

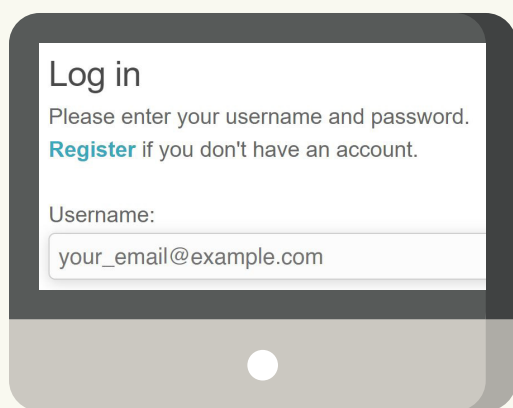
# Consult24

## A User Guide

If you would like to share your thoughts about a proposed plan change or variation, the best way is to make an online submission using Consult24.

### What is Consult24?

Consult24 is the online platform many councils across Aotearoa New Zealand use to gather submissions. It's the best option if you want to make a submission on a particular part of the proposed plan change and allows you the ability to create a more specific submission than if doing so with a Form 5.



### Step by step guide on how to make a submission using Consult24

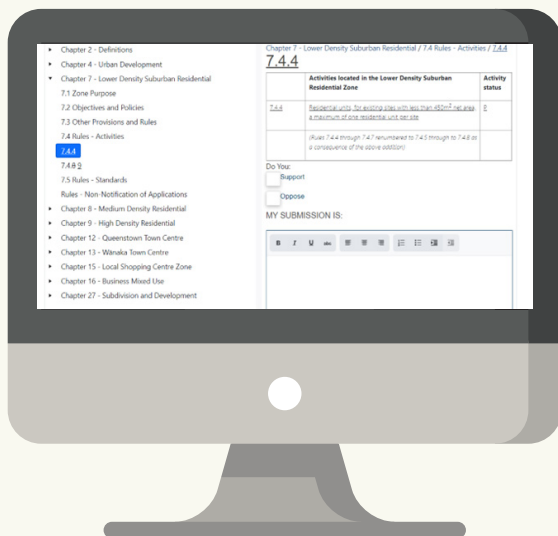
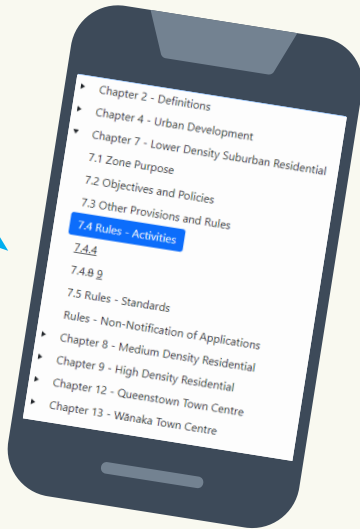
- 1. Visit Consult24 ([qldc.govt.nz](http://qldc.govt.nz))** to make a submission online.
- 2. Register.** If you don't think you can complete your submission in one go, we recommend that you register. Registering allows you to save your submission and return to it at a later date. Click the register button in the top left hand of the screen.
- 3. The importance of Saving.** Consult24 does not have an auto save function so **it's very important that you save your form after every point.**
- 4. Privacy Statement.** Please read the privacy statement carefully. It's important that you understand that by making a submission your personal details, including your name and address will be made publicly available under the Resource Management Act 1991.
- 5. Submitter details.** Complete your personal details and save your additions.
- 6. Consultation Document.** You will see a list of chapters on the left of the page. These refer to the chapters of the District Plan that are impacted by the proposed changes.

Please note: text marked with underline indicates that it is proposed to be removed.

## You are able to make a submission at any level of change.

If you'd like to comment on the entire chapter, click on the chapter and enter your submission.

If you'd like to make a submission on the specific changes, then click on the arrow icon to the left of the chapter to reveal a drop down menu of the specific changes. Then select the specific change you'd like to make a submission on.



- > Select whether you support or oppose the proposed change.
- > Enter the details of your submission in the text box. Please refer to our guidance on how to make a submission (downloadable on [www.qldc.govt.nz/plan-change-guide](http://www.qldc.govt.nz/plan-change-guide)) for tips on how to most effectively structure and word your submission.

*Please note, if you are copying and pasting from word, please paste as 'plain text'.*

- > Enter the decision you seek from council. Please refer to our guidance on how to make a submission (link) for tips on how to most effectively structure and word this entry.
- > **Remember to save after every entry.**

**7. Add attachments.** You can add maps, diagrams, and independent professional opinions that you feel support your submission here. Please note that only PDF documents (under 30MB) can be attached with no special characters in the name.

## 8. Submit.

- > Please review your submission before submitting.
- > Please answer the questions relating to trade competition and direct effects. Any advantage gained by trade competition is not valid under the Resource Management Act 1991 and your submission may not be accepted.
- > Select whether or not you'd like to be heard at a submission hearing. While speaking at a hearing can help to highlight what you outlined in your written submission, your submission is just as valid if you don't speak.

## Submitting a Form 5 using Consult24

If you'd prefer to submit a completed Form 5 using Consult24, you can skip Step 6 (consultation documentation) and instead attach a PDF scanned copy of your Form 5 as an attachment (as part of Step 7).

## Need help?

If you need help with Consult24, please contact the QLDC Planning Policy team:

**Queenstown** Phone 03 441 0499  
or email [pdpenquiries@qldc.govt.nz](mailto:pdpenquiries@qldc.govt.nz)

**Wānaka** Phone 03 443 0024  
or email [pdpenquiries@qldc.govt.nz](mailto:pdpenquiries@qldc.govt.nz)

*The information available in this guidance is for the purpose of providing general information on the submission process and is provided for the convenience of the public only. Queenstown Lakes District Council accepts no liability for use or misuse of this information.*

*Details that may be relevant to a user's particular circumstances may have been omitted. Users are advised to seek independent professional advice before applying any information contained in this guidance to their own particular circumstances. The Queenstown Lakes District Council shall not be held liable for any claim for any loss or damage as a result of reliance on the information contained in this guidance whether or not due to negligence on the part of the Queenstown Lakes District Council or its employees or contractors.*