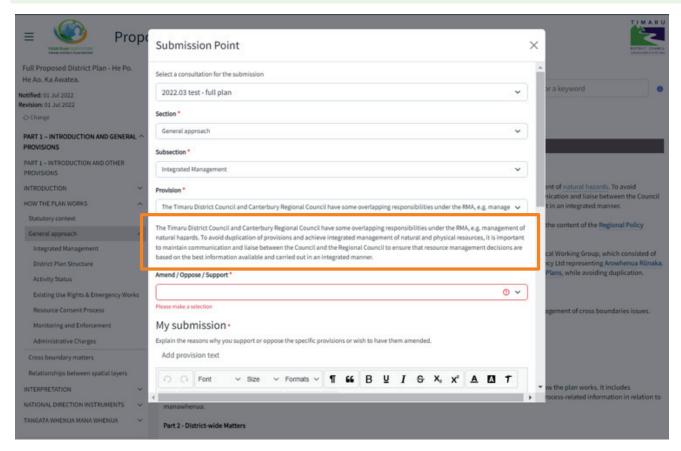
You may now start drafting your submission in the ePlan. At any time, you can click the to navigate to read the District Plan.



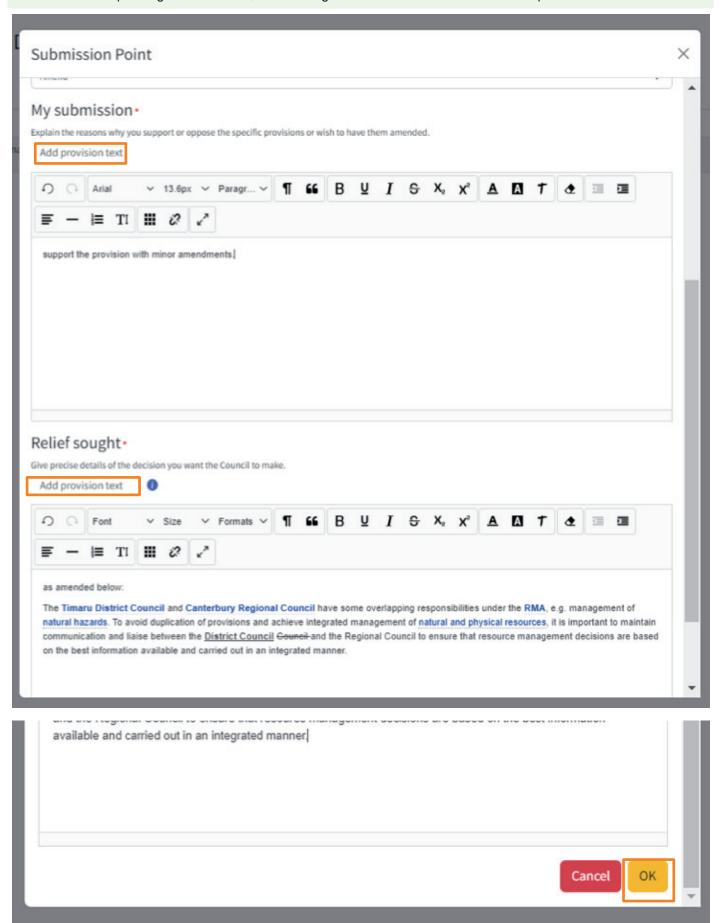
Go to the ePlan viewer (see above on Using the ePlan). Then click the 'make a submission' button at the top of the page. The button will be highlighted in black.



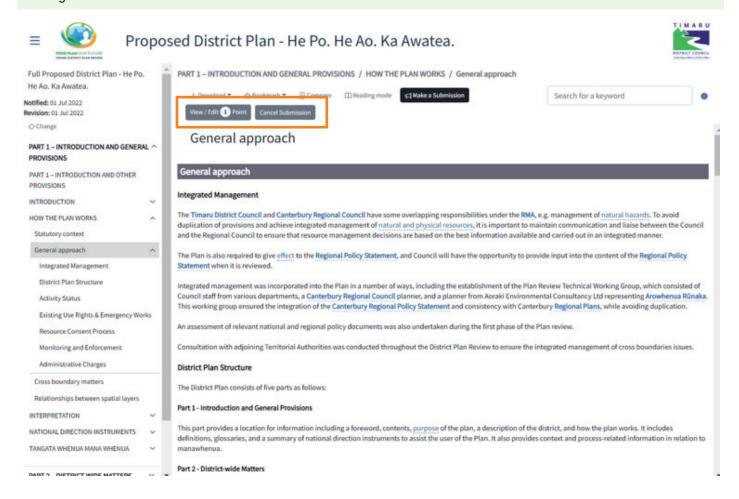
Making a submission is easy, click the provision that you would like to make a submission. A submission window will pop up. The 'Section' 'Subsection' and 'provisions' are plotted based on the provision you clicked. The selected provision will also display on the screen. You can change the section/subsection/provisions if the wrong provision were selected.



All fields are mandatory and must be completed. You can type in your submission and relief sought on this provision. You can also click 'add provision text' which will copy the selected text, then you can edit it to the way how you would like it to read. Once completed your submission, make sure you click 'OK' to save the submission point.



You will note the menu on the top of the page now have two additional buttons with a number displayed indicating the number of submissions you have provided. You may edit them at any time, you may also cancel your this submission by clicking the 'cancel submission' button.



To edit/review your submission points by clicking the 'View/edit point' button on the top of the page. All submission points will be displayed. To edit a point, simply click to the right of the point, or click the III to delete it.



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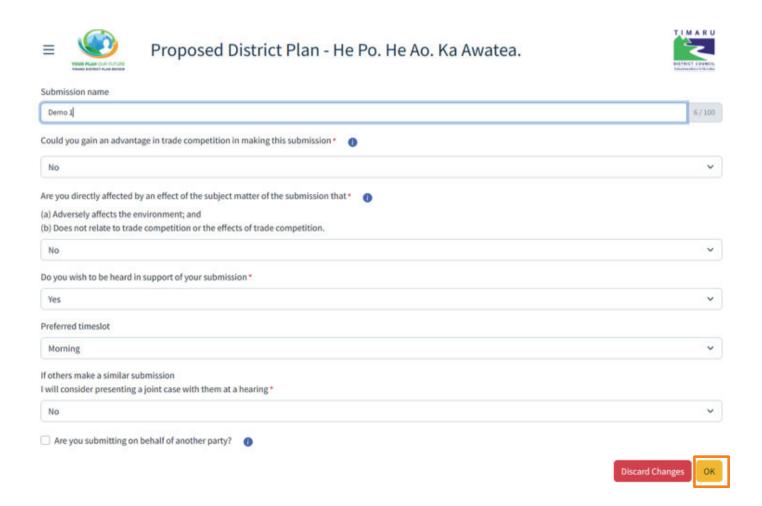


Draft Submission

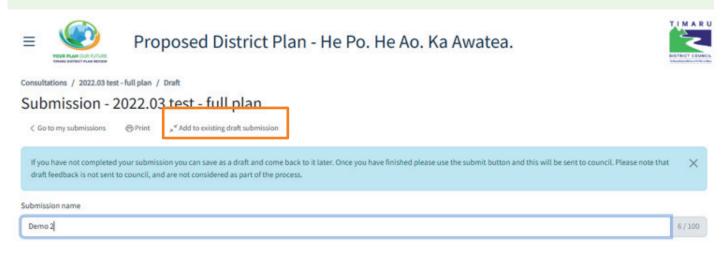


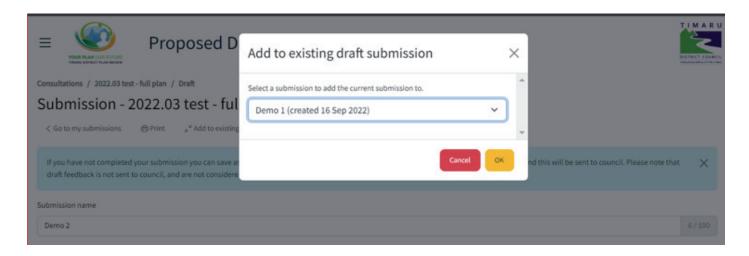
After editing the submission points, make sure you click 'save Draft' to save any changes made.

You will be asked to give the submission a name and answer the mandatory questions. Click 'OK' once completed.

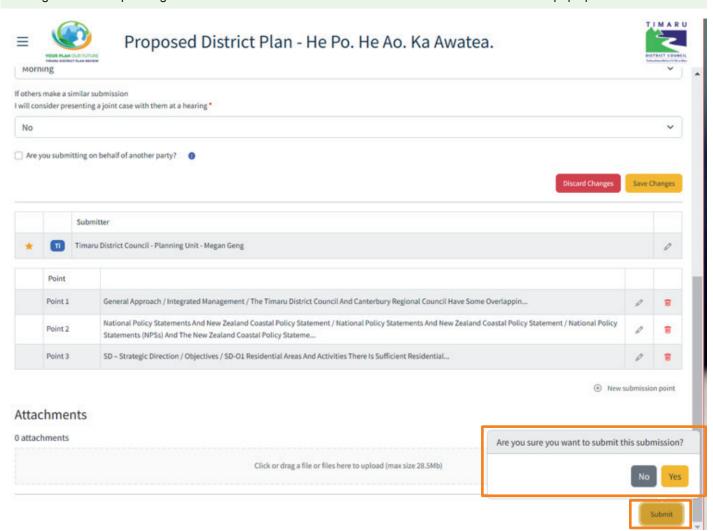


You will now be led to the Summary Page. You can edit your submitter profile or submission point on this page. You can also come back to complete your submission another day. If you have an existing draft submission saved in your account, a button 'add to existing draft submission' will show up at the top of the Summary page. Click this button if the new submission points should be added to an existing draft submission. Please note that you should only make one submission under your account unless you are submitting on behalf of different parties. E.g. consultants making submission one submission for each client.





Once you have completed your submission click 'submit' to submit it. A confirmation window will pop up to confirm submit.



Once submitted, it will return to 'My Submission' page with a list of submissions you made. Council staff will review and confirm acceptance of the submission. Once confirmed, an acknowledgement email will be sent to you with your submission attached for your information. On 'My Submissions' page, you can view and download the submission once it is be formally accepted.

