

# APPLICATION TO ENCLOSE PORTION OF ROAD



I: \_\_\_\_\_  
(Full Name of Property Owner)

\_\_\_\_\_ (Farm Name - where applicable)

of: \_\_\_\_\_  
(Postal Address)

hereby apply for Council's permission to enclose a portion of road fronting:

\_\_\_\_\_ (Name of Road)

Legal Description: \_\_\_\_\_

Property Valuation No: \_\_\_\_\_

**This application refers to a proposed encroachment as shown on the plan lodged with the application and is subject to the undermentioned conditions:**

## CONDITIONS

1. The Council gives no tenure to any land enclosed and any fences or other erections thereon must be removed as and when so required by Council.
2. The applicant must not remove any metal, sand, soil or similar materials from the land.
3. The Council and any Government Department or Local Body functioning in the locality may enter upon the enclosed land and do such things as if no enclosure existed and not be held responsible to the applicant for any damage or loss thereby occasioned, nor will the applicant have any claim for damage extending on to his land if this results from inadvertence occasioned by the true boundary line not being clearly defined.
4. When required by the Council so to do the applicant will, at their own cost, and without delay, disclose the true position of survey pegs or renew any which may have been destroyed or displaced.
5. No fences or other erections shall be constructed or performed so as to constitute a danger to any user of the public highways nor shall the same obstruct traffic.
6. The area enclosed must be to the approval of the Roading Manager but the fact of such approval will place no onus on the Council or relieve the applicant of any of the responsibilities herein stated or implied.
7. The applicant must furnish Council with a plan showing the shape of the encroachment. It will be sufficient if this is a sketch plan with measurements showing the position of the new fence in relation to the existing features. A plan should be sent with the application but it is important that it should be checked after the encroachment has been effected. This plan will be filed by Council for future reference and to assist in rediscovering the true boundary line at some future date. This requirement, however, places no responsibility on the Council.
8. Trees, shrubs, or live hedges must on no account be planted or maintained on any road enclosure.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PLAN SHOWING THE SHAPE OF ENCROACHMENT

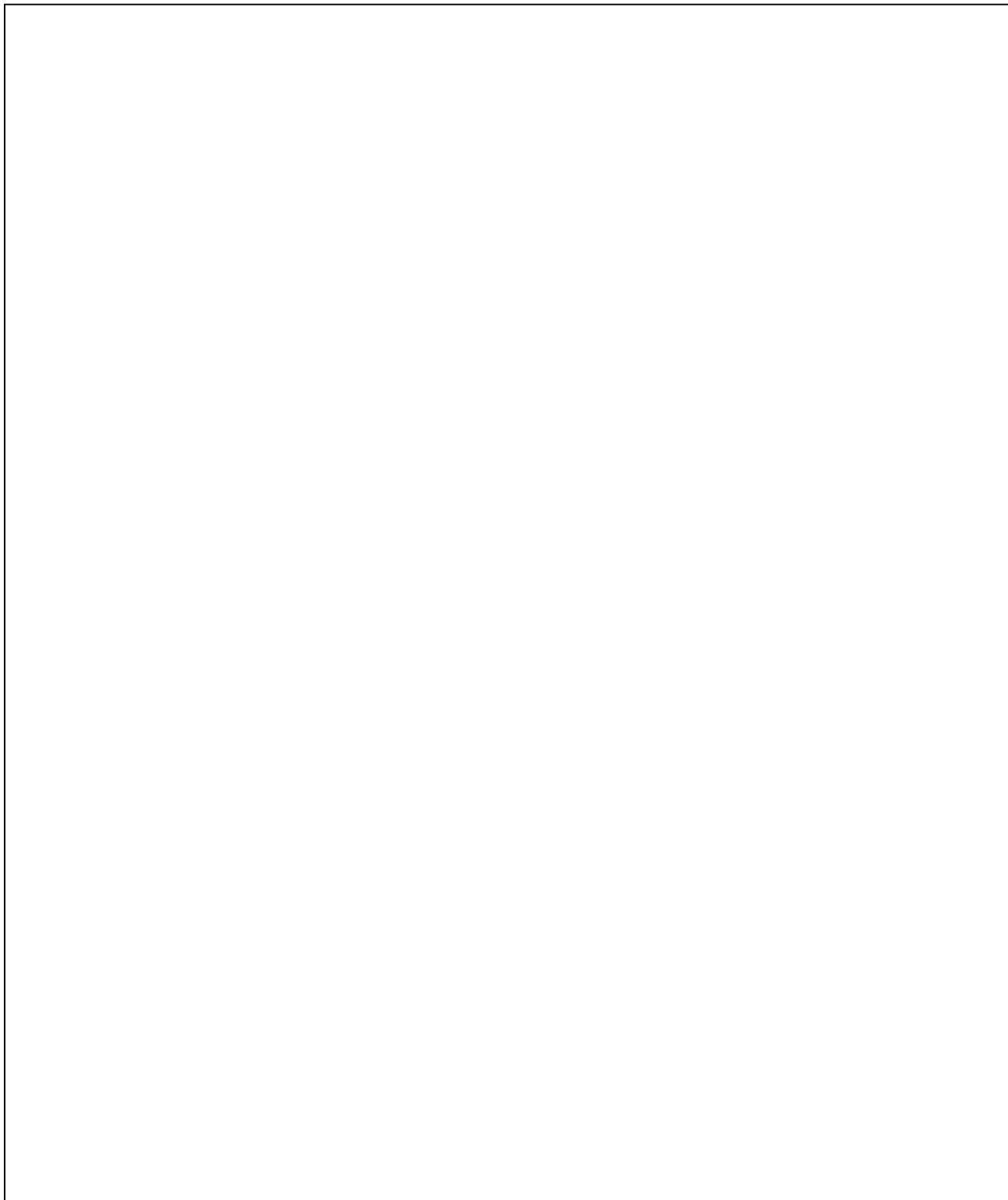
It will be sufficient if the sketch plan shows the position and measurements of the new fence in relation to the true boundaries.

Existing features

BLACK

Proposed new fence line

RED



*Inquiries to:        Roading Manager*

*Our Reference:     Road Reserve Control - Enclose Portion of Road*

**(date)**

**(name)**  
**(address)**

Dear Sir/Madam

**APPLICATION TO ENCLOSE PORTION OF ROAD**

Enclosed is an Application to Enclose Portion of Road form. Please submit a plan showing the shape of the encroachment. This plan may be a sketch plan with measurements showing the position of the new fence in relation to the existing features.

Council officers will then meet with you on site to discuss the application.

Yours faithfully

**Robyn Hodges**  
**ENGINEERING SUPPORT OFFICER**

*Enclosure:        Application to Enclose Portion of Road*