

Number (office use only):

Application for registration of retirement village

Section 10(2) Retirement Villages Act 2003

- Complete this form to apply to register a new retirement village.
- All fields must be completed unless they are specifically marked as optional.
- The details provided on this form will be published on the Retirement Villages Register and can be viewed by the public.
- Upload your completed application online at www.retirementvillages.govt.nz. Log in using RealMe® and choose 'New Registration'.

PART 1: RETIREMENT VILLAGE DETAILS

Name of village:	
Street address of village:	
Address of registered office of village: This must be a physical address in New Zealand. It cannot be a post office box or private bag address.	
Address for service of village: This must be a physical address in New Zealand. It cannot be a post office box or private bag address.	
Postal address of village:	
Email address for village*: The Registrar will use this address to contact the village.	
Telephone number for village*: The Registrar will use this number to contact the village.	
Fax number for village (optional):	
Number of units in the village:	<input type="checkbox"/> Not more than 34 units <input type="checkbox"/> 35-84 units <input type="checkbox"/> At least 85 units

* We recommend using business contact details rather than personal ones.

Name of village	
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PART 1: RETIREMENT VILLAGE DETAILS (CONTINUED)

The village comprises: Enter the full legal description of the part of the property, building, or premises comprising the village, including references to all relevant computer registers and all relevant records of title (if any).	
How many computer registers do you have?	

The details of each holder of a security interest relating to the village:
Examples of security interest holders include holders of mortgages, encumbrances, charging orders or statutory land charges.

Name of security interest holder	Physical address of security interest holder

Continue on a separate sheet if necessary.

PART 2: STATUTORY SUPERVISOR DETAILS

Is the operator of the village exempt from the requirement to appoint a statutory supervisor (Section 41)?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide the statutory supervisor’s details below)
Statutory supervisor’s name:	
Statutory supervisor’s address:	

Name of village	
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PART 3: OPERATOR DETAILS

Number of operators *:	
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* If there is more than one operator, please complete a separate 'Operator details' page for each operator of the village and attach all pages to the 'Village Details' page of this application.

Name of operator:	
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Company or other registration number (if any):	
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New Zealand Business Number (if any):	
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Nature of operator: for example, company, natural person.	
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Balance date of operator:	
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Address of registered office of operator: This address must be a physical address in New Zealand. It can't be a post office box or private bag address.	
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Address for service of operator: This address must be a physical address in New Zealand. It can't be a post office box or private bag address.	
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Postal address of operator to which communications from the Registrar may be sent:	
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Email address of operator:	
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Telephone number of operator:	
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Fax number of operator (optional):	
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Signature: Signature for this operator of the village	
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Name of operator:	
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Dated:	
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Continue on a separate sheet if necessary.

Name of village	
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PART 4: CHECKLIST

To speed up registration, use this checklist to ensure you have included all the information required. Include this completed checklist with your application.

FORM COMPLETED AND SIGNED

<input type="checkbox"/>	Check that you have completed parts 1, 2 and 3 of this application. <ul style="list-style-type: none"> • Attach extra pages if necessary.
<input type="checkbox"/>	Make sure each operator has signed the application.

SUPPORTING DOCUMENTS REQUIRED

Please attach the following:

<input type="checkbox"/>	An example of the disclosure statement(s). <ul style="list-style-type: none"> • Do not include personal information about residents in the example you provide.
<input type="checkbox"/>	Copies of any records of title, plans, deeds, leases, or other documents evidencing that description, and identifying any computer registers on which the records of title are recorded. <ul style="list-style-type: none"> • Where the village comprises all of the premises erected on land recorded on one or more computer register, search copies of each of the relevant computer register will fulfil this requirement.
<input type="checkbox"/>	A copy of the statutory supervisor's consent to act and a copy of the deed of supervision. OR A completed application for exemption from the requirement to appoint a statutory supervisor (under section 41 of the Act). OR Confirmation of the exemption.
<input type="checkbox"/>	An example of the occupation rights agreement. <ul style="list-style-type: none"> • Do not include personal information about residents in the example you provide.
<input type="checkbox"/>	A written copy of security holder consent (if required).

PART 5: CONTACT DETAILS OF PERSON COMPLETING THIS FORM

Name:	
Address:	
Email address:	
Telephone number:	
Fax number (optional):	