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 meeting request with Auckland Transport to in relation to a proposed property application Yes/No  Is Yes, what type of property application; i.e road stopping, encroachment………………………………………….  □ I/We understand the meeting is fee ($345 including GST).  □ I/We understand additional time may be chargeable at staff hourly rates.  □ I/We understand that Auckland Transport cannot guarantee that any meeting for pre-application purposes will progress through to a successful application.  □ I/We understand any subsequent application submitted to Auckland Transport will require a completed application form with required documentation and payment of relevant application fee. |
| Registered owner name(s) (printed) Signature Date |
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| Meeting Options |
| We can provide options for meeting please tick your preference:  □ face to face meetings at our offices at 20 Viaduct Harbour Avenue, Viaduct Harbour, Auckland  □ Teams meetings via Microsoft Teams  Please note that booking meeting rooms has a lead time of least a week and is dependant on availability of our public meeting rooms.  Note our usual public meeting rooms have capacity limited to 5 persons. Do you have more than 5? □ |
| We endeavour to arrange a meeting at a time that is suitable to customer needs and team availability.  Please advise if you had a specific day of the week that you would prefer or would not suit requirements?  Preferred day of week: …………………………………………..  Preference of time: □ Morning □ Afternoon |

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| 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 meeting |
| Property address (e.g. Unit number, street number, street name, suburb, post code) |
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| Record of Title identifier (e.g. NA12A/345 or 123456) : |

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| Subject of Meeting – pre-application or matter |
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| Suggested documents – please provide before the meeting |
| □ 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 – (see Appendix 1 of the encroachment guidelines) or plan of area for road stopping  □ ‘before-u-dig’ utility report □ Utility operator consent(s) (if required)  □ Copies of any other related documents i.e licence, easement, encumbrance, resource consent |

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| Payment |
| Auckland Transport requires the application fee of $345 (including GST) to be paid prior to the meeting.  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 “Pre-App fee” |

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| Submitting Meeting 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. |