

Application for landowner approval

Land Advisory Services, Community Facilities

The following is to be completed for the assessment of the project by the Land Advisory team. If you do not provide the necessary information, your application may not be accepted for processing.

Each landowner approval application requires the support of the relevant local board prior to approval/decline by Land Advisory Services.

1. Applicant details

Name

Address

Mobile

Email

Consultant details

2. Site details

Park name

Park address

Legal description

Lease number

Expiry date

Resource

Building

consent number

consent number

Have you previously applied for landowner approval for this site or a related project? Yes No

If yes, please specify:

3. General application details

This application is for: (tick all of the boxes necessary to cover the proposal)

Installing a public facility or service over or on the park

Installing a private utility or service over or on the park

Creating a new asset on the park

Modifying an existing private / club / user group asset on the park

Undertaking planting on a park / establishing a community garden on a park

Plant or seed collection / research on a park

Requesting an easement or right of way on a park

Requesting temporary access over a park

Licence to occupy / mobile trading

Other – please describe:

4. Project details

4.1 Detailed description of project; *(please also include photos of the proposed works site to assist us with processing the application)*

For example:

- What is the proposed project, where & why?
- How will you be gaining access through the reserve?
- How long will the reserve be occupied?
- What are the health & safety precautions?
- What are the tree protection measures?

4.2 What other options have you considered for this site? Why is this the chosen option?

4.3 Have you provided the relevant supporting documents?

Site plans

Stormwater report

Arborist report

Engineers report

Iwi consultation

Planting & maintenance plan

Resource consent

Building consent

Asset owner approval

Other; please specify

4.4 How will the proposed works impact the park & the public?

For example:

- Will any park trees be affected?
- Will public access in the park be restricted?
- Will earthworks be required in the park?
- What will the (temporary or permanent) visual effects on the park be? (i.e. appearance)?
- Will there be (temporary or permanent) damage to parkland or features?

4.5 Proposed mitigation for the works

For example:

- How will damage to the park be minimised?
- How will the damage or effects be reinstated?
- Tree planting on the reserve?
- Visually permeable boundary fences?

4.6 Timing of works

Proposed physical works start date:

Proposed physical works end date:

NB: Any physical works on parks must be carried out in accordance with the requirements of the Health and Safety at Work Act 2015. The applicant must ensure that any contractors undertaking works on council owned land comply with all necessary statutory and council Health and Safety standards.

Fees apply to the processing of landowner approval applications.

FEES AND CHARGES 2019 (incl. GST)

Fee structure:

Basic application: **\$570.00**

Standard application **\$990.00**

Complex application **\$1,410.00**

A 50% reduction in all fees is applicable to all registered community groups, incorporated societies and charitable trusts.

5. Applicants signature

Date

Please submit completed application form along with relevant plans & supporting documents to

landadvisors@aklc.govt.nz