

AUCKLAND UNITARY PLAN INDEPENDENT HEARINGS PANEL

Te Paepae Kaiwawao Motuhake o te Mahere Kotahitanga o Tāmaki Makaurau

Guide to hearings on the Proposed Auckland Unitary Plan

What you need to do

Step 1 – Find out which hearing topics you will be invited to

- The hearings are based on the themes in the Proposed Auckland Unitary Plan.
- To find out which hearings your submission has been linked to, go to the [aupihp website](#) and use the **find my hearing** tool on the home page.
- If you have said you wish to be heard, you will be sent an email (**hearing notice**) to invite you to each of the hearings that your submission is linked to.
- If you are linked to more than one of the site specific hearings in 2016 (the RUB and rezoning and precincts), it may be possible for you to attend just once to speak to all your points. You can speak to an IHP Hearing Administrator about this closer to the hearings.

Step 2 – Read the parties and issues report

- Read the **Parties and Issues report** for the hearing. (See fact sheet 1 for more information - [parties and issues report](#)).
- Take note of the key dates on the front of the report and put them in your diary.
- Let the hearing administrator know **by the RSVP date** if you want to come to the pre-hearing meeting (step 3).

Step 3 – Pre-hearing meeting

- You don't need to come to the pre-hearing meeting.
- Only come to the pre-hearing **if** you have things you want to change in the Parties and Issues report.
- Arrive on time and register at the desk.
- Speak to the Panel when you are called.
- After the meeting, read the record of the pre-hearing meeting on the website.

See fact sheet 2 for more information ([pre-hearing meetings](#)).

Step 4 - Mediation

- Not all hearings will have mediation.
- If you are invited to mediation let the hearing administrator know **by the RSVP date** if you want to come.

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- Attend the mediation if you have said you will come.
- Sign the joint statement if you were at the mediation.
- After the mediation, check the website page for your hearing topic to see what was agreed at the mediation.

See fact sheet 4 for more information ([mediation](#)).

Step 5 – Before the hearing

- **Book your hearing time** -the instructions will be in your hearing notice.
- Provide your evidence – the instructions will be in your hearing notice. **You do not have to have evidence** – you can just talk to your submission. (See fact sheet 6 for more information – [evidence](#).)
- Check the hearings page of the website to see the evidence from other submitters.
- If you want to cross-examine anyone about their evidence, use the form on the website ([notice of cross-examination](#)).
- Check the Parties and Issues report. This will be updated to show what has happened leading up to the hearing.
- **Organise your material and what you will say.** You will only have ten minutes unless the Panel has agreed to give you more time.

Step 6 – Attend the hearing

- Read your summary of points when called to speak.
- Keep to the time you have been given.
- Answer any questions from the Panel.

See fact sheet 5 for more information ([attending a hearing](#)).

Step 7 - After the hearing

- After the hearing check the website to see the record of the hearing.
- The Panel will discuss all the submissions and evidence it has read and all the things it heard at the hearing and decide what changes it will recommend to Auckland Council.
- The Panel has to make its recommendations to Council by July 2016.

Where to find more information or get help

1. Go to our website www.aupihp.govt.nz for:

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- information about the hearing topics and likely timing ([hearing topics](#));
 - the hearing schedule ([schedule](#));
 - all the information about a hearing topic – go to your hearing topic number on this page ([hearings](#));
 - information about the hearing process (such as the fact sheets on the steps in the hearing process and questions people ask) ([procedures](#));
 - watch the video guide.
2. Email us with your questions at info@auihp.govt.nz or phone us on 09 979 5566.
 3. Contact the hearing administrator for your hearing – their name and number will be on your hearing notice.

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