

Instructions for submitting on the Climate Change Response (Zero Carbon) Amendment Bill

Making a written submission

- Submissions close on Tuesday 16 July 2019 at 11:59pm. Submissions received after this date will not be accepted. You should make your submission as soon as possible. The earlier the committee receives your submission, the longer they have to consider its contents.
- You can make a submission through the [online submission tool](#) on the Parliament website or by posting a hard copy submission to Parliament. The committee is not accepting email submissions.
- The postal address for hard copy submissions is:
 - Committee Secretariat, Environment Committee, Parliament Buildings, Wellington.
- The [“how to make a submission”](#) page on the Parliament website and the committees [“how to video”](#) provide further instructions about making a submission.
- Please fill in as much information as possible in the area provided for contact details. It is really important that you provide an email address if you have one.
- Do not include any personal details in the body of your written submission such as address, phone number, or email address.
 - When making an [online submission](#), contact details should only be entered in the “your details” tab. This information is kept private and will only be used by secretariat staff. Please fill in all fields.
 - When making a [hard copy submission](#), please include a cover sheet with contact details including your name, email, phone number, and address. (This information is kept private and would only be used by secretariat staff to contact you about your submission.) The submission which follows should only contain your name. This document will be published to the Parliament website.
- Include your name in your submission. The committee will not accept anonymous or unnamed submissions.
- Do not include any content which raises issues of natural justice, makes accusations, or refers to matters before the courts.

Please note that submissions will be publicly released and uploaded to the Parliament website, and form part of the official parliamentary records. This means that submissions cannot be removed from the website unless they pose a danger to someone’s safety.

Making an oral submission

- If you would like to speak to the committee in person, you can ask for an opportunity to do so by indicating that you wish to make an oral submission.
 - [In an online submission](#): do this by making sure you answer “yes” to the question “Do you wish to make an oral submission to the committee?” in the online submissions tool.
 - [In a hard copy submission](#): do this by clearly indicating on both the cover page and the first line of your written submission that you also want to make an oral submission.

- If you cannot travel to speak to the committee in person you can make an oral submission by videoconference or teleconference from your own home. Find out more by watching this [video](#).
- Dates and locations for hearings of oral submissions are still to be confirmed. Please keep an eye on the "[Committee press releases](#)" page on the parliament website, Environment Committee Facebook page, and Parliament Twitter for more information.

Secretariat contact details

If you have any further questions about the Climate Change Response (Zero Carbon) Amendment Bill please contact the Environment Committee secretariat.

- Email: zerocarbon@parliament.govt.nz
- Phone: 04 817 9520
- Postal address: Committee Secretariat, Environment Committee, Parliament Buildings, Wellington.