



SECTION 224(C) PRE-APPLICATION MEETING REQUEST



ALL FIELDS ARE REQUIRED TO BE COMPLETED.

Incomplete forms will be returned, and processing will not begin until a completed form is received.

Submit this form and supporting documents via our  [Community Portal](#).



APPLICANT //

- Must be a person or legal entity (limited liability company or trust).
- Full names of all trustees required.
- The applicant name(s) will be the consent holder(s) responsible for the consent and any associated costs.

Applicant's full name / company / trust

All trustee names (if applicable)

Postal address

Email address

Phone number (daytime)

Phone number (mobile)

Our methods of corresponding with you are by email and phone.



CORRESPONDENCE DETAILS //

If you are acting on behalf of the applicant e.g. agent, consultant or architect, please fill in your details in this section.

Name and company

Postal address

Email address

Phone number

Phone number (mobile)



Queenstown Lakes District Council
Private Bag 50072, Queenstown 9348
Gorge Road, Queenstown 9300

P: 03 441 0499
E: services@qldc.govt.nz
www.qldc.govt.nz



INVOICING DETAILS

Invoices will be sent out via email unless you specifically request to receive via post.

Please indicate who should receive invoices:

☐

Applicant

☐

Agent

☐

Email

☐

Post

Attention

Email address

Postal address



DETAILS OF SITE // Legal description field must list legal descriptions for all sites pertaining to the application.

Address / location to which this application relates

Legal Description [Can be found on the Record of Title or Rates Notice – e.g Lot x DPxxx (or valuation number)]

New deposited plan no. (if known)

Stage

No. of lots



CONSENT NUMBER(S) // Including all variations and date consent issued

Original resource consent

Date of issue

1st variation

Date of issue

2nd variation

Date of issue

3rd variation

Date of issue



ENGINEERING ACCEPTANCE(S) // Including all variations and date consent issued

Engineering acceptance

Date of issue

1st variation

Date of issue

2nd variation

Date of issue

3rd variation

Date of issue



WHO WILL BE ATTENDING THE MEETING

Applicant name			
Consultant name			
Advisor 1 name		Expertise	
Advisor 2 name		Expertise	



MEETING PURPOSE, KEY MATTERS AND DESIRED OUTCOME

Please provide clear information and any relevant draft documentation regarding the matters you wish to discuss and the outcomes you are seeking will help us prepare effectively and ensure you get the most value from the meeting.



FEES INFORMATION

Any assessment including but not limited to time spent reviewing pre-application documents which can involve additional research prior to the actual meeting, time spent arranging the meeting and any additional tasks completed post the meeting and administrative time will be invoiced at the relevant hourly rates.

A list of charges and fees is available on our [website](#).

Invoices will be sent monthly and are payable by the 20th of the month after the work was undertaken. If unpaid, the pre-application assessment, provision of a service, or performance of a function will be suspended until the sum is paid. Please be advised there may be a delay in billing for any external consultant's time; Council must receive invoices for that time before passing any applicable charges to the applicants.

LIABILITY FOR PAYMENT

Please note that by signing and lodging this application form you are acknowledging that the details in the invoicing section are responsible for payment of invoices and in addition will be liable to pay all costs and expenses of debt recovery and/or legal costs incurred by QLDC related to the enforcement of any debt.



TERMS AND CONDITIONS

The purpose of a pre-application meeting is to facilitate communication between applicants and the council so that the applicant can make informed decisions about applying for consents, permits or licenses.

The views expressed by council staff in or following a pre-application meeting are those preliminary views, made in good faith, on the applicant's proposal. The council makes no warranty, express or implied, nor does it assume any legal liability or responsibility for the accuracy, correctness, completeness or use of any information or views communicated as part of the pre-application process.

The applicant is not required to amend their proposal to accommodate the views expressed by council staff, nor to comply with any suggestions made by council staff. Further, it remains the applicant's responsibility to get their own professional planning and legal advice when making any application for consents, permits or licenses, and to rely solely on that advice, in making any application for consents, permits or licenses.

To the extent permissible by law, the council expressly disclaims any liability to the applicant (under any theory of law including negligence) in relation to any pre-application process. The applicant also recognises that any information it provides to the council may be required to be discussed under the Local Government Official Information and Meetings Act 1987 unless there is a good reason to withhold the information under that Act.

Any assessment and administration time spent will be charged at the relevant hourly rates.

A list of charges and fees is available on our [website](#).

DECLARATION // Please note: all boxes must be checked and a signature provided in order for your application to be processed.

The Council relies on the information contained in this application being complete and accurate. The Applicant must take all reasonable steps to ensure that it is complete and accurate and accepts responsibility for information in this application being so.

- ☐ **If lodging this application as the applicant**
I/we hereby represent and warrant that I am/we are aware of all of my/our obligations arising under this application including, in particular but without limitation, my/our obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to within the Fees Information section.
- ☐ **If Lodging as the agent of the applicant**
I/we hereby represent and warrant that I am/we are authorised to act as agent of the Applicant in respect of the completion and lodging of this application and that the Applicant/ Agent whose details are in the invoicing section is aware of all of his/her/its obligations arising under this application including, in particular but without limitation, his/her/its obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to within the Fees Information section.
- ☐ **I have read, understand and accept the terms and conditions set out above.**

Signed (by or as authorised agent of the applicant)

Date

Full name and title of person lodging this form

Firm/company

Submit this form and supporting documents via our [Community Portal](#).

