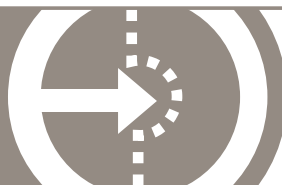




Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**



FORM

Application for an encroachment licence

New Plymouth District Council
Activities in Public Places Bylaw 2025

Complete this form with the assistance of the application for an encroachment licence guide - numbers in this form relate to explanatory notes in the guide.
This form must be submitted with a completed application for an encroachment licence checklist.

1. Applicant details

1a. Do you already
have a licence?

No

Yes

Licence number

1b. I am the

☐ Property owner

☐ Lessee
Provide details below

☐ Agent authorised by
owner/lessee
Provide details below

1c. Full name

First name(s)

Surname

1d. Date of birth

1e. Address
(include postcode)

2. Licence details

2a. Premises name
(if applicable)

2b. Premises address

2c. Trading as (name)

2d. Company name

2e. Company number

2f. Authorised signatory
(for licence) contact
details

Work phone

Home phone

Mobile phone

Email

3. Project details

3a. Estimated area of
encroachment

 m²

3b. Type of property:

Residential

Commercial

Industrial

Rural

Retail

Hospitality

3c. Type of encroachment:

Use of airspace

Garage/carport

Garden/beautification

Fence/retaining wall

Dwelling/dwelling addition

Farm/horticulture

On-street dining – please complete section four on page two.

Other – provide details below:

Please turn over

OFFICE USE ONLY

Date received

Received by

Property ID

Document #

Land ID

Application #

Receipt #

Amount paid

\$

4. On-street dining - required information

This section must be completed when you are applying for an on-street dining encroachment.

Provide details of the activity in the proposed on-street dining area. Please note that all furniture must be removed after hours, or make a note in (4f) if a special allowance is requested.

4a. Use of premises:

Cafe

Bar

Restaurant

Takeaway outlet

Other - provide details

4b. Duration of on-street dining operation:

Permanent

Temporary - provide start and end dates

Start date

End date

4c. Normal hours of use – specify times:

Start time

End time

4d. Will liquor be consumed in the area?

No

Yes

Liquor licence number

4e. Capacity of on-street dining area:

Number of tables

Number of
chairs/seats

4f. Other furniture or equipment – provide details and quantities:

4g. Will the area be smoke-free?

Yes

No

Note: NPDC offers a licence fee incentive for awarded and compliant smoke- and vape-free on-street dining areas as per [Policy P11-003 Encroachment Licences For On Street Dining](#).

5. Applicant's declaration

PRIVACY STATEMENT

Information provided in this application is required to process your application. That information may be subject to an information request. In such an event and where necessary NPDC will redact personal information such as private contact details. Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC to correct the personal information held by NPDC.

DECLARATION

I have read and understood the above privacy statement. I confirm that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

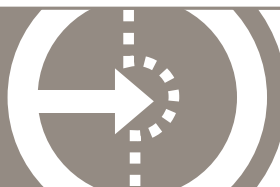
Signature

Date

First name(s)

Surname

Company name (if applicable)



CHECKLIST

Application for an encroachment licence

New Plymouth District Council
Activities in Public Places Bylaw 2025

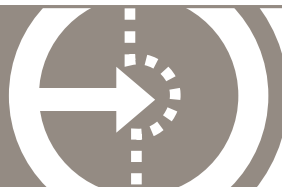
How to use this checklist

Please use this checklist to assist you to lodge a complete application and avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

Additional information may be requested during the processing of your application for an encroachment licence.

- ✔ All items on this checklist must be ticked to show that they are either provided (P) or are not applicable (N/A) to your project.

OFFICE USE	APPLICANT USE	P - Information provided	N/A - Not applicable to this project
<input checked="" type="radio"/>	<input type="radio"/>	On-street dining encroachment A site plan drawn to a metric scale of 1:250 or larger showing the following: <ul style="list-style-type: none"> • Dimensioned width of your property frontage(s), and the position and dimensioned width of the adjoining footpath, measured from the frontage of your premises to the kerb face. • Dimensioned minimum clearance of the dining furniture relative to any street furniture or utilities such as parking pay stations, signs or pedestrian crossings. • Extent and location of any dining areas on adjoining frontages. • Position of proposed dining furniture including screen enclosures, barriers and any footpath sign for the premises. Please note that size and location controls apply to footpath signs under the New Plymouth District Plan and bylaws. • Location of a direct and unobstructed pedestrian access past or through the dining area. The width of this access is normally required to be 2m. Please note that this must provide for continuity with the use, signage and structures of the adjoining footpath. 	
<input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/>	Elevations drawn to a scale of not less than 1:50 showing the design of furniture including materials and colours used and any associated signwriting. Manufacturer's information and photographs that provide the required degree of detail may be used.	
<input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/>	Evidence of adequate public liability insurance indemnifying New Plymouth District Council (NPDC) against any claim arising from damage caused by furniture, items or structures used in association with the dining area.	
<input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/>	On-street dining activity management plan, including management of smoke-free incentive also.	
<input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/>	Other information addressing any issues identified in your meeting with NPDC Officers.	
<input checked="" type="radio"/>	P N/A	Encroachment other than on-street dining A dimensioned location plan drawn to a recognised metric scale of not less than 1:200 shall be provided detailing the extent of the encroachment, the location and nature of the use of the adjoining public land such as footpaths and carriage-ways and the location of any utilities both above and below ground.	
<input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/>	Dimensioned elevations of the encroaching structure or building drawn to a recognised metric scale shall be provided where the encroachment involves structures such as fences, kerbs, posts, buildings, balconies or terraces occupying airspace over a public space. Please note that: <ul style="list-style-type: none"> • Supporting structures such as posts or poles proposed to be erected must be detailed on both the location plan and elevations. • Generally all structures including those using airspace shall be set back at least 450mm from the kerb line. • A vertical clearance of at least 2.4m will be required between the surface of any public space such as a footpath and the underside of any structure. 	



When do you need an encroachment licence?

An encroachment licence is a permit that is required under New Plymouth District Council Activities in Public Places Bylaw 2025 to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained in public places.

Examples of projects that may require an encroachment licence include:

- A café that uses the sidewalk as an outdoor eating area.

- Signs on public property.
- Fences or retaining walls that cannot be built entirely within the section and therefore need to occupy a portion of public property.

Your application form must be submitted together with an application for an encroachment licence **checklist**.

How is the encroachment fee calculated?

The annual rental is calculated on the following basis:

- Establish a dollar rate per square metre by dividing the land value of the applicant's section by the area of the section.
- Calculate the floor area to be occupied and apply to the dollar rate.

- Calculate 6.5% of item b. which is to be charged as the annual rental plus GST.
- Amount to be reviewed at three-yearly intervals following rateable valuations.

1. Applicant details

1b. Indicate whether you are the property owner, lessee or the agent of the owner or lessee.

Property owner

Select this option if you are the property owner, as stated on the certificate of title.

Lessee

Select this option if you have a lease agreement with the registered owner of the property and the

agreement is still in force.

Provide your full name and contact details.

Agent

Select this option if you are submitting your application as the authorised representative of the property owner or lessee.

Provide your full name and contact details.

2. Licence details

2a. Premises name

Provide the name of the premises, if applicable.

2b. Premises address

Provide full details of the physical address of the premises.

2c. Trading as (name)

Provide the trading name.

2d. Company name

Provide the company name.

2e. Company number

Provide the company name.

2f. Contact details

Provide the contact details of the authorised signatory.

3. Project details

3a. Area of encroachment

State the area covered by your application (in square metres) that you wish to use.

3b. Type of property

Indicate whether the work relates to a residential, commercial, industrial, or rural project.

3c. Type of encroachment

Use of airspace - select this item if the space to be

used is for an awning, veranda, or the display of produce.

On-street dining - select this item if you intend to use the sidewalk as an outdoor eating area. You are also required to complete section four.


If you intend to use or build on a road, reserve or park, select one of the other items listed, as applicable.

4. On-street dining - required information

This section must be completed when you are applying for an on-street dining encroachment (under item 3c).

5. Applicant's declaration

A decision or information provided to you as a result of your application is limited to the extent and accuracy of the information you have provided in your application.

 Write your name, signature and date that you submitted your application.
If you are submitting this application on behalf of your company, please sign your name and not the name of your company.