



# 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 Record of Title or Rates Notice – e.g Lot x DPxxx (or valuation number)

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

#

CONSENT NUMBER(S) - Including all Variations and Date Consent Issued



CONSENT DESCRIPTION



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.](#)

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



QUEENSTOWN  
LAKES DISTRICT  
COUNCIL

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

P: 03 441 0499  
E: [subdivision@qldc.govt.nz](mailto:subdivision@qldc.govt.nz)  
[www.qldc.govt.nz](http://www.qldc.govt.nz)

# CERTIFICATES TO BE SIGNED

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

# APPROVALS TO BE SUBMITTED WITH APPLICATION

| Approval From:                                                                                                | Developer Comments |
|---------------------------------------------------------------------------------------------------------------|--------------------|
| Engineering approval(s) obtained and all conditions of engineering approval satisfied (or USC if appropriate) |                    |
| Landscape Architect (required if any private landscaping consented)                                           |                    |





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  
Applications and documents to be uploaded via our [Community Portal only](#)



## 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.

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.

## 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.





## 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, the Building Act 2004 and the Local Government Act. The information will enable Council to adequately assess your application 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.

