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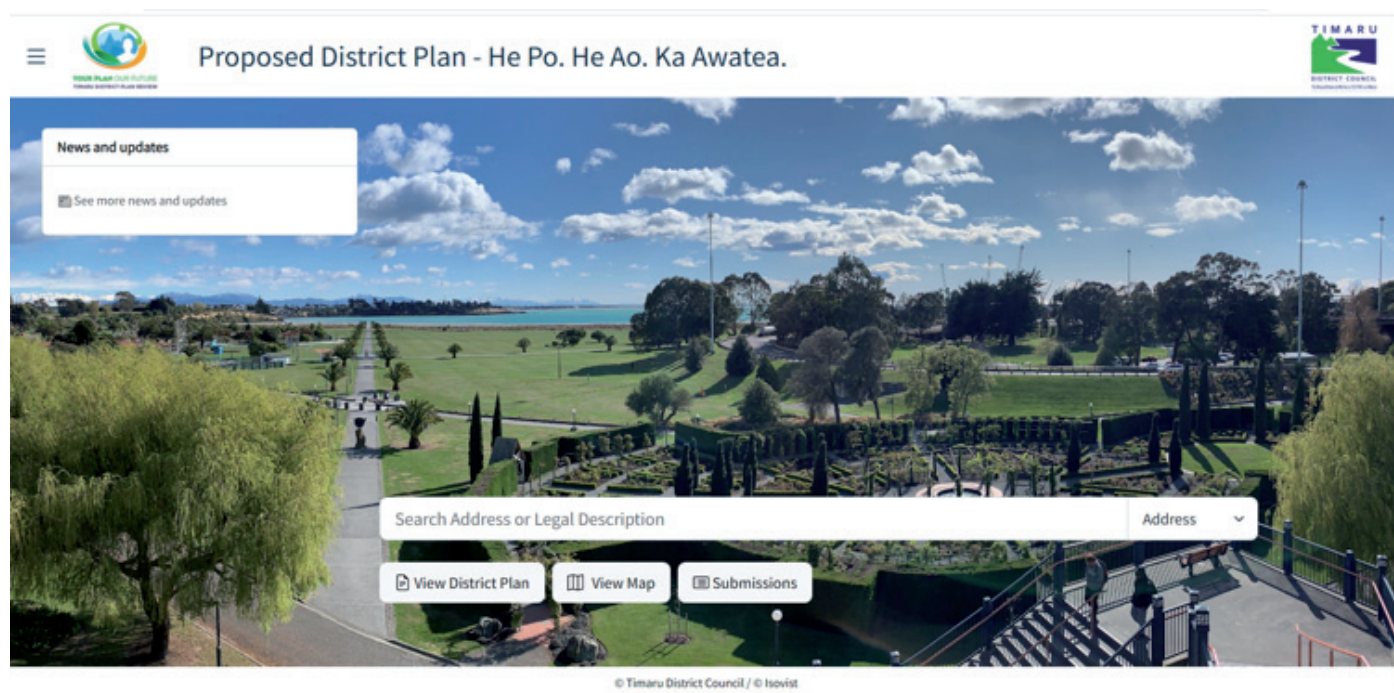
Register your account by clicking 'Sign up for an account' and follow the instructions.

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.

≡   Proposed District Plan - He Po. He Ao. Ka Awatea.   TIMARU

Consultations ▾

Select a consultation to see more details

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

< Go to my submissions   🖨 Print

If you have not completed your submission you can save as a draft and come back to it later. Once you have finished please use the submit button and this will be sent to council. Please note that draft feedback is not sent to council, and are not considered as part of the process.   ✕

Submission name
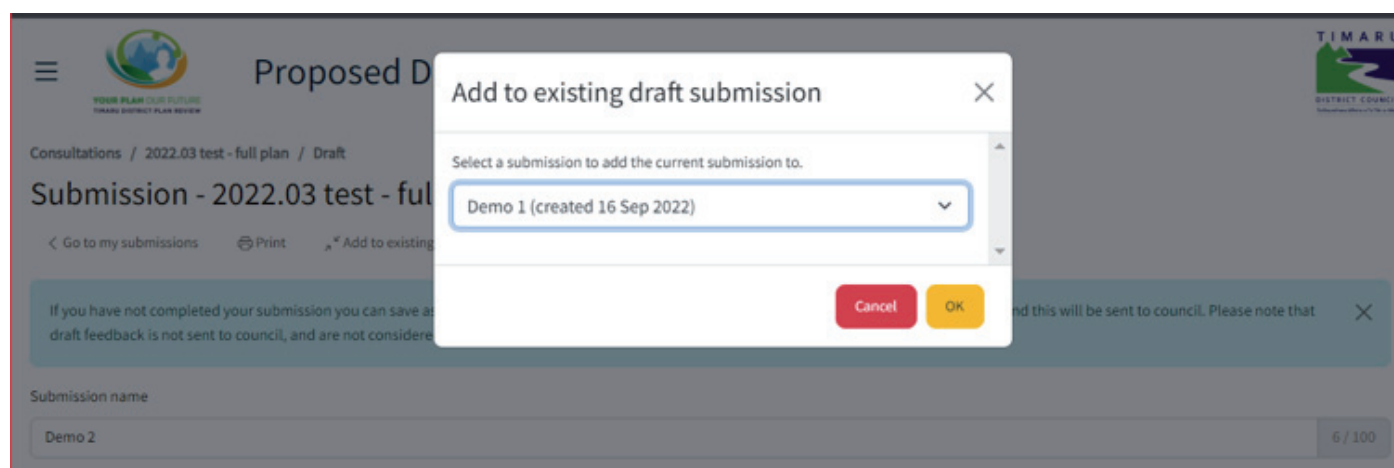
| Test run | 8 / 100 |

Could you gain an advantage in trade competition in making this submission *

| Yes | ⌄ |

Are you directly affected by an effect of the subject matter of the submission that *
(a) Adversely affects the environment; and
(b) Does not relate to trade competition or the effects of trade competition.

| Yes | ⌄ |

Do you wish to be heard in support of your submission *

| Yes | ⌄ |

Preferred timeslot

| | ⌄ |

If others make a similar submission
I will consider presenting a joint case with them at a hearing *

| Yes | ⌄ |

☑ Are you submitting on behalf of another party?   ⓘ

On behalf of *

| Timaru District Council | ⊘ |

Add on behalf of: **Timaru District Council**

Discard Changes   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.

		Submitter		
★	PT	Pdp TDC		✎

	Point			
	Point 1		✎	🗑

⊕ New submission point

Attachments
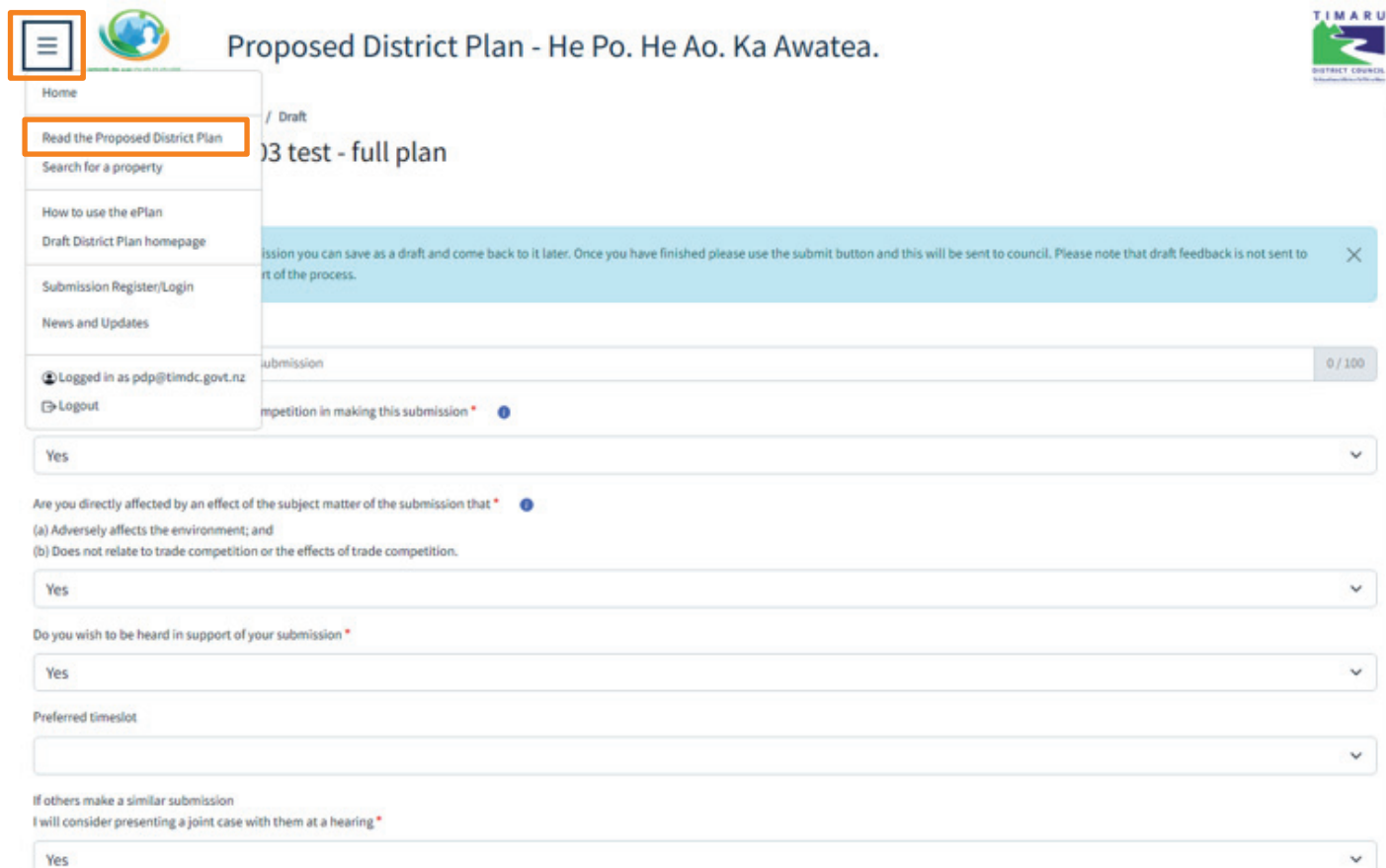
0 attachments

Click or drag a file or files here to upload (max size 28.5Mb)

Submit

Making and saving draft submission

You may now start drafting your submission in the ePlan. At any time, you can click the ☰ icon at the top left corner 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.

Submission Point ✕

My submission •
Explain the reasons why you support or oppose the specific provisions or wish to have them amended.

[Add provision text]

| ↺ ↻ | Arial | ⌄ | 13.6px ⌄ | Paragr... ⌄ | ¶ | 66 | **B** | U | *I* | S | X₂ | X² | A | A | T | ◆ | ☰ | ☷ |

☰ — ≣ TI ⊞ ∂ ⤢

support the provision with minor amendments|

Relief sought •
Give precise details of the decision you want the Council to make.

[Add provision text] ⓘ

| ↺ ↻ | Font | ⌄ | Size ⌄ | Formats ⌄ | ¶ | 66 | **B** | U | *I* | S | X₂ | X² | A | A | T | ◆ | ☰ | ☷ |

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as amended below:

The **Timaru District Council** and **Canterbury Regional Council** have some overlapping responsibilities under the **RMA**, e.g. management of **natural hazards**. To avoid duplication of provisions and achieve integrated management of **natural and physical resources**, it is important to maintain communication and liaise between the District Council ~~Council~~ and the Regional Council to ensure that resource management decisions are based on the best information available and carried out in an integrated manner.

available and carried out in an integrated manner|

Cancel   OK

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 🗑 to delete it.

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.