

Road Surface, Airspace and Subsoil Encroachment Licence



Application form

Please complete all sections of this form.

Auckland Transport may request further information. If the information is not received within six months of the request being made, the application will lapse, and a new application will be required unless prior approval is obtained.

Once this application is lodged with Auckland Transport, it becomes public information. Please let us know if there is sensitive information.

Registered owner declaration

- I/We confirm that before completing this application I/we have read and understood the road encroachment policy and encroachment guidelines (available on the AT website encroachments page).
- I/We agree to attend a meeting with Auckland Transport to discuss this application for major encroachments in relation to this application.
- I/We agree to pay the application fee (including GST), which is non-refundable, and all associated costs, charges and disbursements relating to this application.
- I/We understand that Auckland Transport cannot guarantee that any given application will be successful.
- I/We understand that a licence (and/or encumbrance) will be required

Registered owner name(s) (printed)

Signature

Date

Applicant details (Registered owner as shown on Record of Title)

Registered owner name(s)

Phone

Email

Postal address

Post code

Representative acting for registered owner (if applicable)

The registered owner(s) can give written authority to a representative to act on their behalf.

Is representative acting on behalf of registered owner(s)?

- Yes (complete this section) No (leave section blank)
- I/We the registered owner(s) give written authority to act to the representative on this form.

Representative company name

Representative name

Phone

Email

Postal address

Post code

Preferred contact for correspondence Registered owner Representative Both

Property details

Property address (e.g. Unit number, street number, street name, suburb, post code)

Land use (e.g. district plan zoning, commercial, residential, rural)

Record of Title identifier (e.g. NA12A/345 or 123456)

Description of project

Name of the road

Provide the reason for this request

Continue on a separate sheet if necessary.

Affected landowner consent

Do any of the proposed encroachment works outside the boundary of your property cross over the frontage of another landowners property? Yes No

If 'Yes' you must arrange their consent in writing. Please complete the Affected Landowner Consent form and supporting documentation. The form is available on the AT website.

Provide addresses of all affected properties

Consent from utility operators

Include a 'before-u-dig' utility report with this application.

Are any utilities located within the proposed encroachment? Yes No

If utilities are located in the vicinity of the proposed encroachment, you must arrange written consent to the proposed encroachment from the affected utility operator(s).

Required documents

These documents must be included for the application to be processed:

- Record of Title of the applicant's property (search copy dated within past 30 days).
- Aerial map of property showing the boundary of the property and the area concerned clearly marked.
- Supporting plans and diagrams – as required in Appendix 1 of the encroachment guidelines.
- 'before-u-dig' utility report
- Utility operator consent(s) (if required)
- Affected landowner consent(s) and supporting plans (if required)

Note: Auckland Transport does not supply the documents listed above.

Payment

Auckland Transport requires the non-refundable fixed-fee to be paid with this application.

A full list of fees is available on the Auckland Transport website encroachments page.

A paid tax invoice will be issued when payment is received.

Internet banking

Auckland Transport bank account 02-0192-0122888-03

What date was payment made? _____

What amount was paid? _____

Please use these details when making your internet banking payment:

Particulars: Enter registered owner initial and last name

Code: Enter property address

Reference: Enter "Encroach fee"

Submitting application

Email

Email the application to propertygroup@at.govt.nz

- The required format is PDF.
- Please attach separate PDF files of the completed application form, record of title, and each supporting document set.

Or post

Postal applications are also accepted, post to:

Auckland Transport

Attn: Technical Property Services

Private Bag 92250

Auckland 1142