



# ENGINEERING ACCEPTANCE



## APPLICANT // 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:



## APPLICANT DETAILS // The **invoices** will be sent to this address or email.

Phone Numbers: Day

Mobile:

Email Address:

Postal Address:

Post code:



## CORRESPONDENCE DETAILS // If different than above applicant details – E.g. consultant, agent or architect

Name & Company:

Phone Numbers: Day

Mobile:

Email Address:



Our preferred methods of corresponding with you are by **email** and **phone**.  
The **decision** will be sent to the Correspondence Details via **email**.



## 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 DPxxx (or valuation number)*

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



## CONSENT NUMBER(S) - including variations



## CONDITIONS FOR WHICH APPROVAL IS SOUGHT



## INFORMATION REQUIRED TO BE SUBMITTED // Attach to this form any information required

**The information requirements detailed in the attached Checklist should be addressed.**

We prefer to receive applications **electronically**

**All applications to be lodged to [engineeringacceptance@qldc.govt.nz](mailto:engineeringacceptance@qldc.govt.nz)**

Please ensure documents are scanned at a minimum resolution of 300dpi.  
Each document should be no greater than 10MB



## 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.





## 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. You may also be required to make an additional payment, or bring the account up to date, prior to milestones such as notification, setting a hearing date or releasing the decision. 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 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.



## PAYMENT // A deposit fee must be paid prior to or at the time of the application and proof of payment submitted.

I confirm payment by:

Bank transfer to account **02 0948 0002000 000** reference **EA-RM#** (eg EA-RM170000)(If paying from overseas swiftcode – BKNZNZ22)

Cheque payable to Queenstown Lakes District Council attached

Manual Payment at reception (can only be accepted once application has been lodged and acknowledgement email received with your unique EA reference number)

Fee Required: **\$412.50**

*Fees as per Resource Consent & Engineering Fees & Other Charges  
<http://www.qldc.govt.nz/planning/resource-consents/application-forms/>*

Date of Payment

## 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 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.*



## Information Requirements for Application for Review and Acceptance

The following information is required for each application for Review and Acceptance. Please complete this form and attach to the application and all applications shall be sent to [engineeringacceptance@qldc.govt.nz](mailto:engineeringacceptance@qldc.govt.nz).

QLDC's Land Development and Subdivision Code of Practice (LDS CoP) provides detailed guidance on the information that shall be provided. The below schedule is a minimum requirement to be addressed by all applications. Further information shall be supplied on request from QLDC. Please come to meet with us prior to submitting your application to go through what you will provide and we can confirm if requirements are met.

Service	Information Requirements	Supplied? Yes or No
<b>General</b>	Completed application form and associated fee	
	Cover letter identifying resource consent conditions for which engineering review is requested and detailing how these conditions have been satisfied	
	Confirmation that all elements have been designed in accordance with QLDC's Land Development and Subdivision Code of Practice.	
	For elements that are not in accordance with QLDC's Code of Practice or are an alternative solution these shall be listed separately with a brief description of each and why it is considered appropriate	
	Schedule 1A design certificate for each individual discipline	
	Design and construction documentation, including drawings, specifications and calculations. All documents shall demonstrate they have passed through an internal quality management system and been checked and approved by a suitably qualified person, different from document author.	
	Copies of any expert hazard/geotechnical or traffic engineer's assessments completed and/or submitted in support of the original consent application and explanation of how the report's findings/recommendations have been addressed as part of the detailed engineering design.	
	List of assets that are proposed to be vested with Council (these shall be shown on a highlighted plan, it is acceptable for the highlighting to be undertaken by hand).	
	Show compliance with the relevant resource conditions or where deviated from, provide detailed explanations.	
<b>Earthworks</b>	Identification of special features	
	Stability assessment	
	Assessment of special soil types where applicable	
	Detail where specific engineering design is required i.e. retaining walls, mechanically stabilized earth walls etc	
<b>Roading</b>	Design and Access Statement (addressing all elements of section 3.3 of QLDC's LDS CoP) that includes: <ul style="list-style-type: none"> <li>i. Road dimensions and layout;</li> <li>ii. Link and place functions (as detailed in Table 3.2 of CoP);</li> <li>iii. Connectivity of road network;</li> <li>iv. How target operating speeds will be achieved (including description of both physical and psychological devices and the individual effects these will have);</li> <li>v. How LID principles have been considered for stormwater run-off from the roads;</li> <li>vi. How cyclists will be provided for;</li> <li>vii. How rubbish collection and associated turning areas will be provided.</li> </ul>	
	Road Safety Audit – vested roads and private accesses/parking areas	

Service	Information Requirements	Supplied? Yes or No
	Completed Road Safety Audit Exemption form if Road Safety Audit not required. Occasionally if the roading design includes only very basic roading design and intersections Council may agree to a Road Safety Audit exemption. Please discuss with RM Engineering prior to considering this option.	
	Roading layout plan (to include landscape provisions) and pedestrian/cycle links	
	Internal access, manoeuvring & parking areas (including any pedestrian and cycle links) associated with land use development	
	Cross sections including typical location of all services and separation (horizontal and vertical)	
	Long sections	
	Sight distance plan	
	Structural design	
	Swept path analysis for intersection that are controlled (Stop or Giveaway signs) that includes 8m semi rigid truck	
	All Road markings and signage shown or state why road markings and signage isn't required or are not in compliance with MOTSAM	
	Standard details specific to the application	
<b>Stormwater</b>	Stormwater Catchment Management Plan (prepared by the developer). If LID devices are proposed, provide: <ul style="list-style-type: none"> <li>i. Evidence of QLDC involvement in the design process and written approval from Council's Asset Performance team that the proposed maintenance requirements are acceptable to QLDC.</li> <li>ii. Operation manuals (draft only with final copy provided at 224c)</li> </ul>	
	Catchment Plan	
	Design Philosophy including allowance for upstream catchments and impact on downstream catchments	
	Plans and long sections	
	Flood map for 1% AEP and 5% AEP storms (the 5% AEP plan should show no flooding or ponding of water in roads, reserves and lots intended future construction)	
	Overland Flow Paths Plan	
<b>Wastewater</b>	Standard details	
	Catchment Plan	
	Design Philosophy (reticulation, pumping, treatment and disposal) including allowance for adjacent catchments and impact on downstream catchments	
	Plans and long sections	
<b>Water Supply</b>	Standard details	
	Proof of modelling undertaken and compliance with Council's standards	
	Future development (to max extent defined by DP)	
	System design	
<b>Landscape</b>	System Layout	
	Confirmation of consultation with QLDC's Parks Manager.	
	Landscape layout, including all landscaping within road reserve and compliance with QLDC Tree Planting guidelines	
<b>Lighting</b>	Irrigation plan that includes control, irrigation fittings and maintenance requirements	
	Design parameters	
	Lighting layout and isolux plot lines plan	
	Compliance with the Southern Light Strategy	
	Completed and attached QLDC Lighting and Design Submission Checksheet:	

Service	Information Requirements	Supplied? Yes or No
Notes	All plans to be to scale (preferred scales are 1:100, 1:200 and 1:500)	
	All documents to be submitted as enabled PDF's (searchable documents not scanned copies, except for signature pages)	

**Council requires an integrated design approach to be taken and is under no obligation to issue partial, provisional or staged design.**