

# APPLICATION FOR PRIVATE USE OF HUTT CITY COUNCIL LAND (LANDOWNER CONSENT)



Please send your application via email to [encroachments@huttcity.govt.nz](mailto:encroachments@huttcity.govt.nz) or post to the **Hutt City Council, Private Bag 31912, Lower Hutt. For enquiries, email [encroachments@huttcity.govt.nz](mailto:encroachments@huttcity.govt.nz)**

Please note that this application, if approved, may still require environmental consents (eg. resource and building consents). For enquiries on environmental consents call 04 570-6666.

*The attached guide will help you complete the necessary parts of your application and explain the application process.*

## APPLICANT'S DETAILS:

Name:

\_\_\_\_\_  
*(Full names of the property owner/organisation that proposes to use the land)*

Address:

\_\_\_\_\_

Postal address

(if different from above):

\_\_\_\_\_

Telephone:

Day: .....

Mobile: .....

Fax: .....

## AGENT'S DETAILS:

(if applying on behalf of the Applicant)

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone:

Day: .....

Mobile: .....

Fax: .....

## LOCATION:

Address of HCC land that you would like to use *(If on corner of more than one road, include both names):*

\_\_\_\_\_

Legal description of land, if any *(There is no legal description of unformed legal road):*

\_\_\_\_\_

Type of Land *(Road Reserve/Drainage Reserve/Parks & Reserves etc)*

\_\_\_\_\_

## PURPOSE OF USE:

Please tick the appropriate box.

- Commercial
- Residential
- Recreational
- Community
- Other \_\_\_\_\_ (please specify)

## TYPE OF USE:

- Encroachment Licence (for occupation of structures on/over road reserve/drainage reserve/reserve)
- Licence to Occupy (for occupation of land on road reserve/drainage reserve/reserve)
- Grazing Licence
- Licence/Lease of Council-owned building
- Lease for recreational/community purposes (for structures on reserve land)
- Easement
- Other \_\_\_\_\_ (please specify)

## ENCROACHMENT TYPE: (IF APPLICABLE)

- Garage
- Cardeck
- Carpad
- Carport
- Balcony
- Land occupation (fenced or unfenced)
- Café Outdoor Dining
- Signage
- Access
- Other \_\_\_\_\_ (please specify)

## EASEMENT TYPE: (IF APPLICABLE)

- Water
- Stormwater
- Drainage
- Right of Way
- Other \_\_\_\_\_ (please specify)

## DETAILS OF USE:

Describe your proposal below. Please provide a clear explanation as to why HCC land is being favoured over the use of private land. **Please also attach to this application a list of positive and negative effects of your proposal** – refer to the attached guide for the assessment of affects to be considered.

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*(Please continue on another piece of paper, if required)*

## CONSULTATION:

All affected parties are required to be consulted prior to applying to Council. The attached comment/consent forms (with the plan attached) are to be completed and attached to your application for Council's consideration. Please list below the groups/property owners that have been consulted.

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*If the application is for the use of legal road, Council also requires written approval from utility service providers – see attached list. If the proposed use affects the legal road frontage of another property, that property owner's written consent is also required.*

## PLANS:

You must include two copies of your plans (to metric scale) **clearly showing the area you propose to use and:**

- Legal boundaries and the legal description of the area, together with any adjoining properties that may be affected;
- The position of services (if any), both on, under or above the HCC land. This includes sewer, stormwater, water supply, gas, electricity and telecommunications services
- The position of adjacent buildings (if any)
- Topography – including key levels, contours, embankments, trees, road carriageway, footpath, kerbs, berms and any other physical features.

## OTHER COUNCIL CONSENTS:

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

If so, tick the appropriate box or boxes.

- Subdivision
- Land use
- Building
- Vehicle Access Approval
- Other (please specify):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION FEE:

For a new application, the application fee will be \$335.00 inclusive of GST <sup>(1)</sup>

**Change to current licence holder will be \$111.70 inclusive of GST**

*Please use reference: **GL1012011110** and the Property Street address (e.g. 5 Queen Street)*

**[HCC front counter payments](#) – Encroachment application fees to: [1GLEncroachmentFee, GL1012011110](#)**

**Payment can be made directly into the HCC Bank Account: 03-0531-0429500-04**

(1) The cost to Council to process applications can be quite considerable, so in order to recoup some of this cost Council requires payment of the above application fee with your application. Please note: Any changes made to an existing licence will be \$335.00 inclusive of GST. **An hourly rate of \$45 per hour will be charged for Council officer's time if the application processing time exceeds 8 hours. Council will advise the applicant if this time frame will be exceeded prior to proceeding further with the processing of the application and will be payable prior to being advised of Council's decision.**