



PROPERTY SERVICES

APPLY FOR A LICENCE TO OCCUPY A ROAD RESERVE

Enquiries: Call 477 4000 or visit www.dunedin.govt.nz

Send applications to: Dunedin City Council, PO Box 5045 Dunedin 9054, Attention: Property Services, or email city.property@dcc.govt.nz

In person: Customer Services Centre, Ground Floor, Civic Centre, 50 The Octagon, Dunedin.

This is an application to:

- Legalise an existing encroachment
- Create a new encroachment
- Transfer a licence to a new occupier

Name of previous occupier if known/relevant:

Applicant's details

Name of property owner (the name that will appear on licence):

Address:

Post code:

Phone number:

Email:

Encroachment details

Location of the encroachment (street address):

Nature of the encroachment (tick all that are applicable):

- Garage/car parking pad
- Other structure (e.g. dwellings, walls)
- Yard enclosure (e.g. fences and hedges)
- Airspace or sub-soil: (e.g. balconies or cellars)
- Commercial use (e.g. retail/lease)
- Other (e.g. fuel point)

If other, please specify:

Insert diagram showing the location of the encroachment on road reserve.

If applying electronically the diagram may be supplied as a separate attachment to the email. Aerial photographs can be obtained from www.dunedin.govt.nz/dunedin-city/maps-and-photos