

# Concessions and Permits

How to apply for concessions and permits within the Wellington Regional Council's parks and forests

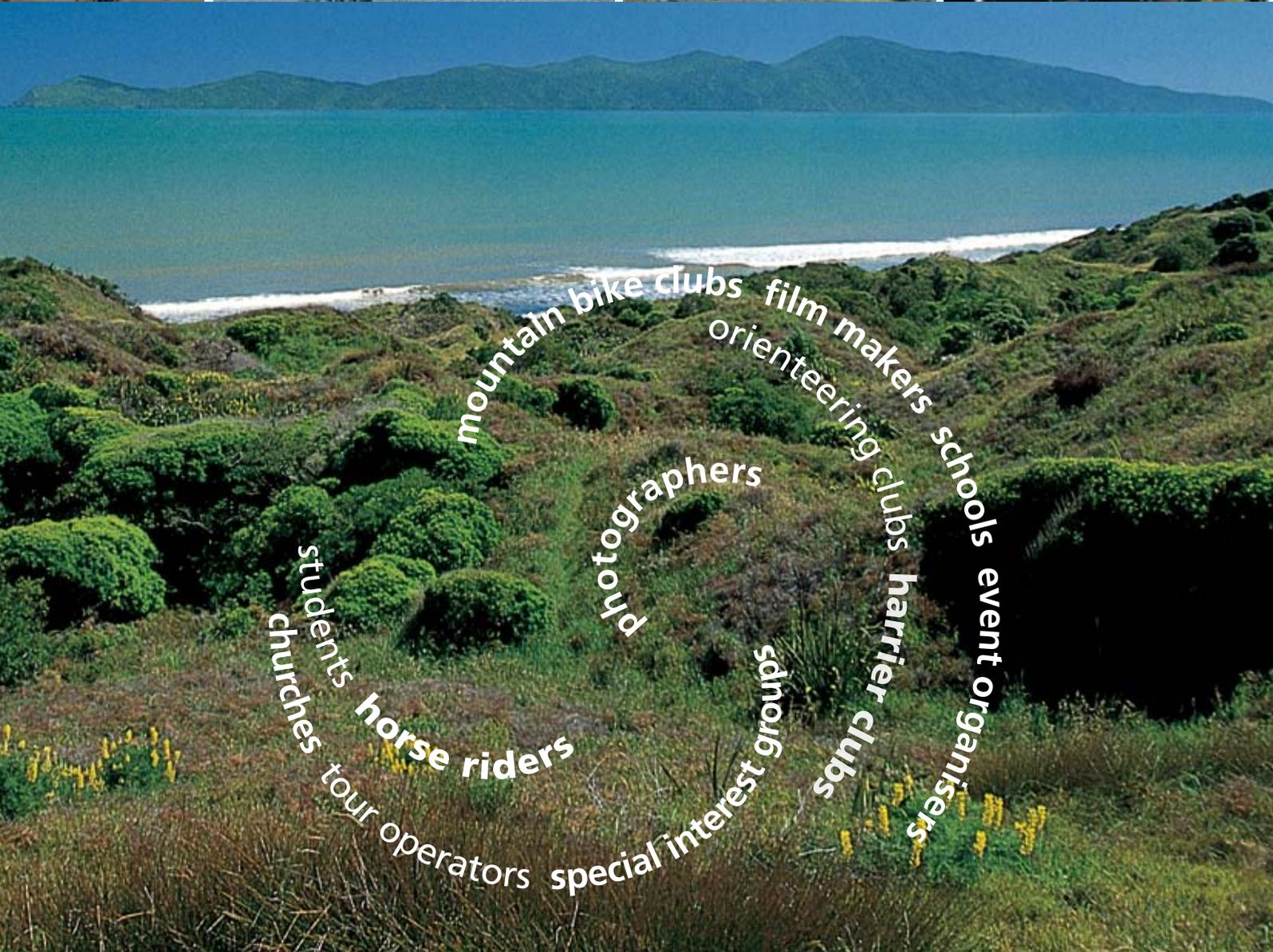


greater WELLINGTON

REGIONAL COUNCIL

Te Pane Matua Taiao

Quality for Life



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



**The Greater Wellington Regional Council'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, the Regional Council 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 the Wellington Regional Council'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 the Wellington Regional Council**
- **Formal relationship between the concession holder and the Wellington Regional Council, 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 horseriding (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](http://www.gw.govt.nz/concessions)  
[www.gw.govt.nz/parks](http://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](http://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.

The Regional Council will consider waiving fees for:

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

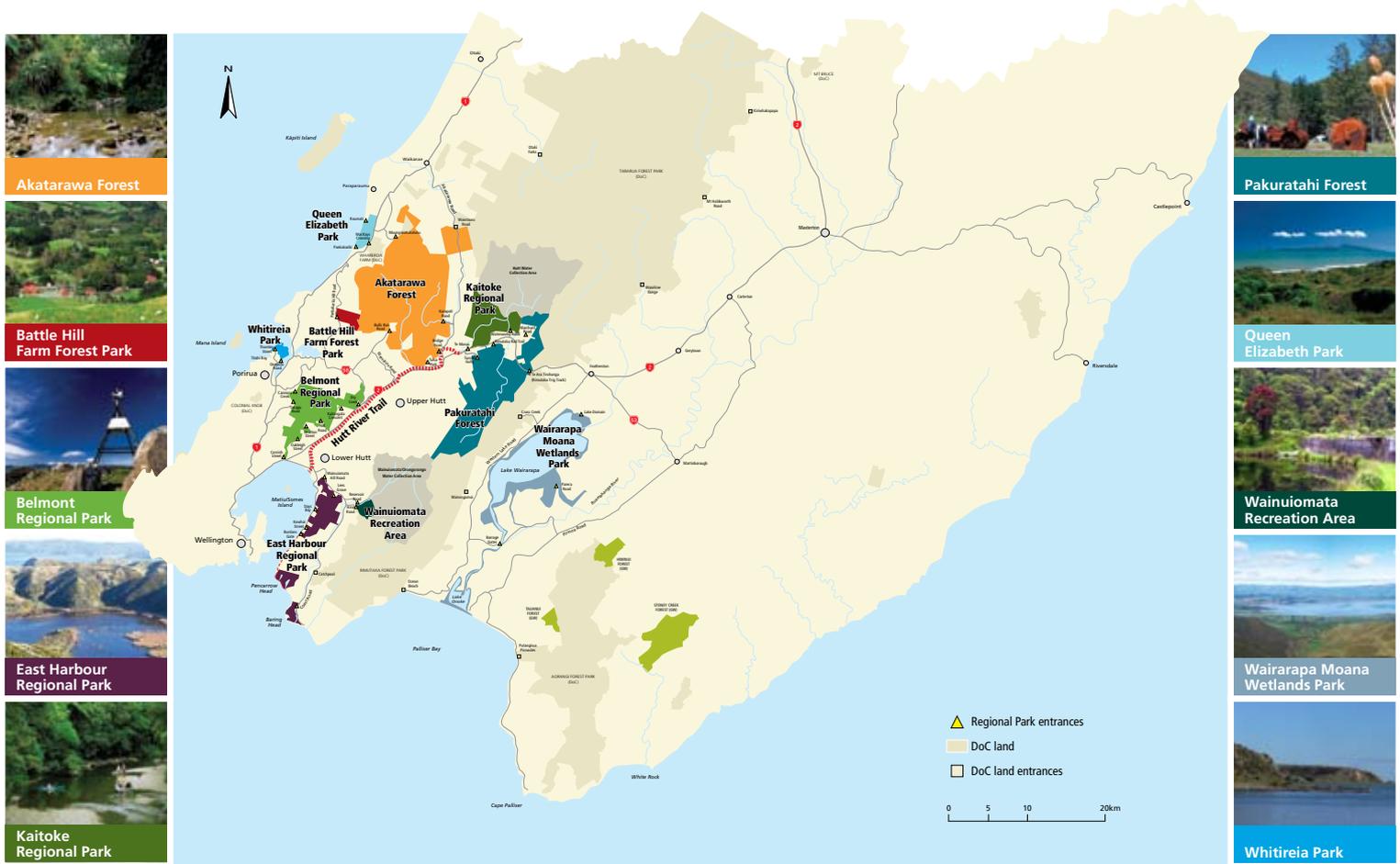
To have your fees waived, you'll need to complete the fee-waiver form which is available from a Park Ranger or a Parks Advisor. It is entirely at the Wellington Regional Councils' discretion if a partial or full fee waiver is granted.

### Why are fees charged for more than casual use of the Regional Council'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 the Wellington Regional Council to manage activity levels in the parks and forests, and minimise the negative impacts on the environment and other users.

The Wellington Regional Council 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.

# Regional parks and forests



## For more information [www.gw.govt.nz/concessions](http://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	04 830 4444 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	04 564 8702 or 021 249 6473
Wainuiomata/Orongorongo Water Collection Area	04 564 8702 or 021 249 6473

You can download all concession forms from our website – [www.gw.govt.nz/concessions](http://www.gw.govt.nz/concessions)

For all hunting, picnic bookings, camping, motorised vehicles/trail bikes, firewood and horseriding permits, contact the Regional Council's Upper Hutt office – 1056 Fergusson Drive, Upper Hutt, 04 526 4133.

For queries on concessions/fees and for all concession forms, contact the Parks Advisor on 04 830 4282 or visit them in person at 142 Wakefield Street, Wellington.

The postal address for a **full concession** is Greater Wellington Regional Council, 142 Wakefield Street, PO Box 11646, Wellington 6142.

The postal address for a **streamlined concession or permit** is 1056 Fergusson Drive, Upper Hutt, 5018

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