



*This document must be completed by the applicant in full. If the appropriate information is not supplied the plans will be returned to the applicant. Suburban Estates reserves the right to charge processing fees where any application requires significant input in achieving plan approval.*

Please complete form and return with dwelling plans to [admin@suburbanestates.co.nz](mailto:admin@suburbanestates.co.nz)

**DETAILS OF SECTION**

Subdivision: \_\_\_\_\_ Release Number: \_\_\_\_\_  
 Lot Number: \_\_\_\_\_ Lot Size (net in m<sup>2</sup>): \_\_\_\_\_

**DETAILS OF OWNER**

Section Owner: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DETAILS OF APPLICANT (BUILDER / ARCHITECT / CONSULTANT)**

Company Name (If applicable): \_\_\_\_\_  
 Consultant's Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

**DETAILS OF DWELLING**

Please tick below the type of approval you require at this time and supply the information and documents listed under that approval.

**\*Colour if available**

PRELIMINARY / APPROVAL IN PRINCIPAL

FULL APPROVAL (**\*must include all colours**)

Floor Size - Over Framing	_____	_____
Roof Pitch- Degrees	_____	_____
Roof Cladding (*& Colour)	_____	_____
Garage Door Design (*& Colour)	_____	_____
Exterior Cladding 1 (*& Colour)	_____	_____
Exterior Cladding 2 (*& Colour)	_____	_____
Mortar Colour if using bricks	_____	_____
Window Joinery (*& Colour)	_____	_____

Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>	<input type="checkbox"/>
Elevations	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Plan	<i>required for Full Approval</i>	<input type="checkbox"/>
Letterbox Design	<i>required for Full Approval</i>	<input type="checkbox"/>
Front Door Design and Colour (Includes handle)	<i>required for Full Approval</i>	<input type="checkbox"/>
Front Fencing (If any)	<i>required for Full Approval</i>	<input type="checkbox"/>

If you are unable to supply any of the required information above, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ All Information Received?  Yes  No  
 Plans Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Plans Returned to Purchaser Date: \_\_\_\_\_ Reason: \_\_\_\_\_