



APPLICATION FOR RESOURCE CONSENT
OR RMA FAST-TRACK RESOURCE CONSENT

FORM 9: GENERAL APPLICATION



Section 87AAC, 88 of the Resource Management Act 1991 (Form 9)

Please make sure that you are completing **the correct form** for your consent application type. This form provides mandatory contact information and details of your application and must be completed in full. If the incorrect form is used, or if information or supporting materials are missing, your application will be returned, and you will need to resubmit your application in full.



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 decision is to be issued in]

All trustee names (if applicable)

Authorised person for company or trust

Postal address

[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 number (daytime)

Phone number (mobile)

The applicant is:

Owner

Occupier

Prospective Purchaser [of the site to which the application relates]

Lessee

Other [Please specify]

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



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 //

Information on payments and the costs involved with different application types can be found on our [charges and fees webpage](#).

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

First name

Surname

Authorised company/trust (if applicable)

Email address

Postal address

Postcode

Address/location to which this application relates to

Postcode



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)



CONSENT(S) APPLIED FOR // Identify all consents sought.

Land Use Consent

Land Use Consent including earthworks

Land Use Consent combined with s127 and/or s221

Subdivision Consent

If the application type you are applying for is not listed it is because it has its own application form which you will need to complete instead of using this form i.e.:

- s127 Change or Cancellation of Consent Condition
- s221 Change or Cancellation of Consent Notice
- Boundary / Marginal or Temporary Activity Notice
- Outline Plan
- Designations

[↑ These forms can be downloaded here.](#)

If you are applying for a Land Use and s127, please indicate your applicable RM Number:



QUALIFIED FAST-TRACK APPLICATION UNDER SECTION 87AAC

Controlled Activity Land Use

If your consent qualifies as a fast-track application under section 87AAC, tick here to **opt out** of the fast track process:

Opt out



BRIEF DESCRIPTION OF THE PROPOSAL //

Please complete this section, any form stating 'refer AEE' will be returned to be completed with a description of the proposal.

Consent is sought to:



DETAILS OF SITE //

Legal description field must list legal descriptions for all sites pertaining to the application. Any fields stating 'refer AEE' will result in return of the form to be fully completed.

Address / location to which this application relates

Legal Description [Can be found on the Computer Freehold Register or Rates Notice – e.g Lot x DPxxx (or valuation number)]

District Plan zone(s)



OWNER DETAILS //

Please supply owner details for the subject site/property if not already indicated above.

Owner name

Owner address

Owner email address

If the property has recently changed ownership, please indicate on what date (approximately) AND the name(s) of the previous owner(s):

Date

Name(s)



SITE VISIT REQUIREMENTS // Should a Council officer need to undertake a site visit, please answer the questions below.

Question	Yes	No
Is there a gate or security system restricting access by council?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a dog on the property?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other hazards or entry restrictions that council staff need to be aware of? If 'yes' please provide information below.	<input type="checkbox"/>	<input type="checkbox"/>



PRE-APPLICATION MEETING

Have you had a pre-application meeting with Council regarding this proposal? Yes No

If 'yes' please provide the reference number and/or name of staff member involved.



NATIONAL ENVIRONMENTAL STANDARDS (NES) // For assessing and managing contamination in soil to protect human health.

This site may be subject to or covered by the NES for assessing and managing contamination in soil to protect human health regulations 2011. The applicant is required to address the NES regarding the past use of the land. Activities on the Hazardous Activities and Industries List (HAIL) can be found on the [MFE website](#).

If the land subject to this application been used for (including its present use) an activity on the HAIL, your application involved subdividing or changing the use of the land, sampling or disturbing soil, or removing or replacing a fuel storage system, then the NES may apply and you may need to seek consent for this concurrently in your application.

Does the proposed activity require resource consent under the NES? Yes No

If 'yes' an assessment of the application under the NES must be provided as part of your Assessment of Effects on the Environment, a detailed site investigation may be required.



OTHER CONSENTS

HAVE YOU APPLIED FOR OR OBTAINED ANY OTHER RESOURCE CONSENT(S) FROM OTAGO REGIONAL COUNCIL (ORC)?

Yes

No

If 'yes' please indicate what type of consent and supply the application number.

HAVE YOU APPLIED FOR A PROJECT INFORMATION MEMORANDUM (PIM) OR A BUILDING CONSENT FOR THIS PROJECT?

Yes

No

If 'yes' please supply the BC number.

DECLARATION OF INFRINGEMENT HISTORY

Select one of the following statements:

CORPORATION/TRUST/INCORPORATED SOCIETY/UNINCORPORATED SOCIETY:

I declare that I am a person authorised to make this declaration on behalf of the Applicant. The Applicant has not been the subject of any abatement notices, enforcement orders, infringement notices, or convictions under the Resource Management Act 1991.

I declare that I am a person authorised to make this declaration on behalf of the Applicant. The Applicant has been the subject of the following abatement notices, enforcement orders, infringement notices, and convictions under the Resource Management Act 1991 (list all matters and the date of each):

NATURAL PERSON:

I declare that I am a natural person and that in the past 7 years I have not been the subject of any abatement notices, enforcement orders, infringement notices, or convictions under the Resource Management Act 1991.

I declare that I am a natural person and that in the past 7 years I have been the subject of the following abatement notices, enforcement orders, infringement notices, and convictions under the Resource Management Act 1991:

A natural person is an identifiable individual. A non-natural person is not an identifiable individual, and includes companies, trusts, and unincorporated persons.



PAYMENT // An initial fee is payable upon receiving the initial fee invoice following the submission of this application.

Please wait for the initial fee invoice to be issued and 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 - LAND USE AND SUBDIVISION RESOURCE CONSENT FEES

Please select from drop down list below:

The initial fee is made up of an administration lodgement fee of \$300.00 and monitoring fee of \$287.00 (for land use consent applications and designation related applications) if applicable. It also includes a charge reflective of the overall activity status of your application or the type of application you are applying for, this charge is treated as the application deposit.

The initial fee amounts are a minimum initial charge, and any further costs incurred will be invoiced monthly until processing is complete. The actual costs of your application will be calculated as the application progresses.

Please refer to our [📌 charges and fees webpage](#) for more information.



INFORMATION REQUIRED TO BE SUBMITTED // Attach to this form any information required (see below).

To be accepted for processing, your application should include the following:

- Form 9: General Application (this form).
- Record of Title for the property (no more than 3 months old). To be named Record of Title with the title identifier at the end and to be separate documents if multiple titles (i.e. Record of Title 12345, Record of Title 678910).
- Copies of any Covenants, Consent Notices, Easement Instruments etc. These are to be named Consent Notice or Easement Instrument with the title identifier at end and to be separate documents (i.e. Consent Notice 123456, Easement Instrument 123456, Covenant 123456). These can be obtained from Land Information NZ.
- A plan or map showing the locality of the site, topographical features, buildings etc.
- A site plan at a convenient scale.
- Written approval of every person who may be adversely affected by the granting of consent (s95E).
- Acknowledgment that written approval has not been supplied from all affected parties.
- An AEE (Assessment of Effects). An AEE is a written document outlining how the potential effects of the activity have been considered along with any other relevant matters, for example if a consent notice is proposed to be changed.
- The AEE includes the relevant provisions of the District Plan and affected parties including who has or has not provided written approval.

Your application must be submitted via our online [📌 Community Portal](#).

It's important that all your documents are named correctly - it helps us to process your application quickly and efficiently.

If you do not follow the required naming convention, your application will be rejected.

Please name your documents as per the guide below.

- Application Form
- AEE (Assessment of Environmental Effects)
- Landscape Report
- Engineering Report
- Affected Party Approval/s
- Ecological Report
- Traffic Report
- Record of Title including the title identifier at the end and to be separate documents if multiple titles (i.e. Record of Title 12345, Record of Title 678910)
- Covenants, Consent Notices, Easement Instruments etc. including the title identifier at end and to be separate documents (i.e. Consent Notice 123456, Easement Instrument 123456, Covenant 123456)
- Geotechnical Report
- Urban Design Report
- Wastewater Assessment

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.

- I apply for the resource consent(s) for the Proposal described above and I certify that, to the best of my knowledge and belief, the information given in this application is complete and accurate.
- I am/we are aware as the applicant, 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 [charges and fees section](#) and [Council's other guidance for resource consent applications](#).
- I/we agree, to make payment of all Additional Charges under s36(5) by the 20th of the month following the invoicing of the charges (**the Agreed Date**).
- In accordance with s92AA(1)(a)(iii), I/we acknowledge that this declaration constitutes written notice that the charges under s36(5) are to be paid by the Agreed Date.
- I/we accept that failing to make payment by the Agreed Date may result in the application being treated as incomplete and returned, in accordance with the process under s92AA(1)(b) and (c).
- I/we understand that after an application has been returned under this section, if the application is lodged again with the consent authority, it is to be treated as a new application.

Authorised signatory

Date

Full name

DECLARATION OF AUTHORITY TO ACT ON BEHALF // Please sign this section if you are acting on behalf of the applicant.

- I apply for the resource consent(s) for the Proposal described above and I certify that, to the best of my knowledge and belief, the information given in this application is complete and accurate.

Signed as an authorised agent of the Applicant

Date

Full name and title of person lodging this form

Company name and address





APPLICATION FEES - IMPORTANT INFORMATION

When you lodge an application, an initial fee must be paid before any processing can begin. This initial fee is a deposit and represents the minimum charge for your application.

The initial fee includes:

- a deposit based on the overall activity status of the application you are applying for,
- an administration and lodgement fee, and
- a monitoring fee, where applicable.

This deposit contributes toward the total cost of processing your application. Your application will not be accepted or processed until the initial fee has been paid.

If your application is notified or requires a hearing, you will be required to pay a notification deposit and/or a hearing deposit. If unpaid, the processing of an application will be suspended until the sum is paid.

Any further costs incurred through the processing of your application are additional charges.

They will be charged on an hourly basis, and can be found listed on our [charges and fees webpage](#).

Additional fees will be invoiced monthly until the processing of your application is complete. The actual total cost of your application will be calculated progressively as work is carried out.

Please note that by signing and lodging this form you are acknowledging that the details in the applicant section represent the person or entity 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 Council related to the recovery of any debt and that you are agreeing to the payment date which will be a monthly invoice of additional fees.



PRIVACY INFORMATION

The information that you have provided on this form is public information and is gathered for a lawful purpose to ensure the efficient functioning of Council's duties, powers and functions under the Resource Management Act 1991 and the Building Act 2004. The information will enable Council to adequately assess your application for Resource Consent in accordance with the statutory processes under the Resource Management Act 1991. The information may also be collected for and disclosed to, the Ministry for the Environment and Queenstown Lakes District Council, for the purpose of statistical analysis, so that the Agencies can efficiently undertake their statutory duties. The information will be stored on a public register ([Council's eDocs website](#)) and is available to the public in accordance with the terms and conditions set out on the eDocs website.

While available to the public through the eDocs portal, any disclosure of the information on the website must be in accordance with the Local Government Official Information and Meetings Act 1987 and must not be used for a purpose other than for the reason it was collected. Members of the public should not share or distribute this information for any purpose that is not a lawful purpose set out under relevant legislation.

Any unauthorised use, disclosure, or distribution of this information by third parties may constitute a breach of the Privacy Principles set out under the Privacy Act 2020 and may be reported to the Privacy Commissioner which could result in legal sanctions.