

Resource consent invoices

Examples of the invoices you'll receive



Initial Fee Invoice

Private Bag 50072, Queenstown 9348, New Zealand
QUEENSTOWN, 10 Gorge Road | P: +64 3 441 0499
WANAKA, 47 Ardmore Street | P: +64 3 443 0024
GST Number 49-635-680 | www.qldc.govt.nz

TAX INVOICE

GST No: 49-635-680

Application Payment

APPLICANT'S NAME

BILL PAYER'S EMAIL

BILL PAYER'S POSTAL ADDRESS

Application Reference:	RM123456
Application Details:	
Site Address:	
Legal Description:	
Tax Invoice Number	
Invoice Date:	
Applicant PO# Reference	

CHARGE SUMMARY

Charge Description	Exclusive Amount	GST Amount	Inclusive Amount
Administration Lodgement Fee	\$266.96	\$40.04	\$307.00
Monitoring Fee	\$254.78	\$38.22	\$293.00
Land Use Non-complying Activity	\$2,711.30	\$406.70	\$3,118.00
Charge Total	\$3,233.04	\$484.96	\$3,718.00
TOTAL PAYMENT DUE			\$3,718.00

PAYMENT DUE NOW

- 1

This fee covers the administration costs associated with the initial set-up of the application.
- 2

The *Monitoring Fee* contributes towards the cost of monitoring officers conducting site visits and assessing whether consent conditions are being met. It is held separately and is generally only used once your resource consent has been issued. This fee is only applicable to Land Use consent applications and designation-related applications.
- 3

The amount is an initial fee based on the type of application and activity. It will be credited to your debtor account and used as a deposit towards your application processing costs. You'll see the initial fee deposit amount (excluding GST) as a credit on your first monthly debtor invoice.

Monthly Debtor Invoice

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TAX INVOICE

GST No: 49-635-680

APPLICANT'S NAME

BILL PAYER'S EMAIL

BILL PAYER'S POSTAL ADDRESS

Tax Invoice No:

Tax Invoice Date:

Customer No:

Application No:

123456

31/03/2025

RM123456

RM123456

Time & Materials

Date		Units	UOM	Unit Rate	Amount
01/02/2025	Application Fees	Cdt from initial fee	1.00	Each	-2,711.30
01/02/2025	Vetting Initial review of application.	Processing Planner	10.00	H	182.61
10/03/2024	Drafting S95 Notification Determination Report Begin drafting report, set out template. Permitted baseline, begin assessment.	Processing Planner	10.00	H	182.61

Total Exclusive

GST

Invoice Total (NZD)

940.90

141.13

1,082.03

Please Note:

Invoices are due on the 20th of the month after being issued.

- 1

This line shows that your initial fee deposit has been credited to your debtor account. The initial fee deposit is the charge relating to the overall activity status of your application or your application type. The amount does not include the administration fee and monitoring fee (which is held separately for later use).
- 2

Charges and credits are shown on the invoice as GST exclusive and the GST is added in this line of the invoice.
- 3

These charges reflect the processing time spent on your application. Further details about charge codes can be found on our [Charges and Fees webpage](#).
- 4

Once charges on your application exceed the credit and your initial fee deposit, a monthly invoice is issued. Because it may take a while to exceed your deposit, your invoice may show charges dating back several weeks or months.
- 5

The *Invoice Total* is the amount by which the processing costs have exceeded the available deposit balance and is the amount payable for the invoice billing period.