

Concessions and Permits

A guide on how to apply for concessions and permits within the Greater Wellington Regional Council's parks and forests

Quality for Life



greater WELLINGTON
REGIONAL COUNCIL



mountain bike clubs
film makers
orienteering clubs
schools
event organisers
harrier clubs
schools
special interest groups
photographers
horse riders
tour operators
churches
students



Greater Wellington's parks and forests provide all kinds of opportunities for recreation, tourism, education, conservation, interpretation and filming. To manage these different activities and their effects, Greater Wellington operates a system of concessions and permits.

This brochure explains whether you need to apply for a concession for your event or activity, and whether any fees would apply.

What is a concession?

A concession is an official authorisation for individuals or groups to undertake an activity or event within Greater Wellington's regional parks and forests that is over and above casual use. A concession may give the opportunity to try different activities and access different areas.

A concession provides a:

- **Legal right to carry out an activity or event on lands owned and/or managed by Greater Wellington**
- **Formal relationship between the concession holder and Greater Wellington, ensuring that both parties are aware of their obligations**

Having a concession ensures that your event or activity does not clash with arrangements others may have made within a park, and that it also goes ahead with Greater Wellington's support.

Do I need a concession?

Depending on the nature and scale of the activity, you'll need to obtain either a **permit**, **streamlined concession** or a **full concession**.

You won't need a concession for casual activities such as walking, cycling or picnicking but...

You will need a concession if your activity or event is **commercial** in nature or if it **involves more than 30 people** doing an activity/event together.

Permits are required for activities such as hunting, collection of natural materials, non-commercial horse riding (less than 30 horses/participants), non-commercial motorised recreation, firewood collection, and for camping, weddings and large groups/picnics.

Streamlined concessions or **full concessions** are required for all other activities with 30 or more participants.

For more information see www.gw.govt.nz/concessions or www.gw.govt.nz/parks

How do I apply for a concession or permit?

The first step is to contact the relevant Park Ranger or a Parks Advisor (see "For more information" at back of this brochure). They will advise you on the type of concession required and what information you need to supply.

Generally, the concession process is as follows:

- **Non-commercial activities of 30 to 150 participants requires a streamlined concession.** The Park Ranger assesses the impact of the activity to check a streamlined concession is needed. Contact the Park Ranger to obtain a streamlined concession.

- **Any type of commercial activity/event or non-commercial activity/event with more than 150 participants requires a full concession.** Contact the Parks Advisor (see "For more information" at the back of this brochure).

Your concession application should include:

1. A completed application form
2. A health and safety plan
3. An application fee (if applicable)

Where applicable, additional evidence may be required, eg:

- Operator/guide experience and qualifications
- A business plan, or
- Proof of not-for-profit status and/or a registered charity

How do I get a concession application form?

You can either ask for the forms to be mailed to you or pick them up from a Park Ranger at the park or a Parks Advisor at head office in Wellington (contact details are at the back of this brochure) or download all of the application forms at our website www.gw.govt.nz/concessions

What about fees? Would I be eligible for a waiver or a discount?

There are **NO FEES** charged for non-commercial activities, such as orienteering or harrier club events **with less than 150 participants**.

To promote awareness of the environmental, cultural and heritage values of the parks among youth (less than 19 years), no fees are charged for schools or for other education-related groups.

Greater Wellington will consider waiving fees for:

- Any non-commercial event/activity exclusively associated with school or college-aged children (less than 19 years); or
- Film activities undertaken by students for educational purposes; or
- Low-budget film or commercial still photography activities

To have your fees waived, you'll need to complete the fee-waiver form which is available from a Park Ranger or a Parks Advisor. It is entirely at Greater Wellington's discretion if a partial or full fee waiver is granted.

What about commercial events?

ALL commercial events must pay fees, with no exemptions.

Why are fees charged for more than casual use of GW's regional parks or forests?

Activities and events that are beyond casual use will have more impacts on the environment and other park users. A system of concessions allows Greater Wellington to manage activity levels in the parks and forests, and minimise the negative impacts on the environment and other users.

Greater Wellington wants to avoid or minimise any ratepayer subsidy of any private gain from the use of regional parks. Those making profits from running activities or events in a park are charged because they gain private benefit from a public asset.

Fee schedule

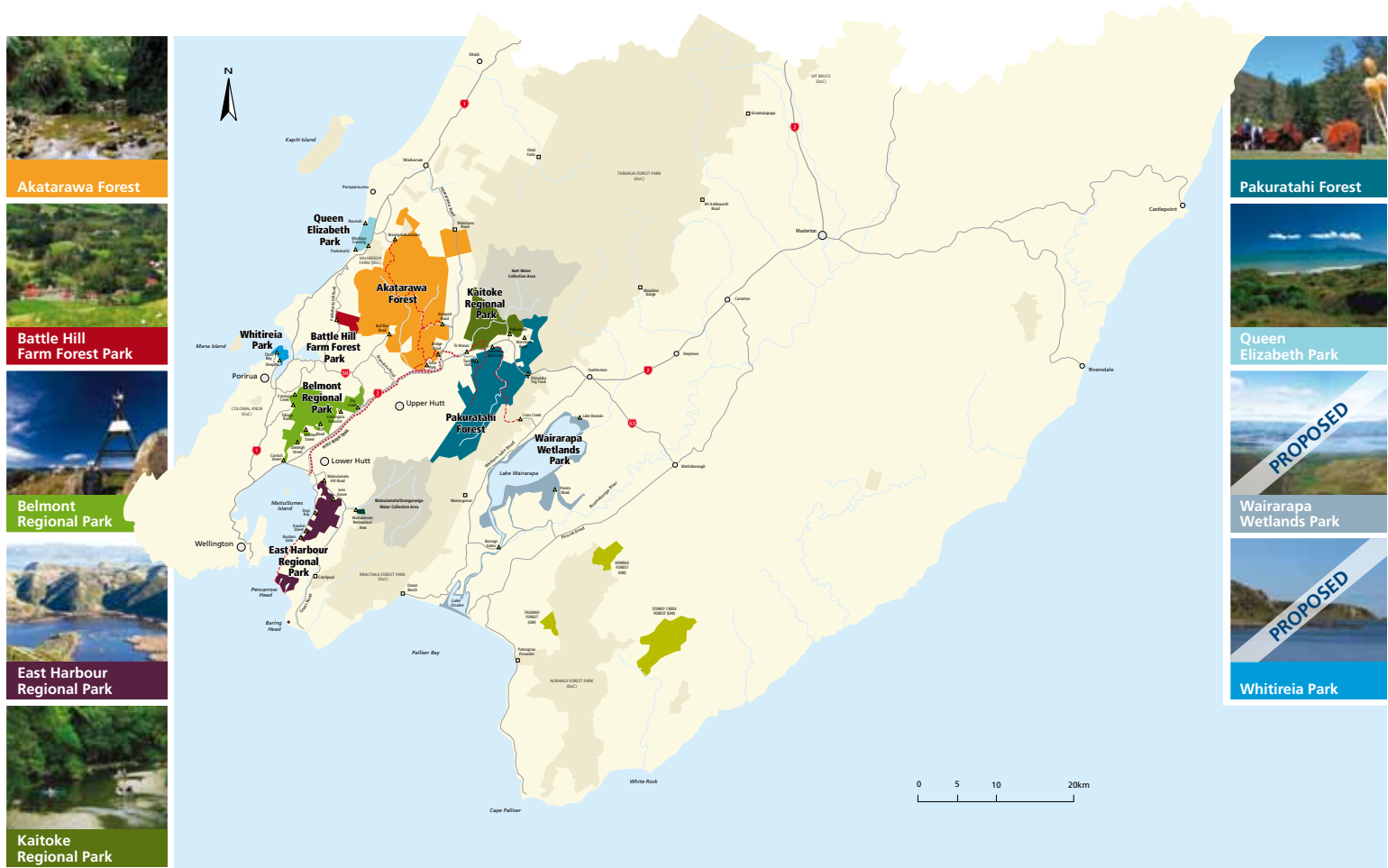
Concession application fees		Fees (all inclusive of GST)
NB: Please note that all application fees are non-refundable		
Commercial applications Non-commercial and more than 150 participants (NB: Applicants may be required to demonstrate that they are non-commercial)	\$175	\$50
Renewal applications Urgent applications	\$50	\$250 for urgent applications (received less than 15 working days before event/activity takes place)
Applications for activities or events involving Greater Wellington and other multiple ownership of public lands (eg, Department of Conservation or Wellington City Council land)	A pro rata fee rate according to the proposed use of other public lands (e.g. Rimutaka Rail Trail)	
Fee waiver activities (NB: Each application must submit the fee waiver form with appropriate evidence)		
Any non-commercial events/activities exclusively associated with school or college aged children (less than 19 years)	Nil fee	
Film activities undertaken by students for educational purposes	Nil fee	
Low-budget film/commercial still photography activities	Nil fee	
Bonds		
Non-commercial activities/events (more than 30 participants)	At discretion of Ranger, dependent on level of impact and displacement to other users	
All commercial activities/events	Minimum \$200 and up to \$2,000 , dependent on level of impact	
Activity		Fees (all inclusive of GST)
Ranger assistance costs (above normal duties, at the discretion of the Ranger)	\$50/hour for Ranger time \$80/hour for Ranger time and vehicle	
Commercial activities (eg, mountain biking tours)	\$5 per participant – full day (more than 4 hours duration) \$2.50 per participant – half day (less than 4 hours duration)	
Non-commercial activities/tours of more than 150 participants	\$5 per participant – full day (more than 4 hours duration) \$2.50 per participant – half day (less than 4 hours duration)	
Festivals/events	10% of gross receipts of the festival/event and any associated mobile traders, or \$2 per person charge to the event or festival (whichever is appropriate)	
Commercial passenger vehicle conveyance	\$2 per person	
Horse riding – events and trekking (greater than 30 horses and people)	Events \$5 per person Rally/practice \$3 per person	
Motorbike and trail bike (commercial)	\$15/bike full day \$10/bike half day	
Motorbike and trail bike permit (non-commercial)	\$20 for a 12-month permit	
4WDs/Motorised vehicles (commercial events)	\$40/vehicle full day \$25/vehicle half day	
4WDs/Motorised vehicles (non-commercial club events)	\$15/vehicle full day	

Picnic areas or space reservations for groups	\$20 per group minimum, up to 20 people \$1 per person for groups of 20+ people \$500 weekend flat rate (Fri-Sun) for marquees (NOTE: No booking fee but you must reserve a space with the Ranger)
Park facilities Ken Gray Education Centre Stratton Street barn	\$50 booking fee (bond may be required)
Weddings Ceremony only Ceremony and function	\$200 \$500 (plus bond at Ranger's discretion)
Filming/photography Advertising commercials Television (other than news/current affairs) Conservation/educational/recreation promotion News/current affairs Still photography	\$400/day \$400/day \$400/day or nil fee for non-commercial purposes (refer to fee waiver activities) Nil fee \$300/day or refer to fee waiver activities
Feature films Full day Half day Two hours More than 10 days	\$400 \$250 \$200 Rates to be negotiated, according to its impacts, at discretion of Manager, Parks
Low-budget films Films undertaken by students for educational purposes Preparation and cleanup costs	For low budget films refer to fee waiver activities. Activity fee waiver at discretion of Manager – Parks Activity fee waiver at discretion of Manager – Parks Negotiated, depending on size and nature of filming. All actual costs are to be met by the applicant
Schools	For school/college-related events, refer to fee waiver activities School groups have free access with ranger time for the first two hours and then Ranger time at \$30/hour after that Vehicle costs (if needed) to apply after first two hours
Special interest groups (eg, Forest and Bird, historic societies, conservation groups, botany clubs, universities – this does not apply to formal research programmes)	Free access First two hours free with Ranger \$50/hour Ranger time after first two hours Vehicle costs may apply
Mobile traders (eg, coffee cart, hotdog stand, bike shop stand, etc)	A minimum per session charge of \$10 casual use or for occupation less than a 12-month period, to be negotiated at discretion of Manager – Parks For a 12-month period or more – a minimum of \$100 , to be negotiated at discretion of Manager - Parks
High-impact collecting and research permit	\$100
Beehives	Fees to be negotiated at discretion of Manager - Parks
Camping permit	\$5/adult/night \$2/child/night under 16 years (if unsupervised, particularly 14-16 years old, adult rates apply)
Firewood permit	\$25 (per weekend)
Hunting permit	Nil fee
Independent groups	Free access \$50/hour Ranger guide (if requested)

Regional parks and forests



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For more information www.gw.govt.nz/concessions

Contact the relevant Park Ranger:

Akatarawa and Pakuratahi Forests: 04 526 4133 or 027 248 1658

Battle Hill Farm Forest Park: 04 237 5511 or 027 445 0983

Belmont Regional Park: 04 586 6614 or 027 443 0362

East Harbour Regional Park: 04 526 5344 or 027 467 3076

Hutt River Trail: 04 567 6609 or 027 283 7991

Kaitoke Regional Park: 04 526 7322 or 027 443 0361

Queen Elizabeth Park: 04 292 8625 or 027 244 5319

Wainuiomata Recreation area/Wainuiomata/Orongorongo Water Collection Area:
04 564 8599 or 021 249 6473

You can download all concession forms from our website at www.gw.govt.nz/concessions

For all hunting, picnic bookings, camping, motorised vehicles/trail bikes, firewood and horse riding permits, contact Greater Wellington's Upper Hutt office at 1056 Fergusson Drive, Upper Hutt, on 04 526 4133.

For queries on concessions/fees and for all concession forms contact the Parks Advisor on 04 381 7753 or 04 381 7784 or visit them in person at 142 Wakefield Street, Wellington.

The postal address for a **full concession** is Greater Wellington, 142 Wakefield St, PO Box 11-646, Wellington 6142.

The postal address for a **streamlined concession or permit** is 1056 Fergusson Drive, Upper Hutt.

You can also drop them off to your nearest Park Ranger's office or to a Greater Wellington office in Wellington or Upper Hutt respectively.