



Guidance for organisations facilitating form submissions on the Arms Legislation Bill

Thursday 26 September 2019

Submissions are now open on the Arms Legislation Bill. The following information has been prepared by the Office of the Clerk to assist organisations who may facilitate form submissions.

Submission from an Organisation supported by individuals

The committee would prefer it if organisations provide a list of names of the people who support their submission on a single document, rather than having people send in separate identical form submissions.

One submission on behalf of a large group of people holds equal weight to multiple form submissions. The benefit of making one submission is MPs can quickly identify how many people support the views expressed in the submission. Collecting names also makes it easier for us to ensure that personal contact details are not made public.

Please be aware that, in the past, committees have decided to compile form submissions into one document that is treated as a single submission.

- You can view an example of such a submission [here](#).
- Your submission would be called “organisation name on behalf of XXXX people”
- We need to see the names of the people who support the submission to ensure the quoted number is correct, however the list of names does not need to be a part of the submission.

If your organisation still prefers multiple form submissions, please follow these instructions:

- Ask your members to submit through the [online submissions tool](#) or by post. Our online submission system is easier, better for privacy, and means MPs see submissions sooner.
- The committee is **not accepting email submissions**.
- Point your members to the “[how to make a submission](#)” page on the Parliament website, or to the committee’s “[how to video](#)”.
- Please note that submissions will be 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.
- If your organisation collates multiple submissions and submits them as one, the Office of the Clerk will process them as a single submission.
- Ask your members not to include any contact details in the body of their submission.

- 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 ask your members to include a cover sheet with contact details including: name, email, phone number, address, and if they would like to make an oral submission. (This document will be used only by committee staff.) The submission which follows should only contain the submitter’s name, because this document will be published to the Parliament website.
- Please ensure your members include their name in their submission.
- Ask your members not to include any content which raises issues of natural justice, for example making accusations against others, or referring to matters before the courts.

Oral submissions

- The committee would only invite an organisation facilitating form submissions to provide an oral submission and not individual submitters who make a form submission.
- If your members want an opportunity to speak to the committee, they would need to make an individualised submission. In this case:
 - with an online submission they should answer “yes” to the question “Do you wish to make an oral submission to the committee?” in the online submissions tool.
 - with a hard copy submission via post, they should clearly indicate on both the cover page and the first line of their submission that they would like to make an oral submission.
 - The committee is not required to hear from a submitter who wishes to speak to the committee. Any invitation to do so is at the committee’s discretion.

Secretariat contact details

If you or your members have any further questions about the Arms Legislation Bill, please contact the Finance and Expenditure Committee secretariat.

- Email: gunlawchanges@parliament.govt.nz
- Phone: 04 817 9520
- Postal address: Committee Secretariat, Finance and Expenditure Committee, Parliament Buildings, Wellington.