

www.retirementvillages.govt.nz | 0800 268 269

Email your completed form to: retirementvillages@companies.govt.nz

or post to: Registrar of Retirement Villages, Private Bag 92061, Victoria Street West, Auckland 1142

Application for registration of retirement village

Section 10(2) Retirement Villages Act 2003

Number (office use only):

Name of village

Part 1 — Retirement village details

1. Street address of village

2. Address of registered office of village

This address must be a physical address in New Zealand and must not be a post office box or private bag address

3. Address for service of village

This address must be a physical address in New Zealand and must not be a post office box or private bag address

4. Postal address of village

5. Email address for village

6. Telephone number for village

7. Fax number for village (optional)

Name of village**Part 1 — Retirement village details (continued)**

8. Number of units in the village:

☐

Not more than 34 units

☐

35-84 units

☐

At least 85 units

9. The village comprises

This must be a 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?

10. The details of each holder of a security interest relating to the village are as follows:

Insert name and physical address of each holder. Examples of security holders include holders of mortgages, encumbrances, charging orders or Statutory Land Charges

Part 2 — Statutory supervisor details☐

1. The operator of the village is exempt from the requirement to appoint a statutory supervisor (Section 4),

or

☐

2. The details of the statutory supervisor are as follows:

Name:

Address:

Name of village**Part 3 — Operator details**

Number of operators:

NOTE Where 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.

1. Name of operator

2. Company or other registration number (if any)

3. New Zealand Business Number (if any)

4. Nature of operator e.g. company, natural person

5. Balance date of operator

6. Address of registered office of operator

This address must be a physical address in New Zealand and cannot be a post office box or private bag address

7. Address for service of operator

This address must be a physical address in New Zealand and cannot be a post office box or private bag address

8. Postal address of operator to which communications from the Registrar may be sent

9. Email address of operator

10. Telephone number of operator

11. Fax number of operator (optional)

12. Name of operator

13. Signatory

Name of signatory:

Signed:

.....

(Signature for this operator of the village)

Dated:

Name of village

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Your checklist for completing this application

- › To speed up registration, use this checklist to ensure you have included all of the information required.
- › Include this completed checklist when submitting your application.

Have you completed?

- ☐ Parts 1, 2 and 3 and have you signed the form
Attach extra pages if applicable

Have you attached?

- ☐ An example of the disclosure statement(s).

NOTE — Personal information about residents should not be included in the example you provide.

- ☐ 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.

NOTE — 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.

- ☐ A copy of the statutory supervisor's consent to act

and

- ☐ A copy of the deed of supervision

or

- ☐ Confirmation that the operator of the village is exempt under section 41 from the requirement to appoint a statutory supervisor.

- ☐ An example of the occupation rights agreement.

NOTE — Personal information about residents should not be included in the example you provide.

- ☐ A written copy of security holder consent (if required).

Contact details of person completing this form

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

Name of village

Payment details

Amount

Calculate your registration fee. The correct registration fee must be paid.

	Column A	Column B	Fees (A) x (B) excl GST	GST	Fees incl GST
Registration fee			\$ 782.61	\$ 117.39	\$ 900.00
LINZ (Land Information New Zealand) registration & lodgement fee			\$ 153.04	\$ 22.96	\$ 176.00
Memorial notices	1a *	x \$ 4.35	\$	\$	\$
Total fee payable			\$	\$	\$

* Enter the total number of security interest holders listed on page 2 of this form in box 1a above.
(Examples of security holders include holders of mortgages, encumbrances, charging orders or Statutory Land Charges)

Method of payment

Choose your payment method from the options below. Please do not send cash or purchase orders.

☐ Credit card

Credit card type:

☐ Visa

☐ Mastercard

☐ Amex

☐ Diners

Expiry date:

/

Name of cardholder:

Card number:

Card Security Code:

Signature of cardholder:

NOTE

Your Card Security Code number is the 3- or 4-digit number printed on your card.
For Visa, Mastercard & Diners cards this is typically found printed on the signature panel on the back of your card.
On Amex cards this is a 4-digit number printed on the front of the card, above the main credit card number.

OR

☐ Direct debit

To pay your fees by direct debit, you must have already set up a direct debit facility with us.
[Learn about our payment options on our website.](#)

Your (or your organisation) name:

or

Your 9-digit User ID No:

Signature: