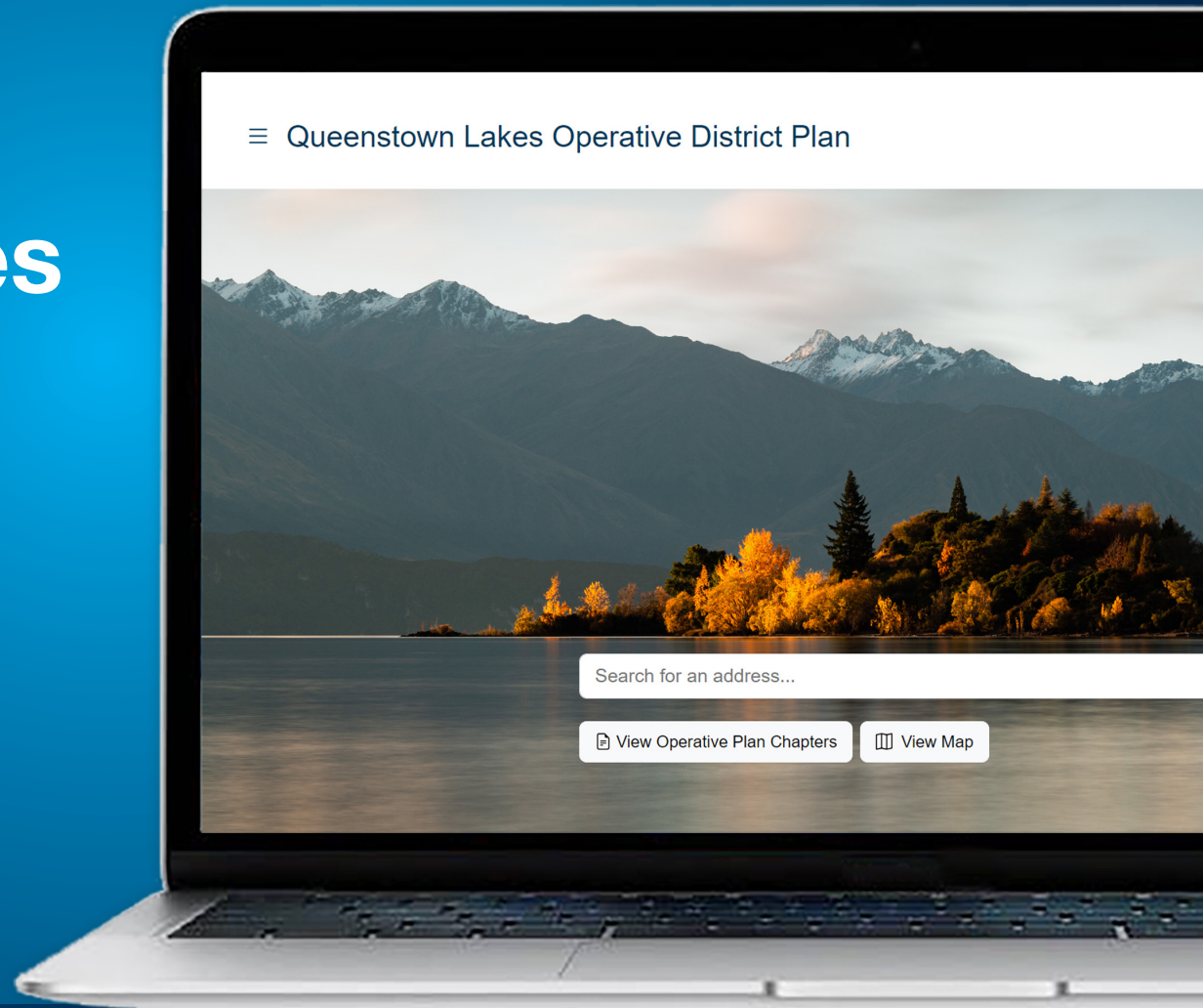


How to navigate Queenstown Lakes District Council's electronic District Plan (ePlan).

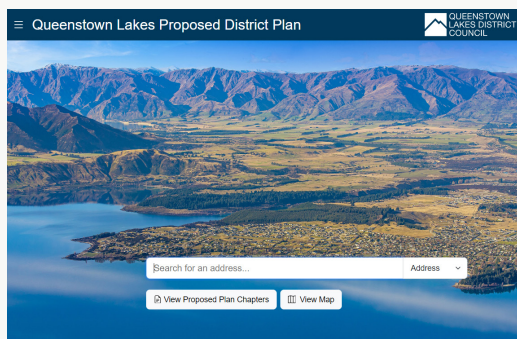


This user guide is designed to help you navigate QLDC's ePlans; electronic versions of the District Plan, launching in March 2024.

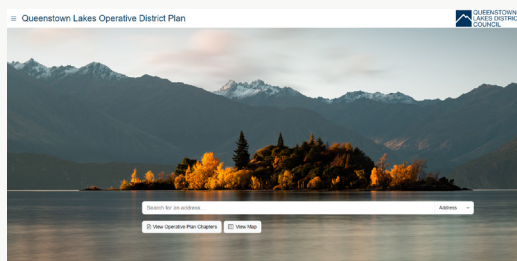
ACCESS THE EPLANS

QLDC has separate ePlans for our Operative District Plan and our Proposed District Plan. Once they're live, use the below links to access the ePlan you're looking for:

- 1 ePlan – Proposed District Plan:**
www.qldc.govt.nz/proposed-district-plan



- 2 ePlan – Operative District Plan:**
www.qldc.govt.nz/operative-district-plan

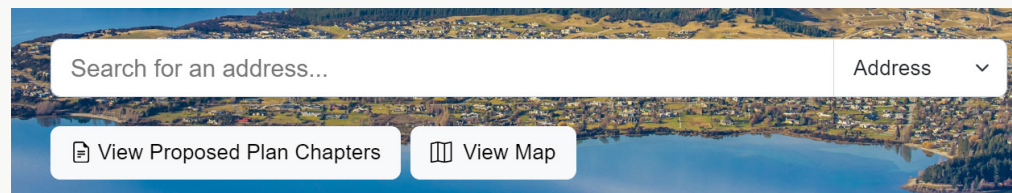


Note: The ePlan is not supported by Internet Explorer. Please use Mozilla Firefox, Google Chrome or Microsoft Edge, and make sure your browser zoom is set to 100%.

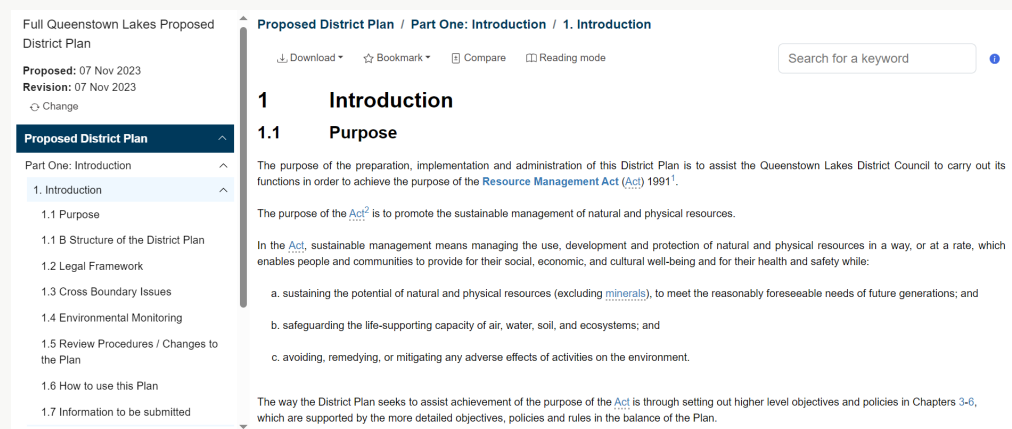
NAVIGATE THE EPLANS

There are two main ways to navigate QLDC's ePlans. You can either:

- 1 Property Search:**
 Search for information on a specific property using the search bar



- 2 Read the Proposed District Plan (including any appeals):**
 Click to see all of the district-wide provisions and those that apply to specific areas or zones. Provisions under appeal are marked with a red outline. Click on the red exclamation mark on the right hand side of these to find out more.



SEARCHING FOR A PROPERTY

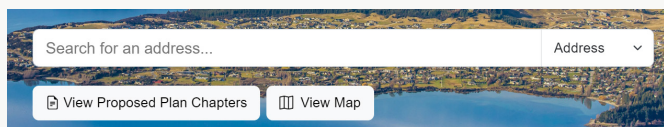
There are three main ways you can search for a property. You can either:

1 Type the address you're looking for into the search bar

Note: Add a space between a number and a letter, e.g., 32 A.

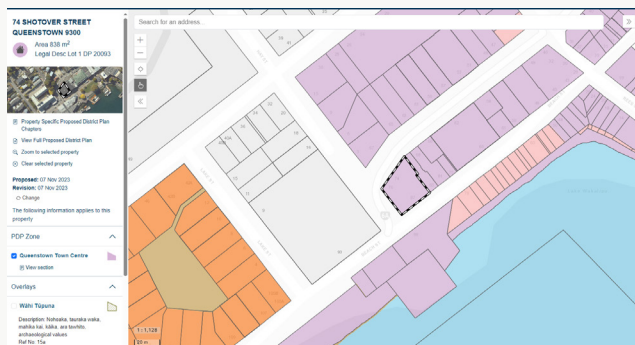
For unit addresses, add a space and a hyphen, e.g., 1 – 2.

The ePlans will automatically suggest address matches as you type the address you're looking for.

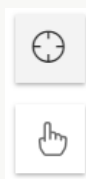


2 Locate the property on the map

Note: You may need to use the zoom function to find the property and be able to select it.



3 Click the 'Find my location' button and the ePlan map will zoom to your IP Address location



Once the property is selected, a panel will open and display the features that are on or adjacent to the property.

To find out more about a feature and the associated objectives, policies and rules, click on the 'View section' button under the associated feature. This will open the relevant plan chapter.

You can also turn map layers on and off by using the blue check boxes next to each associated feature.

Note: The information displayed in the left hand panel does not include all the planning information for the property. To understand all rule requirements, we recommend reading the full plan chapters related to the property and zone.

MAP TOOLS

Some map information is displayed by default when you first access the QLDC ePlans. You'll find a range of map tools on the righthand side of your browser.

You can use the check boxes to toggle map layers on and off, and the black arrows beside each heading can be clicked for a drop down list of additional content.



1 Measurement tool

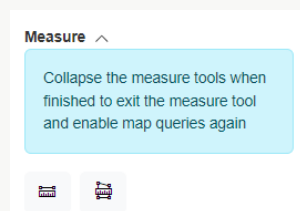
The measurement tool can be used to measure an area, distance, or a location on the map.

Click on the black arrow beside the Measurement section and then select the type of measurement you want.

To start measuring, click on the map. Then, continue clicking to add more measurement points. To finish measuring, double-click at the last point you wish to measure.

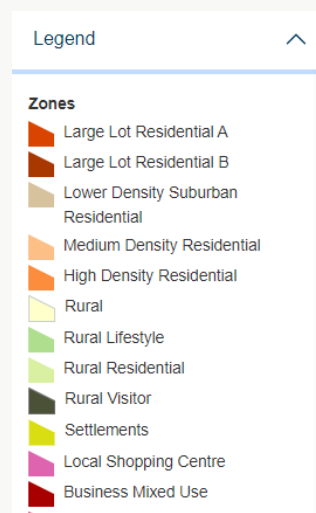
To exit the tool, click on the black arrow beside the Measurement section to close it.

Note: Closing the measurement tool will take you back to the property you had selected previously.



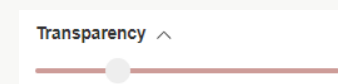
2 Legend

The legend provides a full list of all the information layers in the planning map, and their associated colours on the map.



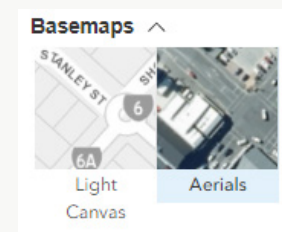
3 Transparency tool

To see more detail in base maps, you can adjust the map transparency. Simply drag the slider for your desired transparency.



4 Base maps

You can choose from different base map options by clicking on the map thumbnail image you wish to use.



OTHER FEATURES IN THE LEFT HAND PANEL

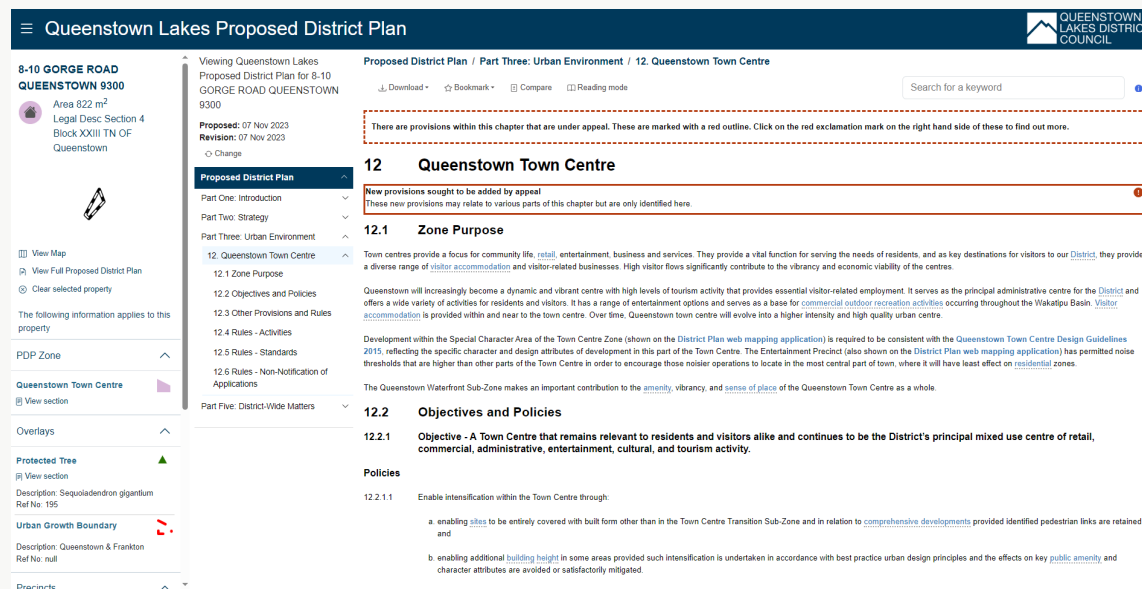
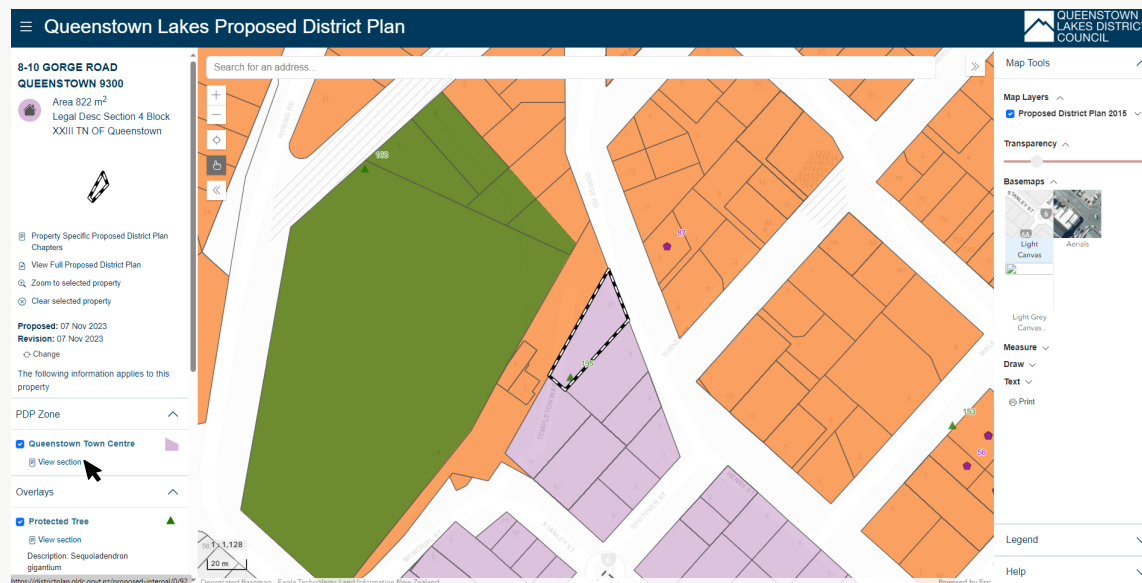
1 Property Specific District Plan Chapters

Click on the Property Specific Proposed District Plan Chapters option to read the plan chapters that are relevant to the selected property (or to features in close proximity to the selected property).

The tool is customised so that only the relevant chapters are displayed. For example, 10 Gorge Road is in the Queenstown Town Centre Zone. Therefore only the Queenstown Town Centre Zone chapter will be displayed.

This tool gives users an indication of what can and can't be done on the selected property, and of nearby features that may need to be considered, for example on the property shown there is a protected tree (shown as a green triangle) that needs to be considered.

Note: If you click the View Full Proposed District Plan option to read more about a feature or rule related to a selected property, you can easily get back to your selected property. In the left hand panel, scroll up to the satellite map image directly under the navy Property ID box. Click on the satellite map to leave the full plan and be directed back to your selected property map.



NEW APPEALS LAYER

While exploring the planning map, you may notice areas highlighted with red polygons. These are appeals that have spatial elements (for example a zoning, overlay, scheduled feature or item under appeal). Those locations are highlighted on the map.

By clicking on the property, appeals which relate to the site will appear in the Left Hand Panel, then you can read appeal documents on QLDC's website to find out more. We also highlight rules and provisions that are under appeal.

READ THE FULL PROPOSED DISTRICT PLAN

The structure of the Proposed District Plan is:

- > Part 1: Introduction and General Provisions
- > Part 2: District-Wide Matters
- > Part 3: Area Specific Matters
- > Part 4: Appendices

How chapters are structured

- > Chapter heading
- > Overview introductory information
- > Chapter provisions

Rules tables

The Plan uses a traffic light system to show which activities can be undertaken as of right and which activities require a resource consent.

A change from yellow to orange or red signals a greater degree of scrutiny may be applied and the activity may not be appropriate for the zone and/or property.

APPEAL FUNCTION

Provisions that are subject to an appeal are shown by a red exclamation mark to the right hand side of the provision, and bounded by a red border.

Note: Click on the exclamation mark icon to see who appealed the provision and link through to their appeal documents on our website. Over time, appeals will become resolved as they progress through the appeals process.

Definition pop-up boxes

Words or phrases in blue with a dotted underline are interactive. Clicking on the blue text will display a pop-up box containing the definition. A full list of definitions can be found in the Definitions Chapter located in Part 1: Introduction, Subsection: Interpretation of the Full Proposed Plan. Bolder blue text contains a link to an external source, e.g., another website.

OTHER HELPFUL TOOLS

1 Save or print as a PDF

To save a chapter or convert it to a PDF for printing, use the Download function.

2 Bookmark

Create a Bookmark to a chapter for quick access. You can also use the option to share a link via email from the bookmark drop down and email this location/ chapter to someone.

Please note: *In the event a new version of the Plan is released, bookmarks set up before this will link to an older version of the Plan and may need to be manually updated by you.*

3 Reading mode

To make it easier to read content, the Reading Mode option will narrow the margins.

4 Search function

Use the Search function to look for specific content. The search results will display a list of all of the chapters that contain the term. For easy reference, your search term will highlight yellow where it occurs in the chapters.

5 Compare function

The Compare function allows you to see how a chapter has changed between different iterations or ‘versions’ of the Plan. To compare the current version with another, click the Compare button and select a Plan version from the pop up list.

New content that has been added will show as green, and content that has been deleted will show striked through in red. Provisions that have been entirely removed from the Plan will not display, but the tool provides a quick and easy reference to how provisions have changed.

A substantial number of changes will show in the compare tool between the 2019 notified version and 2023 Appeals Version, as a result of decisions applied to the Plan.

Proposed District Plan / Part One: Introduction / 1. Introduction

 Download ▾
  Bookmark ▾
  Compare
  Reading mode

Search for a keyword



TROUBLE USING THE EPLANS

Are the ePlans not loading for you?

If you experience problems loading the website link, you can try the following:

- 1 Check you have the correct link
- 2 Also, check your browser. QLDC's ePlans work best in Google Chrome.
- 3 Try clearing your browser cache before trying the link again. To clear the cache:

CHROME:

- > Hit Control + H to bring up History and click "clear all browsing history"/"clear browsing data".

MICROSOFT EDGE:

- > Go to the three-dot-icon in the upper right corner of the browser screen and select 'Settings'
 - > Select: 'Privacy search and services' and use the 'Clear browsing data' heading.
 - > Close your browser, then re-open and navigate to the ePlan page again.
- 4 If the ePlan freezes, the screen will show a small flipping icon. To unfreeze the plan, refresh the URL in the browser and you will be taken back to the ePlan home page.

Property Report PDF not downloading?

If you cannot generate a property report, it may be that your browser does not allow pop-ups.

If your browser displays an icon in the URL bar when you try to generate a report, click on the icon and select "Always allow pop ups and redirects" from our website(s). Then, try generate a report again.

My property search shows there is an overlay on my property but I can't see it?

Please try the below options to resolve this issue:

- 1 Some layers on the planning map are turned off by default but can be turned on by plan users. Map layers are listed on the right hand panel and are grouped into themes. Click on the drop down box to open a category or group of map features. Layers with a blue tick next to layer are turned on, and a blank box indicates layers that are turned off.
- 2 QLDC's ePlans are designed to turn on more site-specific layers as you zoom into the map. If the layer is showing with a blue tick, try zooming into the property to see it display.
- 3 Your browser settings may also assist or hinder using the ePlan map. Try resetting your browser settings to a zoom of 100%.