

Applicant Details

Name of Applicant: _____

Contact Person (if different from above): _____

Company / organisation: _____

Address: _____

Phone number: _____

Fax number: _____

Email Address: _____

Project Team members who will be attending the Urban Design Panel Meeting: _____

Project Details

Project Name / Title: _____

Project (site) address: _____

Description of project (*Please continue on a separate sheet if necessary*): _____

Please indicate whether the application is: (*please delete as applicable*)

- At concept phase only
- Pre resource consent lodgement (Please note \$500 fee applies)
- Post resource consent lodgement (Please note \$500 fee applies)

Has the application been reviewed by the urban design panel before? (*Please delete as applicable*)

Yes / No **If yes**, what date was the meeting held? _____

Fees

If your application is at concept phase only, a fee **does not** apply.

A \$500 (per application) application fee **does** apply if:

- Your application is pre resource consent however at a relatively advanced stage.
- If resource consent has been lodged.

Fees should be paid by cheque and forwarded to Queenstown Lakes District Council, Private Bag 50072, Queenstown, along with your completed application.

Information Required

Please make sure that your application is complete. If you are unsure of what your application should include, you can view examples of previous applications at the Council offices.

In particular, please ensure that your application includes contextual information, including pedestrian and vehicle flow paths and photographs of neighbouring properties.

Please provide 6 copies of the following (all drawings in A3):

- Your completed application form
- Site plans including building setbacks required by the District Plan
- Elevations (complete set showing all relevant details such as proposed signage, height limits and recession planes)
- Perspective drawing showing buildings forms and setting (and excluding landscaping that obscures any part of the building)
- Cross sections (including land gradients of abutting properties)
- Landscaping plans
- Plan showing pedestrian or vehicle flow paths through the property and to and from nearby destinations.
- Photos of neighbouring properties and street elevation photos showing all properties within approximately 75 metres of the project site.
- An outline of the design brief and a brief description of the design principles that generated the proposal
- A list of any infringements of District Plan Rules
- A list of the main materials, colours and textures to be used
- A copy of the District Plan Zoning Map with the site marked
- A cheque for \$500 (if required)

All information must be provided to the Council SIX working days prior to the Panel Meeting. If the

General Information Required

Have you confirmed a meeting date with the council administrator?

Yes No If yes, what date have you confirmed? _____

If no, please ensure that you confirm a date before submitting your application. The administrator's contact details are available on the website – www.qldc.govt.nz

Has a Resource Consent Application been lodged?

Yes No If yes, who is the processing planner at Lakes Environmental & what is the RM no.?

Would you like to request that the project is treated as confidential?

Yes No If yes, please state your reasons for requesting confidentiality:

Please note: if the project is confidential, the Urban Design Panel's report will not be circulated to anyone who was not at the panel meeting.

Please note, that if a Resource Consent application has been lodged, the project can not be considered confidential by the Council.

Do you require any of the following to assist your presentation:

Data Projector Laptop Screen Other (please specify) _____

Notes to Applicant

Please ensure that your application form is complete before it is submitted and that you have arranged a meeting date with the urban design administrator.

All contact details and panel meeting dates are listed on the website – www.qldc.govt.nz

The panel acts in an advisory capacity. Recommendations from the panel are forwarded to the applicant and relevant Council staff and/or Council Contractor, and will be considered by the processing planner when assessing an application for Resource Consent. If the application is not confidential, the panel's recommendations may also be forwarded to Councillors for their information.