



Use this form if you need temporary access to reserve land.

- New Plymouth District Council (NPDC) requires at least five working days to assess your request.
A non-refundable privileged access fee is required to be paid, as per current NPDC fees and charges https://www.newplymouthnz.com/Council/Council-Documents/Forms-and-Fees/Fees-and-Charges.

Conditions for privileged access:

- You will need to attend a site induction with an NPDC officer.
No storage on site.
Sports fields must not be crossed.
Ground to be firm.

Bond charges (to be paid before access is granted):

- You will need to pay a ground bond (see table below).
A \$50 key charge must be paid. This is refunded when the key is returned.

Table with 4 columns: Vehicle type, Driving up to 50m, Driving up to 100m, Driving over 100m. Rows include Light Vehicle (car and trailer), Heavy Vehicle under 6T, and Heavy Vehicle over 6T.

It is advisable that you lodge your request early before you organise any contractors for the project.

Liardet Street, Private Bag 2025, New Plymouth 4340, New Zealand. Telephone 06-759 6060, Fax 06-759 6072, Email enquiries@npdc.govt.nz, Website www.newplymouthnz.com

1. Property owner details

Form fields for property owner details: 1a. Full name (First name(s), Surname), 1b. Postal address (Include postcode), 1c. Contact details (Home phone, Work phone, Mobile), 1d. Email

2. Applicant details (if a tenant)

If you are the tenant at the property, please enter your details below: 2a. Full name (First name(s), Surname), 2b. Postal address (Include postcode), 2c. Contact details (Home phone, Work phone, Mobile), 2d. Email

3. Project details

Form fields for project details: 3a. Name and address of reserve where access is required, 3b. Site address

Please turn over

OFFICE USE ONLY

Office use only table with columns: Date received, Time received, Received by, Applicant #, Property #, Land #, Application #, Document #, Amount paid

### 3. Project details - continued

3c. Reason access is required/scope of work:

- Construction                       Property maintenance                       Delivery of materials  
 House removal                       Other - specify below

3d. Will a contractor be working at the  Yes  No

If yes, provide the contractor's **on-site contact details** below:

Name of business

Contact person

First name(s) Surname

Contact details

Mobile Work phone

3e. Vehicles/plant used on site

Type of vehicle/plant	Weight	Tyre type

3f. How long do you need access for?

Start date and time

End date and time

3g. Have you conducted a check of underground/over-ground services prior to making this application?

- Yes  No

### 4. Bond refund

Please supply your bank account details for a bond refund.

Bank/Branch

Account name

Account number   -     -       -

### 5. Applicant's declaration

I confirm that the information provided in this form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds to me based on the information provided in this form. I acknowledge and agree that NPDC may, at its sole discretion, use the bond to cover the cost to repair any damage caused to the reserve land resulting from the access granted to me under this application. I acknowledge that where the bond is not sufficient to cover the costs of any repair, that NPDC may claim against me for any of its additional costs incurred to reinstate any damage.

Signature of applicant

Date

Please indicate if you are the property owner or tenant:

- Property Owner  Tenant

Place where dated and signed, e.g. New Plymouth