

DISTRICT PLAN HEARING PROCESS – QUICK GUIDE FOR SUBMITTERS

BEFORE THE HEARING

Key contact

For any enquiries about the District Plan hearings please contact our Hearings Co-ordinator Jaskirat Kaur at:

Phone: 021 675453

Email: Jaskirat.Kaur@wcc.govt.nz

Jaskirat will be your primary contact throughout the hearings.

Hearing Streams

Hearings will be grouped into streams based on topics, with streams relating to Intensification Streamlined Planning Process (ISPP) provisions needing to be heard before topics going through the Part 1 Schedule 1 process.

A full list of hearing streams is available in the 'Hearings Procedures'.

Hearing dates

After the Council has set a date for hearing stream the Hearings Administrator will:

- Send you notice of the hearing date by email, with the Full Hearing procedures along with this Quick Guide
- Contact you to arrange a time for you to present your oral submission.
- Confirm whether you will attend in person or via Microsoft Teams.

Exchange of evidence

Before each hearing the Council's planning advisor(s) will prepare written reports in relation to the topics within the stream (ie section 42A reports).

If you have experts appearing on your behalf, their written evidence must also be circulated before the hearing.

The dates for exchange of evidence are as follows:

- 20 working days – section 42A reports circulated electronically
- 10 working days – any expert evidence being presented by submitters circulated electronically. Please submit this evidence to the Hearings Administrator by 1pm so this timeframe can be met.
- 5 working days – rebuttal evidence.

Hearing preparation

The Hearings Commissioners have requested that you prepare a summary of the key points in your submission. This should be:

- No more than 3 pages in length
- No less than 11pt font and 1.5 spacing
- 10 copies are required if you haven't provided a copy beforehand.

AT THE HEARING

Hearing time and location

The District Plan Hearings will be held at:

- Wellington City Council Boulcott Street Offices
Level 7, 79 Boulcott Street
Wellington Central

Unless otherwise advised by the Chair of the Hearings Panel, hearings will begin at 9am daily and finish at 5pm.

You will have been allocated a time to appear – it is recommended that you arrive 30 minutes early, both in case the hearing is running ahead of time, and to familiarise yourself with the hearing process.

Please note that you will be required to sign in and follow any COVID-19 protocols.

If you are unable to attend on the day, please contact the Hearings Administrator.

Presenting your submission

District Plan hearings will be semi-formal. You will be invited to present your oral submission at the allocated time. Following this it is likely that the members of the Hearings Panel will ask questions if they need clarification of any points.

If you would like to make a joint presentation with other submitters who have similar points then you are encouraged to do so. More information on this is provided in the Hearings Procedures.

Cross-examination is allowed with respect to ISPP provisions. If you plan to cross-examine other party's witnesses you will need to seek leave from the Hearings Panel prior to the hearing. More information on this is provided in the Hearings Procedures.

Following questions, the next submitter will be invited to speak. You are welcome to stay and observe the hearing or leave at this point.

Please note that hearings will be recorded and made available on-line.

IT Support

If you will require IT for your presentation, please liaise with the Hearings Administrator before the hearing.

Assistance during the hearing

A Hearings Administrator will be present at the hearing to assist with queries.

AFTER THE HEARING

What happens after the hearing

Once all submissions on a hearing stream have been heard, the process is as follows:

- The hearing will be adjourned by the Chair
- The Hearings Panel may carry out site visits – for example, if you have raised issues specific to your site, the panel may arrange to come and view your property.
- The Council officers will prepare a 'Reply'. The purpose of this is to respond to outstanding issues raised during the hearing.
- The Council's Reply will be circulated to all parties approximately 10 working days after the hearing is adjourned.
- The Hearings Panel will deliberate and prepare a report setting out their draft recommendations on the topics covered in the hearing stream.
- The draft recommendation reports will not be released at this point.

After this, the next hearing stream will begin.

There will be a 'wrap-up hearing' once all ISPP provisions have been heard (Hearing Streams 1-5). This is to ensure that all relevant matters have been covered and to ensure consistency across the provisions.

The Council is required to make recommendations on the ISPP provisions by 20 November 2023 and all ISPP decisions will be released together. This is because decisions on later streams may have an influence on the recommendations relating to early streams (ie with respect to consistency of drafting).

Hearings for the Part 1 Schedule 1 provisions will follow this date, with decisions released mid-2024.

Appeals

The decisions on ISPP provisions cannot be appealed.

Decisions on Part 1 Schedule 1 provisions can be appealed to the Environment Court.

Information about making an appeal will be provided when the decision is released.

Further Details

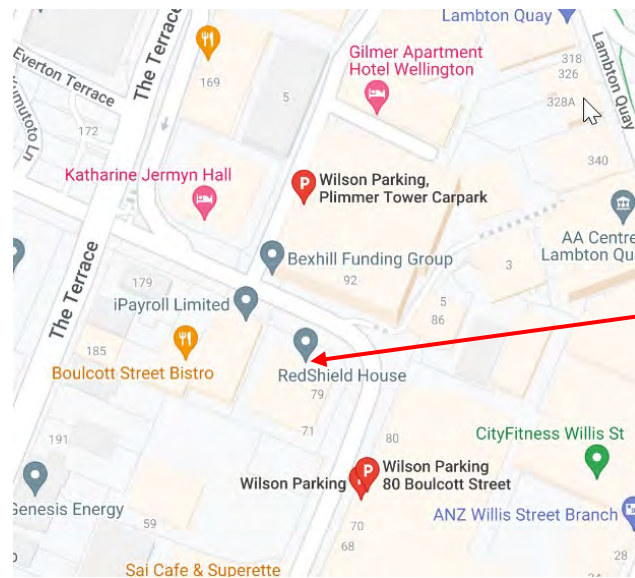
For more information refer to Minute 1 - Hearings Procedures, dated 9 December 2022. This is available on the Council's website.

[Minutes of the Proposed District Plan hearings panel, 9 December 2022 – procedures and rules that hearings will follow \(wellington.govt.nz\)](#)

HEARING VENUE

PARKING

There is limited on-street parking in Boulcott Street. Nearby parking buildings are shown below:



Hearing venue

HOUSEKEEPING AND EVACUATION PROCEDURES

First Aid: There is a first aid room and defibrillator opposite the front desk on level 7.

Toilet access: There is a gender-neutral toilet on level 7 and women's toilets in the stairwell through the kitchen. Men's are up or down a floor through the stairwell closest to the guard.

Earthquake: In the event of an earthquake drop, cover, and hold. In a serious earthquake wardens will update you when it's safe to move.

Fire: In the event of a fire alarm leave immediately through the nearest exit and down the stairs to the ground floor and exit through the dock way small exit door. The meeting point is footpath in front of Antrim house.

IF YOU DISCOVER FIRE WHEN THE FIRE ALARM SOUNDS

1. ACTIVATE the nearest manual alarm call point
2. CALL Fire and Emergency NZ – dial 111
3. CONFIRM nature of emergency, location & address of building
4. WHEN THE FIRE ALARM SOUNDS

- EVACUATE the building via the nearest safe fire exit
- ASSIST persons requiring assistance to evacuate only after others have evacuated and the egress routes are clear
- FOLLOW instructions from Wardens
- ASSEMBLE in the designated assembly area as noted below and on notices throughout the building

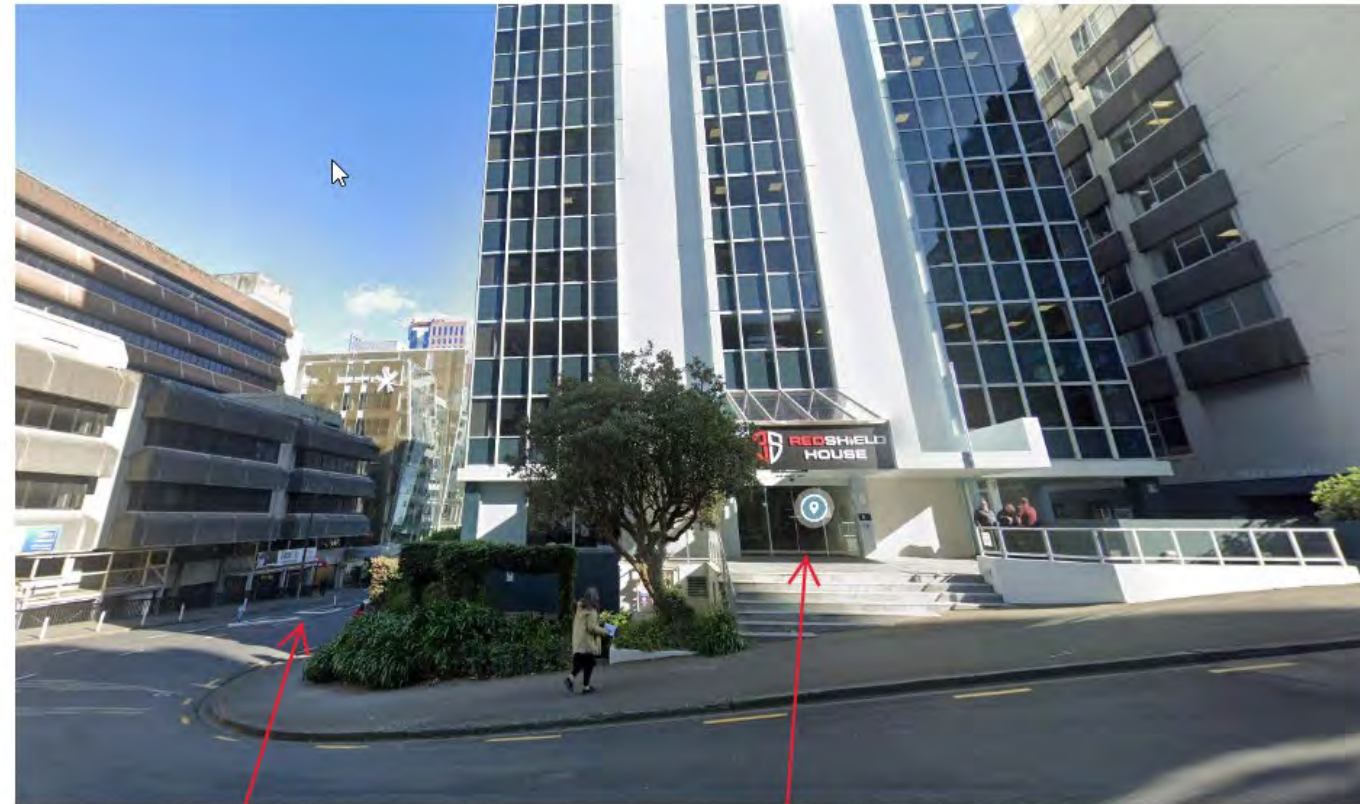
Evacuation diagrams and procedures are displayed on each floor. The assembly areas noted are the closest point that people should be to the building during an evacuation. If necessary move further away to ensure there is enough space for everyone to assemble safely.

DO:

- Keep well clear of the building
- Follow fire exit signs
- Continue to evacuate the building, even if the alarm stops sounding during the evacuation

DO NOT: Assemble in vehicle access-ways or stand on the road

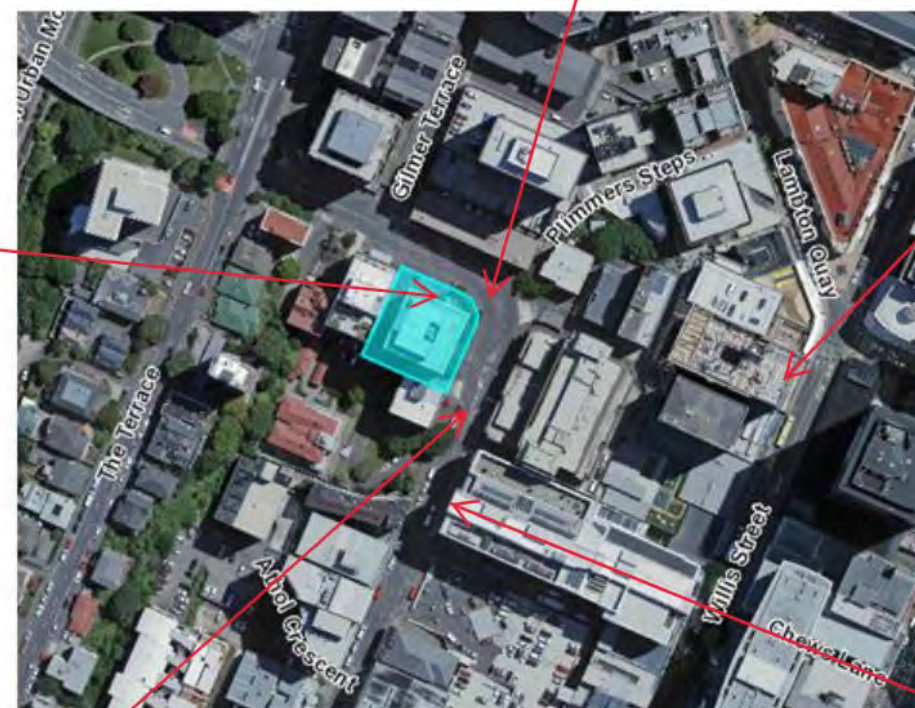
- Carry food and drink into stairwells/exit paths
- Use lifts to evacuate the building unless directed to.
- Re-enter the building until advised that it is safe to do so.



79 Boulcott St
(Red Shield House)

Safe crossing (with
median)

Boulcott Street



79 Boulcott St
Level 7

Bus Stop On Willis St

Safe crossing (with median)

Back entrance to Spark
Boulcott St.
There is Lift access to Willis St