# Making a submission on the Fast-Track Approvals Bill

There is an online form that you must use for lodging your submission:

[Access the online submission form](https://www.parliament.nz/en/ECommitteeSubmission/54SCENV_SCF_083F0A7B-F182-41D5-0897-08DC3E31559C/CreateSubmission)

You can choose to use the online form to do your whole submission, or you can fill in the required details in the online form and upload a submission as a document, in your preferred format.

Submissions must be uploaded via the Parliament website submission portal link above. Do not email your submission.

## Filling in the online form

1. In the online form, there are some contact and other details that you must enter in the **Your Details** section. These details are summarised below so that you can prepare them in advance.

|  |
| --- |
| **Are you submitting?**  As an individual / On behalf of an organisation  **Do you wish to make an oral submission to the committee?**  Yes / No  **Organisation details (if you are submitting on behalf of an organisation)**  Organisation name:  **Contact person**  Title:  First name:  Last name:  Position:  Email address:  Primary phone number:  Other phone number:  Postal address:  Postcode:  Region: Northland  Is there anything about your submission or your circumstances that would assist committee staff in processing your request to make an oral submission?  Please provide details: |

1. Next, go to the **Your Submission** section. If you have already prepared your submission document in your preferred format, you can upload it here.

Alternatively, you can type a brief submission into the online submission form itself instead. However, the format is a bit limited — if you choose this option, there are two boxes for you to enter your submission: one for comments, and one for recommendations.

1. Finally, in the **Review & Submit** section, you need to check that everything is complete and correct, confirm that you have read the Privacy Statement, and click “Submit”. Make sure you do so before the deadline (by 11.59pm, 19 April 2024 NZ Time).

# Example submission format

If you prefer to do a more complex submission as a document to upload, below is a suggested format. This is just an example. You may structure it any way you find the most effective for getting your viewpoints across.

**Submission of [insert name] on the Fast-Track Approvals Bill**

**SUBMITTER DETAILS**

**FULL NAME:** [Name of organisation]

**ADDRESS FOR SERVICE:** [Postal address]

**CONTACT:** [Name(s) of contact persons]

**EMAIL:** [Email address(es)]

**Introduction**

1. [Name of organisation] supports/opposes the intent of the Fast-Track Approvals Bill because *(state reasons).*
2. *(Provide brief details of your organisation’s aims, membership and structure and the people consulted in the preparation of the submission. This will help provide context, give it extra weight, and make it clear who it is representing.)*

**[Name of organisation] wishes to make the following general comments on the Bill**

1. *(Make all points as numbered paragraphs.)*
2. *etc*

**Structure of submission** *(you can leave this part out if you prefer)*

1. The submission is structured under the following headings:

* Key Concern #1: short description of concern
* Key Concern #2: short description of concern
* Key Concern #3: short description of concern
* etc
* Recommendations and concluding comments

**Key Concern #1: short description of concern**

1. *(Make all points as numbered paragraphs, with an overview of the topic(s) and if relevant, reference to the relevant clauses and sub-clauses you wish to comment on. Quote relevant sections if necessary. You may wish to also highlight the specific aspects that affect your iwi / hapū / marae / whānau / community.)*

*(If commenting on clauses, you might choose to start like this, for example:)*

1. **Clause 1**

I/we support/oppose this clause because *(state reasons)*.

1. **Clause 2**

Although I/we agree with the general intent of this clause, I/we consider that *(note changes you would like made and suggest new wording)*.

**Key Concern #2: short description of concern**

*(Same as above)*

**Concluding comments**

1. *(Highlight your key recommendations and comments here, and restate your overall position on the Bill. You may wish to restate recommendations mentioned earlier.)*
2. *(Add any other comment on the Bill that you may wish the Select Committee to hear.)*
3. We wish to be heard in support of our submission. *(If you don’t wish to be heard, state that instead. Note that saying you wish to be heard doesn’t make it obligatory — you can later decline if you wish — and it is not guaranteed that you will be heard, but it is very likely. Ten minutes will be allotted for an oral submission, which can be done in person in front of the Environment Committee, or online.)*
4. We thank the Select Committee for the opportunity to submit on this Bill.