

Road-Stopping Application Form

Absolutely Positively
Wellington City Council
Me Heke Ki Pōneke

Send or deliver your application to:
Property Projects, Wellington City Council, PO Box 2199, Wellington 6140.
For more information phone 04 499 4444.

Notes for the applicant

Before you submit an application, check with a Council Property Advisor to see if your application meets the conditions for a road stopping in principle.

Once this application is lodged with the Council, it becomes public information. If there is sensitive information in the proposal, please let us know. Application fee of \$660 (including GST). The Council will invoice you for this once we've received your application.

For more information, please refer to the Road Encroachment and Sale Policy on our website Wellington.govt.nz/plans/bylaws or read the enclosed information sheet on road stoppings.

Applicant details

Full name:

Postal address:

Phone:

Mobile:

Email:

Property owner details *(if different from above)*

Names of all property owners:

Contact person:

Postal address:

Phone:

Mobile:

Email:

Property details

Site address: *(Specify unit/level number, location of building within site/block number, building name and street name)*

Land use: *(District Plan zoning, eg commercial, residential, rural etc)*

Legal description: *(eg Lot 1 DP12345 Land title WN12A/345)*

Description of project

Name of road to be stopped:

Reason for stopping: *(Examples include decks, gardens, garages, balconies, retaining walls, future subdivision. Please note this is not a full list)*

Please continue on a separate sheet if necessary.

Associated subdivision: *(if any)*

Council applications for this project

Common applications	Have applied already (Write application number if known)	Office use only (information provided)
Project information memorandum (PIM)		
Building consent		
Vehicle access		
Encroachment licence/landowner consent		
Land use resource consent		
Subdivision resource consent		
Sewer connection/disconnection		
Stormwater connection/disconnection		
Water connection/disconnection		
Other		

Attachments

Land title (Computer Freehold Register – search copy dated within past 30 days) (Contact Land Information New Zealand on 0800 665 463)	Attached	
Aerial view of the property clearly showing the area that may be stopped (The Council's service centre at 101 Wakefield Street can provide a map or check cityview on our website Wellington.govt.nz)	Attached	
<ul style="list-style-type: none">• This includes up to five hours of processing time by Council staff.• Once processing time exceeds five hours, \$132.00 (including GST) per hour will be charged on a time taken basis.• A refund may be given if the proposal is declined, less a non-refundable amount of \$264 (including GST). This is equivalent to two hours processing time. Time incurred by Council staff in excess of two hours will also be charged. No refund will be made following a favourable Council resolution at step 4 of the road-stopping process.		

Applicant statement

I/We understand that the road stopping must be done in compliance with the Local Government Act 1974 and/or the Public Works Act 1981 and Wellington City Council's road-stopping process.

I/We understand that Wellington City Council cannot guarantee that any given application will be successful.

I/We agree to pay the application fee of \$660 (including GST), of which \$264 (including GST) is non-refundable.

Signature(s) of all property owners

	Date
	Date
	Date

OFFICE USE ONLY

Date received:	Project #	
Property ID:	Receipt #	Amount paid \$