



SIGNING AND SEALING APPLICATION FORM



CONSENT HOLDER // Must be a person or legal entity (limited liability company or trust). Full names of all trustees required.

Applicant's full name:

OR: Company / Trust:

Contact Person / All trustee names:



BILL PAYER // The invoices will be sent to this postal address or email.

Phone Numbers: Day

Mobile:

Email Address:

Postal Address:

Post code:

Please provide an email AND full address.



APPLICANTS REPRESENTATIVE // Agent / Individual submitting application and receive all correspondence throughout process

Name & Company:

Phone Numbers: Day

Mobile:

Email Address:



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



DETAILS OF SITE // LOCATION

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)

Owners / Occupiers of the Site: If different from applicant above

CERTIFICATES TO BE SIGNED

Cert	To be signed with:	Developer Comments	QLDC Comments
108	Deed of Covenant		
221	Consent Notice		
	Encumbrance / Covenant Request		

APPROVALS TO BE SUBMITTED WITH APPLICATION

Approval From:	Developer Comments	QLDC Comments
Engineering approval(s) obtained and all conditions of engineering approval satisfied (or USC if appropriate)		
Landscape Architect (required if any private landscaping consented)		
Parks and Reserves (required if reserves are vesting, or if PED rows/ cycleways are vesting as easements in gross and if any trees are planted in road reserves)		
Road Names		
Interests to remain on Council Reserves		





INFORMATION TO BE SUBMITTED // Attach with this form

- L.T Plan
- Completed Building Platform (if applicable)
- All correspondence documents in regards to the conditions

Please ensure documents are scanned at a minimum resolution of 300 dpi
 Each document should be no greater than 10mb
 Please upload via our [Sharefile portal](#) or send directly to subdivision@qldc.govt.nz



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

An initial fee for processing this application will be charged at the time of lodgement in accordance with QLDC's fee schedule. This initial fee must accompany your application for processing to commence. If the initial fee is insufficient to cover the actual and reasonable costs of work undertaken on the application you will be required to pay any additional amount and will be invoiced monthly as work on the application continues. Please note that if the Applicant has outstanding fees owing to Council in respect of other applications, Council may choose to apply the initial fee to any outstanding balances in which case the initial fee for processing this application may be deemed not to have been paid.

Invoiced sums are payable by the 20th of the month after the work was undertaken. If unpaid, the processing of an application, provision of a service, or performance of a function will be suspended until the sum is paid. You may also be required to make an additional payment, or bring the account up to date, prior to milestones such as notification, setting a hearing date or releasing the decision. In particular, all charges related to processing of an application are payable prior to issuing of the approval. Payment is due on the 20th of the month or prior to the issue date – whichever is earlier.

LIABILITY FOR PAYMENT – Please note that by signing and lodging this application form you are acknowledging that the Applicant is 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.

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 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.

