



RESOURCE CONSENT PRE-APPLICATION MEETING REQUEST



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, 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.
- Postal address supplied must be a valid postal address for the applicant and not for an agent acting on their behalf.

*Applicant's Full Name / Company / Trust:

*Contact Person / All trustee names:

*Postal Address:

*Post code:

*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



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:



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



INVOICING DETAILS //

Invoices will be made out to the applicant but can be sent to another party if paying on the applicant's behalf. Please select a preference for who should receive any invoices and how they would like to receive them.

For more information regarding payment please refer to the Fees Information section of this form.

Applicant:

Agent:

Other:

Email:

Post:

Please Specify:

*Attention:

*Postal Address:

*Post code:

*Email:

Please provide an email and **FULL** postal address.
See our [website](#) for pre-application costs and [general fees and charges](#).



WHO WILL BE ATTENDING THE MEETING

| | |
|-----------------|------------|
| Applicant name: | |
| Agent name: | |
| Advisor 1 name: | Expertise: |
| Advisor 2 name: | Expertise: |
| Advisor 3 name: | Expertise: |
| Advisor 4 name: | Expertise: |



DETAILS OF SITE

*Address / Location to which this application relates:

*Legal Description: (Can be found on the Computer Freehold Register or Rates Notice – e.g Lot x DP xxx)

PROPOSAL

Land use
 Subdivision
 Other, please specify

DESCRIPTION OF PROPOSAL

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





DESCRIPTION OF PROPOSAL CONTINUED

SPECIFIC ISSUES OR TOPICS FOR DISCUSSION

Please also identify which QLDC staff you would like to attend- eg., planner only; resource management engineer etc.



SUPPORTING DOCUMENTS

Please attach supporting documents here including draft assessment of environmental effects, draft application for resource consent, draft plans, certificates of title and any other information that would be useful for the pre-application meeting.





TERMS AND CONDITIONS

1. The purpose of a pre-application meeting is to facilitate communication between applicants and the council so that the applicant can make informed decisions about applying for consents, permits or licenses.
2. The views expressed by council staff in or following a pre-application meeting are those officers' preliminary views, made in good faith, on the applicants proposal. 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. The applicant is not required to amend their proposal to accommodate the views expressed by council staff, nor to comply with any suggestions made by council staff. Further, it remains the applicant's responsibility to get their own professional planning and legal advice when making any application for consents, permits or licences, and to rely solely on that advice, in making any application for consents, permits or licenses.
4. 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).
5. Any assessment and administration time spent beyond the first free hour will be charged at the relevant hourly rates of each attendee.
6. For a full list of fees and charges refer to payment, fees and charges as set out on Queenstown Lakes District Council's [Website](#).



FEES INFORMATION

If the outcome of your pre-application meeting results in a resource consent being lodged, an initial fee for that consent applies.

The first hour spent reviewing pre-application documents or meeting with you will be free; thereafter any assessment, meeting or administrative time will be invoiced at the relevant hourly rates. A list of Consent Charges and hourly rates can be found on the Resource Consent Application Forms section of the [QLDC website](#). Please note the free hour refers only to Council officers time; 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.

Invoices will be sent monthly and are payable by the 20th of the month after the work was undertaken. If unpaid, the pre-application 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 an initial fee will be required and any associated charges will be billed separately from your pre-application charges.

Payment

Payment for pre-application invoices can be made by phoning or visiting one of our offices, please make sure you quote your pre-application reference number shown on your invoice starting PA.

Payment can also be made via bank deposit or online banking. Please ensure to reference any banking payments correctly with the PA# shown on your invoice or the Invoice number. Incorrectly referenced payments may cause delays to the assessment of your pre-application whilst payment is identified.

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 within 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 within the Fees Information section.

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

PLEASE TICK

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.

SEND

Email this [form](#) and [supporting documents](#) to resourceconsent@qldc.govt.nz, or drop in to the Duty Planner of the resource consents team at the first floor of 74 Shotover Street, Queenstown; or 33-35 Reece Crescent, Wanaka

