

APPLICATION FORM



Buller District Council Lease/Licence to Occupy

What is a Lease / LTO Agreement

A Lease/Licence to occupy is an agreement between the Licensor (Council) and the Lessee, to formally recognise access to and the use of Council owned land and unformed Road Reserve, for a specific agreed purposes/activity for a term not exceeding 33 years. The Council has the power to grant a Lease to occupy land under Section 12 Local Government Act 2002 (power of general competence).

Please note:

- Should the application be successful the applicant will be fully responsible for the remediation of the land back to its original state prior to the expiry date of the Temporary Licence to Occupy; and
- Consultation with affected parties e.g. neighbouring property owners may be required before an application is processed. On receipt of this application form council will advise the applicant if written consent is required and from whom.

Application Fee:

\$185.00 (incl GST) is payable with this application.

This fee is non-refundable.

Other Fees and Rentals:

Further fees are payable if the application proceeds including a \$185.00 documentation fee. Annual rent may also be payable as part of any agreement.

Please complete this form and return it along with supporting documents:

Deliver:	<i>Customer Services, Buller District Council, 6-8 Brougham Street, Westport 7825,</i>
Post:	<i>Team Leader, Community Facilities, Buller District Council PO Box 21 Westport 7866</i>
Scan and email to:	customer.services@bdc.govt.nz

CONTACT DETAILS	
Your Name/s	
Your Address and Valuation Reference Number (please refer to your Council rates notice)	
Home Phone	
Mobile	
Email	
INFORMATION REQUIRED	
1. Plan :	
<p>Please attach a WestMap aerial photo (https://bullerdc.govt.nz/district-council/a-z-services/westmaps/) or similar accurate plan of the area clearly showing and identifying:</p> <ul style="list-style-type: none"> • the location of your property, • the position of the road within or adjoining the property; and • any neighbouring properties that may be affected by the proposal 	
2. Describe the reason/purpose of this application for a Licence to Occupy:	

3. Please provide the reasons the activity cannot occur within your own property boundaries:

4. Is public access affected by the requested licence to occupy? If so, to what extent?

5. Consultation with affected parties.

Written consent from affected parties, including adjoining landowners, may be required if the road on which the Temporary Licence to Occupy is situated provides legal frontage or access to other land. On receipt of this application form council will advise if any adjoining landowners are required to give their written consent.

If you have already consulted with adjoining landowners please advise below:

i) Please list names and addresses of those who have provided written consent:

ii) If there are other landowners/neighbours who may potentially be affected but have not provided consent, please provide a list names and addresses and an explanation here:

6. What dates are you requesting the temporary Licence to Occupy for:

7. Name, Address and contact details of any contractors who will be onsite performing works:
(A check of any named contractors H&S plan, liability insurance etc may be undertaken as part of the application process)

INFORMATION TO BE SUPPLIED CHECKLIST, please circle your answer

Address and BDC Valuation Reference of your property	YES / NO
Aerial Photo or accurate plan - showing the location of the land	YES / NO
Photos of the site showing, where relevant, continued public access	YES / NO
Record of Title (Certificate of Title) to confirm you are the legal owner of the property adjoining the land	YES / NO
Written consents of affected parties	YES / NO

FINANCE CHECKLIST

Credit Check - the Applicant agrees to the Council undertaking a credit check (carried out in relation to payment of annual rental fees if approved)	YES / NO
Application Fee - \$150 (Incl. GST)	YES / NO

DECLARATION

All of the information contained in this application is, to the best of my/our knowledge, true and correct.

Applicant Signature/s:

Applicant Name/s:

By signing this application form, the applicant agrees to pay all costs associated with the Council authorising the Temporary Licence to Occupy should the application be successful.

Date: ____/____/____

Attachment 1. Sample Adjoining Landowner Approval Request Letter

Date: _____

To: _____

Dear Sir/Madam

Lease to Occupy Application for Council Land at: _____

I/We are the owners of the property at:

I/We wish to apply to Buller District Council for a lease to Occupy as shown on the aerial photo/
plan attached.

We would therefore appreciate your written approval for our proposal to obtain a Lease to Occupy
this land.

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

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

Yours sincerely

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at bullerdc.govt.nz/privacy and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy