Once this form is lodged with Auckland Transport, it becomes public information.

Please let us know if there is sensitive information.

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| Is the request related to a Auckland Transport road encroachment lease or licence Yes/No  □ I/We understand the administration fee is ($402.50 including GST).  □ I/We understand additional time may be chargeable at staff hourly rates.  □ I/We understand that additional external legal costs will be involved for preparing documentation and or registration as required, at our cost. |
| Registered owner name(s) (printed) Signature Date |
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| Administration Options |
| Please tick which change to your road encroachment lease or licence is required:  □ Assignment  □ Encumbrancee Consent  □ Renewal of licence term  □ Variation of licence  □ Licensor Consent  □ Other – specify…………………………………………………………………………… |

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| Legal 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 |

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| Details for Property related to licence |
| Property address (e.g. Unit number, street number, street name, suburb, post code) |
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| Name of Licencee |
| Record of Title identifier (e.g. NA12A/345 or 123456): |

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| Explanation of change to licence required |
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| Documents – please provide |
| □ Record of Title of the applicant’s property (search copy dated within past 30 days).  □ Copies of licence, lease and any related encumbrance (if registered) |

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| Payment |
| Auckland Transport requires the application fee of $402.50 (including GST) to be paid on submission of request. 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please use these details when making your internet banking payment:  **Particulars:** Enter registered owner initial and last name  **Code:** Enter property address  **Reference:** Enter “Admin fee” |

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| Submitting Request |
| Email the request to [propertygroup@at.govt.nz](mailto:propertygroup@at.govt.nz)   * The required format is PDF. Please attach separate PDF files of the completed request form, record of title, and each supporting document set. |

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| Settlement |
| We understand that changes can be linked to the sale and purchase of the property benefitting from the licenced encroachment use of road corridor. Please ensure that request to use are submitted 10 working days prior to settlement to ensure there is enough time to arrange for preparation and execution of documents.  Is this matter linked to a settlement Yes/No  What date is the settlement: |