**QLDC PDP STAGE 2 APPEALS**

**FAQS: APPEALS SPREADSHEET, APPEALS TABLE, AND TOPICS TABLE**

For most questions about the appeals, you can use more than one document to find out the answer.  Generally, the Appeals Spreadsheet is more helpful for reviewing detailed relief, and the Appeals Table and Topics Table are more helpful for an overview of individual appeals and topics.

**How do I know what relief is being mediated in a topic?**

Appeals Spreadsheet: use the filter (dropdown arrow) in the “topic” column.  This will show you all the relief allocated to the particular topic you have filtered on.  If there are subtopics, you can also filter in the “subtopic” column.

**How do I see which appellants are in a particular topic?**

Topics Table: view appellant names OR

Appeals Spreadsheet: filter on topic, view the appellant name column

**How do I see which topics a particular appellant is in?**

Topics Table OR Appeals Table: search appellant name

Appeals Spreadsheet: filter on appellant name or court number, view the topic column

**How do I see which topics a particular s 274 party is in?**

Topics Table OR Appeals Table: search party name

**How do I see if a particular provision is under appeal?**

Website: view annotated plan.  Please note that this is the best source of information to answer this particular question OR

Appeals Spreadsheet: filter in “PDP provision appealed” column.  Please do not rely on this as the sole answer to this particular question – you should also check the annotated plan

**How do I find the address for service for an appellant?**

Appeals Table: search appellant name OR

Appeals Spreadsheet: filter on appellant name or court number, view the address for service column OR

Website: check notice of appeal

**How do I find the address for service for a s 274 party?**

Court’s party list: search party name OR

Appeals Table: search party name OR

Website: check s 274 notice

**How do I change my address for service?**

Email the Registrar and cc [dpappeals@qldc.govt.nz](mailto:dpappeals@qldc.govt.nz)

If a notice of mediation has already been issued, use “reply all” on the Registrar’s email to let everyone on the topic list know your new address for service.

**How do I find the service list for a topic?**

The Council has not created individual topic service lists.

When the Registrar issues the notice of mediation, you will be able to “reply all” to that email in order to serve the parties to the topic.

In the meantime, if you wish to generate a service list, you can use the Appeals Table and search using control/ find on the topic number.  You can also obtain addresses for service for appellants only by using the Appeals Spreadsheet.

**How do I know what progress has been made with a particular appeal point (eg has a draft consent order been filed, or is it set down for hearing?)**

Website: check status column for the particular appeal AND

Appeals Spreadsheet: filter on “Status of appeal point”, then filter on appellant name or court number

**Can I print the Appeals Spreadsheet?**

Yes, but we don’t recommend it because it is a live document and is continually updated.

If printing, we suggest using the “hide column” and filter functions in Excel, until you have got the view that you want to print.  Then select the cells you want to print, and either export the selection to pdf, or print the selection.

**Can you email me a Word or pdf copy for me to print?**

No, because it is time consuming to produce hard copies that quickly go out of date.

It is better to give us a call if you are having difficulties, and we can talk you through how to find the answer using the live documents on the website.

**How do I know when the documents were last updated?**

The date is at the end of the filename of each document.

In the Appeals Table and Topics Table, the footer also shows when the document was last updated.

In the Appeals Spreadsheet, the “History record” column also shows when the document was last updated.

**I don’t agree with something in the documents**

Please contact us to discuss the issue.

Please don’t send us amended versions of the documents, as these are too time consuming for us to compare with the website versions.

If you are preparing your own position paper, please get in touch with us as we can provide you with a Word template.

**I’m only interested in one topic and I don’t want to be in any other topics**

Please contact us to discuss the issue.

The next step will likely be a memorandum to withdraw or refine your relief (if you are an appellant) or an email to the Registrar withdrawing your interest in a topic (if you are a s 274 party).

**How do I know when a topic is being mediated?**

Refer to our website for the latest Minute with mediation schedules.

If you are part of the topic, the Registrar will serve you with the notice of mediation.