

Approved Designer Application Form

If you are not a New Zealand Registered Architect, you will need approval from the Jack's Point Design Review Board, in order to submit plans for review. The approval process seeks to ensure that 'Approved Designers' have the ability to interpret and deliver upon the intent of Jack's Point Design Guidelines.

Applicants will need to demonstrate capability by submitting a case study piece as part of the full application (all other items required are listed on this application form). The case study application can be a design drafted on behalf of a client, but that client will need to understand that the design will need to be assessed and approved as an 'Approved Designer' application prior to being submitted for review as a residential application. If using a case study piece, designed on behalf of a client, the applicant will need to ensure that the design drafted, is in their opinion, a clear interpretation of the intent of Design Guidelines, or make the relevant amendments to use as their case study piece.

All costs incurred as part of the 'Approved Designer' process will relate to the designer and not the property owner.

A provisional approval will be issued on successful completion of the 'Approved Designer' process. The provisional approval will remain provisional until such time as five projects have been successfully completed at Jack's Point.

Designer Information

Name and Mailing Address of Designer	Street Address of Subject Property (if applicable)	
		Jack's Point, Queenstown
Email Address	Lot Number	

Property Type / Area

Development Type	Residential	Comprehensive	Height Restriction	5.5 above _____	8 metres
Location	R-SH Zone	Highway Landscape Protection Area	No Build / Zone Boundary Lines	Service Easement	

Submission Items One complete set of items as set out here, provided electronically (PDF format)

Number	Plan / Item – Only complete submissions will be considered	Check as Included
1	Design Portfolio A brief portfolio of relevant and preferably local work that demonstrates a strong link between environment and design.	
2	C.V. A current C.V. detailing any relevant qualifications and experience.	
3	Design Information Demonstrating a clear understanding of the overarching Objectives of the Jack's Point Design Guidelines. Reference material is required as part of the Design Statement. Please include details of any breaches of specific controls and the alternative control being used to meet the Objective.	
4	Completed DRB application for a Jack's Point House Complete and submit a standard application.	
5	Bond Payment of a \$1000 review bond into JPROA account number ASB 12-3195-0023555-00. Reviews will be charged on a time and materials basis and costs will be deducted from the bond paid. Please note that review costs may exceed the initial bond paid.	

Application Date

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If you require any additional information, relating to the 'Approved Designer' process, please contact Kezia Evans – kezia@darbypartners.co.nz