

Application for a Lease, Licence or Concession (Parks and Reserves)

Please complete this form if you are interested in operating a business or activity in Council's Parks or Reserves.

Council may grant leases, licences, and concessions where a proposed activity supports the primary purpose of the park or reserve and does not have adverse impacts on the open space or other legitimate open space users.

It is expected that any application is consistent with the relevant reserve management plan. Reserve management plans can be found on the Nelson City Council website: <http://www.nelson.govt.nz/recreation/recreation/parks-and-reserves/reserves-management-plans>

Leases

A Lease is required where exclusive use or occupation of park or reserve space is sought for an appropriate building or activity for a defined period. Often long term.

Licence or concession

A Licence or Concession is required where non-exclusive occupation of park or reserve space is sought for any activity that the licensee/concessionaire is permitted to carry out on the land. Generally nothing is left on site when the activity is not operating.

Please note: Council must adhere to relevant legislation including the Local Government Act 2022 and the Reserves Act 1977. In some cases granting an agreement may not be possible or may require Council to follow a specified statutory process. This could include seeking public feedback prior to deciding whether or not to grant an agreement.

Ngāti Koata whenua

Council has a long-term agreement with Koata Limited relating to recreation on its whenua. This includes Council administration of commercial activities on the land. Operations on Koata owned land require \$10M Public Liability; \$10M third party for vehicles. For applications on Koata land please ensure evidence of a permit from Tasman Pine Forests Ltd is attached to your application.

Building and resource consents

Prior to completing this application, please review the Nelson Resource Management Plan to identify if any rules may be breached by the proposed activities and discuss with Council staff prior to progressing your application.

If you are unsure if the proposed activity requires a building or resource consent you can arrange a free meeting with Council's Duty Planner or Building Officer for guidance on whether consents are required and what information and detail may be required for a consent application. Phone 03 546 0200 to book.

Completed forms

Return completed application with all relevant attachments to customer.service@ncc.govt.nz or post to:

Nelson City Council, 110 Trafalgar Street
PO Box 645 Nelson 7040.

Attachments required to support this application include:

- Health and safety plan
- Risk assessment
- Hazard identification
- Insurance evidence
- Maps
- Qualifications, registrations, certifications
- Copy of licence and P Endorsement
- Proof of a permit from Tasman Pine Forests Ltd (Koata land)

Processing your application

To assist the Council in keeping processing times as efficient as possible, please ensure that all relevant information is completed accurately and any required documents are attached when submitting your application. Incomplete or incorrect submissions may result in delays, requests for further information, or the application being returned.

Applicant details

Name:	_____	Phone:	_____
Organisation:	_____	Email:	_____
Address:	_____	Is the proposal a commercial activity?	_____
	Post Code: _____	GST Number (if applicable):	_____

Provide any relevant industry experience, qualifications, registrations, certifications that support applicant's ability to carry out proposed activity:

Proposed activity details

Park/Reserves and/or Ngāti Koata whenua areas where activity is proposed:

Location within parks, reserves and/or Ngāti Koata whenua where activity is proposed:

Description of the proposed activity:

Intended months, days and times of operation:

Nature of drone use (if applicable):

Buildings or equipment left on site, when the proposed activity is not in operation:

Outline how the proposed activity meets the objectives and policies in any relevant Reserve Management Plan:

If there is no Reserve Management Plan, how will the proposed activity outline support/enhance the values or experience of the park/reserve:

Potential effects of the activity on the public and environment, and the steps proposed to take to address any negative effects:

Demonstrate how there is sufficient demand for the proposed activity. Include reference to existing similar operators, how they may be impacted and indicate whether they have been consulted (include any feedback received):

Does the activity require a resource consent: _____ Resource consent number (if granted): _____

Does the activity require a building consent: _____ Does the activity require power supply: _____

Vehicle details

If you have more than three vehicles or drivers, please attach this as additional supporting information.

TSL/PSL name & number: _____ Vehicle make & model: _____

Rego number & expiry date: _____ Vehicle year & colour: _____

Capacity: _____ WOF/COF expiry date: _____

Expiry date of P Endorsement: _____ Name of Driver: _____

TSL/PSL name & number: _____ Vehicle make & model: _____

Rego number & expiry date: _____ Vehicle year & colour: _____

Capacity: _____ WOF/COF expiry date: _____

Expiry date of P Endorsement: _____ Name of Driver: _____

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