

22 February 2022

**NOTICE TO SUBMITTERS**

**NOTICE OF HEARING STREAM 2  
CENTRAL HAWKE'S BAY PROPOSED DISTRICT PLAN**

1. Central Hawke's Bay District Council advises that the District Plan Hearings Panel, appointed by Council on 29 July 2021, will hear and consider submissions and further submissions on the topic of 'Urban Environment, Sustainability, and General District Wide Matters' which includes the following chapters of the Council's Proposed District Plan:

Urban Form and Development / General Residential Zone / Commercial Zone,  
General Industrial Zone / Settlement Zone / Subdivision – Urban / Sustainable  
Subdivision and Building / Light / Noise / Signs / Temporary Activities

2. The hearing will convene at:

**DATES: 9.00am Wednesday 30 March 2022**

**9.00am Thursday 31 March 2022**

**9.00am Friday 1 April 2022**

**VENUE: Council Chambers, 28-32 Ruataniwha Street, Waipawa**

<b>Key Dates for this Hearing (for more information see below)</b>	
Council Planners' (s42A) report due:	1.00pm Wednesday 2 March 2022
Appearance confirmation due:	4.00pm Tuesday 8 March 2022
Submitters expert evidence due:	1.00pm Thursday 17 March 2022
Legal Submissions:	4.00pm Friday 25 March 2022

3. As a submitter and/or further submitter, you are invited to present your submission to the Hearing Commissioners who will consider the submissions in support of/or opposing the Proposed District Plan Provisions.

**Procedures for the Hearing of Submissions**

4. This letter sets out matters relating to the hearing. Further important detail is available in [Minute 4](#) – Hearing Procedures issued by the Hearings Panel.
5. If submitters wish to provide a copy of tracked changes of the plan provisions to the Hearings Panel, they may contact Council for a word version of the relevant section.
6. Procedures for the hearing of submissions may be adjusted in light of the evolving COVID-19 situation to ensure, to the extent possible, the safety of the Panel, reporting officers, supporting

staff and submitters. Confirmation of the procedures and protocols for the hearings will be communicated to all submitters two working days before the hearing or as this information is made available from Central Government, whichever is earliest.

### Pre-Circulation of Evidence

7. The Hearing Panel requires the Council to provide all evidence to the submitters no less than 15 working days prior to the hearing.
8. Submitters and further submitters are required to provide all expert evidence at least 10 working days before the hearing. An expert is a professional such as a planner, traffic engineer or similar. Submitters may provide non-expert evidence (i.e., personal submissions) at the hearing; however, it is preferable if this is provided two working days before the hearing, particularly if it is longer than 3 pages. The required delivery dates for evidence are set out at the start of this letter.
9. All evidence is expected to be provided electronically. Evidence can be sent to the Hearings Administrator Jessie Williams at [districtplan@chbdc.govt.nz](mailto:districtplan@chbdc.govt.nz).
10. Providers of expert evidence are referred to Minute 4 of the Hearings Procedures, specifically paragraphs 48 – 51 regarding the formatting of expert evidence. If substantive changes are being sought, then this should be supported by a s32AA evaluation and a 'tracked changes' version of Plan provisions.
11. Submitters' evidence will be uploaded to the Hearings Portal on the website, and the Hearings' administrator will forward a link to relevant parties.
12. If you have expert summaries and written representations three A4 pages or less, or any other written material to present, please bring ten (10) copies to the hearing (to be delivered in a contactless way to the Hearings Administrator). The Hearing Commissioners have received a copy of all submissions. You do not need to provide additional copies.

### Presentations at the Hearing

13. If you wish to speak at the hearing, please email [districtplan@chbdc.govt.nz](mailto:districtplan@chbdc.govt.nz) before Tuesday 22 February 2022. Your email needs to provide:
  - Your daytime phone number.
  - The name(s) of who will be speaking to your submission (including any expert witnesses). Please note that providing this information is important in the context of COVID-19 and managing the number of people that are physically present at the Hearings venue.
  - An indication of how much time yourself and each of your representatives require to speak. Due to pre-circulation of evidence, the Commissioners expect each submitter to require no more than 15 minutes to present their evidence.
  - An indication of your ability to speak to your submission online via Zoom or if you require to be physically present. This is important if the Panel needs to adjust its approach to conducting the Hearings in light of the COVID-19 situation at the time of the Hearing.
14. The Hearing Administrator will prepare an indicative hearing schedule and post it on the website at least two working days prior to the hearing commencing. The hearing administrator will email all hearing parties a link to the schedule as soon as it is confirmed.
15. The Hearings Panel prefers to hear submitters and witnesses 'in person.' However, virtual appearances can be organised through the Hearings Administrator a minimum of two (2) days

before the hearing. Depending on the COVID-19 situation at the time of the Hearings, virtual appearances may be preferred, or the Hearings may be conducted entirely online.

16. If you are a submitter and have also made a further submission on the same topic the Panel will be prepared for and expect you to talk to both submissions in the same session and in the same time slot at the Hearings.
17. Hearings will be conducted in line with the most current Health Order and Government guidance of the day. The Hearings Administrator will advise submitters at least two working days or as the information is made available from Central Government, whichever is earliest, prior to each hearing of Council requirements and obligations in regard to COVID-19 Management.
18. If you have any questions in relation to the hearing, please contact me on (06) 06 857 8060 or at [districtplan@chbdc.govt.nz](mailto:districtplan@chbdc.govt.nz).
19. Please find the Submitter Topic Table for Hearings Stream 2 [here](#).

#### Friend of the Submitter

20. Lily Campbell has been engaged by Council as the 'Friend of the Submitter'. Her role is to guide submitters through the hearing process, help them understand how things will work, and ensure that their submissions receive the attention they deserve.
21. Submitters are welcome to contact Lily at [FriendofSubmitters@chbdc.govt.nz](mailto:FriendofSubmitters@chbdc.govt.nz) or 027 593 7786.
22. You can watch a video of Lily introducing herself and describing her role [here](#).

Nāku noa, nā,



Jessie Williams  
**District Plan Hearings Administrator**  
**Central Hawke' Bay District Council**