



Licence to Occupy a Portion of Road

Local Government Act 1974

APPLICATION FORM

Where structures (encroachment) have been or are to be erected on or within the legal road (formed or unformed), Council consent must be sought. In these cases, the Council considers whether to issue a Licence to Occupy to formalise the legal placement of structures on legal road. If issued, the structure can remain at Councils pleasure subject to the terms and conditions of the licence issued and the maintenance and cost of its occupancy is the responsibility of the licence holder.

These licences attach to a person (structure owner/typically the adjacent land owner) and are not transferable. If ownership changes hands, a new owner must make a new application in their name in order to formalise the structure/encroachment. In some cases, Public Liability Insurance may be required by the licence holder, as outlined in the terms and conditions of the licence.

The applicant must supply the Council with details of the extent of the structure/encroachment and plans showing the position and measurements in relation to the legal road boundaries. Please provide all information required in order for your application to be considered. Your application will not be accepted for assessment until council has received all information. Please note that an application can take some time to be processed and an issue of a licence is not guaranteed.

Please complete this form and return it along with supporting documents to:

Property Legalisation Team

Far North District Council

or post to: *Private Bag 752, Kaikohe 0440*

or scan and email the form to: *propertylegalisation@fndc.govt.nz*

Further enquiries can also be made by:

Calling **0800 920 029** or via our website at www.fndc.govt.nz

APPLICANT CONTACT DETAILS

Your Name:

Date:

Applicant signature:

Your Address:

Home Phone:

Mobile:

Email:

INFORMATION REQUIRED

Address or location of the encroachment:

Describe the nature of the encroachment and its purpose:

Please provide the reasons the encroachment cannot occur within your own land boundaries:

Is public access affected by the encroachment?

Does this application refer to a proposed or existing encroachment?

Does the encroachment have an existing Licence to Occupy?

YES / NO

Is this application made in conjunction with any other applications e.g: Building Consent or Resource Consent? Please list:

Any other relevant information to support your application:

NOTE: An occupation plan **must** be submitted with this application.