

PREPARING FOR THE HEARING:

- Prepare a written statement to read out at the hearing summarizing the key points from your submission and highlighting your key issues
- Try not to repeat yourself or repeat points that have been made by others
- Think about what questions the Commissioners might ask you
- Check the notification letter for how many hard copies of your statement you will need to bring.
- If you wish to show a digital presentation, bring a copy of it along on a USB or email it to the Hearings Advisor before the hearing

WHEN CAN I SPEAK?

A timetable will be prepared approximately one week before the hearing for all submitters who have returned their hearing attendance form and indicated to the Hearings Advisor that they wish to speak. Please note that the hearing may run ahead or behind schedule and that the timetable is an estimation only. The Hearings Advisor will do their best to keep you updated.

CAN I ASK QUESTIONS?

Only the Hearing Commissioners can ask questions about submissions or evidence. No cross-examination is allowed.

If you do have any questions throughout the hearing, write them down. When it is your turn to speak you can present these points. The Hearing Commissioners may direct the applicant to answer your concerns but note that this will be at their discretion.

KEEP TO THE POINT

Everyone is there for the same reason and needs their views to be heard. The Hearing Commissioners are only interested in the facts and opinions directly related to the subject matter of the hearing.

Read your statement clearly and slowly enough to be understood. Try not to repeat yourself and be confident.

WHO CAN HELP?

The Hearings Advisor is there to help you. Feel free to contact them before, after or during the hearing for advice.

GUIDE FOR SUBMITTERS ATTENDING A HEARING

