

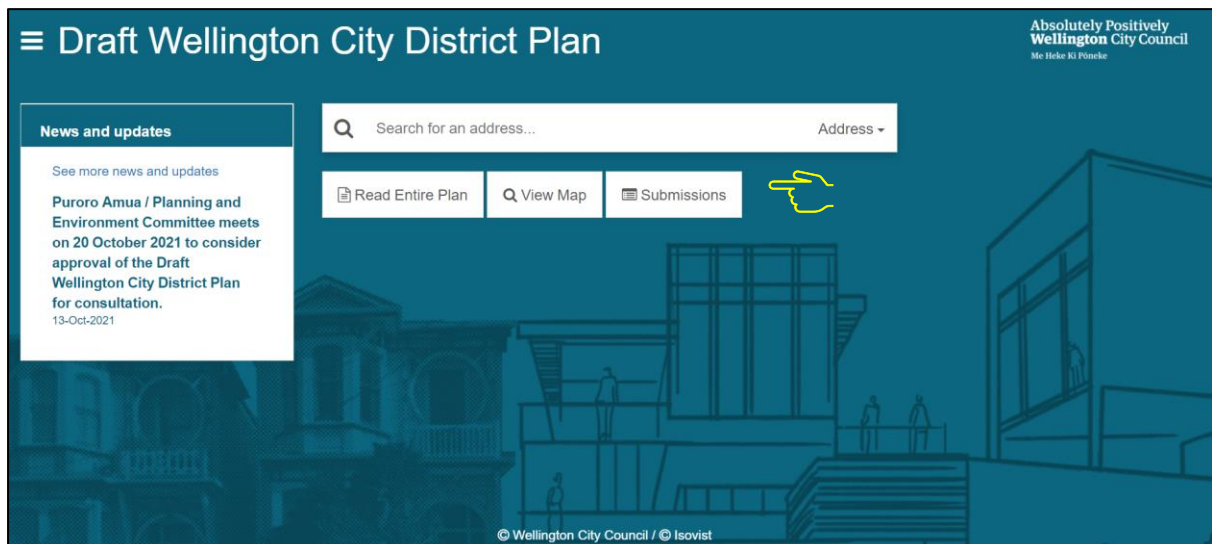
How to register for an account and make a submission on the Draft Wellington City District Plan

If you are having trouble making a submission, we have a 'Friend of Submitters' service who can help.

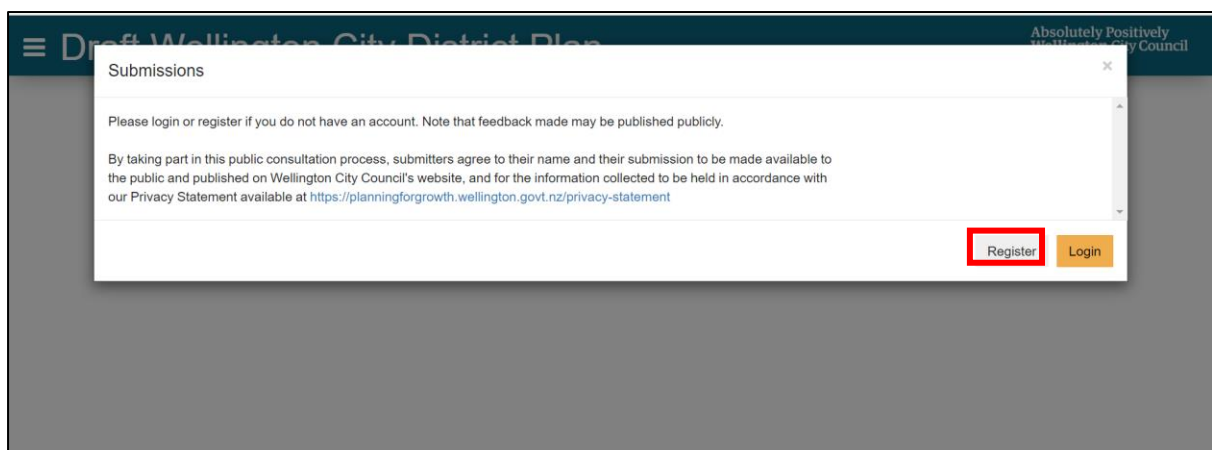
Please email friendofsubmitters@wcc.govt.nz or call 027 803 0080.

Registering for an account

1. To make a submission on the Draft District Plan, you'll need to register for an account.
2. To do this, click 'Submissions' from the main page.



3. Please read the information disclaimer and out linked privacy statement.
4. Select 'Register'



5. Use your email and create a password, which is at least 10 characters long, and contains upper- and lower-case letters, a number, and a symbol.

The screenshot shows a registration form titled "Create a new account" for Wellington City Council. The form includes three input fields: "Email", "Password", and "Confirm password". Each field is highlighted with a red rectangular border. Below the "Password" field, there is a note: "Must be at least 10 characters long, and contain at least one character each of upper case, lower case, number, and symbol". At the bottom of the form is a green "Register" button. The header of the page reads "Absolutely Positively Wellington City Council" and "Me Heke Ki Pōneke".

6. You will be sent a link to activate your account to the email address you provided. Click on this link to finalise your registration.

Please check your 'junk' or 'spam folder' in case it ends up there.

The screenshot shows a confirmation message titled "Account Registered - Pending Email Confirmation." The text reads: "We have sent a verification email to the address you supplied. The email contains a link to help us verify ownership of your email account. Please click the link in the email to complete registration. Check your spam folder if you haven't received it yet. Please note that the link expires after today. Once your email is confirmed you can login via the Submissions log in screen. You can close this browser window." At the bottom left, there is a copyright notice: "© 2021 - Isovist". The header of the page reads "Absolutely Positively Wellington City Council" and "Me Heke Ki Pōneke".

7. Once your account is activated and you're logged in, you're good to go.

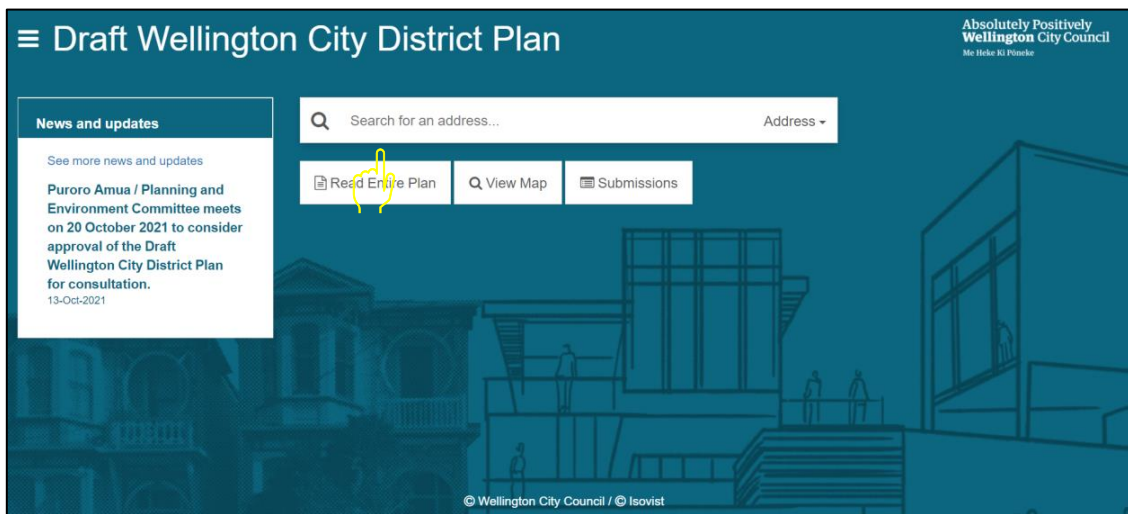
The screenshot shows a confirmation message titled "Confirm Email". The text reads: "Thank you for confirming your email. To log in to Submissions, please close this window and return to the Submissions log in screen." The header of the page reads "Absolutely Positively Wellington City Council" and "Me Heke Ki Pōneke".

Making your submission

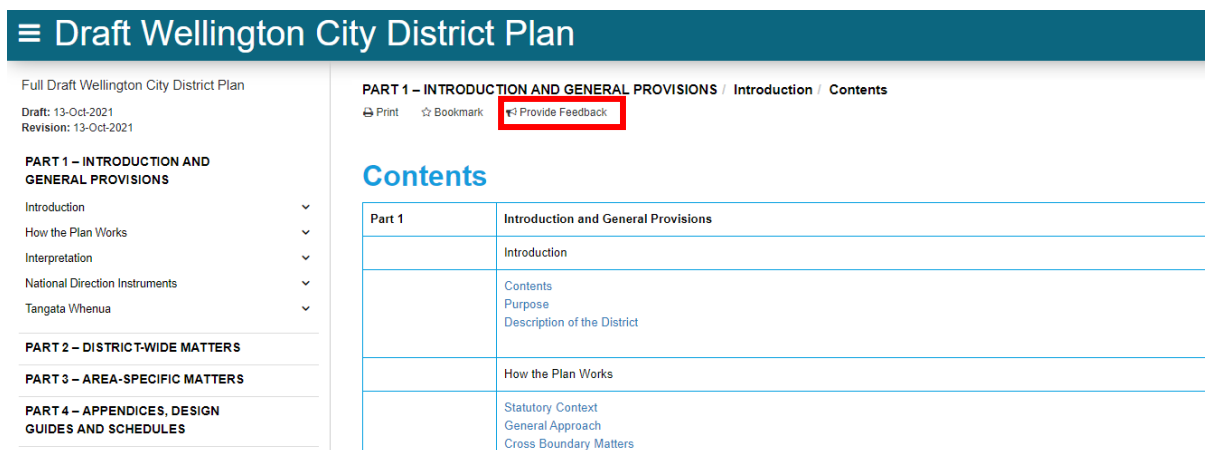
The following steps are for making a submission on plan text content.

If you want to make a general submission or submission on the planning maps or design guides, see steps 25 onwards

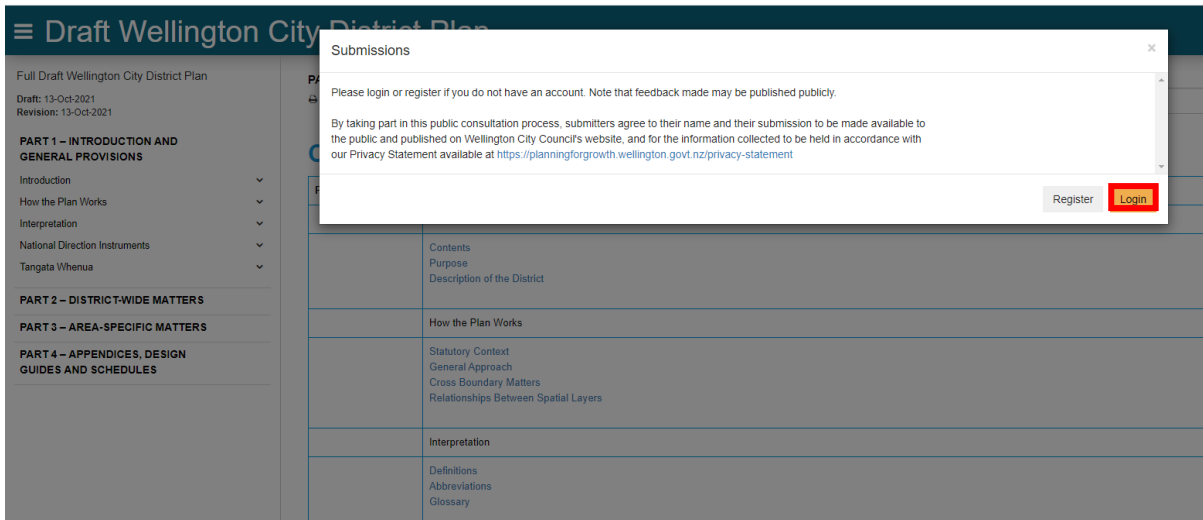
8. Return to the main screen and click 'Read Entire Plan'.



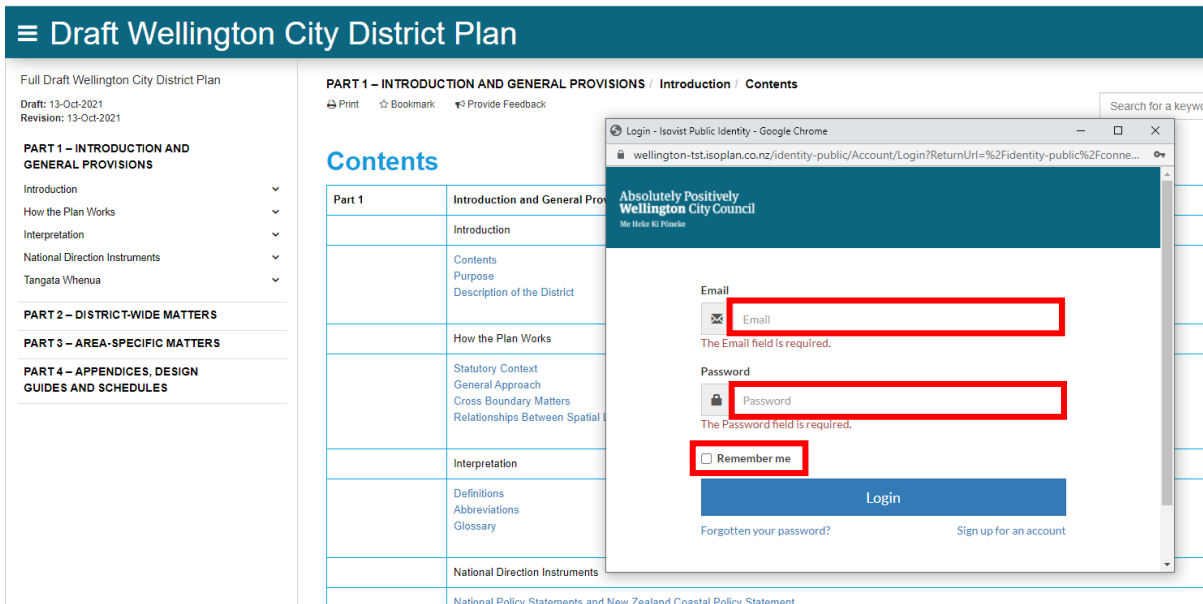
9. Click 'Provide Feedback'.



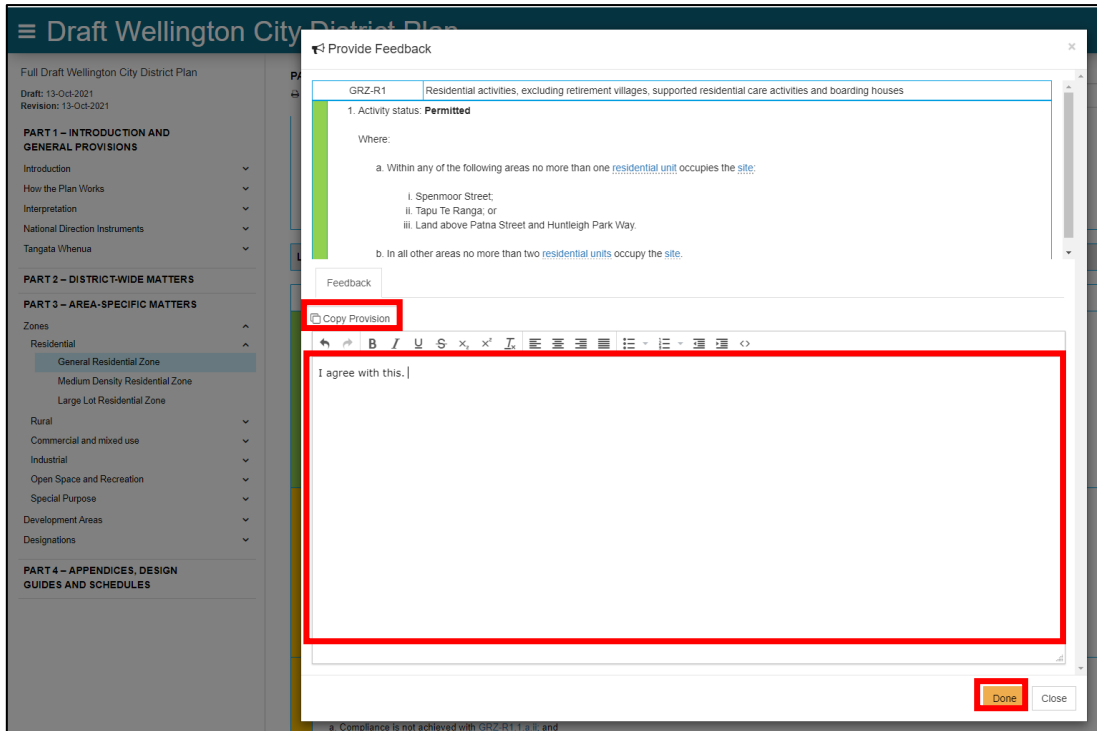
10. Log in with the account details you have now created and confirmed.



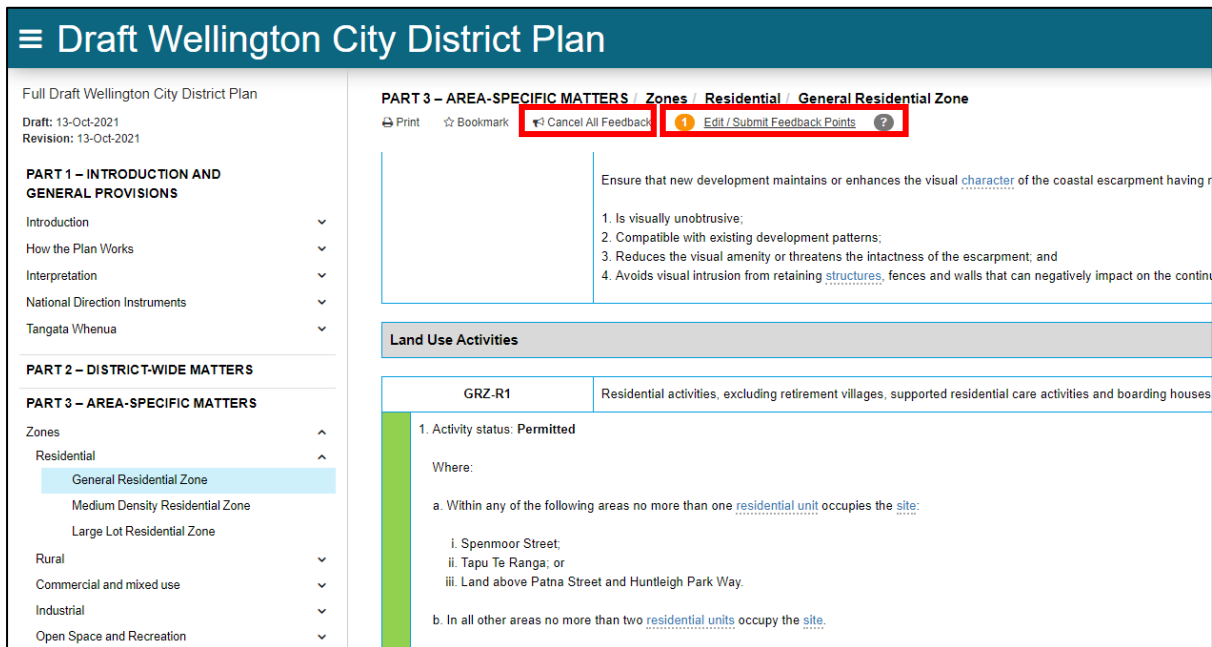
11. Next time you log in, you can tick the check box to remember your account.



12. Read through the District Plan until you find a section that you want to feedback on.
13. You can make submissions on multiple sections as you go – you don't need to remember everything and enter it all at once. You can save your submission and finish it later on.
14. Click content which you would like to make a submission on.
15. A window will open which will display the content you clicked on, and a space to enter your feedback.
16. You can copy the content into the space below if you wish to strikethrough or reword it.
17. When you're finished, click 'Done'.



18. Submission points you've made will be counted in the orange circle at the top of your screen.
19. You can use the 'Cancel all feedback' button to clear your comments.
20. Repeat these steps for as much of the plan as you would like.



21. To edit or submit your feedback, click on 'Edit/Submit Feedback Points'.
22. You will be asked to add in your contact information for the submission. Once done, click on 'Save Changes' which is at the end of the form.

Draft Wellington City District Plan

Absolutely Positively Wellington City Council
He Kōwhiri Ki Te Pōwhiri

Your details
Please confirm that the following details are correct for this feedback
 Is the feedback for an organisation?

First name*
Enter the first name 0 / 250

Last name*
Enter the last name 0 / 250

Contact details
Please confirm the details we should use to make contact about this feedback
 Email is the preferred contact method?

Email*
27 / 250

Country*
New Zealand

Address
 * Enter the street delivery address 0 / 250

Suburb*
0 / 250

Postcode*
Enter the postcode 0 / 10

Mobile
 Enter the mobile phone no. 0 / 50

Landline
 Enter the landline phone no. 0 / 50

Discard Changes **Save Changes**

23. You will then be taken to the summary page. This shows an overview of the submission points you have made. It also allows you to create a name for your feedback if required.
24. From here you cannot go back to the 'Read entire plan' view

You can make additional points by clicking on 'New feedback point'.

Draft Wellington City District Plan

Absolutely Positively Wellington City Council
He Kōwhiri Ki Te Pōwhiri

Consultations / TRAINING Wellington City Draft District Plan / Draft

Feedback - TRAINING Wellington City Draft District Plan

[Go to my feedback](#)

If you have not completed your submission you can save as a draft and come back to it later. Once you have finished please use the submit button and this will be sent to council. Please note that draft submissions are not sent to council, and are not considered as part of the process.

Feedback name
Enter a name so you can identify this feedback 0 / 100
 Is the feedback of behalf of another party?

Discard Changes Save Changes

Submitter
WCC Test

Point
Point 1 // GR2-R1 Residential Activities, Excluding Retirement Villages, Supported Ra...
+ New feedback point

Attachments
0 attachments

Click or drag a file or files here to upload (max size 28.5Mb)

Submit

25. This will open a new page, where you can select sections, subsections and parts of the Draft District Plan through the drop down menu.
26. If you wish to make a general comment or a comment on the planning maps select 'General' or 'Planning maps' from the drop-down menu.
27. Add your feedback in the open text section.
28. You can add attachments to help support your submission point.
29. Click the 'Save New Point' to finalise this submission point.

Draft Wellington City District Plan

Consultations / TRAINING Wellington City Draft District Plan / Draft / Point 2

Feedback point
If you want to make a general comment on the Draft District Plan then select General from the Section drop down list.

Section*
Planning Maps

Subsection*
General

Provision*
General

My feedback*
Explain the reasons why you support or oppose the specific provisions or wish to have them amended. If your submission relates to a particular property or a group of properties please indicate the property details.

The property at 65 planning crescent, [districtplanville] should be rezoned to Medium Density Residential Zone.

Attachments
Attachments should only be supporting information, not the submission.
0 attachments

Click or drag a file or files here to upload (max size 28.5Mb)

Cancel New Point Submit New Point

30. If you would like to attach supporting documents to your feedback, click on the upload icon under the Attachment heading.
31. To check or delete your feedback points, use the 'pencil' button or the 'delete' buttons.
32. When you're happy with your feedback, click the blue 'Submit' button.

Draft Wellington City District Plan

Consultations / TRAINING Wellington City Draft District Plan / Draft

Feedback - TRAINING Wellington City Draft District Plan

Go to my feedback

If you have not completed your submission you can save as a draft and come back to it later. Once you have finished please use the submit button and this will be sent to council. Please note that draft submissions are not sent to council, and are not considered as part of the process.

Feedback name
Enter a name so you can identify this feedback 0 / 100

Is the feedback of behalf of another party?

Discard Changes Save Changes

Submitter
WCC Test

Point

Point 1	// GRZ-R1 Residential Activities, Excluding Retirement Villages, Supported Re...		
Point 2	Planning Maps		

+ New feedback point

Attachments
0 attachments

Click or drag a file or files here to upload (max size 28.5Mb)

Submit

33. This will open a pop-up box to confirm that you want to submit your feedback, followed by a privacy disclaimer. A link is provided below if you want to check out the Council's Privacy Statement.
34. Click 'Yes' to make your submission.

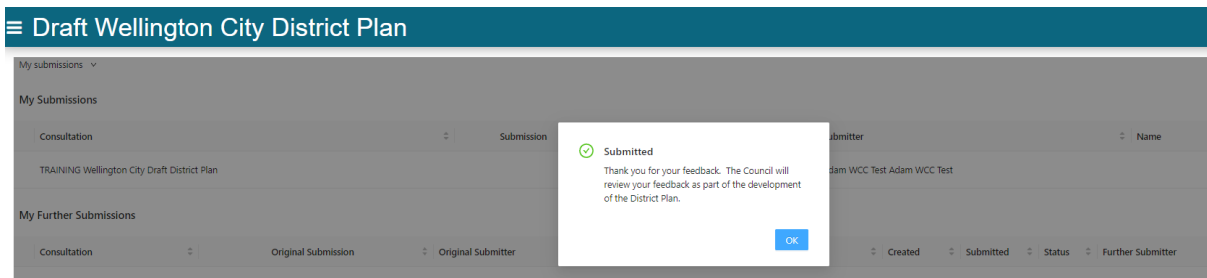
Attachments

Are you sure you want to submit this feedback?
Feedback contains personal information within the meaning of the Privacy Act 2020.
By taking part in this public submission process, submitters agree to their name and their submission to be made available to the public and published on Wellington City Council's website, and for the information collected to be held in accordance with our Privacy Statement available at <https://planninggrowth.wellington.govt.nz/privacy-statement>

No Yes

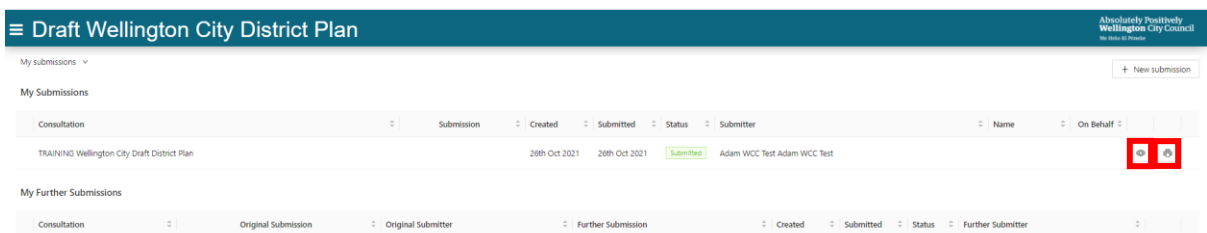
Your submission has now been made.

35. A message will appear to confirm your submission has been lodged.



36. Clicking on the 'eye' button will allow you to view your submission points.

37. Clicking on the print button will allow you to download a PDF copy of your submission.



38. Once the Planning for Growth Team has accepted your submission, you will receive an email confirmation.

39. To reduce the number of email confirmations you receive, we recommend submitting all your feedback in one go.

Thanks for viewing our Draft District Plan, we look forward to receiving your submission.