



Prior to the transfer of a domain leasehold property, consent is required from NPDC. This form must be completed by the vendor/lessee's solicitor.

Send all documents to Property and Lease Administrator, NPDC, Private Bag 2025, New Plymouth 4340 or email leaseenquiries@npdc.govt.nz.

1. I/we (as named below) request the written consent of New Plymouth District Council (NPDC) to assign my/our (tick one) Urenui Onaero Tongaporutu

Domain lease (lease) for holiday cottage site (insert number) [input box]

Lessee name(s) a. [input boxes for First name(s) and Surname] b. [input boxes for First name(s) and Surname] c. [input boxes for First name(s) and Surname] d. [input boxes for First name(s) and Surname]

2. Subject to NPDC's consent I/we wish to assign the lease to the person(s) purchasing the lease, as detailed below:

Purchaser 1

Purchaser 1 details: Full name [input boxes for First name(s) and Surname], Postal address [input box], Occupation and phone contacts [input boxes for Occupation, Mobile, Business or home phone], Email address [input box]

Purchaser 2

Purchaser 2 details: Full name [input boxes for First name(s) and Surname], Postal address [input box], Occupation and phone contacts [input boxes for Occupation, Mobile, Business or home phone], Email address [input box]

Purchaser 3

Purchaser 3 details: Full name [input boxes for First name(s) and Surname], Postal address [input box], Occupation and phone contacts [input boxes for Occupation, Mobile, Business or home phone], Email address [input box]

Purchaser 4

Purchaser 4 details: Full name [input boxes for First name(s) and Surname], Postal address [input box], Occupation and phone contacts [input boxes for Occupation, Mobile, Business or home phone], Email address [input box]

Please turn over

OFFICE USE ONLY

Office use only table with fields: Date received, Time received, Received by, Debtor #, Document #, Property ID, Receipt #, Amount paid, \$

Application for consent to assign a domain lease - continued

3. In making this application I/we confirm that I/we have fully met the terms of the lease including full payment of the annual rental and rate demands.
4. As lessee(s) named above, we confirm that the above information is correct.

Signature of **Lessee 1a.**

Dated this

day of

(Month and year)

Signature of **Lessee 1b.**

Dated this

day of

(Month and year)

Signature of **Lessee 1c.**

Dated this

day of

(Month and year)

Signature of **Lessee 1d.**

Dated this

day of

(Month and year)

NPDC

I (full name of authorised NPDC Officer)

confirm that the lessee(s) have met their obligations under the lease and consent to the assignment of the lease subject to the proposed purchaser of the lease meeting all of NPDC's requirements.

Signature of authorised officer

Dated this

day of

(Month and year)

CHECKLIST



All items on this checklist must be ticked to show that they have been provided. This will assist you to lodge a complete application and avoid processing delays.

Please allow a minimum of 15 working days for the application to be processed.

OFFICE USE

APPLICANT USE

The lessee or their solicitor is required to submit/provide the following:

- A completed Application for consent to assign a domain lease form.
- A completed Undertaking by purchaser of a domain lease form.
- Deed of Assignment of Lease, **in triplicate**, prepared by your solicitor and signed by all parties.
- Notice of Sale, prepared by your solicitor.
- Agreement for Sale and Purchase, signed and dated.

The lessee or their solicitor is also required to:

- Ensure that all the terms of the lease, including full payment of the annual rent and rates demands, have been met. Contact NPDC Financial Services for the most recent balance for the lease and rates.
- Provide the keys to the cottage to enable NPDC to complete a building inspection prior to NPDC giving consideration to assign the lease.
- Have paid the fee for the assignment consent and inspection. Note that fees are subject to annual changes in accordance with NPDC fees and charges policy.

It is recommended that the lessee obtain legal advice prior to the assignment process.