



# LICENCE TO OCCUPY ROAD RESERVE



## 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 email address unless requested to be posted

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**.



## Hereby request the consent of the Queenstown Lakes District Council to occupy Council land namely:

Name of Road Reserve:

Type of Activity include any RM or BC references (full details to be provided in cover letter):

Start Date:

Duration:



Queenstown Lakes District Council  
Private Bag 50072, Queenstown 9348  
Gorge Road, Queenstown 9300

P: 03 441 0499  
E: [Engineeringapprovals@qldc.govt.nz](mailto:Engineeringapprovals@qldc.govt.nz)  
[www.qldc.govt.nz](http://www.qldc.govt.nz)

**INFORMATION REQUIRED TO BE SUBMITTED**

Application Form



Location Map showing site of proposal and Council land affected Photographs of



The site (where relevant)



Plans of the proposal (plans must be to scale)



Plans must clearly show measurements concerned with the proposal



Cover Letter advising details of application



Details of Assignment (Transfer) of Licence to Occupy including application reference if applicable

We prefer to receive applications **electronically**

**All applications to be lodged to via our Community Portal or [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. The information and application documents will be stored on a public register and may be made available to the public on request or on 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 details in the invoicing section are 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 // The initial fee must be paid

I confirm payment by:

Bank transfer to account **02 0948 0002000 000** reference **LTO** (If paying from overseas swiftcode – BKNZLN22)

Invoice for initial fee requested and payment to follow

Reference

Initial Fee Required:

*Fees as per Resource Consent & Engineering Fees & Other 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/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 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.*

