

# Occupation of the Road Reserve

## Application Form



Version: 2  
Date: June 2026

### Before you start

- Read the information on our website and in our Information Guide at [www.timaru.govt.nz/occupying-road](http://www.timaru.govt.nz/occupying-road).
- Please ensure you complete each section of this form.

### SECTION 1 – CONTACT DETAILS

#### Applicant Details

Contact Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_

*(only required if different from Applicant)*

#### Landowner / Purchaser / Client Details

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_

The billpayer for the application fee is: \_\_\_\_\_

*If not advised otherwise, the application fee will be invoiced to the applicant.*

### 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 \_\_\_\_\_)  
Does this application occur because of either a previously approved or a proposed:  
Building Consent? Yes / No If yes, advise Building Consent No.: BC \_\_\_\_\_  
Subdivision / Land Use Consent? Yes / No If yes, advise Resource Consent No.: 101 / 102 • \_\_\_\_\_ • \_\_\_\_\_

### 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 (i.e. occupation is already taking place)
- This is a request to transfer existing permissions to a new landowner Previous AOL Number: \_\_\_\_\_

## SECTION 4 – TYPE OF OCCUPATION

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 5 – 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
- 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 Consents 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 6 – APPLICATION CATEGORY (Optional)

Occupation of the road reserve 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"> <li>• Rural encroachment fence/gates</li> <li>• Signs</li> <li>• Planting of trees and shrubs</li> </ul>	<b>Agreement of Licence (AOL)</b> Non-transferable (if property changes ownership this must be transferred to new owner).	
Installing or constructing items / services that are not easy to remove	<ul style="list-style-type: none"> <li>• Stock underpasses</li> <li>• Pipelines across and/or along the road reserve</li> </ul>	<b>Licence to Occupy (LtO)</b> Registered against property title and requires both current and future landowners to comply with conditions.	
Seeking permission to graze stock on an unformed legal road (paper road)		<b>Grazing Lease</b> Non-transferable (if property changes ownership, any existing grazing lease must be transferred to the new owner).	

## SECTION 7 – CHECKLIST

- I have reviewed the costs and wish to proceed
- The form has been fully completed
- The Detailed Plan of Proposal is attached (including photos as applicable)
- Written approval/letters of support from other parties are attached (if applicable)

## SECTION 8 – DECLARATION

I / We hereby agree to pay Timaru District Council all fees and charges as requested.

Application fees will be invoiced with issue of the approval.

Any additional fees related to legal costs will be invoiced upon completion and acceptance of the Licence to Occupy.

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 Approval to Occupy 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. Fees are subject to change. For current charges refer to Council's website: [www.timaru.govt.nz/infrastructure-fees](http://www.timaru.govt.nz/infrastructure-fees)*