



# PRIVATE PLAN CHANGE REQUEST FORM

This form is to be completed for all Plan Change Requests relating to changing the zoning of a site or site(s)

These forms are to be completed upon receipt of the Request, preferably in the presence of the Requestor or his/ her agent.

Note: The acceptance of the request does not provide any indication of the Council's decision as to how it will deal with the Plan Change and does not necessarily mean that the quality of the information provided (e.g. the S32 Evaluation Report) is adequate. This will be determined within 20 working days and you will be advised of any further information that is required.

## 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 consent holder(s) responsible for the consent and any associated costs.

\*Applicant's Full Name / Company / Trust:

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



### 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:



## OWNER DETAILS // Please supply owner details for the subject site/property if not already indicated above

\* Owner Name:

Owner Address:

If the property has recently changed ownership please indicate on what date (approximately) AND the names of the previous owners:

Date:

Names:



## 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 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):



## SITE VISIT REQUIREMENTS // Should a Council officer need to undertake a site visit please answer the questions below

Is there a gate or security system restricting access by council? YES NO

Is there a dog on the property? YES NO

Are there any other hazards or entry restrictions that council staff need to be aware of? YES NO

If 'yes' please provide information below

## BRIEF DESCRIPTION OF THE PROPOSAL // \*Please complete this section, any form stating 'refer AEE' will be returned to be completed with a description of the proposal

\*Purpose of the Private Plan Change:

To be accepted for processing, your application should include the following:

Computer Freehold Register for the property (no more than 3 months old) and copies of any consent notices and covenants  
(Can be obtained from Land Information NZ at <https://www.linz.govt.nz/>).

A plan or map showing the locality of the site, topographical features, buildings etc. *(All plans and maps are required to be supplied in PDF and GIS (or cad) formats (.SHP,DWG..))*

A site plan at a convenient scale.

A s32 Evaluation Report.

An Assessment of Environmental Effects.

Through description of the site including all physical attributes.

Detail of surrounding sites, including the zoning of land surrounding the site, and designations within the vicinity, and the land uses within the vicinity of the site.

Thorough assessment of the Request in relation to all the Council's strategic documents

Detail of water and sanitary sewer, and to what standard the area shall be supplied with water, effluent treatment and disposal, stormwater disposal, and solid waste disposal, where any upgrade is required to the public reticulated system, the work which is required, and a suggested method(s) to carry out the work.

Detail with respect to the road network, including the location of any new roads proposed within the site and how these link up with the existing road network of the area, any effects which the proposed rezoning and associated vehicle movements will have on roads within the local road network, any upgrading of the road network required as a result of the rezoning, and whether it is intended to provide cycleways or walkways.

The effect of the proposed activity on community services and facilities e.g. schools, reserves and recreational facilities.

Any measures proposed to avoid or mitigate potential natural hazards, and the effects of any such measures on other people, property or the environment.

The impact of any proposed activity on any site containing features identified within the Proposed or Operative District Plan, and proposed measures to mitigate any effect to such features.

Any proposed building line restriction recommended to protect the natural character of any waterway or areas of indigenous vegetation.

A Landscape Assessment or other expert report as is relevant to the request.



We prefer to receive applications electronically – please see Appendix 1 – Naming of Documents Guide for how documents should be named. Please ensure documents are scanned at a minimum resolution of 300 dpi. 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

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 and processing plan changes.



## FEES INFORMATION // CONTINUED

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 accordance with section 36AAB of the Resource Management Act 1991. 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 plan change 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. It is likely that the private plan change will require a hearing to hear submissions. Council may require you to pay a notification deposit and/or a hearing deposit. An applicant may not offset any invoiced processing charges against such payments.

**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.

Please ensure to reference any banking payments correctly. Incorrectly referenced payments may cause delays to the processing of your application whilst payment is identified.

If the initial fee charged is insufficient to cover the actual and reasonable costs of work undertaken on the application you will be required to pay any additional amounts and will be invoiced monthly as work on the plan change continues.



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

Please reference your payments as follows: PPC followed by first 5 letters of applicant name e.g PPCJONES

Please note processing will not begin until payment is received (or identified if incorrectly referenced).

I confirm payment by:

Bank transfer to account 02 0948 0002000 00(If paying from overseas swiftcode is – BKNZNZ22)

Invoice for initial fee requested and payment to follow

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

\*Reference

\*Amount Paid: \$14,884 - Private Plan Change fee

\*Date of Payment

Invoices are available on request

## 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 / 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 hereby apply for the resource consent(s) for the Proposal described above and I certify that, to the best of my knowledge and belief, the information given in this application is complete and accurate.

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.

## APPENDIX 1 // Naming of documents guide

While it is not essential that your documents are named the following, it would be helpful if you could title your documents for us. You may have documents that do not fit these names; therefore below is a guide of some of the documents we receive for resource consents. Please use a generic name indicating the type of document.

Private Plan Change Application Form

Assessment of Environmental Effects (AEE)

Computer Register (CFR)

Section 32 Evaluation Report

Landscape Assessment

Wastewater Assessment

Urban Design Assessment

Road Network Assessment



As provided for under the RMA it is Council's policy to recover from the applicant of a private plan change all reasonable costs incurred by the Council, its staff or consultants in the processing of the request. These costs are likely to include, but are not limited to, the following:

**1. Staff costs and consultation fees with respect to:**

- Reviewing all information supplied;
- Becoming familiar with issues, including undertaking a site visit/s;
- Briefing consultants and internal staff, and arranging audits of specialist reports;
- Preparing a report for full Council, introducing and detailing the plan change, which may include:
  - Further meetings and discussions with the applicant and/or their representatives
  - Internal discussions and meetings between Council staff and any consultants who may be assisting with the request
  - The methods in which any adverse effects can be mitigated
  - The benefits and costs of any alternative
  - The nature of any consultation undertaken;
- Attending the Planning & Strategy Committee and/or full Council meeting to present the plan change;
- Reporting to the Full Council;
- Answering public enquiries generated as a result of the plan change.

**2. Notification costs if the Council accepts the plan change requests, including the following:**

- Preparing for notification, including preparing and advertising the public notice, and identifying and notifying affected parties;
- Preparing the summary of submissions (if any are received);
- Preparing notice of summary of submissions and advertising accordingly;
- Photocopying and postage as required.

**3. Hearing costs which are likely to include the following: •**

- Preparation of the hearing report on submissions, or if no submissions preparing a report to Council;
- Attending the hearing and assisting the Hearings Panel or Commissioner at the hearing;
- Assisting the Hearings Panel or Commissioner at deliberations in preparing the decision report or recommendations.
- Printing and photocopying where required;
- Hearing management and administration, including scheduling the hearing, notifying all submitters who requested to be heard, enquiries from submitters and taking of minutes during the hearing;
- Costs of commissioners, including reading of all supporting material, all submissions and the planner's report, site inspections, attending the hearing and deliberations, writing up the decision or finalising draft decision, and travel expenses.

The costs of the plan change request will be on-charged no matter what the outcome may be.

In the case where a plan change request is withdrawn, costs up to that time (including public notification of the withdrawal) will be recovered from the applicant.

If the matter proceeds to the Environment Court the Council will bear its own costs with respect to the proceedings and will not seek to on-charge them to the applicant. The Council can however reserve the right to seek from the Court an award of costs.

