



S223 & S224 APPLICATION FORM



PLEASE COMPLETE **ALL FIELDS** OF THIS FORM.

This form provides contact information and details of your application. If your **form is not filled** and 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:

s223

s224

Combined s223 and s224

OTHER CERTIFICATES TO BE SIGNED AS PART OF THIS APPLICATION

Amalgamation

s32(2)(a)

s239

s243(e)

s224f

Consent Notice Cancellation

Consent Notice

s108 Covenant

Consent Notice Variation

Any other Certificate



DETAILS OF SITE

Address / Location which this application relates

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



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

Original Resource Consent:

Date of Issue:

1st Variation:

Date of Issue:

2nd Variation:

Date of Issue:

3rd Variation:

Date of Issue:

4th Variation:

Date of Issue:

CONFIRM CONSENT AS NOT LAPSED - Consent Holder has 3 years to obtain 224c following issue of 223 certificate.

Confirmed Consent has not lapsed

ALL ADDITIONAL APPROVALS OBTAINED (including Engineering Acceptance, Road Naming, Parks & Reserves etc.)

Confirmed all additional approvals received



SUBDIVISION DETAILS

Date Applied for:

New Deposited Plan Number:

Stage:

No. of Lots (excl roads/reserves):

**INFORMATION REQUIRED TO BE SUBMITTED** // Include within application any information required

L.T Plan

Completed Subdivision 224c Checklist

All correspondence documents in regards to the conditions

- All documents to be clearly labeled and to reference the original resource consent number & any subsequent variation numbers if applicable e.g RM123456 (varied by RM200123) – [224c Checklist](#)
- Please ensure documents are scanned at a minimum resolution of 300 dpi and each document should be no greater than 10mb
- Applications and documents to be upload via our **Community Portal** only





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. 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 details in the invoicing section are 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.

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.



PAYMENT // The initial fee must be paid

I confirm payment by:

Bank transfer to account **02-0948-0002000-000** reference **RM#** (If paying from overseas swiftcode – BKNZLN22)

Invoice for initial fee requested and payment to follow

Initial Fee Amount:

Fees as per Resource Consent & Engineering Fees & Other Charges

Date of Payment:



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.



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.*

