



PRIVATE PLAN CHANGE 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.





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



OWNER DETAILS //

Please supply owner details for the subject site/property if not already indicated above.

*Owner name

Owner address

Owner email address

If the property has recently changed ownership, please indicate on what date (approximately) AND the name(s) of the previous owner(s):

Date

Name(s)



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)



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

Question	Yes	No
Is there a gate or security system restricting access by council?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a dog on the property?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other hazards or entry restrictions that council staff need to be aware of? If 'yes' please provide information below.	<input type="checkbox"/>	<input type="checkbox"/>



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:



PRE-APPLICATION MEETING

Have you had a pre-application meeting with Council regarding this proposal?

Yes No Copy of minutes attached

If 'yes' please provide the reference number and/or name of staff member involved.



INFORMATION REQUIRED TO BE SUBMITTED // Attach to this form any information required (see below & appendices 1–2).

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

- Record of Title for the property (no more than 3 months old). To be named Record of Title with the title identifier at the end and to be separate documents if multiple titles (i.e. Record of Title 12345, Record of Title 678910).
- Copies of any Covenants, Consent Notices, Easement Instruments etc. These are to be named Consent Notice or Easement Instrument with the title identifier at end and to be separate documents (i.e. Consent Notice 123456, Easement Instrument 123456, Covenant 123456). These can be obtained from Land Information NZ.
- A plan or map showing the locality of the site, topographical features, buildings etc.
- A site plan at a convenient scale.
- A s32 Evaluation Report.
- An AEE (Assessment of Effects). An AEE is a written document outlining how the potential effects of the activity have been considered along with any other relevant matters, for example, the anticipated effects arising from the implementation of this private plan change. See Clause 22 (2) of Schedule 1 of the RMA for further information.
- The AEE includes the relevant provisions of the District Plan and affected parties including who has or has not provided written approval. See [Appendix 1](#) for more detail.
- Thorough description of the site, detailing 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 Councils 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 reports relevant to the request to accompany the s32 Evaluation Report.
- An overview or list of pre-consultation that has occurred. this may include but is not limited to: iwi authorities, community groups, adjacent landowners, The Otago Regional Council, and any other relevant statutory bodies.

Your application must be submitted via our online [Community Portal](#).

Please see [Appendix 2](#) - Requirements for Naming of Documents for how documents should be named.



PRIVACY INFORMATION

The information that you have provided on this form is public information and is gathered for a lawful purpose to ensure the efficient functioning of Council's duties, powers and functions under the Resource Management Act 1991. The information may also be collected for and disclosed to, the Ministry for the Environment and Queenstown Lakes District Council, for the purpose of statistical analysis, so that the Agencies can efficiently undertake their statutory duties. 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.

Any disclosure of the information on the websites must be in accordance with the Local Government Official Information and Meetings Act 1987 and must not be used for a purpose other than for the reason it was collected. Members of the public should not share or distribute this information for any purpose that is not a lawful purpose set out under relevant legislation.

Any unauthorised use, disclosure, or distribution of this information by third parties may constitute a breach of the Privacy Principles set out under the Privacy Act 2020 and may be reported to the Privacy Commissioner which could result in legal sanctions.



FEES INFORMATION

Section 36 of the Resource Management Act 1991 deals with 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.

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.

Please see [Appendix 3](#) for more information.



PAYMENT

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

*Date of Payment

Invoices are available on request.

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 hereby apply for the private plan change 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.

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.

ASSESSMENT OF ENVIRONMENTAL EFFECTS

INFORMATION REQUIRED IN ASSESSMENT OF ENVIRONMENTAL EFFECTS

(1) An assessment of the activity's effects on the environment must include the following information:

- (a) if it is likely that the activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity;
- (b) an assessment of the actual or potential effect on the environment of the activity;
- (c) if the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment that are likely to arise from such use;
- (d) if the activity includes the discharge of any contaminant, a description of—
 - (i) the nature of the discharge and the sensitivity of the receiving environment to adverse effects; and
 - (ii) any possible alternative methods of discharge, including discharge into any other receiving environment;
- (e) a description of the mitigation measures (including safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect;
- (f) identification of the persons affected by the activity, any consultation undertaken, and any response to the views of any person consulted;
- (g) if the scale and significance of the activity's effects are such that monitoring is required, a description of how and by whom the effects will be monitored if the activity is approved;
- (h) if the activity will, or is likely to, have adverse effects that are more than minor on the exercise of a protected customary right, a description of possible alternative locations or methods for the exercise of the activity (unless written approval for the activity is given by the protected customary rights group).

(2) A requirement to include information in the assessment of environmental effects is subject to the provisions of any policy statement or plan.

(3) To avoid doubt, subclause (1)(f) obliges an applicant to report as to the persons identified as being affected by the proposal, but does not—

- (a) oblige the applicant to consult any person; or
- (b) create any ground for expecting that the applicant will consult any person.

MATTERS THAT MUST BE ADDRESSED BY ASSESSMENT OF ENVIRONMENTAL EFFECTS

(1) An assessment of the activity's effects on the environment must address the following matters:

- (a) any effect on those in the neighbourhood and, where relevant, the wider community, including any social, economic, or cultural effects;
- (b) any physical effect on the locality, including any landscape and visual effects;
- (c) any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity;
- (d) any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural value, or other special value, for present or future generations;
- (e) any discharge of contaminants into the environment, including any unreasonable emission of noise, and options for the treatment and disposal of contaminants;
- (f) any risk to the neighbourhood, the wider community, or the environment through natural hazards or the use of hazardous substances or hazardous installations.

(2) The requirement to address a matter in the assessment of environmental effects is subject to the provisions of any policy statement or plan.

It's important that all your documents are named correctly - it helps us to process your application quickly and efficiently.

If you do not follow the required naming convention, your application will be rejected.

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
- AEE (Assessment of Environmental Effects)
- Section 32 Evaluation Report
- Landscape Assessment
- Wastewater Assessment
- Urban Design Assessment
- Road Network Assessment
- Record of Title including the title identifier at the end and to be separate documents if multiple titles (i.e. Record of Title 12345, Record of Title 678910)
- Covenants, Consent Notices, Easement Instruments etc. including the title identifier at end and to be separate documents (i.e. Consent Notice 123456, Easement Instrument 123456, Covenant 123456)

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 consultant 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 report/s for Council, introducing and detailing the private 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
 - An overview of the consultation that has been undertaken
- Attending Council meetings to present the private plan change
- Reporting to Council
- Answering public enquiries generated as a result of the private plan change
- Pre-application meetings.

2. Notification costs if the Council accepts the private plan change request, 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 s42A report on submissions, or if no submissions preparing a report to Council
- Appearing at and attending the hearing and assisting the Hearings Panel or Commissioner at the hearing
- Assisting the Hearings Panel or Commissioner at deliberations in preparing the recommendation report.
- 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 and accommodation expenses
- Costs associated with expert witness conferencing

The costs of the private 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.

