



# ENGINEERING REVIEW & ACCEPTANCE

PLEASE COMPLETE ALL MANDATORY FIELDS\* OF THIS FORM.

This form provides contact information and details of your application. If your form does not provide the required information it will be returned to you to complete. Until we receive a completed form and payment of the initial fee, your application will not be accepted for processing.



## 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:

(Name Acceptance is to be issued in)

All trustee names (if applicable):

\*Contact name for company or trust:

\*Postal Address:

\*Post code:

\*Contact details supplied must be for the applicant and not for an agent acting on their behalf and must include a valid postal address

\*Email Address:

\*Phone Numbers: Day

Mobile:

\*The Applicant is:

Owner

Prospective Purchaser (of the site to which the application relates)

Occupier

Lessee

Other - Please Specify:



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

The **acceptance** will be sent to the Correspondence Details via **email**.



## 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 & Company:

\*Phone Numbers: Day

Mobile:

\*Email Address:

\*Postal Address:

\*Postcode:



## INVOICING DETAILS //

Invoices will be made out to the applicant but can be sent to another party if paying on the applicant's behalf. For more information regarding payment please refer to the Fees Information section of this form.

\*Please select a preference for who should receive any invoices and how they would like to receive them.

Applicant:

Agent:

Other - Please specify:

Email:

Post:

\*Attention:

\*Postal Address:

\*Post code:

\*Please provide an email AND full postal address.

\*Email:



## DETAILS OF SITE

Address / Location which this application relates

Legal Description: Can be found on the Computer Freehold Register – e.g Lot x DPxxx



## RESOURCE CONSENT REFERENCES INCLUDE VARIATIONS

Original Resource Consent:

Date of Issue:

1st Variation:

Date of Issue:

2nd Variation:

Date of Issue:

3rd Variation:

Date of Issue:



## CONDITIONS FOR WHICH APPROVAL IS SOUGHT



## INFORMATION REQUIRED TO BE SUBMITTED // Attach to this form any information required

**The information requirements detailed in the attached Checklist shall be addressed.**

Applications and documents to be upload **via our Community Portal only.**

Please ensure documents are scanned at a minimum resolution of 300dpi.

Each document should be no greater than 10MB and to be a pdf file.

All documents to be clearly labeled and not include your own internal references.



## PRIVACY INFORMATION

The information you have provided on this form is required so that your application can be processed under the Resource Management Act 1991 and may also be used in statistics collected and provided to the Ministry for the Environment and Queenstown Lakes District Council. The information will be stored on a public register and may be made available to the public on request or on the company's or the Council's websites.





## FEES INFORMATION

Section 36 of the Resource Management Act 1991 deals with administrative charges and allows a local authority to levy charges that relate to, but are not limited to, carrying out its functions in relation to receiving, processing of applications under this Act.

An invoice for an initial fee will be sent out typically within 1-2 business days of receipt of correctly completed application.

Your application will not be processed until this invoice is paid. When making payment please use the application reference. Incorrectly referenced payments will be refunded directly to your bank account and you will be required to resubmit payment using the correct application reference.

If the initial fee charged is insufficient to cover the actual and reasonable costs of work undertaken on the application you will be required to pay any additional amounts. These will be invoiced monthly and are payable by the 20th of the month.

If your application is notified or requires a hearing you will be required to pay a notification deposit and/or a hearing deposit. An applicant may not offset any previous invoices issued against such deposits. If unpaid, the processing of an application, provision of a service, or performance of a function will be suspended until the sum is paid in full.

Please be advised that all legal fees associated with the processing of this consent, including checking and registration of all legal documents by Council's solicitors, are to be borne by the Applicant. Legal fees will be invoiced separately by our legal providers and require payment to be made direct to Council's solicitors via their nominated account.

A list of Charges and Fees is available on our website.



## PAYMENT // An initial fee is payable upon receiving the initial fee invoice following the lodgment of this application

Please wait for the initial fee invoice to be issued and use the application reference on the invoice for your payment.

This fee **MUST** be paid with the correct application reference in order for the processing to begin.

Incorrectly referenced payments will be refunded directly to your bank account and you will be required to resubmit payment using the correct application reference.

**Amount to Pay** - as per Fees and Charges Schedule - please select from drop down list below:

**Please note if staged application, each stage will be charged separately.**

## APPLICATION & DECLARATION

*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 the Fees Information section.

OR:

### If lodging this application as **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 the Fees Information section.

Signed (by or as authorised agent of the Applicant) \*\*

Full name of person lodging this form

Firm/Company

Dated

*\*\*If this form is being completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.*



## Engineering Review and Acceptance Checklist

The following information is required for each application for Review and Acceptance.

Please complete this declaration checklist, along with application form and submit all attachments required **via our Community Portal only**.

Filling out the below ensures that the Engineering Application is in line with resource consent requirements and to provide the Engineering Acceptance team with necessary information to process the Engineering Acceptance efficiently and effectively.

**NB: For subdivisions of six lots or less or for land use for a single residential dwelling then it is acceptable to fill out only Sections 1 -22 and the green highlighted sections as a minimum if you have consent conditions related to those element of the infrastructure design. If there are additional relevant sections e.g. your subdivision / land use requires attenuation please also fill out the other relevant sections. For all other EAs please fill out all sections as directed.**

	Consenting/General Questions	Answer	Office Use
1.	I have ensured a cover letter is provided with this application identifying the Resource consent conditions, including <b>full</b> condition wording, for which Engineering Review and Acceptance is requested, along with a written explanation detailing how every aspect of these conditions has been met (Ideally satisfaction of each condition would be tabilised). The cover letter should describe where each point is referenced in their documents as well as explanations for any items not complied with		
2.	I confirm that there are no Resource Consent variations for this resource consent or where there are I have noted the application number in the comments section of this checklist and confirm that this Engineering Acceptance is only for current conditions of consent (e.g. conditions from an issued decision not a Resource Consent Variation that has been applied for but no decision is yet to be made)		
3	I confirm that there are no objections or appeals currently being sought to this resource consent? (if yes please detail in the comments section)		
4	Please confirm that any expert hazard/geotechnical or traffic engineer's assessments completed and/or submitted in support of the original consent application have been provided.		
5a.	Do any Developer's Agreement exists as a condition of consent to be entered into prior to commencement of works? (if the answer is yes please answer Section 5b, otherwise proceed to section 6a)		
5b.	I confirm that the Developer's Agreement has been agreed upon, signed, and a copy of the DA is included in the application for reference.		
6a.	I confirm that this is a request for a full Engineering Acceptance e.g. is not a request for a partial Engineering Acceptance where only part of the EA condition set is applied for (if the answer is no please answer Section 6b, otherwise proceed to section 7a)		

6b.	I have attached a justification explaining the requirement for a partial Engineering Acceptance for QLDC's consideration or I already have confirmation from QLDC that the Partial Engineering Acceptance approach is acceptable, and I attach written confirmation of this.		
7a.	I confirm that this application is not seeking Engineering Acceptance for a stage of a consent e.g I confirm that this is a request for a full Engineering Acceptance rather than only some of the lots or part of the development design is being provided (if the answer is no please answer Section 7b, otherwise proceed to section 8)		
7b.	I confirm this application provides all information related to the staging allowed by the condition(s) of consent e.g. I have demonstrated that watermain installed in the first stage will adequately service the stage if one end supplies are being used rather than looping that may occur in future, I have shown all hazards mitigation even if it lies outside the stage boundaries but protects the stage		
8	I confirm that all parts of the design have been undertaken by Suitably Qualified and Experienced Persons as per the relevant section of the Code of Practice and the names of the SQEP's are listed and these persons have signed relevant Schedule 1A's related to the design		
9a.	Confirm which Code of Practice your consent requires compliance with? (If the answer is 2020 or 2025 please answer Section 9b, otherwise proceed to Section 10)		
9b.	I explicitly confirm that in cases where the consent conditions mandate compliance with the 2020 or 2025 Code of Practice, the individual responsible for the Stormwater Design (where applicable) fulfils the criteria outlined in Section 1.8 of the Code of Practice.		
10	I have ensured that there is a clear summary or plan provided of what assets are to be vested and what is to remain private		
11a	Has a pre- EA application meeting been held for this Engineering Acceptance? (If the answer is yes please answer Section 11b), otherwise proceed to Section 12a)		
11b	I confirm that I have attached meeting minutes or relevant correspondence related to this Engineering Acceptance that have transpired prior to its formal submission.		
12a	Are any third party approvals required for this consent e.g. ORC or NZTA (Waka Kotahi)? (If the answer is yes please answer Section 12b), otherwise proceed to Section 13)		
12b	I have provided the third party approvals		
13	I have ensured that a Schedule 1A is provided from every designer that has provided design details for this EA and that the indemnity on the Schedule 1A is no less than \$1million		
14	Please confirm that all plans are to scale (preferred scales are 1:100, 1:200 and 1:500)		
15	Please confirm all documents submitted are enabled PDF's (searchable documents not scanned copies, except for signature pages)		
16	Please confirm that documents are suitably compressed to allow efficient assessment		

17	I confirm that the design is in accordance with the resource consent		
18a	Are there any deviations from the QLDC Code of Practice within the EA application? (If the answer is yes please answer Section 18b), otherwise proceed to Section 20)		
18b	The Engineering Acceptance application incorporates a concise explanation of why the proposed deviation is deemed appropriate by a Suitably Qualified and Experienced Person (Please itemise the deviations clearly near the start of the EA cover letter/report and reference relevant section of report section/drawing/calculation that justifies the deviation)		
19	I confirm all documents demonstrate that they have passed through an internal Quality Management System. Note: as a minimum they shall clearly show that they have been checked and approved by a suitably qualified and experienced person different from the document author		
20	Are all materials listed on the drawings or referred to in the specifications on the QLDC approved materials?		
21	Plans do not show connections to lots or sites that are not conditioned to be connected under the Engineering Acceptance conditions		
22	Plans do not show infrastructure on neighbouring sites or road corridors that haven't already been proposed and assessed and considered acceptable, subject to detailed design, at Resource Consent		
	<b>GEOTECHNICAL Questions/confirmations</b>		
23	I confirm the geotechnical design outlines the identification of special features to be retained or protection		
24	I confirm the geotechnical design includes a stability assessment		
25	I confirm the geotechnical design includes an assessment of special soil types where applicable		
26	I have ensured that all documentation where specific engineering design is required has been provided i.e. retaining walls, mechanically stabilized earth walls etc		
	<b>ROADING Questions/confirmations</b>		
27	Design and Access Statement (addressing all elements of section 3.2.6 of QLDC's LDS CoP)		
28	Safe Systems Audit is provided – Vested roads, new intersections with vested roads, publicly accessible roads, significant private roads, significant or unique carparks. <i>Please discuss with Development Engineering prior to submitting EA if you are not sure if your development requires a Safe System Audit.</i> If the answer is no please proceed to section 29 otherwise proceed to Section 30)		
29	Completed Safe Systems Audit Exemption form provided, if Safe Systems Audit not required. <i>Occasionally if the roading design includes only very basic roading design and intersections Council may agree to a Safe Systems Audit exemption. Please discuss with Development Engineering prior to considering this option.</i>		
30	Roading layout plan provided (to include landscape provisions to show any clashes. NB: species to be approved by parks and reserves for vested roads and sent by applicant to Parks and Reserves directly, cc'ing the EA team in) and pedestrian/cycle links provided?		

31	Internal access, maneuvering & parking areas (including any pedestrian and cycle links) associated with land use development provided?		
32	Cross sections including typical location of all services and separation (horizontal and vertical) provided?		
33	Long sections of all roads and accesses provided?		
34	Vehicle Crossing Details provided or referenced on drawing?		
35	Sight distance plan provided?		
36	Pavement Design (including deflection calculations for asphalt pavement) provided?		
37	Swept path analysis for intersections with design & check vehicles as per section 3.3.25 of 2020 CoP or as outlined in the consent conditions) provided?		
38	All Road markings and signage shown in accordance with the Traffic Control Devices (TCD) Manual or state why road markings and signage isn't required or are not in compliance with TCD		
39	Standard details specific to the application		
	STORMWATER Questions/confirmations		
40	Stormwater Design Report/Summary – including design Philosophy including allowance for upstream catchments and impact on downstream catchments (assessment of downstream capacity or reference to CoP requirements)		
41	Catchment Plan – Pre and post development plans with contours		
42	Calculations are provided		
43	Plans and long sections, with materials clearly outlined are provided		
44	If soakage proposed then demonstration that the design has been undertaken for the critical duration and soakage testing including results of the soakage testing and methodology employed are provided		
45	If attenuation proposed elevation-discharge-storage relationship outlined		
46	Confirm all requirements of the consent conditions e.g. where Finished Floor Levels are a possible mitigation measure then the outline the RL required or state they are not necessary, demonstrate predevelopment flow met, detail secondary flowpaths and dimensioned extent to be protected, if required.		
47	Ponding/flow extent map and cross sections for 1% AEP (It shall be confirmed that the 1% AEP meets the CoP requirements for depth of flow limitations in road reserves and freeboard to lots are provided)		
48	If a stormwater model has been used please summarise all inputs and outputs in the design report, please also provide a copy of the model		
49	Standard details references noted on plans or details provided in plans		
	WASTEWATER Questions/confirmations		
50	Catchment Plan and Calculations provided		
51	Design Philosophy (reticulation, pumping, treatment and disposal) including allowance for adjacent catchments to maximum extent allowed within district plan and impact on downstream catchments		
52	Plans and long sections provided		
53	Pipe and manhole materials and sizes provided		
54	Standard details references noted on plans or details provided in plans		

55	Facilities drawings provided where required along with design report		
	WATER SUPPLY Questions/confirmations		
56	Proof of modelling undertaken and compliance with Council's standards including catering for future development to the maximum extent defined by the District Plan.		
57	System design including layout, pipe sizes and materials		
58	Firefighting capabilities of system confirmed by designer to be in accordance with PAS/NZS4509:2008		
59	Valves and hydrants (and airvalves and scour valves where appropriate) shown to allow system to be readily maintained as per CoP requirements		
	LIGHTING Questions/confirmations		
60	Fill out checksheet on next page		

COMMENTS			

# Lighting Design Submission Checklist

(To be completed by designer and submitted with design documents)

## Proposed Development Details:

Name of Development	<input type="text"/>		
RM Number	<input type="text"/>	Stage Number (if applicable)	<input type="text"/>

## Subcategory Selection Information:

Subcategory	<input type="text"/>
Reason for subcategory selection	<input type="text"/>

## Design Information Provided:

Design report provided	<input type="checkbox"/> Y	<input type="checkbox"/> N	Design information on drawings (in lieu of design report)	<input type="checkbox"/>
Layout drawings provided	<input type="checkbox"/>	<i>The submitted layout drawings shall depict luminaire and pole locations including dimensions between adjacent poles; road geometry including kerbs, carriageway edges, lanes and markings, property boundaries, islands, etc; luminaire mounting parameters and pole installation details; and subdivision stage boundaries.</i>		
Calculation results provided	<input type="checkbox"/>	<i>Calculation results must be printed directly from the lighting software (Perfect Lite and/or AGi32)</i>		

## Luminaire and Column Information Provided:

Luminaire is on the NZTA M30 List	<input type="checkbox"/>	Luminaire CCT does not exceed 3000K	<input type="checkbox"/>
Luminaire tilt angle	<input type="checkbox"/> 0°	<input type="checkbox"/> 5°	
Reason for 5° luminaire tilt angle to be applied	<input type="text"/>		
Column complies with NZTA M26	<input type="checkbox"/>		
Basic unpainted HDG steel column selected	<input type="checkbox"/> Y	<input type="checkbox"/> N	
Reason for column to be painted or heritage/decorative style	<input type="text"/>		

QLDC Office use only: Deviations from standard

Reason:

Name:

Position:

Signature: