

# GUIDE FOR SUBMITTERS APPEARING AT A HEARING

## PREPARING FOR THE HEARING

- ↓ At least 15 working days before the hearing, the hearing report will be available on the Council website. It is important that you read the report before the hearing. Think about what's in it – is there anything you want to address at the hearing?
- ↓ Prepare a written statement to read out at the hearing, summarising the key points from your submission and highlighting your key issues
- ↓ Think about what questions the Hearing 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 along on a USB or email it to the Hearings Advisor before the hearing
- ↓ Your active participation in the hearing process is completed after the presentation of your evidence so ensure you tell the hearing panel everything during your presentation time.

## WHEN CAN I SPEAK?

A schedule will be made available approximately one week before the hearing to submitters who have returned their hearing appearance form and indicated that they wish to speak.

Please note, the hearing schedule is only an indication of time allocations for the proceedings. The Hearings Advisor will do their best to keep you updated. See below for the order of proceedings.

## CAN I ASK QUESTIONS?

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

If you do have any questions that arise throughout the hearing, make note of them. When it is your turn to address the Hearing Commissioners, this is your opportunity to raise these. At their discretion, the Hearing Commissioners may direct the applicant to address your questions or concerns.

## FURTHER ADVICE

These proceedings are designed to give each party an opportunity to be heard. The Hearing Commissioners are interested in the facts and opinions directly related to the application being considered.

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, during or after the hearing for advice.

For more information on appearing at a hearing visit <https://www.mfe.govt.nz/node/16376>

## ORDER OF PROCEEDINGS ON THE DAY

