

Occupation of the Road Reserve

Application Form



Version: 1
Date: July 2023

Before you start

- Read the information on our website and our information guide at www.timaru.govt.nz/roadreserve
- Please ensure you complete each section of this form.

SECTION 1 – CONTACT DETAILS

<p>Applicant Details</p> <p>Contact Name: _____</p> <p>Company: _____</p> <p>Postal Address: _____</p> <p>_____</p> <p>Mobile: _____</p> <p>Email: _____</p> <p>Daytime phone: _____</p>	<p><i>(only required if different from Applicant)</i></p> <p>Landowner / Purchaser / Client Details</p> <p>Name: _____</p> <p>Company: _____</p> <p>Postal Address: _____</p> <p>_____</p> <p>Mobile: _____</p> <p>Email: _____</p> <p>Daytime phone: _____</p>
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SECTION 2 – PROPERTY DETAILS

Enter the details of the property, or adjacent property, where permission is being sought to occupy the road reserve

Street Address: _____

Town: _____

Valuation No.: _____

Legal Description: _____ (Proposed Lot _____)

SECTION 3 – APPLICATION SUMMARY

Please select one of the following options

- This is a new request to occupy the road reserve
- This is a retrospective request to occupy the road reserve (ie occupation is already taking place)
- This is a request to transfer existing permissions to a new landowner Previous AOL Number: _____

Please select the option that best describes how you are proposing to occupy the road reserve:

- Installation of **private*** below ground services (such as ducts, irrigation pipelines, effluent pipelines, telecommunication/electrical cable not maintained by utility providers)
- Specify what type of service* _____
- Installation of a stock underpass
- Installation of an access/entranceway culvert greater than 1.0m in diameter
- Installation of a fence or gate
- Installation of a stock crossing
- Installation of signage *Specify Type/ Dimensions* _____
- Installation of a structure *Specify Details* _____
- Grazing stock on an unformed legal (paper) road
- Other *Specify* _____

SECTION 4 – PLANS AND RELATED WORKS

Please attach a detailed plan for how you are seeking to occupy the road reserve, including (where applicable):

- A map, drawing, photographs (or combination of these) clearly showing the size and location of proposed occupation, including the distance from the road edge and the property boundary (in metres)
- Detail of any related plans for the property/location, including details of any building consents or resource consents
Building Consent 2. _____ Resource Consent 101. _____
- If you are seeking permission to plant trees or shrubs, please provide a detailed planting plan, including the volume and species of plants. Provide a photo of the area to be planted. Detail distance from any intersections or vehicle entranceways.
- If you are seeking permission to install private services, please note:
 - ❖ In certain locations and situations installation of private services requires review and approval from authorities/parties other than Council. Examples include:
 - Environment Canterbury (*required when proposal involves a natural waterway*)
 - Private irrigation Co (*required when proposal involves crossing a privately owned irrigation scheme, i.e. Kakahu, Levels Plain Irrigation, Opuha Water Ltd, Rangitata Water Irrigation*)
 - Producer Statement (*required when proposal involves installation of Culvert/Structure greater than 1.0m in height*)
 - ❖ If any of the above concerns your application, you will need to provide written consent from these authorities/parties with your application to Council. If you're not sure contact the Infrastructure Consent Team on 03 687 7200 to discuss.
- The standard minimum distance of above ground services from the road edge varies based on road surfacing type, road width, and volume of traffic, but is required to be a minimum of 6.0m from the centre of the formed road. High traffic volume roads will require services to be a minimum of 10.0m from centre of the formed road.

SECTION 5 – APPLICATION CATEGORY (Optional)

Road reserve occupation falls into three categories, for which different types of permissions are granted. Please select the category you feel is most relevant to your application. If you're not sure, just leave this section blank and a Council Officer will assist you to complete.

Category	Examples	Permission Type	Tick One
Installing or constructing easily removed items / services	<ul style="list-style-type: none">• Rural encroachment fence/gates• Signs• Planting of trees and shrubs• Small diameter pipelines across road reserve	Agreement of Licence (AOL) Non-transferable (<i>if property changes ownership this must be transferred to new owner</i>)	
Installing or constructing items / services that are not easy to remove	<ul style="list-style-type: none">• Stock Underpasses• Large diameter pipelines that might extend a significant distance along the road reserve	Deed of Grant (DoG) Registered against property title and requires both current and future landowners to comply with conditions	
Seeking permission to Graze stock on an unformed legal (paper road)		Grazing Lease Non-transferable (<i>if property changes ownership, any existing grazing lease must be transferred to the new owner</i>)	

SECTION 6 – CHECKLIST

- Form has been fully completed
- Plan of Proposal is attached
- Written approval/letters of support from other parties attached (if applicable)

SECTION 7 – DECLARATION

I / We hereby agree to pay Timaru District Council all fees and charges as requested. All fees will be invoiced with the approval.

I / We will abide by all the bylaws and regulations which affect the service applied for.

I / We acknowledge that application does not constitute approval.

Signed: _____

Date: _____

Once approved a copy of the Occupation of the Road Reserve Approval and associated paperwork will be emailed to both the applicant and the landowner where email addresses are provided. The application fee is payable regardless of whether the applicant proceeds with the occupation/physical works.