

Tokorangi and Whakarewarewa Forests

Information about Concessions

Background

The Tokorangi and Whakarewarewa Forests are managed under Crown Forest License by the Rotorua Lakes Council (RLC) and Kaingaroa Timberlands Limited (KT) for the land owners Central North Island Iwi Holdings Limited (CNIHL). CNIHL in this case comprises Tuhourangi Ngati Wahio and Ngati Whakaue.

The Crown Forest License and the Deed of Settlement provides for general public access to the forests by foot, bike or horse. All other recreational access, both commercial and non-commercial is subject to the discretion and joint agreement of RLC, KT and CNIHL and is managed under the Recreational Use of the Tokorangi and Whakarewarewa Forests Interim Policy.

RLC administer the Policy and it is recommended that prior to submitting your application that you have an initial consultation with RLC Community Engagement and Events staff who will be able to provide you with advice prior to submitting a concession application.

What is a Concession?

A concession is a licence or a permit to undertake a regular organised activity or event. The term of the concession and the conditions of the concession will be dependent on the scale, size, complexity and potential impact of the concession activity.

When is a concession required?

A concession is required for anyone wanting to undertake organised, regular activity in the Tokorangi and Whakarewarewa Forests. This includes commercial businesses, non-commercial groups/clubs, individual or educational institutions.

Examples of activities that require a concession include:

- ✓ Sport and recreation events that are held on a regular basis (after the first year the event has been held);
- ✓ Commercial guiding – mountain biking, horse trekking etc.;
- ✓ Regular filming or photography;
- ✓ Regular group trainings/boot camps;
- ✓ Regular skills clinics;
- ✓ Regular education activities or team building.

A concession is not required for non-commercial casual recreational activities such as walking or mountain biking. A concession is also not required for one-off organised events or activities. In this instance an Event/Activity Permit is required.

Where a business wants to be based on site and/or the activity is likely to have a significant impact or infrastructure associated with the activity, a separate process may be required.

Why is a concession required?

Concessions provide a number of benefits to concession holders, forest managers, landowners and the community:

Enables recreational use of the forest to be managed effectively ensure that all potential risk to forests users can be eliminated or minimised
Ensures potential impacts on the environmental, cultural, historic and intrinsic values of the forest can be minimised
Ensures concession activities are appropriate and are of a suitable standard
Provides concession holders a legal right to undertake their activity in the forest
Sets out the expectations and obligations of both concession holders and forest managers
Provides certainty to participants that the activity they are undertaking is being run by an endorsed provider
Ensures that forestry operations can be managed and coordinated appropriately
Reduces conflict with other activities
Enables the public to be made aware of activities occurring in the forest
Provides funds to support management of the recreational tracks, assets and infrastructure

What is the process?

The following outlines the process to obtain a concession:

1. Organise initial consultation with RLC staff should this be required, or make contact if you have any queries;
2. Submit your completed Concession Application Form along with the appropriate application fee and necessary supporting documentation by the application deadline;
3. The application will be assessed by a group representing Iwi and forest managers. Further information may be required to assist in the decision making process;
4. You will be formally notified as to whether your concession application has been approved or declined;
5. You will be required to submit an activity reconciliation throughout the term of the concession. The frequency will be dependent on your activity and will be specified in the concession agreement.

What information do I need to provide with my application?

The information required to be submitted with your application is outlined in the Concession Application form and the guidelines document and is dependent on the type and scale of your activity. At minimum, a completed application form, a risk management plan relevant to your activity and evidence that you hold public liability and indemnity insurance will be required.

Please note that applications lacking the necessary information will not be processed and will be returned to you. If you are unsure of the level of information that is required, please contact the Rotorua Lakes Council Community Engagement and Events team for an initial consultation.

When do I need submit my application?

The deadline for event concession applications to be received is twice yearly on **1 February** or **1 September**.

Other concession applications can be received by the 20th of each month.

Where do I submit my application?

You submit your application to: Tokorangi and Whakarewarewa Recreation Management
Private Bag 3029, Rotorua Mail Centre, Rotorua 3046
E: forest.recmanagement@rotorualc.nz
<mailto:julianne.wilkinson@rotorualc.nz>
P: 07 348 4199

What happens if I don't have a concession?

Monitoring and compliance of events and activities is conducted on a regular basis. Any individual, business or organisation found to be operating without a permit or concession may be given the opportunity to apply for a permit or concession, may be requested to cease operating temporarily or permanently or may be trespassed from the forest. A referral may also be made to Worksafe should this be appropriate. This decision for the best course of action will be dependent on the circumstances and will be made by the Forest Managers and land owners.

How much will it cost?

Fees are based on the structure below. Fees support the maintenance of the recreational tracks facilities, recover the costs and resources required to administer recreational and risk management and coordination of activities and provide income for the owners of the land.

Fee	Explanation
Application/Administration Fee	The application fee is one off charge for the processing of the concession application and is payable regardless of whether the concession is approved or not. Ongoing fees for administration of the concession are charged on an annual basis.
Annual Concession Fee	The concession fee is charged on an annual or per event basis and is based on the type of activity and the potential impact of the activity on other forest users and the environment. It supports maintenance of the forest tracks, assets and facilities.
User Fee	A per participant/per visit charge which is designed to reflect the level of impact on other forest users and the physical environment.
Monitoring Fee	If monitoring the effects of your event or activity is required you will be charged a monitoring fee to recover costs. This will also include any costs associated with repair or maintenance required to tracks as a result of your event/activity.

Tokorangi and Whakarewarewa Forests Fees and Charges Schedule – Concessions

ACTIVITY	TYPE	APPLICATION DEADLINE	APPLICATION/ ADMINISTRATION FEE	LATE FEE (ADDITIONAL)	CONCESSION HOLDER FEE PER EVENT/ACTIVITY PER YEAR	USER FEE PER EVENT/VISIT
Sport/ Recreation	Commercial on-going event (after initial one off event)	1 February 1 September	\$150 application fee \$100 Year 2 onwards	\$150	\$300 full day : 6 – 12 hours per event \$150 half day : Up to 6 hours per event	\$2.50 per person
	Non-commercial on-going event	1 February 1 September	\$50 Year 1 onwards	\$150	\$100 full day : 6 – 12 hours \$50 half day : Up to 6 hours	\$0.50 per person
Commercial services	Mountain bike guided services Mountain bike skills clinics/classes Group training Boot camps Outdoor education Team building - Annual access	20 th each month	\$300 application fee \$150 Year 2 onwards	\$150	\$600 <101 people per year \$800 <201 people per year \$1000 <401 people per year \$1400 ≥401 people per year	\$2.50 per person
Non-commercial services (criteria and limits apply – based on paid services)	Same as above for special interest groups/community groups - Annual access	20 th each month	\$100 application fee \$50 Year 2 onwards	\$150	\$0 <101 people per year \$50 <201 people per year \$75 <401 people per year \$100 ≥400 people per year	\$0.50 per person
Filming and photography including drones	Commercial filming/photography for potential gain – low impact (criteria and limits on group size and activity apply)	20 th each month	\$300 application fee \$150 Year 2 onwards	\$150	\$500 per year	\$0
OTHER	An activity not otherwise listed above including horse trekking	By advertised tender	\$300 application fee \$150 Year 2 onwards	N/A	To be negotiated	To be negotiated

Notes:

The Fees and Charges Schedule provides an indication of what the fees and charges are likely to be for an activity. If an activity is not listed here or assistance is required to calculate likely total annual fees please contact the Rotorua Lakes Council Community Engagement and Events team for assistance.

Education institutions/schools – applications are required however fees and charges do not apply. Where a paid service is being provided to a school to organise or undertake an activity/event, that service provider must apply for a permit or hold a concession.

Guided walking/hiking currently sits outside the Fees and Charges as options are being investigated for provision of these services. They may be included in a future update of the Recreation Policy.