

Concession Document (Licence)

THIS LICENCE is made this day of

PARTIES:

1. **Minister of Conservation**, (“the Grantor”)
2. **The Motu Kaikoura Trust**, (“the Administering Body”)
3. **Sir Edmund Hillary Outdoor Pursuits Centre of New Zealand Charitable Trust**, (“the Concessionaire”)

BACKGROUND

- A.** The Department of Conservation *Te Papa Atawhai* has responsibility for protecting and promoting New Zealand’s biodiversity and managing the use of New Zealand’s historic and natural resources. Its goal is to be recognised as a world leader in the provision of responsive and cost effective conservation services.
- B.** The Department’s mission is *“To conserve New Zealand’s natural and historic heritage for all to enjoy, now and in the future.”* Its vision is: *“New Zealand’s natural and historic heritage is protected; people enjoy it and are involved with the Department in its conservation”*.
- C.** In order to achieve its mission, vision and goals, and to carry out its functions, the Grantor from time to time grants concessions to carry out activities in Conservation Areas, National Parks, and Reserves.
- D.** The Reserve described in Schedule 1 as the Land is vested in the Grantor; and administered by the Administering Body.
- E.** Section 59A of the Reserves Act 1977 authorises the Grantor, in accordance with Part IIIB of the Conservation Act 1987, to grant a Concession in respect of a Reserve vested in the Crown including a reserve vested in the Crown but controlled and managed by an administering body under any of sections 28, 29, 30, 35 and 36 of the Reserves Act 1977;
- F.** The Grantor has appointed the Administering Body to control and manage Kaikoura Island Scenic Reserve under section 30 of the Reserves Act 1977.
- G.** The Concessionaire wishes to carry out the Concession Activity on the Land subject to the terms and conditions of this Document.
- H.** The parties wish to record the terms and conditions of the licence in this Document and its Schedules.

OPERATIVE PARTS

- I.** In exercise of the Grantor's powers under section 59A of the Reserves Act 1977 the Grantor **GRANTS** to the Concessionaire a **LICENCE** to carry out the Concession Activity on the Land subject to the terms and conditions contained in this Document, its Schedules and the Minister of Conservation's Standard Terms and Conditions of Licence Version 1.
- J.** The Concessionaire acknowledges receipt of a copy of the Minister of Conservation's Standard Terms and Conditions of Licence – Kaikoura Licence Version.

SIGNED on behalf of the Minister of Conservation by
Sean Goddard
acting under delegated authority
in the presence of:

Witness Signature: _____
Witness Name: _____
Witness Occupation: _____
Witness Address: _____

A copy of the Instrument of Delegation may be inspected at the Director-General's office at 18-32 Manners Street, Wellington.

The seal of *[insert name of Incorporated Society]* was affixed in the presence of :

_____ Authorised Signatory
_____ Authorised Signatory

SCHEDULE 1

1.	Land <i>(clause 1)</i>	Motu Kaikoura Island Scenic Reserve The island is further defined on the map in schedule 6.
2.	Concession Activity <i>(clause 4 and Schedule 2)</i>	Guiding educational groups as well as skill, leadership and experiential training programmes in various activities.
3.	Term <i>(clause 3)</i>	15 years commencing on 1 January 2010
4.	Renewal(s) <i>(clause 3)</i>	Not applicable
5.	Final Expiry Date <i>(clause 3)</i>	31 December 2024
6.	Concession Fee <i>(clause 5)</i>	Concession Activity Fee: 2% of gross turnover for commercial groups, 1% of gross turnover for mixed educational and commercial groups and 0% for educational groups, as described in Schedule 2, clause . Concession Management Fee: \$200 + GST
7.	Concession Instalment(s) Fee <i>(clause 5)</i>	The concessionaire shall supply to the Grantor a copy of an audited financial statement, within 2 months of the end of the Concessionaire's financial year to enable calculation of the concession fee. The audited financial statement shall contain the Concessionaire's gross turnover (excluding donations) in accordance with the table set out in Schedule 2, clause 74.
8.	Concession Fee Payment Date(s) <i>(clause 5)</i>	Annually, within 3 months of the end of the Concessionaire's financial year.
9.	Penalty Interest Rate <i>(clause 5)</i>	Double the Grantor's bank's current highest 90 day bank bill buy rate
10.	Concession Fee Review Date(s) <i>(clause 7)</i>	1 January 2013, 2016, 2019, 2012
11.	Community Services Contribution	Not required

	<i>(clause 6)</i>	
12.	Health and Safety/Notification of Hazards <i>(clauses 8 and 9)</i>	<p>(i) Safety Plan: Required To be audited</p> <p>(ii) Known hazards on the Land To be identified in the safety plan</p> <p>(iii) Details of any staff of the Department or other people in the vicinity of the Land where there is potential for some contact between the Concessionaire and such people: <i>Staff and members of the general public are likely to be encountered at all locations authorised under this licence.</i></p> <p>(iv) Details of any other services being carried out by such people, which might affect the Concessionaire or the Activity: <i>The Concessionaire can expect to meet other Concessionaires undertaking activities on public conservation land.</i></p>
13	Insurance (to be obtained by Concessionaire) <i>(clause 11)</i>	<p>A. <u>Types and amounts:</u></p> <p>(i) Public Liability Insurance for:</p> <p>(a) general indemnity for an amount no less than \$1,000,000; and</p> <p>(b) Forest and Rural Fires Act extension for an amount no less than \$250,000; and</p> <p>(c) third party vehicle liability is not required.</p> <p>B. <u>Other Policies and amounts:</u> Not applicable</p> <p>C. <u>Details of all policies:</u></p> <p>(i) Insurance Company:</p> <p>(ii) Policy number(s):</p> <p>(iii) Date insurance effected:</p> <p>(iv) Date insurance expires:</p> <p>Certificates of Insurance Received: No</p>
14.	Fires on the Land <i>(clause 12)</i>	Not permitted
15.	Environmental Monitoring Contribution <i>(clause 13)</i>	Not Required
16.	Guarantee <i>(clause 29)</i>	Not required
17.	Concessionaire	Required

	Identification <i>(clause 31)</i>	
18.	Addresses for Notices <i>(clause 24)</i>	The Grantor's address in New Zealand is: Auckland Conservancy Private Bag 68908 Newton Auckland New Zealand Phone: 09 307 9279 Fax: 09 377 2919 12-16 Nicholls Lane Parnell AUCKLAND NB: Street Address only
		The Concessionaire's address in New Zealand is: Sir Edmund Hillary Outdoor Pursuits Centre of New Zealand Access Road No3 Tawhitikuri TURANGI Phone: 07 386 5511
19.	Special Conditions <i>(clause 34)</i>	See Schedule 2

Note: the clause references are to the Minister of Conservation's Standard Terms and Conditions of Licence Version 1

SCHEDULE 2 SPECIAL CONDITIONS

Amendments to Minister of Conservation’s Standard Terms and Conditions

1. Clause 8.4 of the Minister of Conservation’s Standard Terms and Conditions is deleted and replaced with:

“8.4 If the Concessionaire makes a significant amendment or replaces the safety plan then within 5 working days of the significant amendment or replacement plan taking effect the Concessionaire must supply the Grantor with a copy of the amendment to the safety plan or any replacement safety plan and where the safety plan was required to be audited then the provisions of clause 8.2 (b) and (c) apply to the amendment or replacement safety plan.”

2. Clause 20.1 of the Minister of Conservation’s Standard Terms and Conditions is deleted and replaced with:

“20.1 The Grantor may elect to remedy at any time, after giving notice, if practicable, any default by the Concessionaire under this Concession. However, before electing to remedy in accordance with this clause the Grantor will, if practicable, first give the Concessionaire notice of the default and a reasonable opportunity to remedy the default.”

Environmental Protection

3. This concession authorises guided camping at established sites in the following areas on Kaikoura Island:

Location and activity	Max party size (including OPC instructor and accompanying teachers)	Max number of people per campsite at any one time	Max number of student days per year across all sites
Camping at established sites: Old Homestead site, Old house site (Crawford’s house) and Bradshaw’s Cove (refer to the map at Schedule 7)	13	13	2000
Camping Off-Track (refer to clauses 36 - 38)	13	13	2000

4. This concession authorises Coasteering (coastal rock scrambling) on Kaikoura Island subject to approval of specific sites by the Motu Kaikoura Trust (hereon referred to as “MKT”) as follows:

Location and activity	Max party size (including OPC instructor and accompanying teachers)	Max number of people across all sites per day	Max number of student days per year across all sites
Kaikoura Island	13	40	2000

5. This concession authorises gorging off-track on Kaikoura Island subject to approval of specific sites by the MKT as follows:

Location and activity	Max party size (including OPC instructor and accompanying teachers)	Max number of people gorging across all sites per day	Max number of student days per year across all sites
Kaikoura Island	13	30	600

6. This concession authorises tramping on tracks on Kaikoura Island with a limit of 4000 student days per year across all tracks as follows:

Location and activity	Max party size (including OPC instructor and accompanying teachers)	Max number of people across all tracks per day
Kaikoura Island	13	26

7. This concession authorises off track tramping on Kaikoura Island subject to approval of specific areas by the MKT as follows:

Location and activity	Max number of students per group (including OPC instructor and accompanying teachers)	Max number of people tramping off track across all areas per day	Max number of student days per year across all areas
Kaikoura Island	13	26	1000

8. This concession authorises Rock climbing at the following sites on Kaikoura Island subject to approval of specific areas by the MKT as follows:

Location and activity	Max party size (including OPC instructor and accompanying teachers)	Max number of people across all sites per day	Max number of student days per year across all sites
Coastal rock faces on Kaikoura Island above Mean High Water	13	30	600

9. This concession authorises Abseiling on Kaikoura Island subject to approval of specific areas by the MKT as follows:

Location and activity	Max party size (including OPC instructor and accompanying teachers)	Max number of people across all sites per day	Max number of student days per year across all sites
Coastal rock faces	13	40	600

10. The MKT retains the right to impose restrictions on areas where it has been identified that unacceptable impacts have been occurring including the right to review activities, group size and frequency of visits in the event that such activities exceed the desired encounter levels stated in clauses 1 to 7 or unacceptable social or environmental impacts are occurring.
11. The Concessionaire shall make every effort to minimise impacts, and ensure no new or visible routes are formed off the existing track network. The Concessionaire shall also use streams and rivers when traversing off-track areas where they are present on proposed routes provided they do not pose safety risks.
12. The Concessionaire shall not climb “Mitre Peak” as identified on the map at Schedule 7 notwithstanding that other areas found to have heritage values or cultural significance may be excluded from activities during the term of this licence.
13. The concessionaire shall conduct all activities in accordance with the “Environmental Care Code” and the “Water Care Code” (attached as schedule 4) at all times.
14. The Concessionaire shall comply with the provisions of the Litter Act 1979, and shall be responsible for ensuring that all rubbish is disposed of in line with the Grantor’s “pack in, pack out” policy, including the provision of rubbish bags to clients if necessary, which shall be removed from the Land.

15. The Concessionaire shall ensure that they do not introduce to the Land any flora or fauna, including invertebrates, and including any weeds or pests identified in any regional weed or pest management strategy that has been adopted by the relevant regional council. The Concessionaire shall comply with any other reasonable quarantine or biosecurity measures as may be required by the MKT including the MKT biosecurity plan or the Grantor from time to time, including any relevant Island Biosecurity plan adopted by the Grantor.
16. The MKT may temporarily suspend this Concession for a period of up to 1 month to facilitate special operations on Kaikoura Island provided that the MKT has given written notice of such suspension to the Concessionaire at least 3 months prior to its commencement. In such a circumstance the Concessionaire will have no recourse to damages or compensation for any losses incurred, financial or otherwise. Notwithstanding this, the MKT will consider an application from the Concessionaire for a reduction in the Concession Fee payable for any period of suspension.
17. The Concessionaire shall acknowledge that the MKT is undertaking restoration of the island's biodiversity and ecology, and as a result may require more stringent quarantine or biosecurity measures to be introduced during the term of this Permit than are prescribed at the Commencement Date.
18. The Concessionaire shall ensure that its employees, clients and invitees prior to entering Kaikoura Island check all supplies and equipment including footwear, to ensure that it is free of soil, seeds, rodents, insects, or any other animals. Supplies and equipment must be then packaged in a way that ensures that no soil, seeds, rodents, or other animals contaminate or enter the supplies and equipment after they have been checked. Bait stations shall also be placed where equipment and food is stored.
19. Guides and clients are to remain on formed walking tracks or boardwalks where they are present or well-used routes, where these facilities have been designed to protect natural or historic features of the Land (except where otherwise agreed upon with the MKT).
20. The Concessionaire shall:
 - (a) Undertake camping off-track in those areas approved by the MKT.
 - (b) Avoid overcrowding of facilities and structures by redirecting clients and invitees where necessary.
 - (c) Not play tape recorded bird songs on Kaikoura Island
 - (d) Not smoke anywhere on Kaikoura Island.
 - (e) Remove all rubbish including biodegradable rubbish such as food scraps from the climbing location.
21. Toilet waste shall be disposed of in accordance with the policy agreed to by the Concessionaire and the MKT. The Concessionaire shall be responsible for emptying and maintaining the toilets.
22. The Concessionaire shall ensure that there are no more than 40 people involved in activities as part of this concession (including students and staff) on any one day on Kaikoura Island.

23. The Concessionaire shall not use any sites on Kaikoura Island not specified in this Licence for any activity provided for in this Licence without prior permission in writing from the MKT. Permission will only be granted for additional sites if it is considered that there will be no significant effects on the environment from the activities proposed.
24. The Concessionaire shall advise guides and students that there are archaeological features such as stone alignments, revetments, walls and mounds that are very fragile on the island and that care therefore needs to be taken when undertaking activities.
25. Should the Concessionaire come across features that, in its opinion, may be of cultural origin, such features shall be marked on a map and a photo or GIS point taken and staff at the Great Barrier Island Area office shall be informed as soon as possible.
26. If sites of cultural or historical significance are located during the Term, the Grantor reserves the right to prohibit or restrict any Concession Activity relating to those sites.

Heads of Agreement

27. Notwithstanding the conditions of this permit the applicant shall conduct all activities on Kaikoura Island in accordance with the terms of the Heads of Agreement entered into between the MKT and the Sir Edmund Hillary Outdoor Pursuits Centre (attached as schedule 3).

Kauri Dieback Disease

28. The Concessionaire agrees to be bound by the appropriate hygiene procedures for Kauri Dieback disease as determined by the Department of Conservation when conducting all activities in all areas permitted under this concession.

Environmental Monitoring

29. The Concessionaire shall, to the satisfaction of the Motu Kaikoura Trust Board and prior to commencing any activity under this licence, design comprehensive monitoring and activity reporting programmes for the Concessionaire's activities. The monitoring programme shall be developed in consultation with the Motu Kaikoura Trust Board and shall use monitoring tools to the satisfaction of the Motu Kaikoura Trust Board.
30. The monitoring programme shall:
 - a. Focus on sensitive habitats, sensitive species and on cultural and heritage sites, and in particular focus on the monitoring of off-track activities to ensure that any adverse effects on the environment are monitored, measured and mitigated.
 - b. Ensure that off track activities avoid particularly sensitive areas such as areas identified by Ngati Rehua, areas used by the Motu Kaikoura Trust for monitoring flora and fauna, areas used to trap and track rodents, areas containing concentrations of kauri, and water catchments used for potable water supply.
31. The costs of any auditing inspections undertaken by the Department of Conservation on the MKT's behalf will, if demanded, be recovered from the Concessionaire pursuant to clause 6 of this concession document, and as set out in condition 15 of Schedule 1.

32. The costs of any monitoring inspections undertaken by the Department of Conservation on the MKT's behalf will, if demanded, be recovered from the Concessionaire pursuant to clause 6 of this concession document, and as set out in condition 15 of Schedule 1.

Off-track camping and tramping

33. Off-track tramping is permitted on the island. Off-track camping is prohibited within those areas identified on the map attached at schedule 6 but is permitted in all other areas of the island if authorised by the Motu Kaikoura Trust. The Concessionaire shall consult with both the Great Barrier Island Area Manager at least 4 weeks prior to off-track camping at a particular site. In any event, the Concessionaire shall avoid camping on known archaeological or historic sites.
34. The Concessionaire shall identify areas of vegetation that have a high canopy and minimal understorey for off-track camping and tramping in order to minimise impact.
35. Sightings of any unusual or special wildlife/plants are to be recorded, including any sightings of chevron skinks or seabird nesting sites.
36. The Concessionaire shall continually monitor track conditions for erosion and rubbish and inform the MKT where this is occurring.

DOC staff

37. The Grantor may send any officer of the Department of Conservation on any of the activities authorised during the term of this Concession for the purpose of assessing both the impact thereof on conservation values, the standard of service offered and compliance with the terms and conditions of the Concessions, at no expense to the Grantor.

Camp sites

38. The Concessionaire shall ensure that no permanent camp sites are created nor stores or cache of any equipment is left on the Land nor in any hut without the specific authority of the Department's appropriate Area Manager.

Camping at designated sites

39. There shall be no open fires and only Trangia meths cookers and other cookers approved by the MKT are to be used and only under adult supervision.
40. The Concessionaire is not permitted to camp on the Land between 24th of December and 7th January (inclusive) without prior booking.
41. The Concessionaire shall provide poo pots at a designated site where a vault toilet does not exist.
42. The MKT will consider requests to increase the number of people who may camp at the "Old House site" on a case by case basis.

Gorging (rock climbing within gorges), abseiling and rock climbing

43. All areas to be used shall be initially approved by the MKT prior to any gorging, abseiling or rock climbing commences.
44. The Concessionaire shall conduct all gorging, abseiling and rock climbing in accordance with applicable national standards.
45. The Concessionaire shall conduct all gorging, abseiling and rock climbing in accordance with any current national standards applicable to those activities.
46. Any permanent anchors are only to be placed on the Land with prior approval of the MKT.
47. Any anchors that are no longer required at a climbing location shall be removed by the Concessionaire as soon as reasonably practicable.
48. The MKT shall be informed of any informal tracks that are created off main tracks as a result of gorging.
49. The number of climbing routes at a particular site shall be agreed with the MKT.

Interpretation

50. The Concessionaire shall consult with and seek the guidance of Iwi who claim mana whenua over any parts of the Land prior to providing interpretation on matters of cultural significance to Iwi.
51. Prior to the commencement of the Concession Activity, the Concessionaire shall meet with the MKT, to provide and discuss detailed information of any historical, cultural or natural science interpretation to be provided by the Concessionaire to its clients during the course of the Concession Activity. The MKT may also at any time during the course of the Concession, make a written request to the Concessionaire for the provision of detailed information of any historical, cultural or natural science interpretation provided by the Concessionaire to its clients, and the Concessionaire shall make this information available to the MKT within thirty days of the date of such request.
52. In the event of the MKT finding the interpretive material provided by the Concessionaire above unsatisfactory, the Concessionaire shall prepare an interpretation plan for approval by the Grantor within 60 days of advice from the MKT that this is required.
53. Should the Concessionaire wish to amend the detail of the interpretative material during the course of the Concession Activity, the Concessionaire shall provide the amended information to the MKT for prior approval.
55. If sites of cultural or historical significance are located during the Term, the MRT shall be advised immediately and reserves the right to prohibit or restrict any Concession Activity relating to those sites.

Waahi Tapu

56. The Concessionaire shall recognise the sensitivity of waahi tapu and urupa and seek guidance of iwi who claim manawhenua over any parts of the Land prior to providing interpretation on matters of iwi cultural significance and recognise the sensitivity of waahi tapu and urupa.

Animals

57. The Concessionaire is to ensure that no animals including dogs or domestic pets are taken onto the Land by their clients.

Search and rescue

58. The Concessionaire will render all reasonable assistance if called upon during a Search and Rescue Operation.

Weeds

59. The Concessionaire shall take all reasonable precautions to ensure weeds are not introduced to the Land; this includes ensuring that all tyres, footwear, gaiters and packs used by the Concessionaire, its staff and clients are clean before entering the Land.

Recordings of bird songs

60. The Concessionaire and Party shall not attempt to attract wildlife by any means while on the island, including but not limited to, lure tapes and mechanical bird callers.

Feeding of wildlife

61. The Concessionaire and Party shall not feed wildlife.

Boating

62. The Concessionaire shall use existing vehicle access and water craft launching facilities where they exist.
63. The Concessionaire shall ensure that any vehicle and trailer used by the Concessionaire or its clients does not restrict access to members of the public.
64. The Concessionaire shall ensure that any water craft and trailer used are removed when not in use. The Concessionaire acknowledges that this concession conveys no special rights or privileges regarding the use of boat ramp, jetty or any other facility.
65. The Concessionaire shall ensure that the water craft used for the Concession Activity is well maintained.
66. The Concessionaire shall comply with any loading restrictions on structures (e.g. jetties).
67. The Concessionaire shall take all practical measures to keep noise to a minimum and maintain the natural quiet of areas visited.
68. The Concessionaire shall ensure that all practical measures are taken to avoid causing stress to any native fauna encountered.

Safety Plans

- 69. The Concessionaire must ensure their safety plan is re-audited every three years, or more frequently if required by the auditor. A copy of the Concessionaire’s safety plan must be supplied to the MKT before any activities are undertaken under authority of this Concession. A copy of any safety plan amendments and audit reports must also be forwarded to the MKT within 14 days of their completion.

- 70. The Concessionaire shall report to the Grantor and the MKT within 7 days all accidents or incidents resulting in serious harm, or near misses that could have resulted in serious harm, as defined by the Department of Labour on the track and its environs relating to the activity. If the Grantor and MKT decides after reviewing the report and in consultation with the Concessionaire that the standard of safety was not maintained as outlined in the Operational Safety Plan, the permit may be suspended or terminated.

- 71. The Concessionaire at the commencement of the concession must provide the MKT with a list of approved guides who will be employed by the Concessionaire to undertake the activity. The Concessionaire shall advise the MKT of any changes.

- 72. Subject to special condition 72, the parties agree that clause 5(a) of the Minister’s Standard Conditions in Schedule 2 does not prevent the Concessionaire from engaging independent contractors to carry out guiding services under this Concession from time to time.

- 73. The Concessionaire may only engage the services of independent guides if:
 - The guide is suitably qualified and trained; and
 - Engaging the guide is consistent with the Concessionaire’s safety plan; and
 - The Grantor is notified of any independent guides engaged by the Concessionaire in accordance with special condition - above.

Concession Fee Calculation

- 74. The Concessionaire shall categorise all of their gross income into one of the following categories to enable calculation of the concession fee:

Course type (all locations)	Category
Schools	Education
Adventure	Education
Skills	Mixed education/commercial
Leadership	Mixed education/commercial
Management	Commercial
Contract	Mixed education/ commercial
Accommodation only	Lease
Instructor only	Commercial / mixed education/ Education
Outdoor Educators	Education
Certificate	Education

Activity Return Forms

75. The concessionaire shall provide activity return forms at the conclusion of each annual summer tour season to the Department of Conservation and the MKT (please refer to activity return forms at schedule 5).

SCHEDULE 3

Heads of Agreement

SCHEDULE 4

Environmental Care Code

Protect Plants and Animals
Treat New Zealand's forest and birds with care and respect. They are unique and often rare.

Remove Rubbish
Litter is unattractive, harmful to wildlife and can increase vermin and disease. Plan your visits to reduce rubbish, and carry out what you carry in.

Bury Toilet Waste
In areas without toilet facilities, bury your toilet waste in a shallow hole well away from waterways, tracks, campsites and huts.

Keep Streams and Lakes Clean
When cleaning and washing, take the water and wash well away from the water source. Because soaps and detergents are harmful to water-life, drain used water into the soil to allow it to be filtered. If you suspect the water may be contaminated, either boil it for at least 3 minutes, or filter it, or chemically treat it.

Take Care With Fires
Portable fuel stoves are less harmful to the environment and are more efficient than fires. If you do use a fire, keep it small, use only dead wood and make sure it is out by dousing it with water and checking the ashes before leaving.

Camp Carefully
When camping, leave no trace of your visit.

Keep to the Track
By keeping to the track, where one exists, you lessen the chance of damaging fragile plants.

Consider Others
People visit the backcountry and rural areas for many reasons. Be considerate of other visitors who also have a right to enjoy the natural environment.

Respect Our Cultural Heritage
Many places in New Zealand have a spiritual and historical significance. Treat these places with consideration and respect.

Enjoy Your Visit
Enjoy your outdoor experience. Take a last look before leaving an area; will the next visitor know that you have been there?

Water Care Code

Find Out First
Find out and follow the regulations governing recreational use of waterways and access. They are designed to minimise conflict between users and protect everyone's health and safety.

Stay On Established Tracks and Use Existing Facilities
By using existing facilities, where these are provided, you run less chance of disturbing wildlife and damaging riverbanks and foreshores.

Take Care of Your Gear
Careless use of equipment can harm wildlife and other users.

Remove Rubbish
Litter is unattractive, harmful to wildlife and pollutes water. Plan your visit to reduce rubbish, and carry out what you carry in.

Dispose of Toilet Waste Properly
Improper disposal of toilet waste can contaminate water, damage the environment, and is culturally offensive. Use disposal facilities where provided or bury waste in a shallow hole at least 50 metres away from waterways.

Be Careful With Chemicals
Use chemicals sparingly, and refuel with care. Dispose of cooking and washing water well away from the source.

Respect Our Cultural Heritage
Many New Zealand waterways have special cultural, spiritual or historical values. Treat these places with consideration and respect.

Take Only the Food You Need
When taking food from the sea or freshwater don't overdo it. Sustain life in our waterways by taking only what you need and no more than the legal limit.

Consider Plants and Animals
Remember we are only visitors to water environments. Other animal and plant species live there all the time.

Consider Other People
Respect other visitors ... everyone has the right to enjoy the environment in safety.

Protect the environment for your own sake, for the sake of those who come after you, and for the environment itself.

Summary

	Total number of Clients per ½ day	Fee/Client per ½ day	Total number of Clients per whole day	Fee/Client per whole day	Total Fees Payable
		\$			\$
					\$
					\$
					\$
					\$

I certify that the above figures are a true and accurate copy of records held by the Company.

Signed by:

For OPC

Date / /

Thanks again for your help