

Tokorangi and Whakarewarewa Forests

Information about applying for an Event/Activity Permit

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 CNI 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.

It is recommended that prior to submitting your application that you have an initial consultation with the RLC Community Engagement and Events team who will be able to advise you of any of other activities taking place in the forest that may affect your event e.g. other events, forestry operations.

What is an event/activity?

An event/activity is a one-off, organised activity which has a short timeframe and which may include but is not limited to activities such as:

- ✓ Competitive and non-competitive sporting events;
- ✓ Commercial filming and photography;
- ✓ One off commercial guiding;
- ✓ One-off mountain bike skills clinic;
- ✓ A concert;
- ✓ One off boot camp;
- ✓ Expo or demonstrations and promotional days;
- ✓ Civil Defence training.

When is an event/activity permit required?

An event/activity permit is required for all one-off, organised events or activities that are considered to be more than casual recreational use. This includes events or activities run by commercial businesses, non-commercial groups/clubs, individuals or education institutions.

An intended ongoing event/activity, such as an annual sporting event will need to apply for an event/activity permit in the first year the event/activity is held, after which they may be eligible to apply for a concession.

What is the process?

The process for obtaining an event/activity permit is different depending on the deadline for your application to be received.

The following outlines the general process for obtaining an event/activity permit:

1. Organise initial consultation with RLC staff should this be required.
2. Submit your completed Event/Activity Permit Application Form along with the appropriate (non-refundable) application fee by the application deadline. For the majority of application (except larger sport and recreation events) all necessary supporting documentation (e.g. Risk Management Plans etc.) is required to be submitted at the time the application is made.
3. The application will be assessed by a group representing iwi and land managers. Further information may be required from the applicant to assist in making a decision.
4. For applications where the application deadline is one month prior to the event/activity, you will be formally notified as to whether you have been granted an Event/Activity Permit. If the Event/Activity permit is granted further fees are required to be paid at this point.
5. For larger sport and recreation events where the application deadline is twice yearly, you will be formally notified as to whether the event has been approved in principle. All necessary supporting documentation is required to be supplied 8 weeks prior to the date of the event to enable the final Event Permit to be granted.

When do I need to submit my application?

The deadline for submitting your application is dependent on the type and scale of your event or activity.

For low impact, small scale events and activities, applications can generally be received up to one month before the date of the event. For larger sport and recreation events, the deadline for applications to be received is twice yearly as follows:

- **1 February** – For events proposed to be held between 1 July and 30 December. Applicants will receive notification as to whether their event permit has been approved by 30 April.
- **1 September** – For events proposed to be held between 1 January and 30 June. Applicants will receive notification as to whether their event permit has been approved by 30 November.

Please refer to the Fees and Charges Schedule attached which specifies the application deadline for each type of event or activity.

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
P: 07 3484199

What information do I need to provide with my application?

The information required to be submitted with your application is outlined in the Event/Activity Permit application form and the guidelines document and is dependent on the type and scale of your event/activity. At a minimum, a completed application form and a risk management plan relevant to your event/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.

What happens if I don't have a permit?

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. The Fees and Charges for an Event/Activity Permit are dependent on the type and scale of the activity and are set out in the Fees and Charges Schedule attached.

Fee	Explanation
Application/Administration Fee	The application fee is one off charge for the processing of the event application and is payable regardless of whether the event is approved or not.
Event Fee	Can also be called an activity fee, the event fee is for issuing permission for the event and is revenue generating. The amount is dependent on the type and nature of event or activity.
User Fee	A per participant charge which is designed to reflect the level of impact on other forest users and the physical environment. Some events will not be charged a user fee where the activity is considered low impact.
Post Event Charge	This charge comprises any reasonable costs incurred from monitoring the event, repair to damaged tracks and clean up etc.

Tokorangi and Whakarewarewa Forests – Event/Activity Fees and Charges Schedule

Event/ Activity	Type	Application deadline	Application/Administration fee per event/activity	Late fee (additional)	Event permission fee per event/activity per day	User fee per day
Sport/ Recreation	Commercial Event Organiser	1 September 1 February	\$150	\$150	Full day \$300: 6 – 12 hours Half day \$150: Up to 6 hours	\$2.50 per person
	Non-commercial Event Organiser Event organised by community or not-for-profit groups/organization where an entry fee is charged.	1 September 1 February Discretionary events < 100pax	\$50	\$150	Full day \$100: 6 – 12 hours Half day \$50: Up to 6 hours	\$0.50 per person
	Restricted events Free/gold coin entry events (no gain or reward)	One month prior	\$50	\$0	\$0	\$0
Commercial Services (criteria and limits apply)	Mountain bike guided services Mountain bike skills clinics/classes Group training Boot camps Outdoor education Team building	One month prior	\$150	\$150	\$50 per day	\$2.50 per person
Non-commercial services (criteria and limits apply – based on paid services)	Same as above for special interest groups/community groups	One month prior	\$50	\$150	\$0	\$0.50 per person
Filming and photography including drones (low impact - criteria and limits on group size and activity apply)	Commercial filming/photography	One month prior	\$150	\$150	\$250 per day	\$0
	News or current affairs/school students or accredited for a special event (where there is no personal gain)	Nil/ as required for special events	\$0	\$0	\$0	\$0
Filming and photography including drones (high impact –criteria and limits on group size and activity apply)	Commercial filming/photography	One month prior	\$150	\$150	Minimum \$500 per day base fee Further fees may apply depending on scale of activity	\$0
Promotion, demonstration and expo	Trial/demonstration of products/services Expo/demonstration, (low impact - criteria and limits on group size and activity apply)	One month prior	\$150	\$150	\$100 per day	\$2.50 per person may apply
Mobile Traders	Associated with an event – food and beverage/retail product/services	One month prior	Through event organiser	\$150	\$20 per day	\$0
OTHER	An activity not otherwise listed above	Discretionary	\$50 - \$150		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 event/ 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 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.