



# PRIVATE PLAN CHANGE PRE-APPLICATION MEETING REQUEST FORM



## PLEASE COMPLETE ALL MANDATORY FIELDS\* OF THIS FORM.

This form provides contact information and details of your application. If your form 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 may 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 person or legal entity applying for the private plan change responsible for the application process 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 preferred methods of corresponding with you are by email and phone.

The decision will be sent to the Correspondence Details by email unless requested otherwise.



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

P: 03 441 0499  
E: dp.hearings@qldc.govt.nz  
www.qldc.govt.nz



## 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 (daytime)

Phone number (mobile)



## 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    Email    Post

Other [Please specify]

Please provide an email AND full postal address:

\*Postal address

\*Email address



## WHO WILL BE ATTENDING THE MEETING

Applicant name

Agent name

Advisor name(s)

Expertise



## 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)



## PROPOSAL

Proposed activity

### DESCRIPTION OF PROPOSAL

Please provide a description of the proposal and, if known, a list of consent, permit and licensing requirements.

## SPECIFIC ISSUES OR TOPICS FOR DISCUSSION

## PLEASE INCLUDE SUPPORTING DOCUMENTS WITH YOUR APPLICATION

### IDENTIFY WHICH QLDC STAFF YOU WOULD LIKE TO ATTEND

Please select from drop down list below:

 Other [Please specify] 

## TERMS AND CONDITIONS

1. The purpose of a pre-application is to facilitate communication between applicants and the council so that the applicant can make informed decisions.
2. The council makes no warranty, express or implied, nor assumes any legal liability or responsibility for the accuracy, correctness, completeness or use of any information or views communicated as part of the pre-application process.
3. To the extent permissible by law, the council expressly disclaims any liability to the applicant (under any theory of law including negligence) in relation to any pre-application process. The applicant also recognises that any information it provides to the council may be required to be discussed under the Local Government Official Information and Meetings Act 1987 unless there is a good reason to withhold the information under that Act).
4. Any assessment and administration time spent will be charged at the relevant hourly rates.
5. A list of Charges and Fees is available on our [website](#).



## FEES INFORMATION

Any assessment including but not limited to time spent reviewing pre-application documents which can involve additional research prior to the actual meeting, and any additional tasks completed post the meeting and administrative time will be invoiced at the relevant hourly rates. A list of Charges and Fees is available on our  [website](#).

If an external consultant such as a landscape architect or other technical specialist (e.g noise or traffic specialist) is required, their time will be charged at that external consultants hourly rate.

Invoices will be sent monthly and are payable by the 20th of the month after the work was undertaken. If unpaid, the preapplication assessment, provision of a service, or performance of a function will be suspended until the sum is paid. Please be advised there may be a delay in billing for external consultants' time; Council has to receive invoices for that time before passing any applicable charges to yourself.

After pre-application discussions, if you decide to submit a resource consent or Private Plan Change request an initial fee will be required and any associated charges will be billed separately from your pre-application charges.

**LIABILITY FOR PAYMENT** – Please note that by signing and lodging this application form you are acknowledging that the Applicant, Agent or person named in the details in the Invoicing Details Section 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.



## APPLICANT DECLARATION //

Please sign this if you as the applicant are submitting this application without agent representation.

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 within the Fees Information section.

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 within the Fees Information section.

I have read, understand and accept the terms and conditions set out above.

Signed (by or as authorised agent of the Applicant) \*\*

Date

Full name

Company name and address

\*\*If this form is being completed online you will not be able, or required, to sign this form and the online submission 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.



## SEND

Email this form and supporting documents to [dp.hearings@qldc.govt.nz](mailto:dp.hearings@qldc.govt.nz) or submit it via our online  [Community Portal](#).



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