LANDOWNER CONSENT PROCESS

Application received by Encroachment Team

Letter of Acknowledgement sent to Applicant
Applicants are advised whether any other information is required to further process the application or advised of a decision within 4 weeks

Application discussed with Council Business Units
(incl. Roading & Traffic and Parks & Gardens)
Assessment will consider how the proposal affects the amenity of the area, public and private views and effect on vegetation. The comments of affected neighbours will also be considered.

Decision for Landowner Consent made

Notification of Decision sent to Applicant

Decline
Letter is sent outlining reasons

Landowner Consent GRANTED
Terms and Conditions of Landowner Consent will be sent to the applicant together with Licence Agreements to be signed, witnessed and returned within **30 days**. A bond (amount determined by Council's senior roading engineer) may be requested.

Compliance and Monitoring
Licensee has 18 months to obtain any Regulatory Consents and complete construction of structure on the legal road.

Refund of Bond
Licensee to advise Encroachment Team that all works complete and request inspection for bond return.
Bond refunded if structure built in accordance with the Terms & Conditions of Landowner Consent.

Absolutely Positively Wellington
Me Heke ki Pōneke
Wellington City Council