



# APPLICATION FORM URBAN DESIGN PANEL



## 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:

Address:

Post code:

Email Address:

Phone Numbers: Day

Mobile:



## CORRESPONDENCE DETAILS // If different than above – 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 by **email** unless requested otherwise.



## INVOICING DETAILS // The invoices will be sent to this postal address

Attention:

Address:

Post code:

Email:



## PROJECT DETAILS

Project Name / Title:

Project (site) address:



## PROJECT DETAILS CONTINUED

Description of project:

Has the application been reviewed by the urban design panel before? *(Please delete as applicable)*

Yes

No

If yes, what date was the meeting held?



## INFORMATION REQUIRED

Please make sure that your application is complete. If you are unsure of what your application should include, you can view examples of previous applications at the Council offices.

In particular, please ensure that your application includes contextual information, including pedestrian and vehicle flow paths and photographs of neighbouring properties.

### An electronic copy of the following:

- Your completed application form
- Site plans including building setbacks required by the District Plan
- Elevations (complete set showing all relevant details such as proposed signage, height limits and recession planes)
- Perspective drawing showing buildings forms and setting (and excluding landscaping that obscures any part of the building)
- Cross sections (including land gradients of abutting properties)
- Landscaping plans
- Plan showing pedestrian or vehicle flow paths through the property and to and from nearby destinations.
- Photos of neighbouring properties and street elevation photos showing all properties within approximately 75 metres of the project site.
- An outline of the design brief and a brief description of the design principles that generated the proposal
- A list of any infringements of District Plan Rules
- A list of the main materials, colours and textures to be used
- A copy of the District Plan Zoning Map with the site marked





## 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

The cost to have your proposal put before the Urban Design Panel is \$250. This is a fixed fee for proposals yet to have a resource consent lodged.

Section 36 of the Resource Management Act 1991 deals with administrative charges and allows a local authority to levy charges that relate to, but are not limited to, carrying out its functions in relation to receiving, processing and granting of resource consents (including certificates of compliance and existing use certificates).

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 a resource consent application are payable **prior to issuing of the decision**. 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 **RMUD** and the first 5 letters of applicant name. (If paying from overseas swiftcode – BKNZLN22)

Cheque payable to Queenstown Lakes District Council attached

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

Amount Paid:

*(For required deposit fees refer to website for Resource Consent Charges)*

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.*

