



The Department recommends that you contact the Department of Conservation Office closest to where the activity is proposed to discuss the application prior to completing the application forms. Please provide all information requested in as much detail as possible. Applicants will be advised if further information is required before this application can be processed by the Department.

This form is to be used when the proposed activity is the building or use of any private or commercial facility or structure on public conservation land managed by the Department of Conservation. Examples may include lease of land to erect an information centre; authorisation to erect a weather station; or construct or lease a private/commercial campground or lodge. This form is to be completed in conjunction with either Applicant Information Form 1a (longer term concession) or Applicant Information Form 1b (one-off concession) as appropriate.

Please complete this application form, attach Form 1a or Form 1b, and any other applicable forms and information and send to [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz). The Department will process the application and issue a concession if it is satisfied that the application meets all the requirements for granting a concession under the Conservation Act 1987.

If you require extra space for answering please attach and label according to the relevant section.

---

## A. Description of Activity

Please describe the proposed activity in detail – where the site is located, please use NZTM GPS coordinates where possible, what you intend to use the building for, whether you intend to make any changes to the infrastructure.

Please include the name and status of the public conservation land, the size of the area for which you are applying and why this area has been chosen.

If necessary, attach further information including a map (See Page 8), a detailed site plan and drawings

### Proposed Activity Description for Staveley Ice Rink NZ

The proposed activity is the operation of the Staveley Ice Rink, which serves as a facility for a variety of ice sports, including curling, ice hockey, and ice skating. The location of the buildings is at the coordinates NZTM X1473320, Y5168133, situated within the Bowyers Stream Marginal Strip (Fixed Marginal Strip) Conservation Unit No: K36162 within the Canterbury region.

#### Building Usage:

The building already established on the Marginal Strip is used primarily for shelter for the following activities:

- **Curling:** A dedicated ice rink for curling competitions and training sessions.
- **Ice Hockey:** A rink for ice hockey matches, practice sessions, and youth programs.
- **Ice Skating:** A public ice-skating area for recreational use and skating lessons.

In addition to the sports activities, the building also has spectator seating, ticket office and toilets.

The rink contributes to both local and national tourism by providing a high-quality venue for winter sports while promoting community engagement and fostering a healthy, active lifestyle.

#### Public Conservation Land and Area Size:

The buildings on site are located on public conservation land Bowyers Stream Marginal Strip.

#### Additional Information:

Further documentation, including a map, detailed site plan are included on Page 8 for your reference.

---

## B. Alternative sites considered

If your application is to **build, extend or add** to any permanent or temporary structures or facilities on public conservation land, please provide the following details:

- Could this structure or facility be reasonably located outside public conservation land? Provide details of other sites/areas considered.
- Could any potential adverse effects be significantly less (and/or different) in another conservation area or another part of the conservation area to which the application relates? Give details/reasons

The structures/buildings associated with the ice rink are already located on site and have been there for 40+ years.

#### Could this structure or facility be reasonably located outside public conservation land?

No

It is not feasible to relocate the facility outside of public conservation land.

#### Could any potential adverse effects be significantly less (and/or different) in another conservation area or

**another part of the conservation area to which the application relates?**

The whole site has already been developed around the ice skating rink and the buildings are associated with the rink so can't be relocated anywhere else.

**Enhancements to the Current Site:**

We are committed to enhancing the local environment alongside the development of the rink. Efforts to mitigate any potential impacts include ongoing native planting initiatives and erosion control programs aimed at improving biodiversity and stabilizing the landscape. These measures contribute positively to the conservation values of the area and align with our dedication to preserving and enhancing the natural surroundings.

Given the long-standing presence of the pavilion building and the significant community and environmental benefits, we believe this site remains the most appropriate location for the proposed activity.

---

## C. Larger area

Is the size of the area you are applying for **larger** than the structure/facility **YES / NO**

If **yes**, please detail the size difference in the box below, and answer the following 3 questions, if **no** please go on to the next section:

Is this necessary for safety or security purposes? **YES / NO**

Is this necessary as an integral part of the activity? **YES / NO**

Is this essential to carrying on the activity? **YES / NO**

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary – **Questions above are addressed below.**

**Is this necessary for safety or security purposes?**

**YES**

The pavilion at the ice rink is necessary for safety purposes, as it provides essential facilities for both participants and spectators. It includes first-aid stations, Toilets, heating and seating and other infrastructure that ensures the safety and well-being of those using the rink. Additionally, the pavilion provides shelter for spectators and staff, contributing to the safe management of events and activities, particularly in adverse weather conditions.

**Is this necessary as an integral part of the activity?**

**YES**

The pavilion is an integral part of the ice rink's operations, as it serves as the main hub for the activity. It houses key amenities such as spectator seating, first-aid stations, Toilets, heating areas. These facilities are essential for hosting curling, ice hockey, and ice skating activities, making the pavilion an essential component of the overall experience.

**Is this essential to carrying on the activity?**

**YES**

Yes, the pavilion is essential to carrying on the activity. Without it, the ice rink would lack the necessary infrastructure to operate efficiently. The pavilion supports the operational needs of the rink by providing space for athletes, staff, and spectators, and ensuring that the activities can be carried out in a safe and enjoyable manner. Additionally, it facilitates operations, which are vital for the local community and tourism.

This structure is fundamental to the long-term viability and success of the rink and the activities hosted there.

---

## D. Exclusive possession

Do you believe you need **exclusive possession** of the public conservation land on which your structure/building is located, ie no one else can use the land during your use of it? **YES / NO**  
(Exclusive occupation requires a lease which requires public notification of the application)

If **yes**, please answer the following 3 questions, if no please go to the next section:

Is exclusive possession necessary to protect public safety? **YES / NO**

Is exclusive possession necessary to protect physical security of the activity? **YES / NO**

Is exclusive possession necessary for the competent operation of the activity? **YES / NO**

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary **Questions above are addressed below**

**Do you believe you need exclusive possession of the public conservation land on which your structure/building is located, i.e., no one else can use the land during your use of it?**

**YES**

Exclusive possession is necessary for the proper management and operation of the ice rink and pavilion buildings. This will ensure the safety, security, and smooth functioning of the facility while minimizing any potential risks or disruptions from other activities on the land during the operation of the rink.

**Is exclusive possession necessary to protect public safety?**

**YES**

Exclusive possession is necessary to protect public safety. The ice rink and pavilion building host activities that involve physical exertion and potential risk, such as ice skating, curling, and ice hockey. By having exclusive possession of the land, we can better control access to the ice rink area and ensure that only authorized users are on the premises. This prevents potential accidents and allows for effective management of the space, especially during high-traffic periods.

**Is exclusive possession necessary to protect physical security of the activity?**

**YES**

Exclusive possession is necessary to protect the physical security of the activity. The ice rink and its associated infrastructure require controlled access to prevent unauthorized individuals from entering the rink, which could compromise the safety of participants and spectators. This includes the need to manage access to the ice itself, equipment storage, and changing facilities. Exclusive possession will help ensure that no one can access these areas without proper supervision, thus maintaining a secure environment.

**Is exclusive possession necessary for the competent operation of the activity?**

**YES**

Exclusive possession is essential for the competent operation of the ice rink and pavilion buildings. The pavilion serves as a central hub for all rink activities, including skating, hockey, and curling. Managing this space effectively requires exclusive use of the area to ensure that activities can run smoothly without interference. Exclusive possession will allow us to set clear boundaries for rink use, schedule events without overlap from other activities, and provide a secure and structured environment for all participants and spectators.

In conclusion, exclusive possession of the public conservation land is crucial for the safe, secure, and efficient operation of the ice rink and pavilion. It will allow for better management, ensuring that the rink operates without risks or disruptions while also protecting the well-being of all users. We are committed to ensuring that the area is used responsibly and with respect to the conservation values of the surrounding land.

## **E. Technical Specifications (for telecommunications sites only)**

**Frequencies on which the equipment is to operate**

**Power to be used (transmitter output)**

**Polarisation of the signal**

Type of antennae

The likely portion of a 24 hour period that transmitting will occur

Heaviest period of use

## F. Term

Please detail the length of the term sought (i.e. number of years or months) and why.

*Note: An application for a concession for a period over 10 years must be publicly notified, an application for a concession up to 10 years will not be publicly notified unless the adverse effects of the activity are such that it is required, or if an exclusive interest in the land is required.*

40 years

## G. Bulk fuel storage

Under the Hazardous Substances and New Organisms Act 1996 (HSNO Act) 'Bulk fuel storage' is considered to be any single container, stationary or mobile, used or unused, that has a capacity in excess of 250 litres of Class 3 fuel types. This includes petrol, diesel, aviation gasoline, kerosene and Jet A1. For more information on Hazardous Substances, go to:

<http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996>

Do you intend to store fuel in bulk on the land as part of the activity?

**YES/ NO**

If you have answered yes, then please provide full details of how and where you intend to store the fuel, and label any attachments including plans, maps and/or photographs as Attachment 3b:G. If your concession application is approved you will be required to provide a copy of your HSNO compliance certification to the Department before you begin the activity.

## H. Environmental Impact Assessment

This section is one of the most important factors that will determine the Department's decision on the application. Please answer in detail.

In column 1 please list all the locations of your proposal, please use NZTM GPS coordinates where possible. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects noted in column 3. Please add extra information or supporting evidence as necessary and label Attachment 3b:H.

Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

Location on public conservation land	Special feature or value	Potential effects of your activity on the feature or value (positive or adverse)	Methods to remedy, mitigate or avoid any adverse effects identified
<i>Staveley Ice rink Pavillion Buildings</i> <i>NZTM X1473320 Y5168133</i>	<i>Native vegetation and ecosystems in the surrounding area, including wetlands and river systems.</i>	<b>Adverse Effect:</b> <i>Potential disruption to native ecosystems due to construction activities, foot traffic, and potential water runoff from the rink area.</i>	<b>Mitigation:</b> <i>Ongoing native planting and erosion control efforts will be implemented to restore and enhance the natural environment. These include the planting of local species, installation of erosion control measures, and regular monitoring of water runoff.</i>

---

## **I. Other**

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 3a:I.




#### Public Conservation Land

Name: Bowyers Stream Marginal Strip

Legislation: Conservation Act 1987

Section: s.24(3) - Fixed Marginal Strip

Recorded Area (ha): 4.7

GIS Area (ha): 5.6174

[Link to metadata statement](#)

[See Bowyers Stream Marginal Strip in NaPALIS](#)



#### Protected Area

Name: Bowyers Stream Marginal Strip

Legislation: Conservation Act 1987

Section: s.24(3) - Fixed Marginal Strip

Recorded Area (ha): 4.7

GIS Area (ha): 5.6174

[Link to metadata statement](#)

[See Bowyers Stream Marginal Strip in NaPALIS](#)

