

# Airspace/Subsoil/Road Surface/ Encroachment Licence/Lease



Send your application to **Auckland Transport, Private Bag 92250, Auckland 1142.**  
(Attn: Property Department). For more information, please phone **09 355 3553.**

## 1. NOTES FOR THE APPLICANT

Auckland Transport may request further information to better understand the potential effects of this proposal. If the information is not received within six months of the request being made, the application may lapse and a new application may be required unless prior approval is obtained. Auckland Transport requires a \$1,000 non refundable deposit to be lodged with this application. The applicant must acknowledge that they will pay all associated costs and disbursements (including but not restricted to legal fees, survey fees etc).

Once this application is lodged with the Auckland Transport, it becomes public information. If there is sensitive information in the proposal, please let us know.

### 1.1 APPLICANT'S DETAILS

Name: .....  
Postal address: .....  
.....  
Phone (home): ..... (mobile): ..... Fax: ..... Email: .....

### 1.2 PROPERTY OWNER DETAILS (IF DIFFERENT FROM ABOVE)

Names of all property owners: .....  
Contact person: .....  
Postal address: .....  
.....  
Phone (home): ..... (mobile): ..... Fax: ..... Email: .....

## 2. PROPERTY DETAILS

Site address (specify unit/level number, location of building within site/block number, building name and street name):

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

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Legal description (e.g. Lot 1 DP 12345 Certificate of Title NA/12A/345):

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**3. DESCRIPTION OF PROJECT**

Name of road on which encroachment to be situated/or is currently situated on (delete which is N/A).

Reason for application (brief examples include decks, gardens, garages, balconies, retaining walls, building an access over unformed road, future subdivision. Please note this is not a full list):

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Type of Application:

- Subsoil
- Airspace
- Surface
- Maintenance & Construction
- Encumbrance

	Yes	No
Subsoil		
Airspace		
Surface		
Maintenance & Construction		
Encumbrance		

N.B. Road surface cannot be leased, only a licence can be granted.

Required Lease/Licence Term:

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Associated subdivision (if any):

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**4. COUNCIL/AUCKLAND TRANSPORT APPLICATIONS FOR THIS PROJECT**

Common applications Have applied already (Write application number if known)

Project information memorandum (PIM): .....

Building Consent: .....

Vehicle access: .....

Encroachment Licence/landowner consent .....

Land use resource consent: .....

Subdivision resource consent: .....

Sewer connection/disconnection: .....

Storm water connection/disconnection: .....

Water connection/disconnection: .....

Other: .....

**Office use only**  
(information provided)

**5. ATTACHMENTS**

Certificate of Title of adjoining property (search copy dated within past 30 days).\* Attached

Aerial view of the property showing the area concerned clearly marked. Attached

Service authority consents. Attached

Non-refundable application deposit of \$1,000 (including GST), by cheque only.  
Please make cheques payable to Auckland Transport. Attached

**6. APPLICANT'S STATEMENT**

I/We understand that the licence/lease/encumbrance must be in compliance with the Local Government Act 1974 and/or Auckland Transport processes.

I/We understand that Auckland Transport cannot guarantee that any given application will be successful.

I/We agree to pay the application deposit of \$1,000 (including GST), by cheque only which is non-refundable and all associated costs, charges and disbursements relating to this application.\*\*

**SIGNATURE(S) OF ALL PROPERTY OWNERS**

.....  
(Date)

.....  
(Date)

.....  
(Date)

\*\*See section 5 for details.

**Office use only**

Date received:	Project No:	Property ID:
	Receipt No:	Amount paid: \$