
Reminders for written consultation

Below are some reminders to help make sure your written consultations with stakeholders are as effective as possible:

- Consultation in writing means by letter or fax
- Email can be used in cases where the recipient has indicated it is acceptable
- Email may also be used to direct the recipient to the consultation documents on a website, provided these documents remain available for future reference
- Use simple, plain English and non-technical language

Road controlling authorities must consult in writing with:

Affected local communities (consider both local residents, businesses and organisations as well as road users that pass through the area)

Road controlling authorities for roads that adjoin or are nearby
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Any affected territorial local authority
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Police Commissioner

Chief Executive of Automobile Association

Chief Executive of road transport authorities

Any other organisation or group the road controlling authority considers to be affected

NZ Transport Agency*

*Note: For speed management advice and speed limit change consultations, contact Glenn Bunting at Glenn.Bunting@nzta.govt.nz - NZ Transport Agency's Network Manager for Safety and Environment.