Applicant Information Form 1a
Notified or Non-notified Process

Department of Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application form for me?

This **Applicant Information Form 1a** – Notified or Non-notified Process must be completed for **the following longer term applications** (i.e. not one-off applications):

- Grazing
- Land use: Tenanting and/or using existing DOC facility/structure
- Land use: Use of public conservation land for private commercial facility/structure
- Guiding/Tourism/Recreation: Watercraft activities
- Filming
- Sports events
- Marine reserves application form 11a: Structure in a marine reserve

For other activities use the specific activity application forms that combine applicant and activity information or book a pre-application meeting.

How do I complete this applicant information form?

- Complete all sections of this **applicant information form**.
- In addition, you must complete the **activity application form/s** that you wish to undertake.
- DOC encourages electronic applications (e.g. typed Word document), rather than handwritten applications. Electronic applications are easier to read and less likely to be returned to you for clarification.
- If you need extra space, attach or include extra documents and label them according to the relevant section. Record all attachments in the table at the back of the application information form section **F Attachments**.

How do I submit my application?

Email the following to permissions@doc.govt.nz:

- **Completed applicant information form 1a**
- **Completed activity application form**
- Any other relevant attachments.

If I need help, where do I get more information?

- Check the DOC webpage for the activity you are applying[1] for.

[1] https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/

- Arrange a pre-application meeting (either face to face or over the phone) by contacting the Department of Conservation Office[2] closest to where the activity is proposed. You can use DOC maps[3] to identify which District Office you should contact. Or arrange a meeting with any of our four offices that process concessions[4] – choose the one closest to where the activity is proposed.
- If your application covers multiple districts, contact the office nearest most of the locations you are applying for, or nearest to locations you have a specific question about.

What happens next?

Once your application forms are received, your application will be assessed by DOC. If your application is complete, DOC will begin processing.

If your application is incomplete it will be returned to you for more information.

Why does DOC ask for this information?

The questions in this application information form and the activity application form/s are designed to cover the requirements set out in conservation legislation. Your answers allow us to assess:

- Your most up-to-date details so that DOC can contact you about your application.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness will help determine whether DOC should extend credit to you and set up a DOC customer accounts receivable credit account for cost recovery. To make this assessment DOC will supply your information to a credit checking agency.

Note:

- Personal information will be managed by DOC confidentially. For further information check DOC's privacy and security statements[5].
- Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

What fees will I pay?

You may be required to pay a **processing fee** for this application regardless of whether your application is granted or not. You may request an estimate of the processing fees for your application. If you request an estimate, DOC may require you to pay the reasonable costs of the estimate prior to it being prepared. DOC will not process your application until the estimate has been provided to you. In addition, if you are granted a guiding concession on public conservation land you may be required to pay annual **activity and management fees**. These fees are listed on the DOC webpage for the activity you are applying[6] for.

DOC will invoice your processing fees after your application has been considered. If your application is large or complex, DOC may undertake billing at intervals periodically during processing until a decision is made. If you withdraw your application DOC will invoice you for the costs incurred up to the point of your withdrawal.

---

[2] www.doc.govt.nz/footer-links/contact-us/office-by-name/
[3] http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps
[4] https://www.doc.govt.nz/get-involved/apply-for-permits/contacts
[5] https://www.doc.govt.nz/footer-links/privacy-and-security/
[6] https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/

Your application will set up a credit account with DOC. See the checklist at the end of the form for the terms and conditions you need to accept for a DOC credit account.

Will my application be publicly notified?

Your application will be publicly notified if:

- It is a license with a term of more than 10 years.
- It is a lease.
- After having regard to the effects of the activity, DOC considers it appropriate to do so.

Public notification will increase the time and cost of processing of your application.

What does DOC require if my application is approved?

If your application is approved DOC requires:

- **Insurance** to indemnify the Minister of Conservation against any claims or liabilities arising from your actions. The level of insurance cover will depend on the activity.
- A copy of your **safety plan** audited by an external expert (e.g. Health and Safety in Employment (Adventure Activity) Regulations 2011 audit or a DOC listed organisation). See the Safety Plan[7] information on the DOC website for further information.

Note: DOC/Minister can vary the concession if the information on which the concession was granted contained material inaccuracies. DOC may also recover any costs incurred.

[7] https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/

A. Applicant details

Legal status of applicant (tick)	☐ **Individual** (Go to ❶)	
	☐ **Registered company** (Go to ❷)	☐ **Trust** (Go to ❷)
	☒ **Incorporated society** (Go to ❷)	☐ **Other e.g. Educational institutes** (Go to ❷)

❶					
	Applicant name (individual)				
	Phone		**Mobile phone**		
	Email				
	Physical address			**Postcode**	
	Postal address (if different from above)			**Postcode**	

❷				
	Applicant name (full name of registered company, trust, incorporated society or other)	Woodstock Recreational Reserve Inc		
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	*9429052985478*	**Company, trust or incorporated society registration number**	*50236243*
	Registered office of company or incorporated society (if applicable)			
	Company phone	[redacted]	**Company website**	
	Contact person and role	[redacted] - Officer		
	Phone		**Mobile phone**	[redacted]
	Email	[redacted]		
	Postal address	[redacted]	**Postcode**	[redacted]
	Street address (if different from postal address)		**Postcode**	

B. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

No	☐
Yes	☒

- If yes record the:

Date of DOC pre-application meeting	04/2025 and 27/02/26
Name of DOC staff member	Michelle Lambert, Sydney O'Brien - 2026 Sarah Ensor, Ronan Grew – 2025
Name of person who had the pre-application meeting with DOC	

C. Activity applied for

Tick the **activity application form** applicable to the activity you wish to undertake on public conservation land. Complete the applicant information form and the activity application form and email them with any attachments to permissions@doc.govt.nz

ACTIVITY APPLICATION FORM*	FORM NO.	TICK
Grazing	2a	☐
Land use: Tenanting and/or using existing DOC facility/structure	3a	☐
Land use: Use of public conservation land for private/commercial facility/structure	3b	☒
Guiding/Tourism/Recreation: Watercraft activities	4b	☐
Filming	5a	☐
Sporting Events	6a	☐
Marine reserves application form: Structure in a marine reserve	11a	☐
Other activities (not covered in the above forms or in the new activity application forms that combine applicant and activity information)	7a	☐

Note: If the activity is not in this list check the activity on the DOC website to find the correct application form or book a pre-application meeting. Application forms that combine applicant and activity information on the DOC website include:

- Aircraft activities[8]
- Easements[9]
- Land based guiding[10]

[8] https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/
[9] https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/
[10] https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/

D. Are you applying for anything else?

Are you submitting any other application forms in relation to this application?

No	☐
Yes	☒

- If yes, state which application forms:

Community agreement for the reserve that surrounds the existing building that we require the concession for, which the society maintains to a degree.

Easement for the 0.45km track used to access the building and reserve.

E. Background experience of applicant

Provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations, and relevant qualifications).

Concession of existing day lodge, previously under a commercial concession CA-25526-OTH for jet boat operation. This was operated by my father since the early 1990s, which ceased operating in 2015 after his passing. Since then the existing building has been used and maintained by a group, now represented as the Woodstock Recreational Reserve society, for which we are seeking an updated concession for.

The building is a consented building by the Waimakariri District Council, for which annual rates are paid to the council by the society.

Access is by road (private) and river (public).

Personally I am a chartered engineer under Engineering New Zealand.

Other relevant affiliations include the New Zealand Jet Boat Association, which other members in the society are also part of.

F. Attachments

Attachments should *only* be used if there is:

- Not enough space on the form to finish your answer
- You have additional information that supports your answer
- You wish to make an additional request of DOC regarding the application.

Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document title	Document format (e.g. Word, PDF, Excel, jpg etc.)	Description of attachment
E	01 Site Plan Mar 2026	PDF	Site plan mark-up for information

A. Checklist

Application checklist	Tick
I have completed all sections of this applicant information form relevant to my application and understand that the form will be returned to me if it is incomplete.	☒
I certify that the information provided in this applicant information form, and any attached additional forms is, to the best of my knowledge, true and correct.	☒
I have completed the **activity application form**.	☒
I have appropriately labelled all attachments and completed section **F Attachments**.	☒
I will email permissions@doc.govt.nz my: • Completed applicant information form • Completed activity application form/s • Any other attachments.	☒

B. Terms and conditions for a credit account with the Department of Conservation

Have you held an account with the Department of Conservation before?	Tick
No	☐
Yes	☒
If 'yes' under what name	Partially – previously via 'Waimak Gorge Alpine Tours Ltd', noting that this was my late fathers company which held the concession. Moving forward, the forementioned incorporated society will hold the account.
Does your organisation require a purchase order number for invoicing purposes?	☐
If yes, please provide the number here:	

All invoices related to this Permission will be coded to this purchase order number unless otherwise advised. It is the applicant's responsibility to advise the Department if the purchase order needs to change through the lifetime of the Permission.

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to the terms and conditions for an account with the Department of Conservation

Terms and conditions	Tick
I/We agree that the Department of Conservation can provide my/our details to the Department's Credit Checking Agency to enable it to conduct a full credit check.	☒
I/We agree that any change which affects the trading address, legal entity, structure of management or control of the applicant's company (as detailed in this application) will be notified in writing to the Department of Conservation within 7 days of that change becoming effective.	☒
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	☒
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	☒
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	☒
I/We agree that the credit account provided by the Department of Conservation may be withdrawn by the Department of Conservation, if any terms and conditions (as above) of the credit account are not met.	☒
I/We agree that the Department of Conservation can provide my details to the Department's Debt Collection Agency in the event of non-payment of payable fees.	☒

Typed applicant name/s		**Date**	18 March 2026

For Departmental use

Credit check completed			
Comments:			
Signed		**Name**	
Approved (Tier 4 manager or above)		**Name**	

Application for an Easement on Public Conservation Land

Department of Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application for me?

Use this application form if you seek an easement concession across public conservation land, either to benefit other land or in gross (e.g. right of way), for the following purpose:

- a right to convey water.
- a right to drain water.
- a right to drain sewage.
- a right of way.
- a right to convey electricity.
- a right to convey telecommunications.
- a right to convey gas.

Use this form for new applications and variations to an existing easement concession across land administered by the Department of Conservation (DOC).

How do I complete this application form?

- Complete all sections of this form.
- DOC encourages electronic applications (e.g. a typed Word document), rather than handwritten applications. Electronic applications are easier to read and less likely to be returned to you for clarification.
- If you need extra space, attach or include extra documents and label them according to the relevant section. Record the document details in section **L Attachments**.
- It is recommended that you read the standard and optional terms and conditions in the concession (easement) template[1] to inform your application.

Personal information will be managed by DOC confidentially. For further information check DOC's privacy and security statements.

If I need some help, where do I get more information?

- Check DOC's Access/Easement[2] webpage.
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the local DOC office[3] closest to where your activity is taking place. You can use DOC maps[4] to identify which District Office you should contact. Or arrange a meeting with any of our offices that process concessions[5] – choose the one closest to where the activity is proposed.
- It is recommended that you seek legal advice for guidance when completing this form.

[1] https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/concession-contract-easement.pdf
[2] https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/
[3] https://www.doc.govt.nz/footer-links/contact-us/office-by-name/
[4] http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps
[5] https://www.doc.govt.nz/get-involved/apply-for-permits/contacts

Published 24 April 2024

Have you considered DOC's statutory planning documents?

Your easement concession must not be inconsistent with DOC's relevant statutory planning documents[6] as they set out how DOC and our Treaty partners manage public conservation land. Statutory planning documents can have a direct impact on your application.

Book a pre-application meeting with DOC staff if you require assistance navigating DOC's statutory planning documents.

Have you considered the environmental effects of your easement concession?

It is your responsibility, as the applicant for the concession (easement), to **provide a detailed description** of the:

- Activity.
- The potential effects.
- Ways that you can remedy, mitigate or avoid any potential adverse effects.

A list of potential effects is supplied in this application form, under section **K Effects Assessment** for you to consider and attach to this application. The size and scale or your environmental effects assessment should be in proportion with the size and sale of the activity and its potential effects. You will need to describe the existing environment, the potential effects and describe your methods to avoid, remedy or mitigate these effects. For further information check DOC's Environmental Impact Assessment[7] and DOC's guide to preparing your environmental impact assessment[8]. We also recommend that you read the standard conditions in the concession (easement) template[9] about protecting the environment to inform your application. In many cases an Assessment of Environmental Effect (AEE) prepared for a resource consent under the Resource Management Act 1991 may be sufficient.

Book a pre-application meeting with DOC staff if you require assistance in scoping the environmental effects you will need to consider in your application.

How do I submit my application?

Email your completed application, recommended location forms, and any other attachments to:

permissions@doc.govt.nz

What happens next?

Once received, your application will be assessed by DOC. If your application is complete, DOC will begin processing.

If your application is incomplete it will be returned to you for more information.

Why does DOC ask for this information?

The questions in this application form are designed to cover the requirements set out in conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.

---

[6] https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/

[7] https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/environmental-impact-assessment/

[8] https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf

[9] https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/concession-contract-easement.pdf

- Your creditworthiness is a factor in determining whether DOC should extend credit to you and set up a DOC customer accounts receivable credit account for cost recovery. To make this assessment DOC will supply your information to a credit checking agency.

Note: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. More information can be found on the DOC website on our iwi/hapū/whānau consultation[10] page.

Contact your local DOC office[11] if you require further information about consultation.

What fees will I pay?

You may be required to pay a **processing fee** for this application regardless of whether your application is granted or not. You may request an estimate of the processing fees for your application. If you request an estimate, DOC may require you to pay the reasonable costs of the estimate prior to it being prepared. DOC will not process your application until the estimate has been provided to you. In addition, if you are granted an easement concession over public conservation land you may also be required to pay a **bond, insurance, monitoring fees and ongoing concession easement activity[12] and management fees**. Minor easement concession fees are listed on the Access/Easement[13] page on the DOC website.

DOC will invoice your processing fees after your application has been considered. If your application is large or complex, DOC may undertake billing at intervals periodically during processing until a decision is made. If you withdraw your application DOC will invoice you for the costs incurred up to the point of your withdrawal.

Your application will set up a credit account with DOC. See the checklist at the end of the form for the terms and conditions you need to accept for a DOC credit account.

Will my application be publicly notified?

- Your application for an easement concession may be publicly notified if having regard to the effects of the activity it is considered appropriate to do so.[14]

What does DOC require if my application is approved?

If your application is approved DOC may require:

- **Insurance** to indemnify the Minister of Conservation against any claims or liabilities arising from your actions. The level of insurance cover will depend on the activity.
- A **bond** may be required to be in place before undertaking your activity.[15]

Note: The Minister can vary the easement concession if the information on which the easement concession was granted contained material inaccuracies. DOC may also recover any costs incurred.

[10] https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/
[11] https://www.doc.govt.nz/footer-links/contact-us/office-by-name/
[12] https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/ongoing-concession-fees/
[13] https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/
[14] http://www.legislation.govt.nz/act/public/1987/0065/latest/DLM7475509.html
[15] http://www.legislation.govt.nz/act/public/1987/0065/latest/DLM104654.html

Registration

If you wish to register the easement concession on the Record of Title (formerly known as a Certificate of Title) you need to:

- Discuss with DOC your intention to register your application.
- Record your intent to register in section **M Registration on a Record of Title**.
- Gain DOC's permission to register your application.
- Engage your own legal advice to complete your registration.
- Check the conditions in the concession (easement) template.
- Provide detailed plans to DOC (GIS shapefiles (.shp) are recommended).

Note: The applicant will be responsible for registering the easement concession and all the costs of registration.

A. Applicant details

Legal status of applicant (tick)	☐ **Individual** (Go to ❶)	
	☐ **Registered company** (Go to ❷)	☐ **Trust** (Go to ❷)
	☒ **Incorporated society** (Go to ❷)	☐ **Other** (Go to ❷)

❶

Applicant name (individual)			
Phone		**Mobile phone**	
Email			
Physical address		**Postcode**	
Postal address (if different from above)		**Postcode**	

❷

Applicant name (full name of registered company, trust, incorporated society or other)	Woodstock Recreational Reserve Inc		
Trading name (if different from applicant name)			
NZBN (To apply go to: https://www.nzbn.govt.nz)	*50236243*	**Company, trust or incorporated society registration number**	
Registered office of company or incorporated society (if applicable)			
Company phone	[redacted]	**Company website**	
Contact person and role	[redacted] – Officer		
Phone		**Mobile phone**	[redacted]
Email	[redacted]		
Postal address	[redacted]	**Postcode**	[redacted]
Street address (if different from postal address)		**Postcode**	

Published 24 April 2024

B. Variation of an existing easement concession.

Is this application *varying* an existing easement concession?

No	☐✓
Yes	
Easement concession number you wish to vary	

C. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC in relation to this application?

No	☐
Yes	☐✓

If yes, state when and who you met/spoke with.

Sarah Ensor, Ronan Grew April 2025
Michelle Lambert, Sydney O'Brien Feb 2026

Previous concession was CA-25526 for reference

A. Location and nature of the proposed easement concession

Name (physical description/common name) and land status of public conservation land on which the concession (easement) will cover.

Otarama Reserve

Will your easement concession benefit other land?

No	☐
Yes	✓

If yes, provide the Lot, Deposited Plan (DP) and record of title of the other land that the easement concession will benefit.

The easement for access to the existing lodge under a separate concessions, enables access to for the incorporated society to continue to maintain elements of the larger Otarama Reserve.

Provide the following documents (as attachments) and record the document details in the section L Attachments of this form:

- **Detailed site plan** - with proposed easement, for example:
  - For a road: the length, width, area and position where the easement will be situated.
  - For a pipe: length, width, diameter of the pipe, area and position where the easement will be situated.
  - For telecommunications: mast dimensions and type, including height, site footprint (m²) and position where the easement facility will be situated.
- **Map** of the site
- **Aerial photo** of the site
- **Drawings of the proposal (**DOC's recommendation is for a GIS shapefiles (.shp) especially if you are going to register the easement on the title of the land)
- **GPS coordinates** (if available) and **provisional survey plan** (if available).

Record the document details in the section L Attachments of this form.

B. Description of activity

Select (by ticking the box) all the easement concession types you are applying for:

A right to convey water:	☐
A right to drain water:	☒
A right to drain sewage:	☒
A right of way:	☒
A right to convey electricity:	☐
A right to convey telecommunications:	☐
A right to convey gas:	☐

Describe in detail the reasons for your proposed easement concession, including why an easement is required (as opposed to a lease, license or permit). Location details can be completed in section D.

Seeking updated easement for incorporated society. To be read in conjunction with application for concession on the building, and community agreement related to the Otarama Reserve,

Concession of existing day lodge also being sought (refer separate documentation), previously under a commercial concession CA-25526-OTH for jet boat operation. This was operated by my father since the early 1990s, which ceased operating in 2015 after his passing. Since then the existing building has been used and maintained by a group, now represented as the Woodstock Recreational Reserve society, for which we are seeking an updated concession for in a non-commercial entity.

The building is a consented building by the Waimakariri District Council, for which annual rates are paid to the council by the society.

From pre-app meeting, concession based on the lodge being publicly available, access by arrangement at a advertised fee. Public access is by boat only and use of lodge is for day use only.

Published 24 April 2024

Permanent or temporary structures or facilities

As part of your easement, do you wish to build, extend or add to any permanent or temporary structures or facilities on public conservation land (e.g. pipes, pumps, pump sheds, storage tanks, towers, poles, fences, storage facilities)?

No	☒
Yes	☐

If yes, answer the following four questions.

1. Provide full details about the structure or facility (e.g. dimensions, materials, location, purpose) and methods of construction (e.g. number of people and vehicles involved).

2. Will you or do you own the structure?
   - If yes, will you have co-sitees located on the structure?
   - If yes, provide details of any co-sitees.
   - If no, provide details of who owns the structure.

Yes. The building is owned by the incorporated society.

3. Could your structure or facility, or addition/extension to an existing structure or facility, be reasonably located outside public conservation land?
   - If yes, provide details of other sites/areas that have been considered.
   - If no, provide reasons why existing structures or facilities outside of public conservation land are not suitable.

No. The lodge best serves the Otarama reserve in the current location and the reserve is bordered by the Waimakariri river and private farm land.

The lodge has been in place since the 1970s.

4. Could any potential adverse effects of your structure or facility (or addition/extension to an existing structure or facility) be significantly less (and/or different) in another conservation area or another part of the conservation area you are applying for? Give details/reasons.

The current location in represents the best location. With no planned additions/extensions, there is no impact to the established surroundings. Relocating the building to another area would likely have adverse effects.

❺ Could you use an existing structure or facility? Could you use the existing structure or facility without any additions?

- If yes, provide details of any existing structures or facilities that you have considered using, or how your activity might be undertaken without making an addition to the existing structure or facility.
- If no, provide reasons why any existing structure or facility could not be used without any additions.

The existing lodge is existing and is consented building. Council rates are paid to the Waimakariri District Council.

C. Technical Specifications (for telecommunications easements only)

If you are applying for telecommunications sites, you must provide full details about the following information:

Radio frequencies	N/A
Transmitter power output	N/A
Polarisation of the signal	N/A
Type of antennae	N/A
Likely portion of a 24-hour period that transmission will occur	N/A
Likely heaviest period of use during a 24-hour period	N/A
Describe how the site(s) will be accessed (e.g. by foot along x track, by x road, or by a helicopter landing at x)	N/A

D. Are you applying for any other DOC permissions?

Are you applying for other DOC permissions in addition to this easement?

No	☐

Yes e.g. Permanent and temporary structures (that are not part of your easement)	☒

If yes, state the other permits you are applying for?

Other permissions relevant to this easement application include;

- Concession on the building
- Community agreement related to the Otarama Reserve,

E. Duration (term of easement)

In accordance with section 17Z(3)(a)(c) of the Conservation Act 1987, an easement may be granted for a term not exceeding 30 years, except:

(a) In exceptional circumstances, the Minister may grant a term not exceeding 60 years

(b) Where the easement provides a right of way access to a property to which there is no other practical access, the term may be for such longer period as the Minister considers appropriate

(c) Where the easement is for a public work (as defined in the Public Works Act 1981), the term may be for the reasonably foreseeable duration of that public work.

Detail the length of the term sought (i.e. **must be** number of years or months) and why *(Note: in perpetuity/forever or similar meaning is not a term under the Act and not able to be granted)*:

The term sought is 25 years, on the basis that public notification is required. As we are a non-commercial and self-funded entity, the longer term is preferred from a cost-efficiency perspective.
It was noted during the pre-application meeting that there may be circumstances where a term of less than 10 years would not require public notification, although this was not confirmed. If this were to be a viable option, we would be open to considering a shorter term.

If you are seeking over 30 years, explain why:

F. Consultation undertaken

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This often requires consultation with our Treaty Partner (iwi/hapū/whānau of local Maori) on your application. If you have already consulted with our Treaty Partner, or with other interested stakeholders (including other parties already located at your proposed location), DOC would like to know about it.

We recommend you discuss consultation with a DOC staff member before starting your application.

Have you carried out any consultation?

No	☒
Yes	✓

If yes, supply details of each Treaty Partner or interested stakeholders consulted with.

Copy and paste the table below and complete for each Treaty Partner or other interested stakeholders. If you received a written response to consultation attach a copy and record all attachments in section 'L Attachments', including:

- Additional pages with the required information
- Written responses to your consultation with Treaty Partners or other interested stakeholders.

Whānau/hapū/iwi or other interested party consulted with:	Tuahiwi Marae
Name of individual you consulted with:	[redacted]
Date of consultation:	Feb-Mar 2026
Form of consultation (e.g. email, meeting):	Meeting
Outcome of consultation:	No final outcome. Engagement was via [redacted], another officer/society member.

Other interested stakeholders consulted with e.g. Conservation Boards or community groups:	
Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation:	

G. Consistency with DOC statutory plans

List the DOC's statutory planning documents[16] relevant to your application.

Listed CMP for East Canterbury appear to only include Te Waihora/Lake Ellesmere.

NPMP does not apply.

Please advise is there statutory management plans that do apply.

Are you aware of any potential inconsistency of your easement concession with DOC's statutory planning documents?

No	☒
Yes	☐

[16] https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/

If you have answered yes, explain why it is inconsistent with the statutory planning documents

H. Effects assessment

Identify actual or possible effects of the easement concession applied for. Describe the actions you propose to take to avoid, remedy or mitigate any adverse effects. For further information check DOC's Environmental Impact Assessment[17] and DOC's guide to preparing your environmental impact assessment[18].

If you have identified effects or mitigation measures for adverse effects not included in the table below or you have a full Environmental Impact Assessment attach this information to your application. Record this additional information in the table below and in section K as an attachment.

Have you attached a full Environmental Impact Assessment?

Yes	☒
No	☐

If you have answered **no** provide a **description of environmental effects** of your easement concession in the table below including details of the:

- Existing environment
- Potential effects
- Proposed methods to avoid, remedy or mitigate the adverse effect/s.

Description of environmental effects	
No effects as the easement uses an existing structure or facility (including a road or track) and there will be no modification or disturbance due to increased use.	☐

[17] https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/environmental-impact-assessment/
[18] https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf

Effects	Description
Effects on the **landscape** e.g. ability of landscape to accommodate changes.	
Effects on the **visual** composition of the landscape	
Effects on **cultural values** of Tangata Whenua or members of the public	
Effects on **historic sites or objects** including Wahi Tapu e.g, disturbance of the ground.	
Effects on **existing infrastructure** such as roads, tracks, huts, carparks, huts etc.	
Effects on **existing vegetation** e.g. disturbance or removal of vegetation.	
Effects of **earthworks** e.g. removal of topsoil and where removed earthworks will be stored. Note: All earthworks storage on public conservation land needs to be authorised.	
Effects on **wildlife or wildlife habitat**	
Effects on **aquatic habitat** (waterways, swamps, freshwater animals and vegetation).	
Effects **on other users** (tangata whenua, recreational users and concessionaires) of the Land.	
Effects of the easement **increase threats** (pests, weeds, pathogens and fire) to public conservation land.	
Effects of **increased rubbish, toilet waste or debris left on public conservation land** during construction and regular use of the easement.	
Cumulative effects that could be caused by the easement.	
Positive effects of the easement.	

I. Attachments

Attachments should *only* be used if there is:

- A specific question requiring a map or further information
- Not enough space on the form to finish your answer
- You have additional information that supports your answer
- You wish to make an additional request of DOC regarding the application.

Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document title	Document format (e.g. Word, PDF, Excel, jpg etc.)	Description of attachment
D	01 Site Plan Mar 2026	*PDF*	Site plan mark-up for information
K	*EIA*	*PDF*	*Environmental Impact Assessment*

J. Registration on a Record of Title

Are you going to register your easement concession (if granted) on the Record of Title (formerly known as the Certificate of Title)?

No	✓
Yes	☐

If yes, you will be responsible for registering the easement concession, including all costs.

If you tick yes, please provide the title over which the easement will be registered against.

K. Checklist

Application checklist	Tick
I have completed all sections of this form relevant to my application and understand that the form will be returned to me if it is incomplete.	☒
I certify that the information provided in this application form and any attached additional forms is, to the best of my knowledge, true and correct.	☒
I have supplied maps to accompany my shapefiles (.shp) and/or NZTM GPS locations listed in section E Locations.	☒
I have detailed, in Section 'K Effects assessment', the easements environmental effects or I have supplied a full Environmental Impact Assessment and attached to section 'L Attachments'.	☒
I have indicated in section 'M Do you intend to register the easement concession' that I do or do not want the easement registered.	☒
I understand if I want the easement registered on the Record of Title I will be paying all the costs of the registration including surveying and independent legal advice.	☒
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	☒

L. Terms and conditions for a credit account with the Department of Conservation

Have you held an account with the Department of Conservation before?	**Tick**
No	☐
Yes	✓
If "yes", under what name:	Partially – previously via 'Waimak Gorge Alpine Tours Ltd', noting that this was my late fathers company which held the concession. Moving forward, the forementioned incorporated society will hold the account.
Does your organisation require a purchase order number for invoicing purposes?	☐
If yes, please provide the number here:	

All invoices related to this Permission will be coded to this purchase order number unless otherwise advised. It is the applicant's responsibility to advise the Department if the purchase order needs to change through the lifetime of the Permission.

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to these terms and conditions for an account with the Department of Conservation

Terms and conditions	**Tick**
I/We agree that the Department of Conservation can provide my/our details to the Department's Credit Checking Agency to enable it to conduct a full credit check.	☒
I/We agree that any change which affects the trading address, legal entity, structure of management or control of the applicant's company (as detailed in this application) will be notified in writing to the Department of Conservation within 7 days of that change becoming effective.	☒
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	☒
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	☒
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	☒
I/We agree that the credit account provided by the Department of Conservation may be withdrawn by the Department of Conservation, if any terms and conditions (as above) of the credit account are not met.	☒
I/We agree that the Department of Conservation can provide my details to the Department's Debt Collection Agency in the event of non-payment of payable fees.	☒

Applicant Name/s (of authorised person/s)	[redacted]	**Date**	18/03/26

Published 24 April 2024

Published 24 April 2024

For Departmental use			
Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	

Published 24 April 2024

Department of Conservation
Te Papa Atawhai

Concession Application
Form 3b – Private/commercial facility/structures

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. 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, a detailed site plan and drawings of proposal and label Attachment 3b:A.

Concession of the existing day lodge, previously operating under commercial concession CA-25526-OTH for jet boat activities. This concession was held and operated by my father, [redacted], from the early 1990s until 2015, when operations ceased following his passing. Since then, the existing building has been used and maintained by a group now represented as the Woodstock Recreational Reserve Society, for which we are seeking an updated concession.

The earlier concession expired in 2024, discussions were had prior to the concession ending with the ability for it to be rolled over, however, the associated costs with the commercial based activity no longer aligned with the updated use by the society and was effectively not sustainable form a cost perspective.

Discussions and meetings with Doc have included a site visit in June 2024 by Sarah Ensor and Ronan Grew. An initial pre-app meeting was held in April 2025. Both Sarah and Ronan retired later that year. A more recent pre-app meeting was held on 27 Feb 2026 with Sydney O'Brien and Michelle Lambert.

The lodge, under the ownership of the society, and surrounding Otarama Reserve are typically used as a base for jet boating, family trips, and small gatherings. Refer to the attached marked up Site Plan of the Otarama Reserve.

The building is a consented structure under the Waimakariri District Council, and annual rates are paid to the Council by the Society. No changes are proposed to the existing building. The Society undertakes general building maintenance. Refer to the attached information on the most recent consented plans.

Access is available by road (private) and river (public). The Society holds permission to access the lodge via the farm track, which is strictly managed.

The concession being sought applies primarily to the existing lodge and its associated services. As part of this application, a Community Agreement is also being sought for the surrounding Otarama Reserve. Also within the reserve are existing sheds, which hold some heritage value according to Jet Boating New Zealand representatives. At the bottom of the reserve are remnants of Bill Hamiltons bach that burnt down in the 1970s. This is limited to some concrete piles.

The Society currently carries out reserve maintenance, including control of pests (possums, hares, wasps) and invasive plants (primarily gorse). The Society is a non-profit, self-funded entity, and all overheads—including reserve management—are covered internally. We request that this ongoing maintenance be considered as an offset against concession fees. Due to the remote location and lack of public road access, ongoing management of the reserve would be challenging for DOC should the concession become unsustainable for the Society. We acknowledge that in such a case, the existing buildings would need to be removed. However, we believe that proceeding with both the concession renewal and the Community Agreement provides a beneficial outcome for the Society, DOC, and the reserve.

We also note that during pre-application meetings, public use of the lodge was discussed. This remains a possibility under a controlled access arrangement, where the facility could be listed for public use through an appropriate platform. Given the remoteness and absence of public road access, we expect uptake to be low, but this could be considered if it would materially support the concession process.

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

Not applicable. The existing building is place and has been since the 1970s. It would be uneconomic to be move and potentially more detrimental to the reserve and the established surroundings.

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:

Yes, on the basis that the building has existing supporting services outside of the building footprint. Refer site mark-up.

The surrounding Otarama reserve is requested to be considered separately under a community agreements, as noted in Section A

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

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

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

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:C.

The necessary part of the concession related to the building is for the associated services.

The surrounding reserve under a community agreement is not essential based on the lodge can be occupied with no community agreement. However, it makes sense for the society to continue to maintain certain aspect is we are utilising the lodge, rather than this becoming the responsibility of DoC.

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? **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?	**NO**
Is exclusive possession necessary to protect physical security of the activity?	**NO**
Is exclusive possession necessary for the competent operation of the activity?	**NO**

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:D.

Otarama Reserve can be accessed by the public, and is frequently by jet boaters. While the lodge is locked, the surroundings are fully accessible.

We note instances on the lodge being broken into by stranded kayakers and boaters who used it as a refuge. In most cases they intentionally reach out to us.

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.

The term sought is 25 years, on the basis that public notification is required. As we are a non-commercial and self-funded entity, the longer term is preferred from a cost-efficiency perspective.

It was noted during the pre-application meeting that there may be circumstances where a term of less than 10 years would not require public notification, although this was not confirmed. If this were to be a viable option, we would be open to considering a shorter term.

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? **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
Otarama Reserve - Existing lodge and associated services	Historic recreation use, indigenous vegetation.	Minor disturbance from occupation. Wastewater, risks	Use existing footprint; Maintain systems; Minimal vegetation trimming;
Otarama Reserve - Existing access track from private farm to lodge	Existing formed track with edge vegetation; Recreation and reserve maintenance values.	Soil erosion, traffic movement; Vegetation disturbance	Maintain surface; Avoid wet-weather travel. Minimal vegetation trimming;
Otarama Reserve - Existing vehicle river access	Recreation and reserve maintenance values.	Soil erosion, traffic movement; Vegetation disturbance	Use established crossings; Avoid high flows; Maintain vehicles;
Otarama Reserve - Existing storage shed	Historic recreation use, indigenous vegetation.	Risk of leaks; Pest attraction; Visual effects	Store only necessary materials; Keep tidy; Rodent-proof storage; Maintain footprint
Otarama Reserve- Previous Bill Hamilton bach site	Historic heritage area; Regenerating vegetation	Potential ground disturbance of heritage remnants	No excavation. Consult DOC for any nearby work

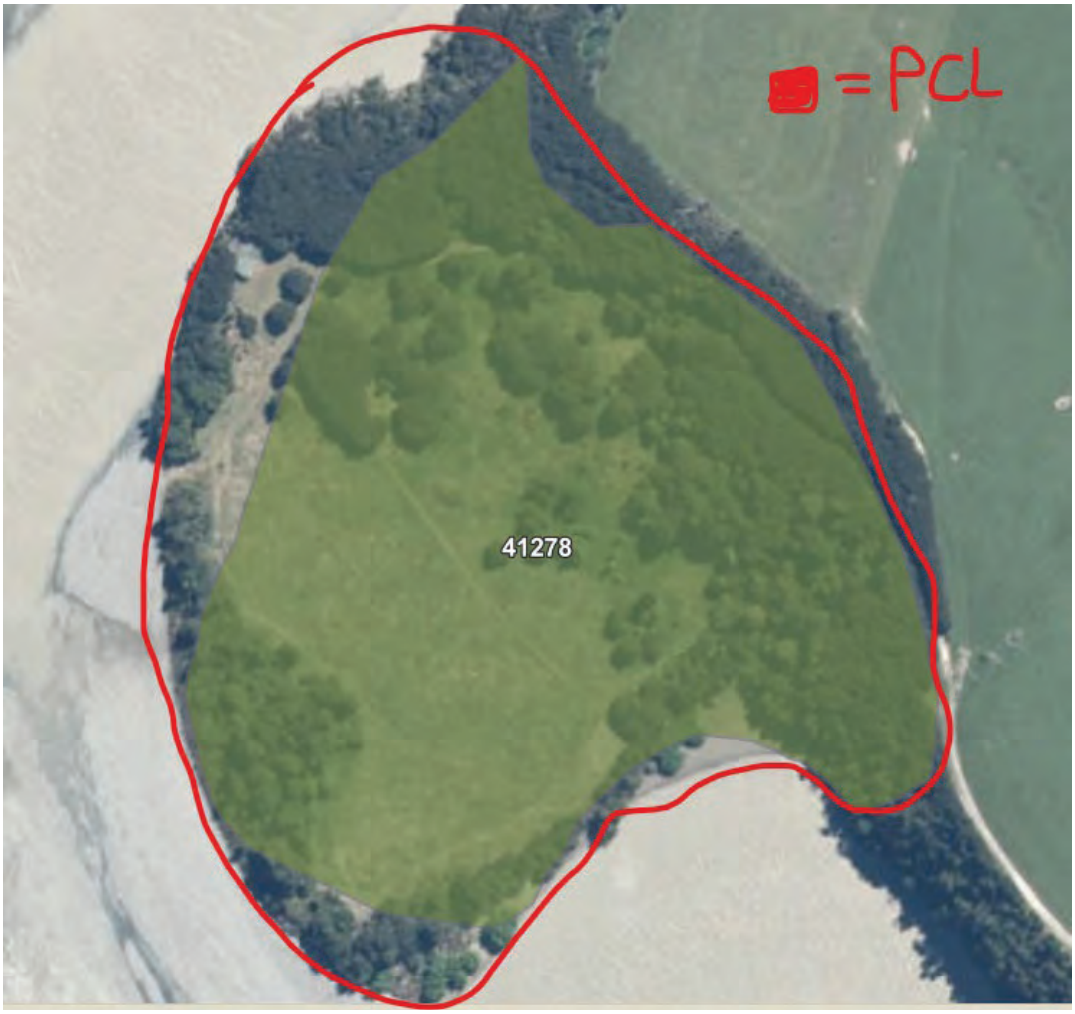
I. Other

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

Refer photos titled Attachment 3a:1

Further Information to supporting the Application

The Otarama Recreation Reserve is within the red boundary line and the application activity occupies the reserve land.



Further Information to support the Application, from the Applicants:

Thanks for the letter covering the submitted concession documents. Please see our responses and a few associated questions below.

+ Public notification – In earlier discussions, there was some indication that public notification may depend on the term sought, and that a term of less than 10 years may provide a different pathway. I believe the application was worded to reflect that we were

open to either option. Can you please confirm whether this has now been considered and whether the notified process is required irrespective of the concession term?

+ Lodge use / public benefit – The intention is for the lodge to remain a day lodge and not provide overnight accommodation, either privately or publicly. We consider this a more practical approach than upgrading the building for public overnight accommodation, which is likely to involve significant additional cost and compliance requirements. The surrounding private farm is also a key factor in this decision with regards to trespassing, poaching, safety, fires etc.

We have previously discussed enabling some form of public use of the facility. There is no public road access, however some members of the society are affiliated with the Jet Boat Association, who also hold and maintain other huts up the river. One option may be to make the facility available/advertised through those channels. We are happy to explore this further if DOC considers that this may contribute towards demonstrating a public benefit, particularly in relation to consideration of a fee discount. With the public benefit, would then fall within a community agreement?

+ Services – There are no reticulated services to the lodge or shed. Water is supplied from a spring to a header tank. The water is non-potable and is used for flushing and after boiling as required. There is an existing septic tank serving the lodge, associated with the earlier consented work related to the main building.

+ Lower shed/buildings – I do not believe the lower shed has a building consent, not within documents that we hold anyway. My understanding is that it dates from approximately the 1950s/60s. The shed previously housed a boat, however this part was removed approximately two years ago due to its condition. A lean-to and the old “hut” remain but are not currently used.

We would be open to removing these lower buildings if doing so would simplify the concession, reduce processing requirements/costs, or otherwise assist the application. Please let us know whether DOC considers that worthwhile.

There are also two matters from our earlier discussions that we would appreciate confirmation on:

+ Concession/site plan – When we first enquired about the revised concession, we highlighted to those involved at the time that the concession map held by DOC did not appear to include the main lodge. At the time, we understood that the map may have been incorrect and would be reviewed. Can you please confirm whether this has now been corrected and whether the main lodge sits within the relevant Otarama Reserve/concession area?

+ Ongoing concession fees – At the pre-application meeting we asked whether an indication of the likely ongoing concession fee could be provided. We appreciate that

the final fee may depend on the concession ultimately granted, but this is an important consideration for the society in determining the long-term viability of maintaining the concession and buildings, particularly while also undertaking pest and weed control at our cost.

We acknowledge the estimated application processing fee outlined in your letter. We would, however, be open to discussing any practical measures that could simplify the application and potentially reduce processing costs, for example removal of the unused lower buildings or consideration of a shorter concession term if that affects the required process.

I hope the above covers the information requested. If anything further is required, please let me know.

Kind regards,

Kind Regards,

[redacted]

Senior Mechanical Engineer

Technical Director | Associate

[redacted]

This email may be confidential and legally privileged.
Please click here for our full disclaimer.







Environmental Impact Assessment (EIA)

Proposal: Managed Use of Existing Day Lodge within a Conservation Reserve

Prepared for: Department of Conservation

Prepared by: Woodstock Recreational Reserve Inc

Date: March 2026

Contents

1. KEY INFORMATION	**3**
2. INTRODUCTION	**3**
3. EXISTING ENVIRONMENT	**3**
3.1 Subject Site and Surrounding Environment	4
3.2 Site History	4
4. THE PROPOSAL	**4**
4.1 Approvals Required	4
4.2 Applicant Background	4
4.3 4.3 Proposed Activity Description	5
5. PHYSICAL AND SOCIAL CONSERVATION VALUES	**5**
5.1 Natural Environment	6
5.2 Historic Heritage and Archaeology	6
5.3 Social Environment	6
6. ASSESSMENT OF EFFECTS ON THE ENVIRONMENT	**6**
6.1 Ecological Values	6
6.2 Historic Heritage, Cultural, and Archaeological Values	6
6.3 Social and Recreational Values	7
6.4 Nuisance and Disturbance	7
6.5 Noise	7
6.6 Lighting	7
6.7 Transport	7
6.8 Health & Safety	7
6.9 Servicing	7
6.10 Cumulative Effects	7
6.11 Positive Effects	7
7. ALTERNATIVE SITES AND DESIGNS	**8**
8. MONITORING PROGRAMME	**8**
9. 9. POLICY FRAMEWORK	**8**
10. CONCLUSION	**8**
APPENDICES	**10**

1. Key Information

Site Address	Otarama Reserve
Land Status	Public conservation land
Site Area	To be confirmed from LINZ / DOC parcel data (Section / SO plan number)
Owner / Administrator	Crown land administered by the Department of Conservation
Existing Use	Established 1970s lodge used intermittently for day use, group gatherings, maintenance staging, and educational/family retreats.
Proposed Activity	Managed use of existing lodge for small group accommodation, environmental education, community meetings, and reserve stewardship activities.
Duration	25-year concession (final tenure subject to DOC advice)
Hours of Use	Standard use: 7:00 am–10:00 pm; quiet hours 10:00 pm–7:00 am
Maximum Occupancy	10-20 persons
Vehicle Access	Restricted to authorised users via existing formed access; no public vehicle access
Concession/Permit Required	DoC concession 3b – Private Structures DoC concession 1a – Notified process Doc easement permission Community agreement aspects for reserve maintenance.

2. Introduction

This Environmental Impact Assessment (EIA) supports an application by Woodstock Recreational Reserve Inc for a Department of Conservation (DOC) concession to continue the managed use of an existing lodge situated within the Otarama conservation reserve.

The purpose of this EIA is to provide DOC with sufficient information to:

+ understand the proposal and its scale,

+ identify potential adverse effects on natural, cultural, historic, and social values,
+ outline measures to avoid, remedy, or mitigate adverse effects, and
+ demonstrate alignment with regional Conservation Management Strategy (CMS) provisions.

The lodge is an existing 1970s structure, and the activity represents ongoing use, not new development. No new buildings, earthworks, utilities, or intensified activities are proposed.

This EIA has been structured following DOC concession guidance and is informed by local knowledge of site conditions, reserve history, and ongoing stewardship actions undertaken by the Society.

3. Existing Environment

3.1 Subject Site and Surrounding Environment

The lodge is located within a clearing surrounded by native bush typical of a modified reserve-edge environment. No permanent waterways or wetlands are located immediately adjacent to the building. The wider reserve includes river-access areas, grassed terraces, and areas of regenerating native vegetation.

Access to the site is via an existing formed track with no public vehicular access. Public access to the wider reserve occurs primarily via the river corridor.

Vegetation is dominated by common indigenous shrub and small tree species intermixed with exotics typical of a modified fringe environment. No Threatened or At-Risk species are known within the lodge footprint. The lodge curtilage has been maintained for decades, resulting in a modified groundcover environment with negligible ecological sensitivity.

Local fauna comprise common bird species, with no confirmed sensitive roosting or nesting habitats within the immediate activity area.

The wider reserve is used for passive recreation such as nature appreciation, picnicking, and river-based activities. The lodge itself is not open for public casual access; its use has always been managed and controlled.

3.2 Site History

The existing lodge was constructed in the 1970s and has been used over several decades as a base for commercial jet boat operation up until 2015. More recently it is used for family and group gatherings/retreats, and maintenance activities associated with the wider reserve.

The lower reserve area is known for its association with early jet boating innovation (Sir William Hamilton). Remnants of historic facilities exist elsewhere in the reserve, but not in proximity to the lodge. No earthworks or building modifications are proposed as part of this application.

4. The Proposal

4.1 Approvals Required

+ A DOC concession for use of an existing building on public conservation land
+ Potential easement for legalised access track if required
+ Any DOC permissions advisor recommendations will be incorporated into the final application form

4.2 Applicant Background

Woodstock Recreational Reserve Inc is a group formed to maintain and steward the lodge and its immediate surroundings. Previous concessions for similar lodge-use activities were associated with historic commercial jet boating operations (ceased in 2015). The Society is committed to long-term conservation outcomes through weed control, tidy-ups, and education.

4.3 Proposed Activity Description

The lodge will continue to be used for:

+ small-group, low-impact accommodation (family groups, community groups)
+ day-use activities (workshops, environmental education)
+ staging for reserve volunteer maintenance
+ nature-based recreation

Scale and Occupancy

+ Maximum occupancy: 20 persons
+ Controlled booking system to avoid overlap and preserve quiet enjoyment

Hours of Use

+ Standard operational hours: 7:00 am–10:00 pm
+ Quiet hours: 10:00 pm–7:00 am
+ No outdoor amplified sound after 9:00 pm

Structures

+ No new buildings or structural modifications
+ Only minor like-for-like maintenance

Access and Parking

+ Authorised vehicles only
+ Parking limited to the existing hardened surface
+ No verge parking or off-track movement
+ Car-pooling encouraged

Waste and Servicing

+ Pack-in/pack-out waste procedures
+ Secure on-site temporary waste storage
+ Existing water system retained with regular maintenance
+ Existing septic system serviced regularly

Lighting

+ Warm, downward-directed low-output luminaires
+ No sky-glow lighting

+ No mains power on site

Signage

+ Minimal code-of-conduct and wayfinding signage
+ No promotional signs within the reserve

Health & Safety

+ Emergency Response Plan (fire, medical, communications, evacuation)
+ Fire extinguishers and alarms maintained
+ Pre-arrival induction for authorised groups
+ Physical and Social Conservation Values

4.4 Natural Environment

The lodge sits within a modified environment with limited ecological sensitivity. Operations remain confined to existing footprints, avoiding vegetation removal. Seasonal pest and weed monitoring by the Society will continue.

4.5 Historic Heritage and Archaeology

Historic values within the wider reserve relate to early jet boating. No known heritage or archaeological features occur within the lodge footprint. All works remain within existing disturbed ground. An accidental discovery protocol will be followed in the unlikely event of finding archaeological material.

4.6 Social Environment

The lodge supports low-impact organised activities compatible with the reserve's passive-recreation values. No public access restrictions are introduced.

5. Assessment of Effects on the Environment

5.1 Ecological Values

Potential effects include:

+ minor trampling around entry paths
+ litter risk
+ minimal noise/light disturbance

Mitigation includes:

+ defined entry points
+ quiet hours
+ pack-in/pack-out waste programme
+ dark-sky aligned lighting

Residual effects are negligible to low.

5.2 Historic Heritage, Cultural, and Archaeological Values

No ground disturbance beyond maintenance.

If cultural materials are discovered:

+ work stops
+ DOC, mana whenua, Heritage NZ, and Police are notified

Effects are less than minor

5.3 .Social and Recreational Values

The lodge does not impede public access or the character of the wider reserve.
Effects are less than minor.

5.4 Nuisance and Disturbance

+ Noise managed indoors
+ Quiet hours strictly applied
+ No outdoor amplified sound after 9:00 pm

Effects are less than minor.

5.5 Noise

Controls ensure noise remains at conversational levels, directed away from sensitive areas.

5.6 Lighting

Warm, low-output, downward lighting avoids bat or bird disturbance and prevents sky glow

5.7 Transport

Access uses existing track only; no changes to public trails.

5.8 Health & Safety

Comprehensive plans and equipment minimise risk.

5.9 Servicing

Existing systems (water, septic, stormwater) are retained with no additional demand.

5.10 Cumulative Effects

Use is contained within an existing building footprint; cumulative effects are negligible.

5.11 Positive Effects

+ Improved stewardship
+ Seasonal weed control
+ Conservation education for younger family members/visitors

6. Alternative Sites and Designs

Alternative locations were considered but dismissed because:

+ they would require new disturbance
+ they lack existing structures
+ they would introduce new environmental effects
+ the existing lodge already consolidates activity within a historic footprint

Maintaining use of the existing lodge is the lowest-impact option.

7. Monitoring Programme

+ Usage log (group size, activity, timing)
+ Quarterly site condition checks
+ Water and wastewater system servicing records
+ Cultural/environmental incident register

8. Framework

The proposal aligns with the Conservation Act for protecting natural, historic, and cultural values while enabling appropriate recreation and education.

Relevant objectives supported by the proposal include:

+ Encouraging stewardship and conservation engagement
+ Providing low-impact recreation experiences close to urban areas
+ Protecting natural and cultural values through careful management
+ Supporting community partnerships in conservation outcomes

The activity:

+ uses existing infrastructure
+ avoids new disturbance
+ maintains natural values
+ supports conservation education and engagement

9. Conclusion

With occupancy controls, quiet hours, and strong waste and access management, the ongoing use of the lodge will have no more than minor adverse effects on natural, cultural, or social values.

Positive outcomes include:

+ strengthened conservation stewardship
+ improved reserve maintenance
+ enhanced educational opportunities
+ continued low-impact access to an existing facility

The proposed concession represents an appropriate, sustainable, and well-managed activity consistent with DOC objectives for conservation reserves.

Appendices

Appendix A – Health & Safety and Emergency Response Plan

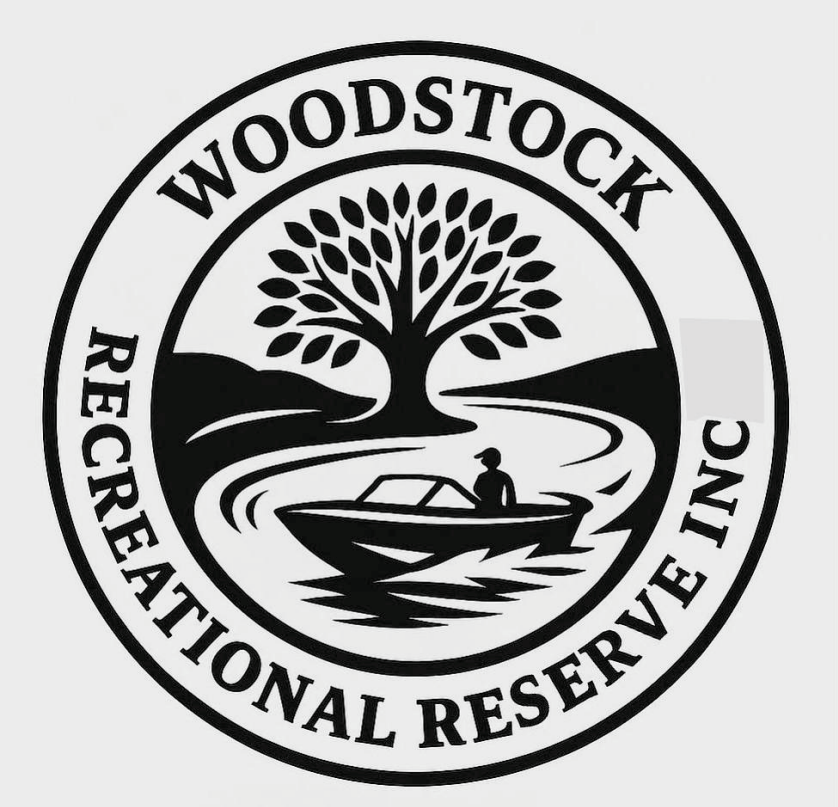
Appendix B – Site Plan

Appendix C – Monitoring Templates

Appendix A – Health & Safety and Emergency Response Plan

Woodstock Recreational Reserve

Health & Safety and Emergency Response Plan



Issue Authorisation

Version	Date
1.1	March 2026

Written By:

Reviewed By:

Contents

1. PURPOSE	**4**
2. HEALTH & SAFETY OVERVIEW	**4**
3. IDENTIFIED HAZARDS & CONTROLS	**4**
3.1 Environmental Hazards	4
3.2 Building-Related Hazards	4
3.3 Human Risks	5
4. ROLES AND RESPONSIBILITIES	**5**
4.1 Group Leader Responsibilities	5
4.2 Participant Responsibilities	5
4.3 Lodge Management Responsibilities	5
5. EMERGENCY PROCEDURES	**5**
5.1 General Emergency Principles	5
5.2 Medical Emergency	5
5.3 Fire Emergency	6
5.4 Missing Person	6
5.5 Severe Weather or Natural Disaster	6
6. COMMUNICATION PLAN	**6**
6.1 Check-in Procedure	6
7. EVACUATION PROCEDURES	**6**
8. SAFETY EQUIPMENT REGISTER	**6**
9. TRAINING AND INDUCTION	**7**
10. REVIEW AND CONTINUOUS IMPROVEMENT	**7**
APPENDIX A - INCIDENT REPORT TEMPLATE	**8**
APPENDIX B – MONITORING REGISTERS	**10**
11. APPENDIX C - QUARTERLY SITE CHECK	**11**

1. Purpose

This Health & Safety and Emergency Response Plan outlines the procedures, responsibilities, and protocols to ensure the safety of all lodge users. The lodge is located in a remote area with limited communication infrastructure, relying primarily on cell phone service. This plan addresses prevention, preparedness, and response to foreseeable emergencies.

2. Health & Safety Overview

+ Remote location with cell-phone–only coverage
+ Fire extinguishers located on-site
+ First Aid kit on site
+ No permanent staff; visiting groups only

3. Identified Hazards & Controls

3.1 Environmental Hazards

Hazard	Risk	Control Measures
Isolation	Delayed emergency response	Check-in/out procedures; charged phones; emergency signage
Severe weather	Hypothermia, exposure	Monitor forecast; restrict use; emergency blankets available
Slips, trips, falls	Injury	Maintain tidy lodge; ensure clear paths; require proper footwear
Wildlife	Bites, contamination	Secure food storage; avoid attracting wildlife

3.2 Building-Related Hazards

Hazard	Controls
Fire	Extinguishers on site; no open flames unless permitted; smoke alarms installed
Heating appliances	Regular checks; posted instructions; supervision required
Gas cylinders (if any)	Leak checks; isolation valve signage
Low lighting	Torches or solar backup lighting available

3.3 Human Risks

Hazard	Controls
Medical event	First aid kit; call emergency services
Dehydration/exhaustion	Adequate water supply;
Miscommunication	Clear safety signage; pre-trip briefing

4. Roles and Responsibilities

4.1 Group Leader Responsibilities

+ Provide safety briefing
+ Confirm emergency contact options
+ Maintain group list including medical conditions
+ Conduct safety check on arrival

4.2 Participant Responsibilities

+ Follow lodge safety rules
+ Report hazards
+ Bring personal medication and suitable clothing

4.3 Lodge Management Responsibilities

+ Maintain building, alarms, fire equipment
+ Restock first aid kit
+ Annual plan review

5. Emergency Procedures

5.1 General Emergency Principles

+ Preserve life
+ Prevent further harm
+ Call for help as soon as possible
+ Document and report

5.2 Medical Emergency

+ Assess severity
+ Provide first aid
+ Call 111 and describe remote location (Otarama Reserve)

+ If no signal, move to known coverage areas (upper farm paddocks [redacted]
+ Keep patient warm and monitored

5.3 Fire Emergency

+ Raise alarm verbally
+ Evacuate immediately
+ Use extinguisher only if safe
+ Close doors behind you
+ Call 111 from safe area

5.4 Missing Person

+ Search lodge and surroundings
+ Call missing person's phone
+ Contact Police after 30 minutes if not found

5.5 Severe Weather or Natural Disaster

+ Stay inside during storms
+ Drop, Cover, Hold in earthquake
+ Monitor river level and track conditions in wet weather
+ Evacuate if landslide risk observed

6. Communication Plan

+ Cell phones only; carry power banks. Back-up power via generator
+ Emergency contact list displayed onsite

6.1 Check-in Procedure

+ Group leader checks in on arrival and departure

7. Evacuation Procedures

+ Gather group at assembly point
+ Conduct headcount
+ Take first aid kit, water, phones
+ Inform emergency services if moving

8. Safety Equipment Register

Equipment	Location	Check Frequency
Fire extinguishers	Kitchen, social space	6-monthly

Smoke alarms	Social space	6-monthly
First Aid kit	Kitchen	6-monthly
Emergency signage	Inside lodge	Annual review

9. Training and Induction

All groups receive safety induction covering: fire exits, extinguishers, emergency contacts, first aid kit, assembly point, communication limits.

10. Review and Continuous Improvement

Plan reviewed annually at AGM. All incidents logged and used to improve safety measures.

Appendix A - Incident Report Template

This template is to be completed as soon as practical after any incident, near miss, injury, or safety concern at the lodge. Provide as much detail as possible.

1. Incident Details

Date of Incident:	
Time of Incident:	
Location:	
Type of Incident:	Injury / Near Miss / Property Damage / Safety Concern
Reported By:	
Names of People Involved:	

2. Description of Incident

Provide a detailed description of what happened, including events leading up to the incident:

_____
_____
_____

3. Injuries (if any)

Describe injuries sustained, first aid provided, and any medical treatment required:

_____
_____
_____

4. Immediate Actions Taken

Describe actions taken immediately to control or address the incident:

_____
_____
_____

5. Contributing Factors

Identify possible causes or factors that contributed to the incident (environmental, equipment, human factors, etc.):

_____
_____
_____

6. Corrective Actions / Recommendations

Outline steps to prevent recurrence and suggested improvements:

_____
_____
_____

7. Witness Statements

List names and statements of any witnesses:

_____
_____
_____

8. Reporting and Follow-Up

Date Report Submitted:	
Submitted To (Name/Role):	
Follow-Up Actions Required:	

Appendix B – Monitoring Registers

Usage Log

Date	Society Member	Headcount	Activity Type	Arrival / Departure

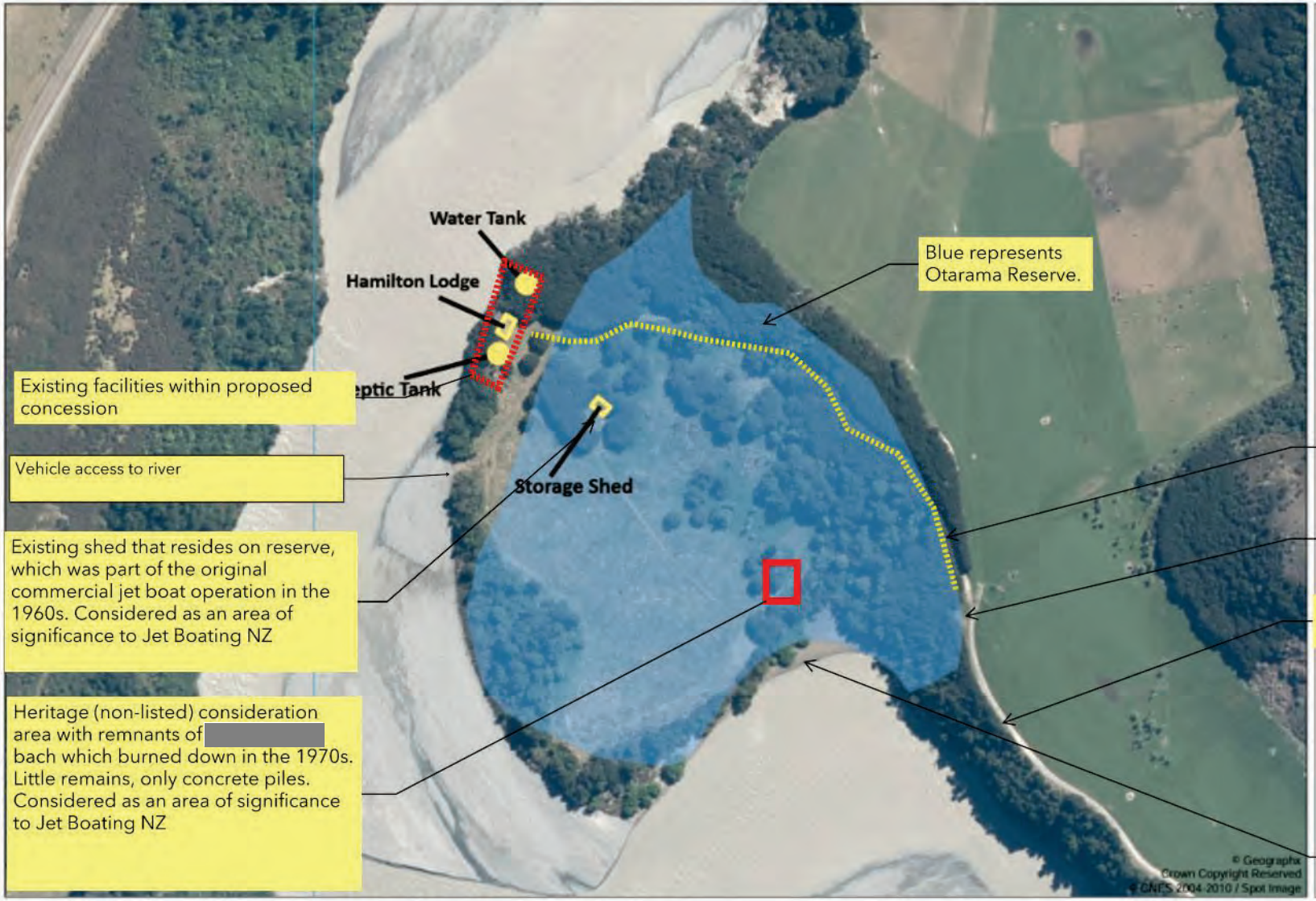
Appendix C - Quarterly Site Check

Date	Inspector	First Aid Kit	Vegetation / Track Edge	Fire Extinguisher & Smoke Alarm	Corrective Actions

Appendix B – Site Plan

Otarama Reserve, structures shown in yellow

Date Printed: 26 February 2026



Legend

Public Conservation Land

- National Park
- Conservation Park
- Specially Protected Area
- Reserve
- Stewardship Area
- Marginal Strip
- Wildlife Management Area
- Waitangi Endowment Forest

SCALE 1: 3,788

0.2 0 0.2 Kilometers

Projection: NZGD_2000_New_Zealand_Transverse_Mercator

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Department of Conservation
Te Papa Atawbai

Appendix C – Monitoring Registers

Usage Log

Date	Society Member	Headcount	Activity Type	Arrival / Departure

Quarterly Site Check

Date	Inspector	First Aid Kit	Vegetation / Track Edge	Fire Extinguisher & Smoke Alarm	Corrective Actions

Oxford $124.50.

WAIMAKARIRI DISTRICT COUNCIL

215 HIGH STREET
PRIVATE BAG 1005, RANGIORA.

Ph. (03) 313 6136 Fax (03) 313 4432
Chch direct line (03) 327 6834

DETAILS:

APPLICATION No. 93/0409

OWNERS NAME Waimak Gorge Properties Ltd

SITE ADDRESS [redacted]

CUSTOMER No. BC930409

INVOICE No. 33631

SITE COPY OF DUPLICATE BUILDING CONSENT PLANS

THESE PLANS AND SPECIFICATIONS MUST BE KEPT ON SITE DURING CONSTRUCTION, AND MADE AVAILABLE TO THE INSPECTOR ON REQUEST.

ALL BOUNDARY SURVEY PEGS MUST BE LOCATED AND FLAGGED BEFORE WORK IS COMMENCED.

INSPECTIONS:- *(Refer to the inspection schedule for details)*

BUILDING:- **ONE WORKING DAYS NOTICE MUST BE GIVEN**

- PRIOR TO POURING ANY CONCRETE.
- PRIOR TO LAYING ANY FLOOR.
- PRIOR TO FIXING ANY WALL OR CEILING LINING.
- ON COMPLETION OF THE BUILDING.

PROVISION MUST BE MADE TO ALLOW THE INSPECTOR ACCESS.

PLUMBING:- **ONE WORKING DAYS NOTICE MUST BE GIVEN**

SLAB:- ANY WASTE PIPES INSTALLED UNDER CONCRETE FLOORS, PRIOR TO CONCRETE PLACING.

PRELINE:- WATER PIPES INSTALLED, AND TESTED FOR 24 HOURS AT FULL WORKING PRESSURE PRIOR TO INSPECTION, PIPE WORK INSULATION FITTED.

FINAL:- AT COMPLETION OFJOB.

DRAINAGE:- **ONE WORKING DAYS NOTICE MUST BE GIVEN**

SLAB:- DRAINAGE PIPES INSTALLED UNDER CONCRETE FLOORS, PRIOR TO CONCRETE PLACING.

FINAL:- WHEN DRAINAGE WORK IS COMPLETE.

ANY SPECIAL CONDITIONS ENDORSED ON THE BUILDING CONSENT OR PLANS MUST BE DRAWN TO THE ATTENTION OF THE SUBCONTRACTORS.

REMEMBER:- THE CODE COMPLIANCE CERTIFICATE WILL NOT BE ISSUED UNTIL THE 'ADVICE OF COMPLETION' NOTIFICATION IS SUBMITTED TO THE BUILDING CONTROL UNIT WITH THE 'INSPECTION SCHEDULE' SIGNED AND DATED AFTER EACH INSPECTION.

BUILDING CONSENT NO: 930409

Project Information Memorandum No: 930409

Section 35, Building Act 1991

ISSUED BY WAIMAKARIRI DISTRICT COUNCIL PRIVATE BAG, RANGIORA

(Insert a cross in each applicable box. Attach relevant documents).

APPLICANT

Name: WAIMAK GORGE ALPINET - KOWHAI LODGE

Mailing Address:
2 KOWHAI STREET
OXFORD

PROJECT LOCATION

Street Address:

$ WOODSTOCK RD

LEGAL DESCRIPTION

Property Number:

Valuation Roll Number: 2154018102

Lot: DP:
R 361 PT RS 39815 BLK VIII KOWAI SD

Section: Block:

Survey District:

PROJECT

Stage No 1 of an intended 1 stages of:

New Building [X]

Alteration [ ]

Intended Use(s) (in detail):
KENT LOG FIRE

DOMESTIC HEATING

Intended Life:

Indefinite, but not less than 50 years [ ]

Specified as 5 years

Demolition [ ]

Estimated Value: $ 2000

COUNCIL CHARGES

The balance of Council's charges payable on uplifting of this building consent, in accordance with the tax invoice are:

Consent Fees	115.00
BRANZ Levy	0.00
Total: $	115.00

ALL FEES ARE G.S.T. INCLUSIVE

Signed for and on behalf of the Council:

Name [redacted]

Position: SBO

Date: 16/5/93

This building consent is a consent under the Building Act 1991 to undertake building work in accordance with the attached plans and specifications so as to comply with the provisions of the building code. It does not affect any duty or responsibility under any other Act nor permit any breach of any other Act.

This building consent is issued subject to the conditions specified in the attached 2 pages, headed "Conditions of Building Consent No / 930409

WAIMAKARIRI DISTRICT COUNCIL

215 HIGH STREET PRIVATE BAG RANGIORA

TELEPHONES:
RANGIORA (03) 313-6136
KAIAPOI SERVICE CENTRE WILLIAMS ST, KAIAPOI
OXFORD SERVICE CENTRE MAIN ST, OXFORD

CONDITIONS OF CONSENT 930409

1 This consent is issued subject to the attached Building Inspection Works Schedule:

2 Please note that the consent fees allow for a single inspection of construction stages of the project as specified in the inspection schedule. Any extra inspections required will be invoiced before a code compliance certificate is issued.

3 Please note that any deviation from the approved documents is subject to a new Building Consent.

4 Completion inspection required prior to issued of an interim or final Code Compliance Certificate. Please make application for inspection on the appropriate form.

5 Any special conditions of consent endorsed on the Building Consent and/or documents MUST be drawn to the attention of the subcontractors.

6 The owner or person undertaking the building work should give at least 2 WORKING DAYS'S notice of the intended commencement of building work.

7 The duplicate copy of the approved consent documents and inspection schedule are to remain on site during construction

8 Stove and flue to be installed in strict accordance with the manufacturers recommendations. An inspection is to be made by a Council Inspector on completion of the work PRIOR to lighting the fire.

CHAUCER PRESS

ADVICE OF COMPLETION OF BUILDING WORK

Section 43(1), Building Act 1991

TO WAIMAKARIRI DISTRICT COUNCIL

Under building consent no: 930409

(Insert a cross in each applicable box. Attach relevant documents.)

FROM (owner): WAIMAK GORGE ALPINET – KOWHAI LODGE

Name:

Mailing Address: 2 KOWHAI STREET
OXFORD

You are hereby advised that:

☐ All

☐ Part only as specified in the attached particulars

of the building work under the above building consent is believed to have been completed to the extent required by that building consent.

You are requested to issue

☐ A final

☐ An interim

code compliance certificate accordingly (except where a code compliance certificate has been issued by a building certifier as stated below).

The attached particulars include:

☐ Building certificates

☐ Code compliance certificate no: ..... issued by .....

..... (building certifier).

☐ Producer Statements

Signed by/for and on behalf of the owner:

Name: .....

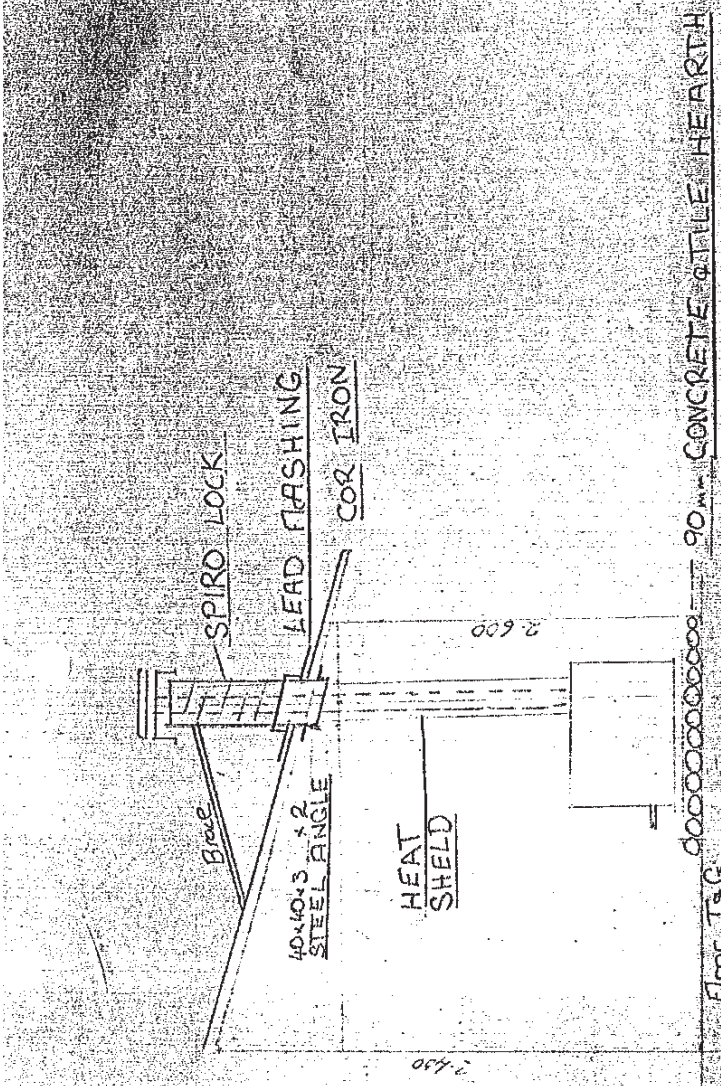
Position: ..... Date: .....

WAIMAKARIRI DISTRICT COUNCIL
BUILDING PLAN APPROVED
SIGNED [redacted]

Stove and flue to be installed in strict accordance with manufacturers recommendations.

Inspection to be made by Building Inspector on completion before lighting fire.

KOWHAI LODGE 1993
Vol No: 21540 - 18102 G.CHISNALL



NOTE: OBTAIN MANUFACTURER'S WRITTEN AUTHORISATION TO USE ALTERNATIVE FLUE.
(TO BE FORWARDED TO COUNCIL BEFORE LIGHTING FIRE & BEFORE INSPECTION REQUEST)

MANSFIELD DISTRICT COUNCIL
BUILDING PLANS RECEIVED
[redacted]

KENT TILE FIRE

The World's most acclaimed wood burning heater is renowned, both nationally and internationally, as the finest freestanding stove. And for its ability to complement any room. Simply slide in the decorative ceramic or enamelled tiles of your choice into the special grid frame, to match your decor style.

The Kent Tile Fire now also features a new, wider door, to give you an even more expansive view of the fire.

The Tile Fire's back and base are double walled to stay cool, so it can be installed near any wall.

STILL SETTING THE STANDARDS IN WOOD HEATING TECHNOLOGY.

For more than thirty years, Kent has led in the search for the perfect heater. It was Kent who developed "the fires that burn twice"— burning not only the wood, but also the gases.

In Australasia alone, Kent has sold over 300,000 units. Around the world one name clearly stands ahead of the rest in wood burning technology. Kent. Showing the way in wood heating technology.

ONLY KENT OFFERS ALL THESE FEATURES:

- Immediate response, fingertip control.
- Five year limited warranty on firebox (twelve months on removable components).
- "Twice burning" combustion for increased economy and efficiency.
- Scientifically designed baffle chamber -- super efficient second burning cycle.
- Large rolled steel firebox -- for top durability and performance.
- New wide door, so you can see even more of that cosy glow.
- Self-cleaning ceramic door glass.
- High gloss vitreous enamel -- attractive and easy to clean.
- Efficient convection heating -- doesn't need a fan.
- Removable baffle for easy maintenance.
- A choice of colours and optional extras.
- Winner of America's Space Heator of the Year award.
- A world-wide reputation founded on a proven sales record in the USA, Canada, Australia and New Zealand.
- Overnight burn -- no cold mornings.
- The added security of back-up from a large, experienced dependable company.



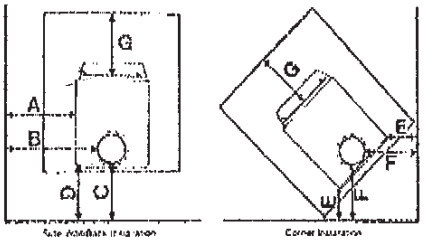
INSTALLATION.

Designed for flued installation in new or existing homes. The Tile Fire is a double-skinned unit, allowing installation close to the wall.

A fully compatible factory designed flue kit is also available. See below or your Kent Dealer for details.

The Tile Fire must be fitted on a fireproof hearth extending out from the front of the unit. Each unit comes complete with detailed installation and operating instructions.

HEATER DIMENSIONS:

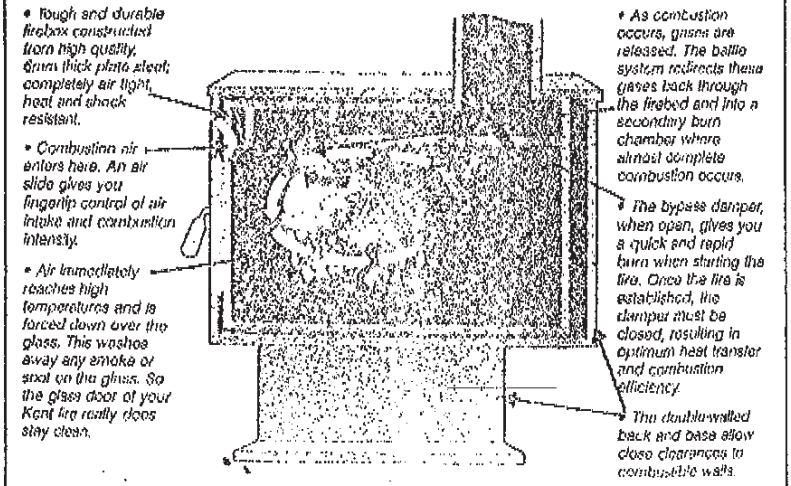


SPECIFICATIONS

Overall Height:	680mm
Overall Width:	530mm
Overall Depth:	710mm (incl. ash spill)
Flue Opening Diameter (Internal Measurement):	152mm
Heating Capacity:	15kW approx
Maximum Log Length:	450mm

Options: Flue Screen, Hot Water Booster, Gold Door

96% Combustion efficiency means a cleaner burn and more heat with less wood consumption.



NEW ZEALAND

MINIMUM CLEARANCE TO COMBUSTIBLES

FLUE PIPE	A	B	C	D	E	F	G
Single Wall Flue	450	630	440	350	250	460	300
Single Wall Flue with Flue Screen	450	630	215	125	200	430	300

AUSTRALIA

MINIMUM CLEARANCE TO COMBUSTIBLES

FLUE PIPE	A	B	C	D	E	F	G
Single Wall Flue	450	630	340	250	150	360	300
Single Wall Flue with Flue Screen	400	580	190	100	150	380	300

WAINAKARIRI DISTRICT COUNCIL
BUILDING PLAN APPROVED
SIGNED ...

1989 KENT AUTHORISED DEALER

See Kent where you see this sign.

Available from your Authorised Kent Dealer.

Stove and Flue to be installed in strict accordance with manufacturers recommendations.

Inspection to be made by Building Inspector on completion before lighting fire.

KENT
THE LEADER IN HI TECH WOOD HEATING.

Kent Heating Limited, PO Box 23-340, Papatoetoe, Auckland. Kent Exports Ltd, PO Box 3062, Parramatta, N.S.W. 2150, Australia

BUILDING CONSENT NO 93/0409 INSPECTION SCHEDULE

This INSPECTION SCHEDULE and all of the APPROVED PLANS AND SPECIFICATIONS relating to this building consent shall be kept on site during the construction period. They shall be made available to the BUILDING CONTROL UNIT INSPECTORS, approved BUILDING CERTIFIERS and approved CONSTRUCTION PRODUCERS, on request.

THE OWNER OR PERSON UNDERTAKING THE BUILDING WORK SHALL GIVE AT LEAST ONE WORKING DAYS NOTICE TO THE COUNCIL WHEN REQUESTING AN INSPECTION AND ENSURE PROVISION IS MADE TO ALLOW THE INSPECTOR ACCESS TO THE LAND AND/OR BUILDING.

WORK CANNOT PROCEED UNTIL EACH SUCCESSIVE INSPECTION HAS BEEN CARRIED OUT AND APPROVED BY THE INSPECTOR/CERTIFIER/PRODUCER.

REQUIRED INSPECTION	OK TO PROCEED YES/NO	INSPECTOR NAME AND SIGNATURE	DATE
FINAL			

PLEASE NOTE:

1. All inspection requests are to be addressed to the Customer Services Officer, Building Control Unit, at the Rangiora Service Centre. Phone (03) 313 6136.

2. All enquiries concerning specific inspections are to be directed to the Inspector identified above.