



APPLICATION FOR RESOURCE CONSENT

ARROWTOWN TREE REMOVAL OR PRUNING



Under Section 88 of the Resource Management Act 1991 (Form 9)

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:
(Name Decision is to be issued in)

All trustee names (if applicable):

Contact Name if 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 via email unless requested otherwise.



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

Name & Company:

Phone Numbers: Day

Mobile:

Email Address:



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:

☐

*Please provide an email AND full postal address.

*Attention:

*Postal Address:

*Post code:

*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)



PRE-APPLICATION MEETING OR URBAN DESIGN PANEL

Have you had a pre-application meeting with QLDC or attended the urban design panel regarding this proposal?

☐

Yes

☐

No

☐

Copy of minutes attached

If 'yes', provide the reference number and/or name of staff member involved:



CONSENT(S) APPLIED FOR



Land use consent to undertake the following to a tree or group of trees identified in Schedule 32.7 'Arrowtown Character Trees' of the Proposed District Plan.

☐

Removal

☐

Significant Trimming

☐

Works, building or excavation within the root protection zone



Land use consent to undertake the following to a tree identified in Schedule 32.8 'Protected Trees' of the Proposed District Plan.

☐

Removal

☐

Significant Trimming

☐

Works, building or excavation within the root protection zone



BRIEF DESCRIPTION OF THE PROPOSAL





INFORMATION REQUIRED TO BE SUBMITTED //

Attach to this form any information required (see below & appendix 1).

To be accepted for processing, your application for tree removal/pruning should include the following:

■ For all applications:

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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/>).

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An aerial photo / plan showing the locality.

☐

A plan / map or sketch the location of trees on the site.

☐

Photos of the subject tree(s).

☐

Written approval of every person who may be adversely affected by the granting of consent (s95E).

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Assessment of Effects on the Environment (AEE). An AEE is a written document outlining how the potential effects of the tree removal / pruning / works have been considered. The matters of discretion and relevant policies are in Part 32 of the Proposed District Plan. See Appendix 1 for guidance on preparing your AEE.

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Arborist Report (if obtained)



We prefer to receive applications **electronically** – see Appendix 2 ➔ [Naming of Documents Guide](#)

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

FEE REQUIRED: \$730

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**.

If your application is notified or requires a hearing you will be requested to pay a notification deposit and/or a hearing deposit. An applicant may not offset any invoiced processing charges against such payments.

Section 357B of the Resource Management Act provides a right of objection in respect of additional charges. An objection must be in writing and must be lodged within 15 working days of notification of the decision.

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.

MONITORING FEES – Please also note that if this application is approved you will be required to meet the costs of monitoring any conditions applying to the consent, pursuant to Section 35 of the Resource Management Act 1991.

DEVELOPMENT CONTRIBUTIONS – Your development, if granted, may also incur development contributions under the Local Government Act 2002. You will be liable for payment of any such contributions.



PAYMENT // An initial fee is payable upon lodging this application.

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

Please reference your payments as follows:

Applications yet to be submitted: RM followed by first 5 letters of applicant name e.g **RMJONES**

Applications already submitted: Please use the **RM#** reference that has been assigned to your application, this will have been emailed to yourself or your agent.

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

I confirm payment by:

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Bank transfer to account **02 0948 0002000 000** (If paying from overseas swiftcode is – BKNZNZ22)

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Cheque payable to Queenstown Lakes District Council attached

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

*Reference

*Amount Paid

(For required initial fees refer to website for Resource Consent Charges or speak to the Duty Planner by phoning 03 441 0499)

*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.

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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:

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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 within the Fees Information section.

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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.



Section 88 and the 4th Schedule of the RMA set out the information required for making an application and an assessment of effects on the environment. Depending on the complexity of the application, the Council may require these are strictly adhered to. Generally, an assessment using the following criteria will be sufficient.

Your application should include an assessment of the proposal against the matters of discretion and policies in Chapter 32: Protected Trees of the Proposed District Plan.

The Matters of Discretion for removal, pruning or works to Arrowtown Character Trees are:

SIGNIFICANT TRIMMING, REMOVAL, DESTRUCTION OR DAMAGE:

- The significance of the character, cultural and amenity values of the tree(s) and the degree to which the proposed trimming, works or removal would impact on those values.

- The efficient use of land and resources, including reasonable sunlight into dwellings and building maintenance.

- Whether the proposed works would maintain the values for which the tree was protected.

- The merits of any substitute or compensating tree planting or landscaping.

- Whether the removal of the tree or group of trees would create a cumulative adverse effect due to previous tree removals, whether on the same property or not.



WORKS WITHIN THE ROOT PROTECTION ZONE:

- Potential effects on the health or stability of the tree or hedgerow

- Whether best practice methods will be used

- Whether any alternatives are available

POLICIES RELATING TO ARROWTOWN CHARACTER TREES IN PART 32.2.3 OF THE PROPOSED DISTRICT PLAN

- Protect or enhance Arrowtown's unique character and amenity by recognising the contribution trees and groups of trees make to Arrowtown's landscape, cultural identity and historic heritage values.
- Acknowledge the important role trees and groups of trees have in contributing to the character and historic heritage of Arrowtown, despite that on an individual basis a tree or group of trees may not be significant in stature.
- Have regard to the reasonable and efficient use of land anticipated in the Arrowtown Residential Historic Management zone, while ensuring the removal or modification of trees or groups of trees does not lead to the cumulative loss of Arrowtown's heritage character and amenity values.

The removal, pruning and works to a protected tree listed in Schedule 32.8 are not limited to the matters set out above, however they can be used for assistance with your AEE. Proposals to remove a Protected Tree could require a more detailed application.



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.

Application Form 9

Assessment of Environmental Effects (AEE)

Computer Register (CFR)

Arborist Report

Site Plan / Photos

