

This is an application to:

Legalise an existing encroachment

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Create a new encroachment

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Transfer a licence to a new occupier

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Name of previous occupier if known/relevant _____

Applicant's Details

Name of current/new adjacent Property Owner: _____ (the name that will appear on the licence)

Mailing Address: _____

Phone Number _____ Email Address _____

Encroachment Details

Location of the encroachment: _____ (street address)

Nature of the encroachment:

Garage / car parking pad

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Other structure (e.g. dwellings, walls):

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Yard enclosure (e.g. fences and hedges)

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Airspace or sub-soil: (e.g. balconies or cellars)

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Commercial use (e.g. retail/lease)

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Other (e.g. fuel point)

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Tick all that are relevant

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: <http://www.dunedin.govt.nz/council-online/webmaps>

Please submit your application to:

In writing: Dunedin City Council, PO Box 5045, Moray Place, Dunedin 9058

In person: Customer Service Centre, Ground Floor, Civic Centre, 50 The Octagon

By email: city.property@dcc.govt.nz

There is also information on our website at www.dunedin.govt.nz.