

# **HEARING PROCESS – INDEPENDENT COMMISSIONERS ACTING ON BEHALF OF COUNCIL**

## **1.0 OPENING OF HEARING**

The Independent Commissioner welcomes everyone, explains the process that will be followed, the scheduled break times, identifies those who have changed their minds about being heard or not, and asks those present in the room to identify themselves.

## **2.0 HEARING OF SUBMITTERS**

Submitters (for and against the application) are called upon to speak. Submitters' active participation in the hearing process is completed after the presentation of their evidence so ensure you tell the Independent Commissioner everything you want them to know during your presentation time. Submitters may also be represented by legal counsel or consultants and may call witnesses on their behalf. Each speaker may be questioned in turn by the Independent Commissioner.

Should you wish to present written information (evidence) in support of your submission please ensure you provide the number of copies indicated in the notification letter.

Only the Independent Commissioner can ask questions about submissions or evidence. Attendees may suggest questions for the Independent Commissioner to ask but it does not have to ask them. No cross examination is permitted at the Hearing.

## **3.0 RESPONSE OF COUNCIL STAFF MEMBER ON SUBMISSIONS**

After the submitters have presented their cases, the Independent Commissioner may call upon Council officers to comment on any matters of fact or clarification. Alternatively, contracted consultants may provide a response on behalf of the council.

## **4.0 RIGHT OF REPLY**

The applicant's right of reply should be confined to addressing points that have been raised during the hearing, and particularly amendments that may be made to satisfy matters raised during submissions. It should not re-litigate the applicant's case.



## **5.0 CLOSING OF HEARING**

The Chair thanks all those who participated and formally closes the hearing.

## **6.0 DELIBERATIONS**

Following the presentation of all the evidence, the Independent Commissioner will deliberate in private. The Independent Commissioner will then make a recommendation to the Matamata-Piako District Council who will make a decision at a scheduled Council meeting. You will be sent a copy of the decision when available for your information.

