



## FINAL PLAN SUBMISSION

### OWNER'S DETAILS

NAME OF OWNER:	
ADDRESS:	
PHONE (DAY):	MOBILE:
EMAIL:	

### PROJECT LOCATION

STREET ADDRESS:	
LOT NUMBER:	CT NUMBER:

### AGENT'S DETAILS

NAME OF AGENT:	
COMPANY:	
ROLE (ARCHITECT/DESIGNER/OTHER):	
PHONE (BUSINESS):	MOBILE:
EMAIL:	

### WHAT TO INCLUDE WITH THE FINAL DESIGN SUBMISSION

Final Design Submission must be accompanied by the following:

- ☐ This completed application form
- ☐ Documentation, two sets of plans (at least one set at A3 size) to a scale of 1:100, that include:
  - ☐ Landscape / Site Plan (pref. 1:100 scale)
    - The length and bearing of all boundaries, existing and proposed ground levels
    - Utilities locations
    - Drainage specifications and location
    - Garages and any other accessory buildings, fences and walls, swimming pools, greenhouses, playhouses and awnings
    - Location, height and style of fences
    - List of plants, including size, height at maturity and species
    - Location of lawn area, trees, plants, ground cover areas and shrubs
  - ☐ Building Plans (pref. 1:100 scale)
    - Building plans, elevations showing roof slopes and building sections showing finished floor levels, finished ground levels and building heights from survey datum with existing levels and contours clearly marked
    - Colours and materials clearly identified
    - Any rooftop equipment including antennae, satellite dishes, chimneys and exterior lighting
- ☐ Specifications, samples and colours of roof and exterior wall materials and of any special features
- ☐ Any other information that you think may be necessary

## ADDITIONAL POINTS

1. It is the owner's responsibility to ensure the building design complies with the Design Control Guidelines, covenants on the Title and the Queenstown District Council District Plan.
2. Information to be forwarded to: Lakes Edge Developments Limited  
P.O. Box 105526  
Auckland 1143  
Attn: Design Control

I/we confirm that the above information is correct and I/we agree to pay all charges incurred in processing this application.

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

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OWNER'S SIGNATURE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE