



This form must be accompanied by a completed Application Cover Page Form. Fill this form out with the assistance of the Encroachment Licence Guide.

**1. Applicant detail**

1a. I am the

- Property owner**  
 As stated on the Application Cover Page Form Proceed to 1b
- Lessee**  
 Provide details below
- Agent**  
 Authorised by owner/lessee Provide details below

Name

First name	Surname

Postal address


Contact numbers

( )	( )	( )
Phone	Mobile	Fax

Email

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1b. Preferred means for formal correspondence

- Mail
  Email
  Fax

**2. Project details**

2a. Estimated area of encroachment

	sq. m.
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2b. Type of location

- Residential  
 Commercial  
 Industrial  
 Rural

2c. Type of encroachment

- Use of airspace  
 Garden/beautification  
 Fence/retaining wall  
 Garage/carport  
 Dwelling/dwelling addition  
 Farm/horticulture  
 Dining tables and chairs (on-street dining)  
 Other - please provide details.

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**OFFICE USE ONLY**

Date received

Received by

Property ID

File reference

Document #

Land ID

Application #

Receipt #

Amount Paid \$

Liardet Street, Private Bag 2025, New Plymouth 4342, New Zealand. Phone: 06-759 6060, Fax: 06-759 6072, Email: enquiries@npdc.govt.nz, Website: www.newplymouthnz.com

### 3. On-street dining required information

**This section must be completed when you are applying for an on-street dining encroachment.**

Provide details of the activity in the proposed on-street dining area. Please note that dining furnitures has to be removed after hours.

a) Use of premises.

- Cafe                       Bar                       Other  
 Restaurant               Take-away outlet

b) Duration of on-street dining operation.

- Permanent  
 Temporary      Start date:       End date:

c) Normal hours of use.

Start time:       End time:

d) Will liquor be consumed in the area?

- Yes  
 No

e) Capacity of on-street dining area.

No. of tables                       No. of chairs/seats

Other furnitures or equipment - provide details and quantities

### 4. Privacy statement and declaration

#### Privacy statement

Information on this form is required to be provided under the regulations and bylaws administered by Council and is required to process your applications. This information has to be made available to members of the public, including business organisations. In appropriate circumstances, it may also be made available to other units of the Council and other government agencies.

Under the Privacy Act 1993, you have the right to access the personal information held about you by the Council, and you can also request that the Council corrects any personal information it holds about you.

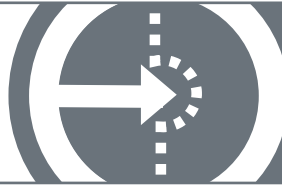
I understand that the Council will send all correspondence related to the application to the property owner.

I confirm that I have read and understood the privacy statement above and that the information provided on this application form is true and correct.

Signature

Date

Name (print clearly)



### How to use this checklist

Please use this checklist to assist you to lodge a complete application to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

All items on this checklist must be ticked to show that they are either provided (P) or are not applicable (N/A) to your project.

Later, additional information may be requested during the processing of your application for an encroachment licence.

Office Use    Applicant use    P - Information provided    N/A - Not applicable to this application

P    N/A

#### 1) Encroachment other than on-street dining

a) A dimensioned location plan drawn to a recognised metric scale of not less than 1:200 shall be provided detailing the extent of the encroachment, the location and nature of the use of the adjoining public land such as footpaths and carriageways and the location of any utilities both above and below ground.

b) Dimensioned elevations of the encroaching structure or building drawn to a recognised metric scale shall be provided where the encroachment involves structures such as fences or kerbs or posts or buildings, or balconies or terraces occupying airspace over a public space.

Please note that:

- Supporting structures such as posts or poles proposed to be erected must be detailed on both the location plan and elevations.
- Generally all structures including those using airspace shall be set back at least 450mm from the kerb line.
- A vertical clearance of at least 2.4 metres will be required between the surface of any public space such as a footpath and the underside of any structure.

#### 2) On-street dining encroachment

- a) Site plan drawn to a metric scale of 1:250 or larger showing the following:
- Dimensioned width of your property frontage(s), the position and dimensioned width of the adjoining footpath measured from the frontage of your premises to the kerb face.
  - Dimensioned minimum clearance of the dining furniture relative to any street furniture or utilities such as parking meters, signs or pedestrian crossings.
  - Extent and location of any dining areas on adjoining frontages.
  - Position of proposed dining furniture including screen enclosures, barriers and any footpath sign for the premises. Note: Size and location control apply to footpath signs under the District Plan and bylaws.

• Location of a direct and unobstructed pedestrian access past or through the dining area. The width of this access is normally required to be 2 metres. Note: That this must provide for continuity with the use, signage and structures of the adjoining footpath.

b) Elevations drawn to a scale of not less than 1:50 showing the design of furniture including materials and colours used and any associated sign writing. Manufacturer's information and photographs that provide the required degree of detail may be used.

c) Evidence of adequate public liability insurance indemnifying the Council against any claim arising from damage caused by furniture, items or structures used in association with the dining area.

d) On-street dining activity management plan.

e) Other information addressing any issues identified in your meeting with Council officers.



### When do you need an encroachment licence?

An encroachment licence is a permit that is required under Part 5 of the Council's bylaws to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained in public places.

Examples of projects that may require an encroachment licence include:

- Cafes that use the sidewalk as an outdoor eating area.
- Signs on public property.
- Fences or retaining walls that cannot be built entirely within the section and therefore need to occupy a portion of public property.

### How is the encroachment fee calculated?

The annual rental shall be calculated on the following basis.

- a) Establish a dollar rate per square metre by dividing the land value of the applicant's section by the area of the section.
- b) Calculate the floor area to be occupied and apply to the dollar rate.
- c) Calculate 6.5% of item b which is to be charged as the annual rental plus GST.

Amount to be reviewed at three-yearly intervals following rateable valuations.

For residential, there is a one-off administration fee plus rental as applicable.

## 1. Applicant details

### 1a. I am the

Indicate whether you are the property owner, lessee or the agent of the owner.

**Property owner** - Select this option if you are the property owner as stated on the certificate of title.

**Lessee** - Select this option if you have a lease agreement with the registered owner of the property and the agreement is still in force.

**Agent** - Select this option if you are submitting this application as the authorised representative of the property owner or lessee.

### 1b. Preferred means for formal correspondence

Tick the circle that corresponds to how you wish to receive enquiries and updates regarding this application. Correspondence will be sent to the applicant.

## 2. Project details

### 2a. Estimated area of encroachment

Indicate the area (in square metres) you wish to use, that is covered by this application.

### 2b. Type of location

Select to indicate whether the work relates to a residential, commercial, industrial, or rural project.

### 2c. Type of encroachment

**Use of airspace** - Select this item if the space to be used for an awning, verandah, or the display of produce.

**Dining tables and chairs (on-street dining)** - Select this item if you intend to use the sidewalk as an outdoor eating area.

If you intend to use/build on a road, reserve or park, you may select on the following items:

- Garden/beautification.
- Fence/retaining wall.
- Garage/carport.
- Dwelling/dwelling addition.
- Farm/horticulture.

## 3. On-street dining required information

This section must be completed when you have selected dining tables/chairs (on-street dining) under item 2c.

## 4. Applicant declaration

Write your name, signature and the date in the allocated space. If you are a company representative, please provide your name and the name of your company.



**1. Property details**

1a. Site address  
(Specify unit/level number, location of building within site /block number, building name and street name)

1b. Current lawfully established use

1c. Legal description

1d. Rapid number

**2. Property owner details**

2a. Name in full

2b. Contact person  
(If owner is a corporation, partnership or trust)

2c. Postal address

2d. Contact details

2e. Email

**3. Payer details**

3a. Required for invoice

3a. Name in full

3b. Postal address

**4. Description of project**

4a. Detailed description of the development/project

4b. Will business activities take place when building is completed?

**4. Council applications for this project**

**OFFICE USE**

	Application attached	Have applied already (Write application no. if known)	Information provided
<b>a. Common applications</b>			
 Project Information Memorandum (PIM).....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Building consent.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Vehicle crossing.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Encroachment licence.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Land use resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Subdivision resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Sewer connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Stormwater connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Water connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<b>b. Non-residential applications</b>			
 Discharge of trade waste consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Liquor licence.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Food premise licence.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Health act licence .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<i>(Hairdressing, Camping ground, Funeral parlour, Offensive trade)</i>			
<b>c. Other project authorisations</b>			
 Fencing of swimming pools registration .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Building over council reticulation .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Craneage permit.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<b>d. Other project requirements</b>			
 Rapid number.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Parking hood rental .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Refuse collection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Existing street damage declaration .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>