

Application for Return of Seized Property Form A

Seized under Section 336 of the Resource Management Act 1991

Section 1.0 Applicant Details

I (print full legal name)

of address (print full address including suburb and postcode)

Hereby apply for the return of my property seized by Wellington City Council

Section 2.0 Seizure Information

Provide a detailed description of equipment seized (list brand name, model, serial numbers, colour, any distinguishing features). List each item separately.	Item 1
	Item 2
	Item 3
Address from where equipment was seized	
Date equipment was seized	
Noise Seizure Notice Number	
You must attach a copy of the Noise Seizure Notice to this application	

Section 3.0 Statement of Ownership and Intent to Comply

I (print full name) _____ certify that I undertake to:

- Ensure that the return of the seized property does **not** lead to a resumption of noise beyond a reasonable level, and;
- Pay all reasonable costs incurred in the seizure and storage of the property, and;

I declare that I will advise, when I submit **Form A**, if I have any previous noise complain history of any nature, and;

I understand that should further equipment be seized as a result of excessive noise, Council may decline to return the equipment in accordance with Section 336(2) of the Resource Management Act 1991.

Signed: _____

Date: _____

Notes

- Only the person who the equipment was seized from shall apply for return (Council will not return to any third party)

Next Steps

- Send this completed form (Form A) to Wellington City Council acoustic team inbox (noise@wcc.govt.nz)
- Wellington City Council will review your application and history. Council may contact you if further information is needed.
- Your form must be completed in full in order for Council to process your request.
- If the decision to return your equipment is made an administration fee invoice for \$100 administration will be issued to you and the administration fee must be paid in full before Council will authorise return.
- Options for payment will be listed in the right-hand bottom corner of the issued invoice. You can also pay the administration fee in person at the WCC Manner Street Service Centre. You must quote your invoice reference when you pay.
- Payment typically takes 48-72hrs to process. Please wait at least 48hrs for payment to clear then after 48hrs contact the acoustic team again via the acoustic team inbox.
- Upon confirmation of your payment Councils acoustic team will book with you a mutual time for you to come and collect your property. All returns must have a pre-booked slot (mutually agreed date and time) for collection.
- Please do not send us screenshots of payments – the WCC system will advise us when payment has cleared (we ask you to wait the 48hrs as minimum for the payment to clear).
- If the acoustic team advises your payment has not cleared this may be due to the information required of when you paid having not been completed correctly if this is the case you can contact WCC receivables team (04 499 4444) and discuss any issues.
- Please read **Form B** (next page) regarding WCC seized equipment prior to collection (WCC collection policy).

Application for Return of Seized Property Form B

Seized under Section 336 of the Resource Management Act 1991

Section 4.0 Equipment Return to Client

Complete this form (Form B) at the time you collect your equipment

Return Policy:

Collection of your equipment is from 113 The Terrace (WCC Building). You must book a mutual agreed time to come and collect the equipment. You can apply to book a time by making contract with the Acoustic Team via email at noiseteam@wcc.govt.nz

In order to collect your equipment, you must:

- 1) Book an agreed date and time for collection
- 2) Bring a copy of the Seizure Notice and a copy of **Form A** with you at the time of collection
- 3) Produce suitable photo I.D (we only return to the person the equipment was seized from and must be able to ID you)
- 4) Complete the seized equipment collection form (this **Form B**)
- 5) Follow all health and safety requirements set by Wellington City Council when entering our premises

If any of the above is problematic for you, please let the acoustic team know prior to collection and we will discuss it with you.

Following to be completed by the client when collecting their property at time of return:

I (print full name)

certify that the seized equipment (described above) is my property and has been returned to me in the same condition in which it was seized.

Signed:

Date:

For Wellington City Council Use Only

Release of equipment approved by council

Officer Initial:	TeamWork Production SR Number:
Signature:	Noise Direction Notice Number:
Date of Approval:	Attached Copy of Seizure Form (Y / N)

To find out more about email noise control at noiseteam@wcc.govt.nz or phone **04 499 4444**