

## Have you sought permission to use Legal Road?

1. To find out the process for obtaining Land Owner Consent, please phone the Encroachments Team on (04) 801 3657 to request an application pack.
2. The cost to process your application is \$168.75 (incl GST).
3. As outlined further in the application pack, the following information needs to be provided when you submit your application:
  - The completed application form
  - Certificate of Title to your property
  - Plans to scale of the proposed structure/encroachment area
  - A list of positive and negative effects of the proposed encroachment
  - All of the Service Authority consents outlined in the application pack
  - Comments from adjoining property owners and any other affected parties.
4. Processing of your application will take approximately 4 weeks and you will be notified of a decision at the end of this period.
5. Once the Licence Agreement has been signed by both parties you are able to start work and you have 18 months to build your structure on legal road. If this is not done within that time, you will need to apply for an extension of time, otherwise, your encroachment licence will automatically lapse and you will need to make a new application.

## Have you obtained Resource and Building Consent?

6. Please contact Business Consents Licencing Services (BCLS) on (04) 801 3542 for Resource Consent (if required) and Building Consent. Please note that a separate fee will be incurred.