

Application for Landowner Consent

Under Wellington Consolidated Bylaw Part 5.17

You may be requested to enter into a Licence/Lease Agreement with the Council for any structure on/over/under legal road.

Please note that this application, if approved, may still require a resource consent and/or building consent from Wellington City Council and be subject to other regulatory and bylaw requirements.

Send or deliver your application to **Encroachments, Property Services, Wellington City Council, PO Box 2199, 101 Wakefield Street, Wellington. For enquiries, phone 801 4266, fax 801 3200 or email encroachments@wcc.govt.nz**

Office use only

Ref: _____

Received: _____

Licensee details

Name:
(Full names of all owners of property the encroachment will serve)

Address:
.....

Postal address (if different from above):
.....

Phone (day): Cellphone:

Fax: Email:

Applicant details

[if applying on behalf of Licensee]

Name:

Address:
.....

Phone (day): Cellphone:

Fax: Email:

Location

Name of legal road:
(If on corner of more than one road, include both names)

Address of adjoining property:
(The number and name of the road the proposed encroachment fronts or adjoins)

Please include the following information with your application

List of positive and negative effects

Consider how your proposal will affect others and how they use the area now. Will the proposed encroachment:

- affect views
- shade other properties
- affect access to other properties
- free up parking or improve traffic flow on the street
- affect a path or accessway

Current Certificate of Title/s for the property. This must be no more than three months old.

Locality plan or aerial photograph (1:500 scale or larger) showing:

- location of the site in relation to the street and other landmarks
- street numbers of the site and the neighbouring properties

To-scale surveyed plans (1:100 scale at A3) showing:

- all boundaries, road frontages, footpaths, kerbs
- dimensions of the encroachment area, including:
 - the location of the proposed structure/s or alterations
 - critical dimensions, eg: size of encroachment; distance from the boundary, kerb, footpath, existing structures and vegetation etc.
- elevation drawings, showing gradients of relevant structures, and the finished ground levels if these will be altered
- methods that will be used to retain the land
- surfacing materials to be used on approach and parking areas
- the location and height of proposed fences, walls and landscape work, and
- how access paths will be altered or affected.

Comments from service authorities

We require comments from all service authorities present in Wellington (see separate page) as they may have, or propose to have, services within the area of your proposed encroachment.

Comments from affected parties

We require comments from property owners adjacent to the proposed encroachment site. Normally this is limited to the neighbours on either side of the site. We will advise you if we require further consultation.

Please note: If your proposal is in front of a property that is not your own, written consent (with their signature) of the owners is required.

Application fee (Please make your cheque payable to Wellington City Council)

- New application: \$450 (incl. GST)
- Amendment to existing encroachment: \$73.15 (incl. GST)

Regulatory consents

Have any other consents relating to this proposal been sought from Wellington City Council?

If so, tick the appropriate box or boxes.

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Land use | <input type="checkbox"/> Building |
| <input type="checkbox"/> Vehicle access approval | <input type="checkbox"/> Other (please specify): | |

Checklist

Please ensure the following is enclosed with your application:

- | | |
|---|---|
| <input type="checkbox"/> Plans to scale and elevations of proposed structure(s) | <input type="checkbox"/> List of positive and negative affects |
| <input type="checkbox"/> Aerial photograph of the proposed site | <input type="checkbox"/> Current Certificate of Title |
| <input type="checkbox"/> Comments from service authorities | <input type="checkbox"/> Comments from property owners/neighbours |
| <input type="checkbox"/> Application fee | |

Please find enclosed a completed application and a cheque for \$

By signing this application I/we hereby take full responsibility to ensure that utilities will not be negatively affected and that any conditions set by the service authorities are complied with.

.....
X Signature: Licensee(s)/Property owner(s)

.....
Date

Notes for the Applicant

Incomplete applications cannot be processed unless the information requested is sent to the Encroachments Team. The Council may also request further information to better understand the potential effects of the proposal. If the information is not received by the Encroachments Team within six months of the request being made, the application may be lapsed and a new application required.

Once the information is lodged with the Council, it becomes public information. If there is sensitive information in the proposal, please let us know.

For more information, please refer to the Road Encroachment Policy July 2009 enclosed in the information pack, or visit our website www.Wellington.govt.nz/plans/bylaws.

Privacy Information

The information you have provided on this form is required so that your application for an encroachment licence can be processed and statistics can be collected by Wellington City Council. The information will be stored on a public register, and held by Property and Parking Services, Building Consents and Licensing Services and the Urban Strategy Group.

Under the Privacy Act 1993, you have the right to see and correct your personal information.

Neighbours' comments/consent

In relation to the proposed encroachment on legal road

I am/we are the owner/s of (neighbouring property)

and I/we have seen the proposed encroachment as shown on plan number

provided by (the applicant)

for the proposal to construct (the structure)

on/over/under legal road at (the physical location)

Please tick one of the following:

I/we have **no objection** to the proposed encroachment

I/we have **concerns** about the proposed encroachment as follows:
(please continue on the back if you need more room)

.....
.....
.....
.....

I/we **object** to the proposed encroachment for the following reasons:
(please continue on the back if you need more room)

.....
.....
.....
.....

Wellington City Council will consider any concerns/objections you may have and will be in contact with you.
For enquiries, phone 801 3657

Owner/s' signature:

Owner/s' name/s:

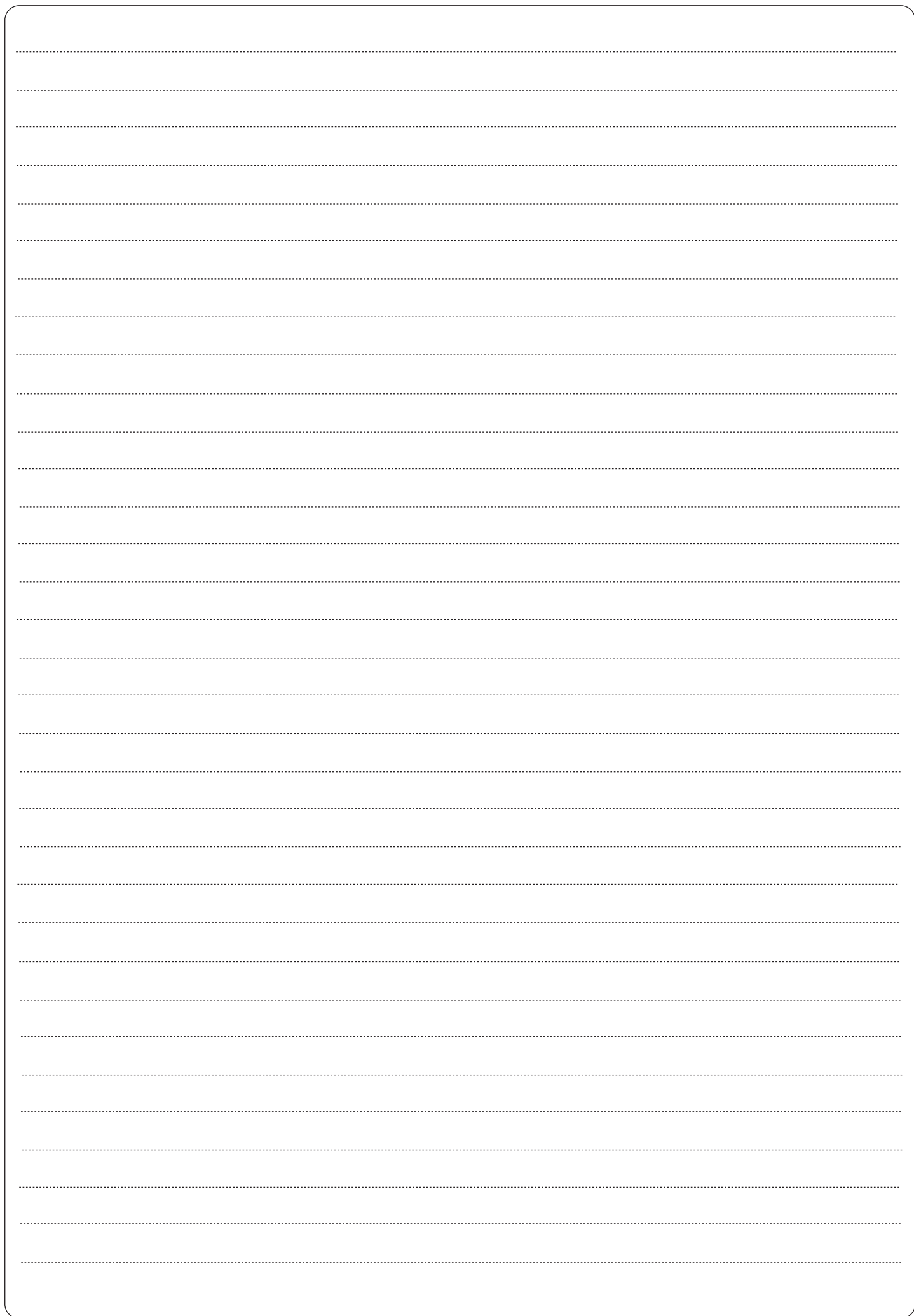
Being all the property owners of:

Phone number:

Date:

Please return this form by to
at so it can then be forwarded to Wellington City Council.

Thank you for taking the time to consider this proposal.



Service authorities

The following is a list of service authorities that you must contact and obtain written comments from before the Council can assess your application and/or work starts on your proposal. Please forward copies of the service authority comments with your application.

Telecommunications lines, cables or structures

TelstraClear
Network Team
PO Box 1271, Wellington
Phone 0508 662 662
Fax 04 920 3165
Email network@telstraclear.co.nz

Telephone lines or cables

DownerEDI Engineering
Gary Stephenson
PO Box 2888, Wellington 6140
Phone 04 577 8343, Fax 04 577 3067
Mobile: 0272 160 178
gary.stephenson@downerediengineering.co.nz

Gas supply

PowerCo Ltd
Ron Marsh
PO Box 30602, Lower Hutt
Phone 04 978 0503
Fax 04 917 7336
Email ron.marsh@powerco.co.nz

Natural and landfill gas

Nova Gas Ltd
Craig Muirhead
PO Box 10-141, Wellington
Phone 04 917 8852
Mobile 027 271 1739
Fax 04 472 6264
Email CMuirhead@novagas.co.nz

Council drains (stormwater and sewerage) in Wellington City, including Tawa and Grenada

Wellington City Council Drainage
Samir Hermiz
Building Consents and Licensing Services
PO Box 2199, Wellington
Phone 04 801 3702 or 04 499 4444
Fax 04 801 3100
Email samir.hermiz@wcc.govt.nz

Water supply in Wellington City, including Tawa and Grenada

Wellington City Council Water Supply
Samir Hermiz
Building Consents and Licensing Services
PO Box 2199, Wellington
Phone 04 801 3702 or 04 499 4444
Fax 04 801 3100
Email samir.hermiz@wcc.govt.nz

Council street lighting

Wellington City Council Street Lighting
Murray Thessman
PO Box 2199, Wellington
Phone 04 803 8650 or 021 247 8650
Fax 04 801 3207
Email murray.thessman@wcc.govt.nz

Wellington Cable Car Ltd (only required if trolley poles or wires are in the area)

Wellington Cable Car Ltd
Andrew Cresswell
30 Glover Street
Ngauranga
Wellington 6140
Phone 04 473 2708
Fax 04 473 2710
Email overhead@wellingtoncablecar.co.nz

Removal or damage to significant plants on legal road

Wellington City Council Parks and Gardens
Rebecca Ramsay
Wellington City Council
PO Box 2199, Wellington
Phone 04 801 3977 or 04 499 4444
Email rebecca.ramsay@wcc.govt.nz

Electricity supply for Wellington City, Johnsonville, Newlands and northern areas

Wellington Electricity Lines Limited
Paul Stent
PO Box 31 049, Lower Hutt
Phone 04 915 6124
Fax 04 915 6130
Email pstent@welectricity.co.nz