

How to use 'Summit Up'



About Summit Up

Proposed Selwyn District Plan Summit Up – online summary of submissions



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Summit Up is Selwyn District Council's online database which summarises all submissions received on the notified Proposed Selwyn District Plan, and the decisions requested by submitters. This summary includes the original submissions and further submissions.

Summit Up is only a summary of the submissions received. To fully understand the issues raised by a submitter, their submission should be read in full (a link to the full submission is included in Summit Up), together with any supporting material that might have been included.

The online summary of submissions has been designed so that users can easily find the information that is of most interest to them. This includes being able to find all submissions that have been allocated to the same hearing topic.

Summit Up has been set up as simple searchable tables:

- one for all the original submissions, and
- one for further submissions.

This information sheet outlines the multiple ways in which a user can find relevant original or further submissions, for example based on 'Topic', 'Plan Reference' or submission type, in addition to searching for a specific submitter's submission. At the end of the document you can also find answers to most common questions.

What information on original submissions can you find in Summit Up?

Below the clickable tabs/quick links you can see the following screen. Information provided here is all about original submissions:

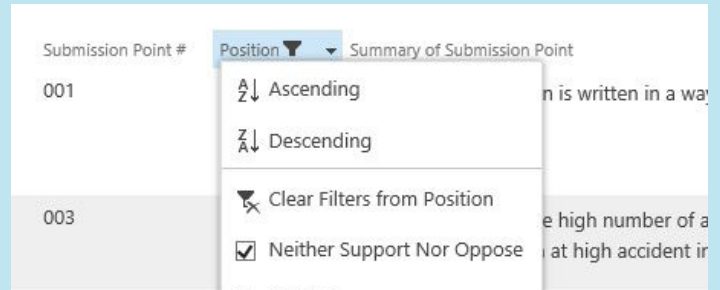
Topic	Provision Type	Plan Reference	Submitter ID	Submitter Name	Submission Point #	Position	Summary of Submission Point	Relief Sought by Submitter	View Original Submission	Hearing Topic
DEF	DEF (Definition)	New	DPR-0207	Selwyn District Council	001	Support	Considers that no definition of 'ridgeline' has been included in the proposed District Plan. This may cause uncertainty within the Plan given that some provisions rely on the term to determine compliance with the Plan.	Insert as follows: A geological feature that has a continuous elevational crest for some distance, provided that for the purposes of landscape assessments, this does not include the vegetation on the ridgeline.	DPR-207 Selwyn District Council	Natural Features & Landscapes

Here's what the columns show:

Column/Filter name	Description	Can I use this field to 'filter' submissions?
Topic	The Proposed District Plan's topics are listed by shortcode, eg GRUZ or SASM	Yes
Provision Type	You can filter submissions by Objective, Policy, Rule, or Rule Requirement. The options of Chapter and Explanation have also been provided and are used where the submission point relates to either an entire Chapter or an area within the Chapter that doesn't have a Plan Reference, for example a Note for Plan Users.	Yes
Plan Reference	This filters by reference to a specific provision to which the submission point relates to. It does it to one decimal point, ie SASM-R1. The option 'New' has been used where submitters have sought a new provision.	Yes
Submitter ID	The unique identifier number assigned to individual submitters also provides link to the submitter's contact information. This information is necessary for purposes of serving a further submission.	Yes
Submitter Name	Full name of the submitter	Yes
Submission Point #	Submission point number as allocated by the Council.	Yes
Position	Support or Oppose in full or in part, or Neither Support nor Oppose where no position is clearly articulated in the submission.	Yes
Summary of Submission Point	Brief synopsis of submitter's views on the provision.	No
Relief Sought by Submitter	Outcome the submitter would like to see.	No
View Original Submission	Link to view a copy of the original submission in full.	Yes
Hearing Topic	The hearing at which the submissions will be considered.	Yes

Search by 'Position'

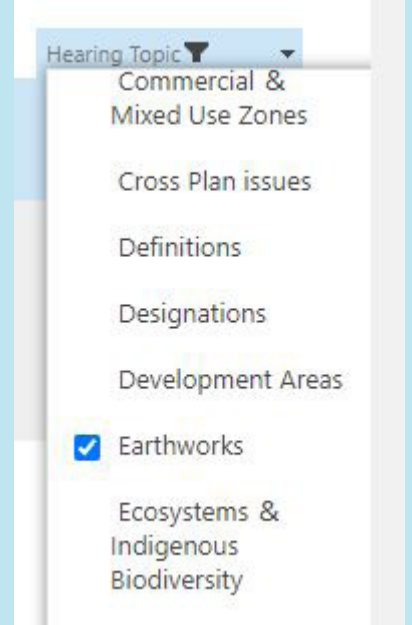
If you wanted to see which provisions received submissions in opposition you can filter by position.



Search by 'Hearing Topic'

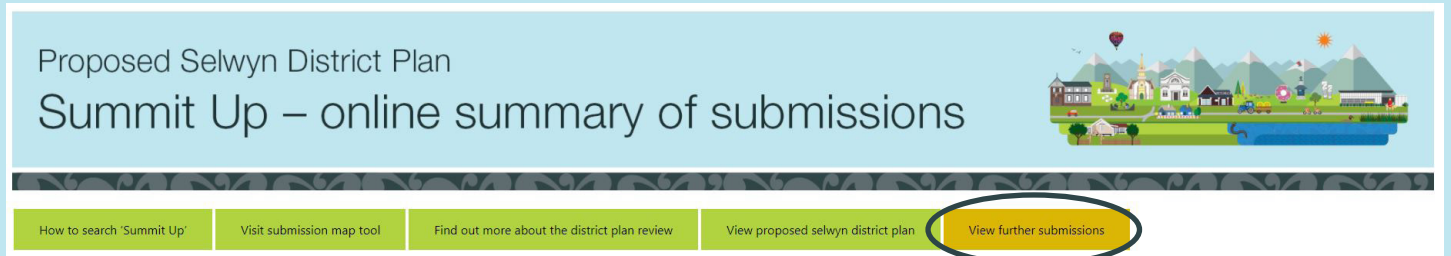
Submissions have been allocated to a hearing based on the topics they relate to.

We have identified 30 separate hearing topics. If you wanted to see which submissions will be covered in a hearing you're interested in, you can filter by hearing topic.

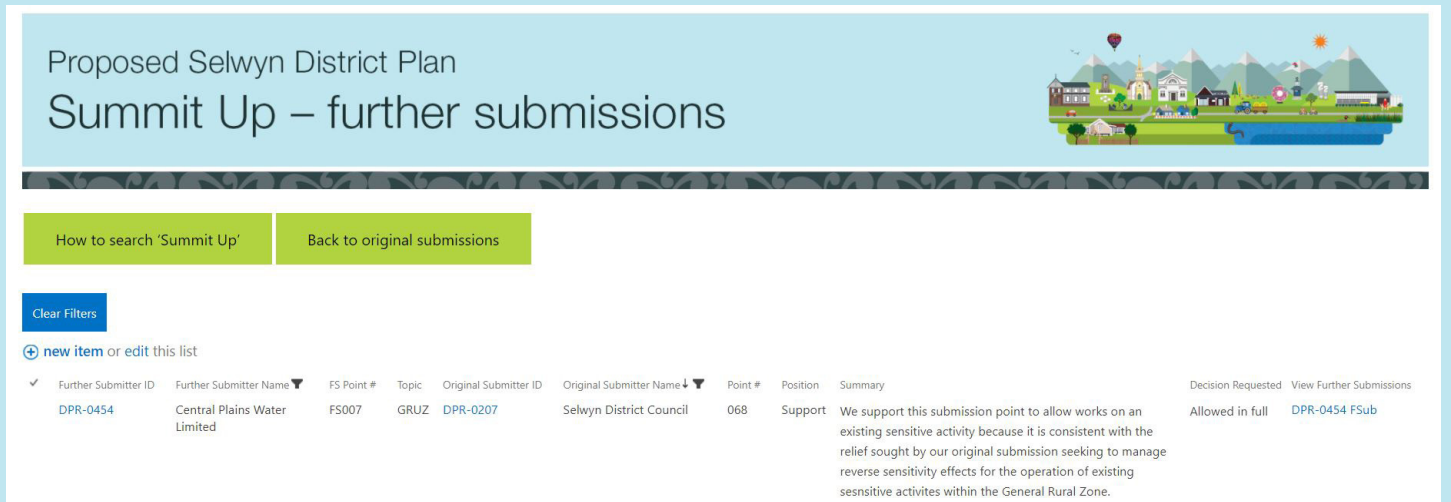


How to search further submissions in Summit Up?

To find further submissions click the 'View further submissions' tab at the top of the Summit Up page.



Once you open the page, you can see the following information on the screen:



Here's what the columns show:

Column/Filter name	Description	Can I use this field to 'filter' submissions?
Further Submitter ID	The unique identifier number assigned to individual further submitters also provides link to the submitter's contact information. Note that if you made an original submission, the further submitter ID will be the same as your original submitter ID.	Yes
Further Submitter Name	Full name of the submitter	Yes
FS Point #	Further submission point number as allocated by the Council.	Yes
Topic	The Proposed District Plan's topics are listed by shortcode, eg GRUZ or SASM	Yes
Original Submitter ID	The unique identifier number assigned to individual submitters also provides link to the submitter's contact information.	Yes
Original Submitter Name	Full name of the submitter	Yes
Point #	Submission point number as allocated by the Council.	Yes
Position	Support or Oppose in full or in part, or Neither Support nor Oppose where no position is clearly articulated in the submission.	Yes
Summary	Brief synopsis of submitter's views on the original submission.	No
Decision requested	Outcome the submitter would like to see.	No
View Further Submission	Link to view a copy of the further submission in full.	Yes

Using the filters to search further submissions

Search by 'Further Submitter ID' or 'Further Submitter Name'

If you want to see all further submission points from a specific submitter you can do it by their:

- Further Submitter ID, eg DPR-0260 - select the small black arrow next to the 'Further Submitter ID' filter 'and select the relevant further submitter ID.
- Further Submitter Name, eg Canterbury Regional Council (Environment Canterbury) - select the small black arrow next to the 'Submitter Name' filter and select the relevant submitter.
- If you made an original submission, the further submitter ID will be the same as your original submitter ID.

Further Submitter ID	Further Submitter Name	FS Point #	Topic	Original Submitter ID	Original Submitter Name	Point #	Position	Summary	Decision Requested	View Further Submissions
DPR-0260	Canterbury Regional Council (Environment Canterbury)	FS001	SD	DPR-0353	Horticulture New Zealand	084	Support	The submission is consistent with Policy 5.3.2 and 5.3.12 of the CRPS.	Accept the relief sought by HORT NZ on this submission point.	DPR-0260 FSub

If a further submitter has made more than one submission point and you subsequently want to view the topics or specific provisions that the further submitter's submission relates to, you can further filter for more detailed information. Alternatively you can 'Clear Filter' and restart your search.

Further Submitter ID	Further Submitter Name	FS Point #	Topic	Original Submitter ID	Original Submitter Name	Point #	Position	Summary	Decision Requested	View Further Submissions
DPR-0260	Canterbury Regional Council (Environment Canterbury)	FS001	SD	DPR-0353	Horticulture New Zealand	084	Support	The submission is consistent with Policy 5.3.2 and 5.3.12 of the CRPS.	Accept the relief sought by HORT NZ on this submission point.	DPR-0260 FSub
DPR-0260	Canterbury Regional Council (Environment Canterbury)	FS002	SUB	DPR-0353	Horticulture New Zealand	185	Support	The submission is consistent with Policy 5.3.2 and 5.3.12 of the CRPS.	Accept the relief sought by HORT NZ on this submission point.	DPR-0260 FSub

Search by 'Original Submitter Name'

Use this filter if you made an original submission and wanted to see how many further submissions have been received in relation to your submission points.

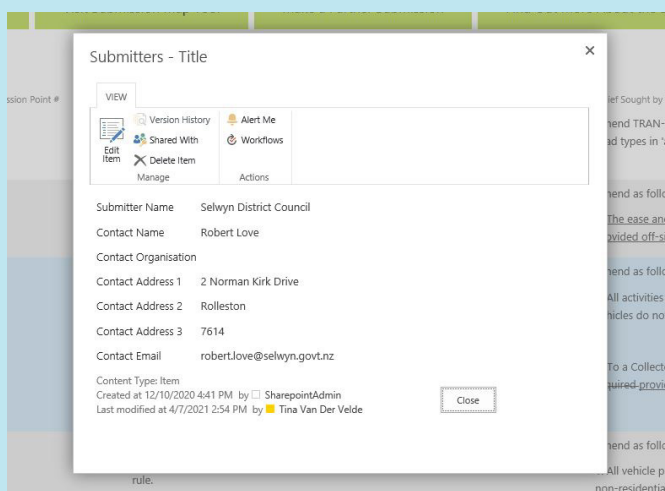
Further Submitter ID	Further Submitter Name	FS Point #	Topic	Original Submitter ID	Original Submitter Name	Point #
DPR-0391	Castle Hill Adventure Tours Limited	FS006	NFL	DPR-	<input checked="" type="checkbox"/> Selwyn District Council	107

Answers to most common questions

How can I find my original submission?

You should have received confirmation from the Council with your Submitter ID after lodging your original submission. To find the summary of your submission, search the Summit Up database by using the filter 'Submitter ID' or alternatively 'Submitter Name' (as outlined above). In the search results you can also find a link to a copy of your original submission and any additional correspondence associated with it, such as where Council has sought clarification of any aspects of your submission while summarising it.

Submitter ID	Submitter Name
DPR-0207	Selwyn District Council



How can I find my further submission?

To find your further submission, search the Summit Up database by using the filter 'Further Submitter ID' or alternatively 'Further Submitter Name'. In the search results you can also find a link to a full copy of your further submission. Note that if you made an original submission, the further submitter ID will be the same as your original submitter ID.

How can I find a copy of an original or further submission?

You can access a full copy of the original or further submission in Summit Up under the last column 'View Original Submission' or 'View Further Submissions'.

How can I see what decisions have been requested by original submitters?

This information is in the 'Relief Sought by Submitter' column of the Summit Up table. In some instances you may need to refer to the full submission for more detail, by clicking the link supplied (see black circle):

How can I find out whether my neighbour has made a submission requesting to have their property rezoned?

All rezoning requests are tagged to the 'REZONING' topic. If you know your neighbour lodged a submission you could look up their name, alternatively you may need to filter to show all the rezoning requests and scroll through the decisions sought.

We have also developed a submission map tool which gives you a visual indication of where a rezoning or other new map related changes have been requested. Please note not all map change requests were mapped so we strongly suggest this tool is used in conjunction with the entire summary of submissions in Summit Up. To view the map, click on the 'Visit submission map tool' tab at the top of the Summit Up page.

[Visit submission map tool](#)

What's with all the acronyms?

The National Planning Standards require councils across New Zealand to start standardising district plan content. One aspect of this is using unique identifier codes and specific chapter names:

Delete as notified and replace with:

Fresh water or geothermal water in a river, lake, stream, pond, or wetland, or any part thereof, which is not located within the coastal marine area.

DPR-207 Selwyn District Council

ABB	Abbreviations	APP	Appendices
ASW	Activities on the Surface of Water Chapter	CE	Coastal Environment Chapter
CL	Contaminated Land Chapter	CMUZ	'Commercial and Mixed Use Zones'
DEF	Definitions	DES	Designations Chapter
DEV	Development Areas Chapter	DPR-GEN	Points related to multiple sections of the Plan
DPZ	Energy and Infrastructure Chapter	EI	Energy and Infrastructure Chapter
EIB	Ecosystems and Indigenous Biodiversity Chapter	EW	Earthworks Chapter
GIZ	General Industrial Zone	GRAZ	Grasmere Zone
GRUZ	General Rural Zone	GRZ	General Residential Zone
HAZS	Hazardous Substances Chapter	HH	Historic Heritage Chapter
HPW	How the Plan Works	INTRO	Introduction
KNOZ	Knowledge Zone	LCZ	Local Centre Zone
LFRZ	Large Format Retail Zone	LIGHT	Light Chapter
LLRZ	Large Lot Residential Zone	LRZ	Low Density Residential Zone
MANA	Tangata Whenua/Mana Whenua Chapter	MPZ	Māori Purpose Zone
NATC	Natural Character Chapter	NCZ	Neighbourhood Centre Zone
NDI	National Direction Instruments Chapter	NFL	Natural Features and Landscapes Chapter
NH	Natural Hazards Chapter	NOISE	Noise Chapter
NON-DPR	Submission points that need to be dealt with via other avenues	PA	Public Access Chapter
PORTZ	Port Zone	RESZ	Residential Zones Chapter
REZONING	Requests to rezone land	SASM	Sites and Areas of Significance to Māori Chapter
SD	Strategic Directions Chapter	SETZ	Settlement Zone
SIGNS	Signs Chapter	SKIZ	Porters Ski Zone
SUB	Subdivision Chapter	TCZ	Town Centre Zone
TEMP	Temporary Activities Chapter	TEZ	Terrace Downs Zone
TRAN	Notable Trees Chapter	TREE	Notable Trees Chapter
UG	Urban Growth Chapter		

The shortcodes are also explained in the Proposed District Plan at www.selwyn.govt.nz/proposeddeplan.