Road Stopping Information

Background
Legal road that is not required by the Council may be purchased through a process called *road stopping*. The Local Government Act 1974, sections 319(1)(h), 342 and Schedule 10, describes the process that the Council must use. This is a formal process that members of the public can object to, so even if the applicant and the Council are agreeable to the sale, there is no guarantee that a proposed road stopping will be successful. Road stopping may also occur under the Public Works Act 1981 where a land swap or public works are involved.

Policy and Fees
The Council has adopted a Road Stopping Policy. The main features of this policy are that:

- The portion of stopped road must, where possible, be amalgamated with the applicant’s property title, i.e. road stopping cannot be used as a de facto subdivision process.
- The applicant is required to pay to the Council an administration fee of $989.00 including GST to process a road stopping proposal (or as per the fees and charges current at time of application), the actual costs involved in the stopping and the value of the land. Actual costs include (but are not limited to) valuation, survey and legal costs (typically around $6,000) regardless of whether the process is concluded.

Process
1) People wishing to purchase Council-owned legal road should contact the Dunedin City Council. The Council will verify the ownership status of the land. If the land is Council-owned, this information pack, accompanied by an aerial photograph of the location showing property boundaries, will be sent to the applicant.

2) Applicants should discuss the proposed road stopping with adjacent landowners to see if they have any objections. This is not a legal requirement of the stopping process but will provide an early indication whether the road stopping is likely to progress successfully. It is recommended that written support is obtained from adjacent landowners using the attached "Adjoining Landowner Consultation Letter" and by getting them to sign the proposed stopping plan. Such support provided by adjoining landowners does not preclude them from submitting an objection during the formal consultation stage, but may serve to identify and resolve potential issues that could impede the road stopping process or add substantial cost at a later stage.

3) Applicants should also obtain feedback from all of the Service Authorities listed on the reverse of the attached "Service Authority Consultation Letter". There may be underground or overhead services present or planned within the portion of road to be stopped. Service Authorities also have the opportunity to object to the proposed stopping, or may request an easement to be registered on the property title in order to protect their ability to situate and maintain their assets at that location.

4) Once responses have been obtained from likely affected parties, the attached “Road Stopping Application Form” should be completed and submitted to the Council. The application should be accompanied by a current copy of the Certificate of Title for the adjoining property, the relevant supporting documentation described in 2) and 3) above and a clear plan view of the location, dimensions, areas and boundaries of the portion of road to be stopped (preferably counter-signed by the adjacent landowners). This does not need to be a survey plan. A marked-up aerial photograph will suffice at this stage.

5) On receipt of the completed Road Stopping Application, the Council checks with all relevant departments (e.g. Transportation, Parks and Recreation, Water and Waste, Planning etc.) whether they have any current or future interest in that land or relevant conditions if stopped. A report is prepared for the Infrastructure Services Committee, which typically meets every six weeks, recommending whether the road stopping should be pursued. At this point, the formal road stopping process commences, as outlined in the attached flowchart.

Applicants should note that:
- If the stopping process ceases, the applicant will only need to pay the costs incurred by the Council up to that point.
- If more than 12 months elapse before the sale is completed, a new valuation may be required. This will be reviewed near the end of the process before final approval is granted.
- The Council appoints the valuation and legal consultants. Applicants may engage their own Surveyor, but it is recommended that this is not required until the appropriate stage is reached.
- Unless problems are encountered, a road stopping normally takes approximately one year to complete.

For more information, please contact the Network Team Leader in the Transport Group, phone (03) 477 4000.
Road Stopping Process
(in accordance with Schedule 10 of the Local Government Act 1974*)

Applicant submits application form with supporting documents

The relevant Community Board is consulted and Council approval to proceed is obtained from the Infrastructure Services Committee and ratified by full Council.

Applicant provided with estimate of costs and asked to pay application fee if they wish to progress

Land is surveyed and valued

Applicant may opt out of process here, with all costs incurred to this point payable

Stopping is publicly notified:
By public notice in the newspaper, a sign erected on the portion of road to be stopped and adjacent landowners advised.

The public has a 40-day period to make submissions.

No objections received

Minister of Lands consent obtained if in Rural zone

Council to approve that the road can be stopped

Public notice to declare the road stopped

Title is issued and transferred to adjoining land owner, all costs reimbursed to DCC

Objections received

Applicant may opt out of process here, with all costs incurred to this point payable

Applicant and objector(s) attempt to resolve issues

Resolved - Objection withdrawn

Not resolved – reported to Council

Council withdraws proposal – stopping ceases

Council does not accept objection

Ruling in favour of applicant - Stopping continues

Ruling in favour of objector(s) - Stopping ceases

Submission to Environment Court for decision

* Stopping the road under the Public Works Act is a similar process but does not need to go through public consultation.
Road Stopping Application Form

Send or deliver your application form to: Transport Group
Dunedin City Council
50 The Octagon
PO Box 5045
DUNEDIN 9058

For more information, please phone (03) 477 4000

Notes for the applicant

The Council may request further information to better understand the potential effects of this proposal. If the information is not received by the Transport Group within six months of the request being made, the application may lapse and a new application may be required unless prior approval is obtained.

Once this application is lodged with the Council, it becomes public information. If there is sensitive information in the proposal, please let the Council know. For more information please read the enclosed information sheet on road stoppings.

1a. Applicant Details

<table>
<thead>
<tr>
<th>Name:</th>
<th>____________________________</th>
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</thead>
<tbody>
<tr>
<td>Postal Address:</td>
<td>____________________________</td>
</tr>
<tr>
<td>Phone (hm):</td>
<td>___________</td>
</tr>
<tr>
<td>Email:</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

1b. Property Owner Details (if different from above)

| Names of all property owners: | ____________________________ |
| Contact person: | ____________________________ |
| Postal address: | ____________________________ |
| Phone (hm): | ___________ | (mobile): | ___________ | Fax: | ___________ |
| Email: | ____________________________ |

2. Property Details

| Site address: | ____________________________ |
| (specify unit/level number, location of building within site/block number, building name and street name) |
| Land use: | ____________________________ |
| (ie district zoning, eg activity zones, industrial, residential, rural etc) |
| Legal description: | ____________________________ |
| (eg Lot DP12345 certificate of title WN12A/345) |
3. Description of Project

**Name of road to be stopped:**
(If known, or description of where road lies)

**Reason for stopping:** (brief examples include decks, gardens, garages, balconies, retaining walls, future subdivision. Please note this is not a full list)

Please continue on a separate sheet if necessary

**Associated subdivision (if any):**
(Consent number if known or address if subdivision)
4. Council Applications for this Project

<table>
<thead>
<tr>
<th>Common applications</th>
<th>Have applied already (write application number if known)</th>
<th>Office use only: (information provided)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project information memorandum (PIM)</td>
<td></td>
<td></td>
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<tr>
<td>Building consent</td>
<td></td>
<td></td>
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<tr>
<td>Vehicle access</td>
<td></td>
<td></td>
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<tr>
<td>Encroachment licence/landowner consent</td>
<td></td>
<td></td>
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<tr>
<td>Land use resource consent</td>
<td></td>
<td></td>
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<tr>
<td>Subdivision resource consent</td>
<td></td>
<td></td>
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<tr>
<td>Sewer connection/disconnection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater connection/disconnection</td>
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<td></td>
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<tr>
<td>Water connection/disconnection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Attachments

Certificate of title (copy of current certificate) Attached
Contact Land Information New Zealand on 0800 665 463

Aerial view of the property showing the area proposed to be stopped clearly marked. Attached

Adjoining landowner consultation forms. Attached

Service authority consultation forms. Attached

6. Applicant statement

I/We understand that the road stopping must be carried out in compliance with the Local Government Act 1974 and/or the Public Works Act 1981 and Dunedin City Council’s Road Stopping Policy and Code for Subdivision and Development.

I/We understand that Dunedin City Council cannot guarantee that any given application will be successful.

On Council approval of the road stopping process commencing, I/we agree to pay an application fee of $932.00 including GST (or as per the fees and charges current at time of application). This application fee is non-refundable.

If the road stopping is concluded successfully, I/we agree to pay the Council the actual costs involved in the stopping and the value of the land as determined by Dunedin City Council’s Valuer.

If, for any reason, the stopping process is not concluded, I/we agree to reimburse to the Council the actual costs it has incurred to date in processing the proposed stopping.

Signature(s) of all property owners:

______________________________________________________________________________ Date: ____________

______________________________________________________________________________ Date: ____________

______________________________________________________________________________ Date: ____________

Office use only:

Date received:  _________________________ Property ID:  _________________________

Road Stopping Information  Page 5 of 8  October 2017
Dear Sir/Madam

**Proposed road stopping at:**

I am intending to apply to the Dunedin City Council to purchase a portion of the legal road adjacent to my property at:

I have attached a plan diagram showing the area I wish to purchase.

As part of the road stopping process, I am required to consult all service authorities that may be affected by the proposed road stopping.

Can you please confirm in writing to the above address whether:

- You have any services present within the portion of road proposed to be stopped; and
- You support or have any objections to the proposed stopping of the road, or whether you have any specific requirements to enable the road to be stopped.

If you have any questions or would like clarification of the proposed boundary line, please contact me on:

I look forward to your reply and thank you for your assistance.

Yours faithfully

(Signature) (Print name) (Date)
Service Authorities

The following is a list of all service authorities that you must obtain written approval from before the Council can assess your application and/or begin work on your proposal.

**Telecommunications lines, cables or structures**

<table>
<thead>
<tr>
<th>Service Authority</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Vodafone NZ       | Attn. Richard Schoeman  
PO Box 4584  
Christchurch 8140  
Ph: 03 982 6596  
Fax: 03 982 6099  
Mobile: 029 982 6596  
Email: network@vodafone.com |
| Chorus            | Network Records  
Attn. Ross Hunt  
Principal Delivery Specialist  
Central Exchange, Lvl 4  
Tennyson Street  
Dunedin 9016  
Ph: 955 4525  
Mobile: 027 452 0582  
Email: Ross.Hunt@chorus.co.nz |
| 2 Degrees         | Attention: Site Acquisition Team  
PO Box 8259  
Christchurch 8440  
Email: property@2degrees.nz  
022 0348 732  
or Main Office 03 943 7252 |

**Electricity supply – Central Dunedin Area**

<table>
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<tr>
<th>Service Authority</th>
<th>Contact Information</th>
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</thead>
</table>
| Aurora Energy Limited | C/O Delta  
PO Box 1404  
Dunedin 9054  
Attn. Joanne Dowd  
Ph 03 471 6783  
Email: joanne.dowd@thinkdelta.co.nz |
| FX Networks now Vocus NZ Ltd. | PO Box 24449  
Manners Street  
Wellington  
Attn: Steve Whittle  
Ph: 027 442 1824  
Email: Steve.Whittle@vocus.co.nz |

**Electricity supply – Coastal Otago North**

<table>
<thead>
<tr>
<th>Service Authority</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Power Net         | PO Box 1642  
Invercargill 9840  
Attn: Terry Jones  
Ph: 03 419 0142  
Fax: 03 419 0141  
Email: tjones@powernet.co.nz |
| Flute Network     | C/o Delta  
PO Box 1404  
Dunedin 9054  
Attn: Alec Findlater  
Ph: 03 479 6695  
Email: alec.findlater@thinkdelta.co.nz |

**Gas**

<table>
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<tr>
<th>Service Authority</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Nova LPG/Genesis Energy | PO Box 2292  
South Dunedin  
Dunedin 9044  
Attn: Colin Anderson  
Ph: 455 7382  
Fax: 455 4114  
Email: Colin.Anderson@genesisenergy.co.nz |

Council services e.g. Transportation, Water and Waste, Parks and Recreation etc. will be consulted in-house once the application has been received.
Adjoining Landowner Consultation Letter

Applicant to complete this section:

Date: ____________________________________________

To: _______________________________________________

[Adjoining Landowner]

Dear Sir/Madam

Proposed road stopping at: [Road Name]

I am intending to apply to the Dunedin City Council to purchase a portion of the legal road adjacent to my property at:

[Applicant’s Address]

I have attached a plan diagram showing the area I wish to purchase.

Prior to carrying out formal public consultation, the Council requires that I carry out preliminary consultation with adjoining landowners to identify any likely issues. Can you therefore please indicate whether you support or object to this proposal. If objecting to this proposal, please indicate your reasons for this, and if possible how the proposal could be modified to address your concerns.

Any support expressed in response to this letter does not preclude you from making a submission when the proposal is formally consulted on by the Council.

Please provide your written response to me at the above address.

If you have any questions or would like clarification of the proposed boundary line, please contact me on:

[Applicant’s contact details]

I look forward to your reply and thank you for your assistance.

Yours faithfully

(Applicant’s Signature) (Print name) (Date)

Response from adjoining landowner(s)

I/We are the property owner(s) at: [Adjoining landowner’s address]

In relation to the road stopping proposed above, I/we:

☐ Support this proposal (subject to the following conditions, if any): ____________________________________________

or

☐ Do not support this proposal because/unless: ____________________________________________________________

[Please attach any additional information to this form]

Signature(s) of adjoining property owner(s): _______________________________________________________________

Print name(s): ____________________________________________ Date: ____________________