

Parks Concession Guideline and Fee Schedule 2020



Battle Hill Farm Forest Park – Farm Day event

1. Introduction

This guideline and fee schedule identifies fees and process for applications for concessions in regional parks. It should be read in conjunction with the:

- a. Toitū Te Whenua Parks Network Plan 2020-30 (Parks Plan) and its appendices which include guidance about activities and concession applications
- b. Greater Wellington Parks, Forests and Reserves Bylaw 2016.

1.1 What is a concession?

A concession is an official authorisation (agreement) for an individual or group to undertake an activity and/or event on land owned and/or managed by Greater Wellington. It is a formal relationship between the concession holder and Greater Wellington, ensuring that both parties are aware of their obligations.

Concessions include:

- Permits
- Leases
- Licences
- Easements

Where the term concession is used in these guidelines it includes all of the above forms. The purpose of Greater Wellington's concession process is to ensure that compatible activities are carried out in a way that protects core park conservation, recreation, heritage, cultural and social values (refer to Toitū Te Whenua Parks Network Plan 2020-30).

The process of assessing a proposal and issuing a concession permit enables Greater Wellington to determine the appropriateness of particular activities in particular places and identify use conditions to ensure possible adverse effects are minimised. For example, events and general informal park recreation activities.

1.2 What activities require a concession?

Toitū Te Whenua Parks Network Plan 2020-30, Rules for use and development section classifies activities in parks as having different levels of permission. These are:

Allowed activities – are largely informal, unstructured activities traditionally associated with parks and compatible with core park values e.g. dog walking, mountain biking, picnics, nature play. Some activities require payment such as overnight camping stays in Designated Campgrounds. Contact a Greater Wellington park ranger if you have questions about these activities.

Managed activities – include formal events, more intensive use of particular places, one-off activities or activities that may present a threat to park values such as conflict with other visitor enjoyment. Applications for Managed Activities via a concession permit, short term licence or other agreements are via Greater Wellington park rangers, Principal Rangers or other authorised officers.

Activities considered by Greater Wellington to be have medium to high levels effects or in sensitive sites may require 'Assessment of Environmental Effects' (AEE) and other material supporting an application to be prepared and submitted. Refer to Toitū Te Whenua Parks Network Plan 2020-30 AEE Guide (in appendix). Applications for managed activities should be discussed with a park ranger in the first instance. Application fees apply for some managed activities. A fee may be charged for permits e.g. camping, collection of natural materials.

Restricted activities – are those considered to have medium to high level effects on core park values or are identified in the Reserves, Local Government, Conservation or other relevant Acts as requiring authorisation via licence, lease, easement or other contractual agreements. For example, permanent structures or buildings, exclusive use of an area for an extended period of time, high impact activities such as horse or stock grazing.

Each application for a restricted activity is considered on its merit, compatibility and appropriateness to the location and park conditions. Public notification may be required.

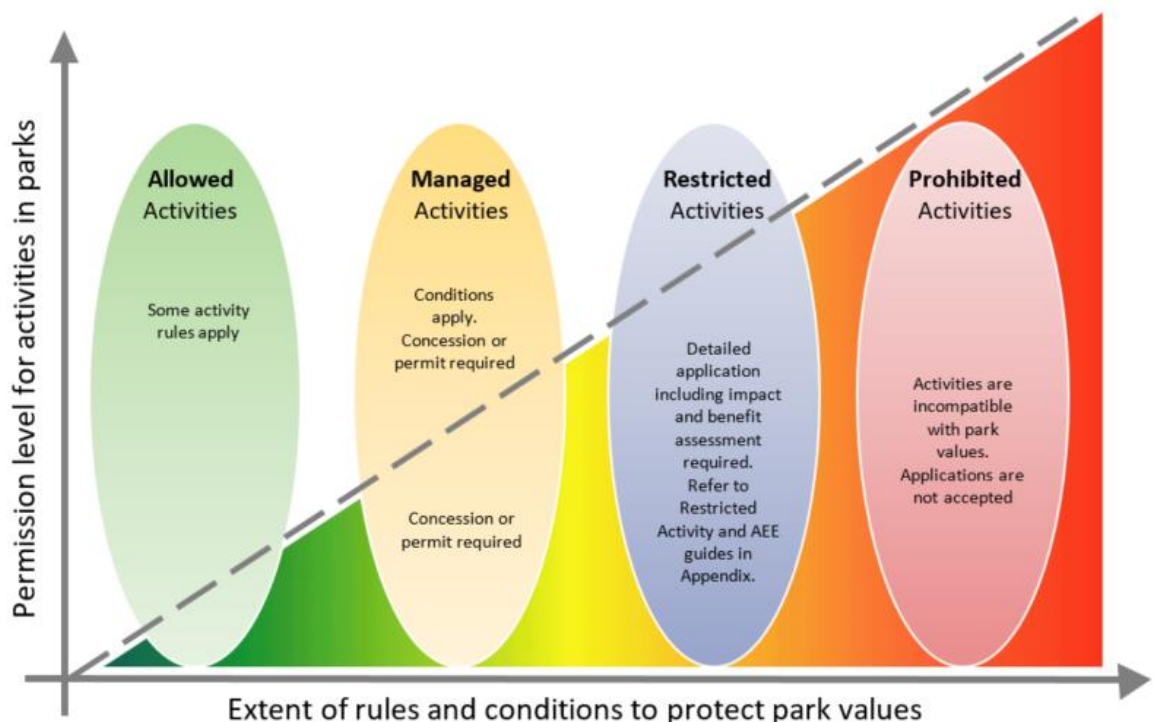
Restricted activities are managed via contractual agreements, including easement, licence or lease and subject to any conditions required by Council and ongoing reporting and audit processes. Applications for activities which do not demonstrate significant support or enhancement of park values may be declined.

Fees are charged for restricted activity applications and ongoing fees apply e.g. annual lease or licence fees.

Refer to Toitū Te Whenua Parks Network Plan 2020-30 for more information about applications for Restricted Activities. Applications for Restricted Activities are via Parks Planning. Contact parksplanning@gw.govt.nz

Prohibited activities –these activities are considered to be incompatible with park values and applications are not accepted. Refer to Toitū Te Whenua Parks Network Plan 2020-30 for further information.

Figure 1. Activity permission levels



1.3 What fees charged for concessions and permits?

Different fees apply to different activities. They cover Greater Wellington’s administrative costs for assessing and processing applications, ongoing costs in managing concession use of parks and fee contributions for use of public land. Fees apply for private gain from use of

public assets and land. Fees may be discounted or waived where there is public conservation, recreation or community benefit from the activity. Fee types include:

- Application or renewal fee
- A park user or permit fee
- A rental fee
- A short notice fee

Table 1. Fee types and activities

Activity type	Application / renewal fee	Permit fee	Park user fee	Rental	Late notice fee	Easement
Allowed	No	No	No	No	No	NA
Managed	Yes	Yes	Yes	Yes	Yes	NA
Restricted	Yes	Yes	Yes	Yes	NA	Yes

Notes

1. Annual or monthly rentals are charged for licence and lease agreements. They are generally set at a market rate and reviewed periodically. Where reliable market information is not readily available, rental reviews may be assessed by an index based method.
2. Charges for the granting of easements include a one-off payment and annual maintenance fees on some instances. Easements are not generally subject to a review.

1.4 Fee concessions or waivers

Greater Wellington will consider waiving application fees in full or in part in certain circumstances.

Application fees will NOT be charged:

- For non-commercial events with less than 30 participants
- For schools or for other education-related groups where the activity supports awareness and understanding of park values
- Where Greater Wellington initiates an expression of interest or tender process for a specified activity and where the activity is low impact/ site sensitivity.

Fee waivers or discounts may be considered for:

- Schools, charities, community groups and not-for profit groups with events of less than 150 participants
- Non-commercial events or activities exclusively associated with children/ youth under 18 years of age
- Small scale photography (as defined in Glossary)
- Events or activities fundraising solely for charitable purposes
- Facility use fees e.g. meeting rooms for community groups

2. Processing applications for Managed Activities

2.1 Information required to be submitted with a Managed activity application

Greater Wellington's website has permit application forms and advice.

Application details must include proposed:

- Event type
- Location
- Day and time
- Map of routes, tracks for recreation/sport events
- Identification of park facilities to be used or temporary facilities

- Numbers of expected participants
- Numbers of expected spectators and organisers
- Number of stall holders
- If a fee will be charged for participants
- Identification of health and safety practices
- Traffic management plan or security practices
- Possible impacts and benefits related to park values

Where applicable, additional information may also be required:

- **A health and safety plan** for events or activities, including filming
- Evidence of current public liability insurance (\$2m) with evidence fire cover is included
- An approved traffic management plan, in accordance with the New Zealand Transport Agency's Code of Practice for Temporary Traffic Management (COPTTM refer: www.nzta.govt.nz/resources/code-temp-traffic-management/), when the event will:
 - a) Close off a park or adjoining road to vehicle traffic
 - b) Disrupt vehicle traffic in any way (i.e. stopping, closing a road or slowing traffic flow for a period of time)
 - c) Block a footpath to pedestrian traffic resulting in pedestrians needing to find an alternative route.
- Written confirmation of current public liability insurance cover considered adequate for the activity
- A business plan for larger events
- Proof of non-commercial nature such evidence of not-for-profit status and/or of being a registered charity

2.2 Decisions and conditions

Applications for concessions may be approved, approved with conditions, or declined by Greater Wellington. Conditions for concessions will be identified which protect the park environment, cultural and recreation values, health, safety and well-being of other users and to accommodate park operations. Conditions or restrictions may be imposed on permits as per the policies and Rules of the Toitū Te Whenua Parks Network Plan 2020-30. These may include:

- Group size
- Time of the day and duration of the activity
- Location (ensuring there is no conflict with other users)
- Season or time of year
- Infrastructure conditions (any use of tents, marquees, stages etc.)
- Park value related conditions (mitigating or minimising impacts).

2.3 Late notice applications

Applications made 5 working days or less before the event date will be declined. Minimum time frames are identified below to enable assessment of application size, location, Health and Safety measures proposed, traffic management, insurance requirements, possible park and other visitor experience impacts, contract drafting. Incomplete applications will result in longer processing times.

3. Managed activity concession fee schedule

All fees include GST. Initial application fees, permit fees, and late notice fees are payable at the time of application and are non-refundable. Bonds are also payable at the time of application. All other additional charges will be invoiced.

Note: a half day is less than 4 hours duration and a full day 4 hours or more.

Managed activity - Applications	Fee
Managed activity application fee	Commercial activities - \$175 Filming – commercial \$500 (refer below) Non-commercial activities with over 150 participants - \$100
Renewal of concession – commercial or non-commercial	\$50
Permit fees managed activities, non-commercial activities with more than 30 participants	\$50
Low impact filming application fee (non-student)	\$50
NON-COMMERCIAL ACTIVITIES	
Managed activities - Park user	Fees
Ranger assistance	
General concession support above normal duties, at discretion of the ranger. Includes independent groups and commercial research programmes	\$100 per ranger hour
Schools	Free, first two hours. \$50 per hour 2+ hours.
Special interest groups E.g. Forest and Bird, historic societies, conservation groups, botany clubs, universities.	First two hours - free More than two hours - \$100 per ranger hour
Accommodation- cottages, huts, cabins, glamping. Discounted rates for conservation /recreation groups undertaking work supporting Toitū Te Whenua Parks Network Plan 2020-30 goals.	Comparative market rates apply
Camping permit- Designated campgrounds (refer Toitū Te Whenua Parks Network Plan 2020-30)	Children under 5 – free of charge <i>Unpowered sites</i> \$8 per adult per night \$4 per child per night under 16 years old. If unsupervised, particularly 14-16 year old, adult rates apply) <i>Powered sites</i> \$16 per adult per night \$8 per child per night under 16 years old.
Camping – Approved sites - permission required and conditions apply (refer Toitū Te Whenua Parks Network Plan 2020-30)	Service fee may apply – variable rate
Camping – Backcountry	Free
Hunting permit	Free
Filming (also refer commercial)	
Conservation/educational/recreation promotion (supporting park values - refer Toitū Te Whenua Parks Network Plan 2020-30)	\$500 per day or to be negotiated depending on size and nature of filming. Preparation, clean up fees and a bond may apply
Filming by students for education purposes	To be negotiated depending on size and nature of filming. Preparation, clean up fees and a bond may apply
Motorised recreation	

Four wheel drives /motorised vehicles, motorbike and trail bike permit (non-commercial club events)	Free
Horse riding – events and trekking (more than 30 horses and people)	Events \$5 per person Rally/practice \$3 per person
Guided tours/ activities of more than 30 participants	\$5 per participant – full day \$2.50 per participant – half day
Natural Materials Collection and Research permit (Commercial and non-commercial)	
Refer to the Greater Wellington website for details including application forms: www.gw.govt.nz	
Low impact collecting and research permit	Free
High impact collecting and research permit	\$150
Picnic areas or space reservations for groups	
<i>Kaitoke:</i> Shelter facility 1 Shelter facility 2 Shelter facility 3 (top terrace) Bookable for groups of 25 or more, week days only	Flat fee \$40.00
<i>Queen Elizabeth Park</i> Picnic area booking 30+ people Space must be booked with ranger	Free
<i>Other parks</i> Any sites, 50 people minimum for booking	Free
Weddings	
Ceremony only – less than 50 people	\$50
Ceremony and function – less than 50 people	\$100
Ceremony only – over 50 people	\$200
Ceremony and function – over 50 people	\$500 (plus bond at Ranger discretion)
COMMERCIAL ACTIVITIES	
Ranger assistance	
General concessionaire support above normal duties (at ranger discretion)	\$100 per ranger hour
Festivals/events	10% of gross receipts and any associated mobile traders or \$2.50 per person
Guided tours/ activities, commercial passenger vehicle conveyance	\$2.50 per person
Motorbike and trail bike - commercial	\$15 per bike – full day \$10 per bike – half day
4WDs/motorised vehicles - commercial	\$40 per vehicle – full day \$25 per vehicle – half day
Park user fees	\$5 per participant – full day \$2.50 per participant – half day
Park facilities	
Battle Hill - Ken Gray Education Centre Belmont - Stratton Street Old woolshed QEP - Kotare Room, Ramaroa All parks – ranger offices and park cottages	<i>\$50 per day non-commercial</i> 4 hours or less \$50 Daily \$180 3-5 day use \$300 maximum <i>Commercial</i> 4 hours or less \$180 Daily \$360

	3 day use \$1000 5 day use \$1500 Bond may apply
Filming	
Advertising commercials Television (other than news/current affairs) News/current affairs	\$500 per day \$500 per day Nil fee
<i>Feature films</i> Application fee Full day Half day Two hours More than 10 days	\$500 \$800 \$500 \$400 Rate to be negotiated
<i>Low impact films</i>	To be negotiated depending on size and nature of filming. Preparation, clean up fees and bonds may apply
Photography	
Full day Half day 12 month landscape photography permit (single photographer, limited props/ equipment)	\$300 \$150 \$800
Mobile traders e.g. food / coffee cart, equipment hire	
Casual use – less than 12 months Casual use – more than 12 months. (Note: Assessment of Environmental Effects (AEE) may be required. Refer Toitū Te Whenua Parks Network Plan 2020-30	\$50 Application fee \$50 per session or 10% of gross receipts As above and assessed on case by case basis
ALL ACTIVITIES	
Late notice applications	Fees
Late notice fees will be charged for applications received after specified timeframes: 1. At least 20 working days prior to any event or activity for less than 150 participants 2. At least 40 working days prior for events or activities with more than 150 participants 3. At least 60 working days prior for short term licences and easements. Processing timeframes may be longer Any application made less than 5 working days prior to an event will be declined	\$250
Bonds	
Greater Wellington may require a bond to be lodged for a concession as part of the approval. The purpose of a bond is to provide additional security from loss or damage of a park area or facilities. Greater Wellington will refund bonds in full or in part at the conclusion of the concession dependant on the state of the area of park and	Bonds are payable at the time of application and may be between \$200 and \$5,000, dependent on the level of possible impact on park values. A bond of less than \$200 may be applied for low impact/ site sensitivity, non-commercial activities.

facilities. Reinstated to original condition is expected wherever possible.	
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4. Restricted Activities

Refer to Toitū Te Whenua Parks Network Plan 2020-30 for more information about applications for Restricted Activities. Applications for Restricted Activities are via Parks Planning unless identified otherwise. Contact parksplanning@gw.govt.nz

Fee schedule

Activity	Fee
Restricted activity – Application fee (deposit) for non-notified and low impact	\$1,800
Restricted activity – Application fee (deposit) for notified and moderate to high impact	\$5200
Additional officer time	\$130.00 per hour
Disbursements – includes advertising expenses, copying, hearing costs (other than officer time)	At cost
Hearing time (one officer)	\$2500 per half day
Hearing time (consultant)	At cost
Consultants	At cost
Mana whenua advice or engagement costs	Applicant cost (not via Greater Wellington)
Preparation of supporting documentation for application requested by Greater Wellington	Applicant cost
DOC charges	At cost
Renewal of existing activity - leases, licences, easements	Variable depending on changes, performance, complexity of assessment. Up to \$1000 and / or \$130.00 per officer hour
Renewals - permits only	\$100
Restricted Activities requiring urgency (less than 6 months prior)	\$500
Applications involving Greater Wellington and other agencies (e.g. DOC or TA land)	Pro rata fee according to the proposed use of other public lands
Bonds	\$200 minimum to \$5000 dependent on AEE assessed level of impact
Beehives Also refer Toitū Te Whenua Parks Network Plan 2020-30	Per hive rates and/or percentage of harvest share

4.1 What do the charges cover?

Applicants are charged for the costs incurred in assessing and making decisions on applications for leases, licenses and easements for restricted activities. Charges cover administration, assessment, peer review and travel time associated with site visits. External peer review or advice where required will be charged at consultant cost. Short timeframe applications require officers to defer other work and additional fees are charged.

Where the processing costs of the application exceed estimate, additional charges are made for actual and reasonable costs. Where the processing costs of the application are less than the initial deposit fee, a refund will be made.

Consultation with mana whenua is required for most Restricted Activity applications and for all leases, easements and longer term licence. Mana whenua fees are paid directly by applicants.

4.2 How are the charges applied?

Application fees must be paid when an application is submitted and are not refundable if an application is declined or withdrawn. Where application processing costs exceed the initial application fee, an additional charge is made for actual and reasonable costs. Where application processing costs are less than the initial application fee, a refund will be made. Where an application is withdrawn, the cost of processing the application up to that point will be calculated and a refund or additional charge made as appropriate.

4.3 How are application charges calculated?

Actual and reasonable costs are charged for leases, licenses or easements. Based on:

- Fees are based on time to process an 'average' concession application
- The first four hours spent by Greater Wellington officers in preliminary application discussions is free of charge
- Costs of up to one staff member at a hearing. Note that if a staff member is required to provide secretarial assistance to a Hearing Panel their time spent at the hearing will not be charged
- Where a consultant is used to process an application because in-house time is not available, the officer charge out rate is applied
- Where external specialist consultant expertise is required to process an application or attend hearings, the full cost of the consultant is charged
- Where DOC charges are incurred by Greater Wellington as a result of processing or approving an application, the full cost of these DOC charges will be billed to the applicant

4.4 Notification

Applications for restricted activities will be publicly notified when:

- The term sought exceeds 10 years
- The activity is deemed to be medium to high impact on park values or required by policy in the Toitū Te Whenua Parks Network Plan 2020-30
- The activity occurs on land held under the Reserves Act and public notification is required under that Act
- It falls under section 138 of the Local Government Act 2002
- It is required under other Acts, e.g. Conservation Act
- In the opinion of Greater Wellington to be in the public interest
- It receives requests for easements that would significantly affect park land and current users.

Greater Wellington will provide a detailed cost estimate for a notified application if requested and can arrange for additional charges to be paid in instalments for applicants who do not want to receive a large account for additional charges at the end of the process.

In some instances, where there is not the Delegation under the Reserves Act 1977 for Greater Wellington to make a decision, the application for a lease, licence or easement will be referred to the Minister of Conservation. The Department of Conservation will consult with Greater Wellington (as manager of the land) in making a decision. In these instances, all administration fees associated with a concession are charged by the Department of Conservation.

5. Monitoring of concessions

Periodic audits will be undertaken of concession activities based on assessment of impacts and compliance with conditions as outlined in agreements e.g. mitigation measures and / or State of Parks monitoring and reporting as outlined in the Toitū Te Whenua Parks Network Plan 2020-30. Fee revisions may also occur for any fees contained within this policy.

When renewal applications for concession are received, Greater Wellington will review the performance of the concession holder based on the following:

- Ongoing appropriateness of the activity in relation to park values, Greater Wellington policies and complaints, damage or breaches of the concession agreement conditions
- Outstanding financial balances with Greater Wellington
- Impacts on park values in relation to the scale, frequency, location
- Compliance with all relevant Council policies, bylaws, management plans and legislation.

6.0 Glossary

Commercial activity

Any activity where the purpose is to operate or promote a business and/or obtain profit or gain from its operations utilising the GWRC parks and forests including conducting a trade, business or occupation on GWRC owned or managed land, or where profit and private benefit are involved.

Concession

A concession is an official authorisation for an individual or group to undertake an activity and/or event on land owned and/or managed by GWRC. A concession is a formal relationship between the concession holder and GWRC, ensuring that both parties are aware of their obligations. Concessions include permits, easements, leases, and licenses.

A concession is as referred to in sections 2, 53 and 59 of the Reserves Act 1977.

Easement

A right of access over or through land and may allow for the installation of pipelines, cables/overhead wires or utility services

Feature film

Also called a motion picture or movie with a running time long enough to be considered the principal or sole film to fill a program. Also includes short film and documentaries

Late notice

As defined in the fee schedule table above

Lease

Exclusive rights to occupy buildings or a specified area of land. Leases are granted according to the relevant provisions of the Reserves Act 1977 and/or Wellington Regional Water Board Act 1972, and/or Wellington Regional Council (Water Board Functions) Act 2005.

Licence

Allows the right to occupy or work in an area but not necessarily to the exclusion of the public or other licensees. Licences may allow temporary modifications to the land, such as re-locatable buildings, campsites or facilities. Licences are granted according to the relevant provisions of the Reserves Act

1977 and/or Wellington Regional Water Board Act 1972, and/or Wellington Regional Council (Water Board Functions) Act 2005.

Low budget films

Those undertaken by students for education purposes

Low impact films

Less than ten crew/talent, limited and small props and equipment and vehicles, less than five vehicles in total, no generators or lighting

Non-commercial activity

Includes any activity:

- Where a private individual, club or any organisation will not profit or gain from the use of GWRC parks and forests
- A person undertaking the activity or event, or any of the subjects are not receiving any form of payment for the activity
- Where there are less than 30 participants (with the exemption of motorised recreation)
- Subject to standard terms and conditions for use of parks/forests.

Non-notified application

An application for a concession for a restricted activity that is not publicly notified.

Notified application

An application for a concession for a restricted activity that is publicly notified.

Limited notification application

An application for a concession for a restricted activity where a limited number of people, groups or organisations are consulted e.g. mana whenua, park stakeholder groups and neighbour consultation about proposed new agreements for existing recreation facilities.

Permits

A written authority for entry or to enable an activity or event to be undertaken on a park area for a limited period.