

## Applying for landowner approval – checklist

### Application process

- Send your completed application form to [landadvisors@aklc.govt.nz](mailto:landadvisors@aklc.govt.nz)
- You will receive an invoice for processing the application, once paid the job will commence
- If required, council specialists will be in touch for a site visit.
- Your application will be assessed by a Land Use Advisor and provided to the [local board](#) for comment. It will be either approved or declined under delegation by staff, or in some cases, by the local board at a business meeting.
- A letter will be emailed out to you approving or declining the application.
  - If approved, conditions will be outlined, and your Land Use Advisor will advise timeframes, which are agreed on a case-by-case basis.
  - If declined, you will be advised in writing and any unused fees will be refunded to you.

### Information required

Please supply all required documentation as indicated below, plus any other relevant information that would assist the council in processing the application:

#### 1. Covering letter

- Applicant's name and contact details – phone, email and postal address.
- Contractor's name and contact details – phone, email and postal address.
- Duration of the work or activity and any specific dates.
- Map of the park or reserve and location of the proposed work or route.  
All maps should have:
  - title
  - scale
  - frame
  - north indicator
  - key
  - accurate labels
- Description of the work or activity.
- Description of how the proposed work or activity will be carried out.

## 2. Justification

- Statement about why this location is the best option for your work or activity, including if you have investigated other locations and why they are unsuitable.
- Any engineering considerations or other relevant factors which show you have taken into consideration the effects on the location.
- Detailing any mitigation work to be carried out – in most situations mitigation work must be carried out within the boundary of the applicant's property.

## 3. Supporting Information

- Any relevant supporting information like building or resource consents, event permits, needs assessments, institutional approvals, etc.
- Details of any council employees you have already consulted with.

## 4. Tree assessment

- Position of any trees that will be affected by the proposed work or activity. Anything carried out within the drip line of the tree will require an assessment. This must include:
  - a map showing the location of any affected trees. This map should conform to the specifications listed above.
  - details of potential impact on the affected trees. This should include one-off impacts from the equipment or methods used to carry out the proposed work.