

Lease / Licence / Retail information requirements to comply with the Reserves Act and Waitaki Reserves Management Plan 2014:

The following information is required with applications for discretionary activities (as identified in this Plan):

- a. A description and plan of the proposed activity or use, including the preferred location, (if applicable the number of people involved and the duration/frequency of the activity); and
- b. A description of the impacts that the activity or use will have on the immediate surrounding environment of the reserve; and
- c. An assessment that demonstrates that no other suitable location in or outside of the reserve, is suitable and available for the activity or use; and
- d. A statement detailing what, if any other approvals or consents are required from other agencies; and
- e. Identification of any affected parties and any consultation undertaken; and
- f. Written confirmation that the applicant holds current public liability insurance policy cover when it is considered there is possibility that the proposal will result in serious damage to the reserve, other users or neighbouring properties; or neighbouring properties (where appropriate, as determined by the relevant Council department); and
- g. Proof that the applicant has fire suppression insurance (if necessary as determined by the relevant Council department); and
- h. A business plan for long-term use or high impact commercial events (where required as determined by the relevant Council department); and
- i. A site-specific health and safety plan (as determined by the relevant Council department) and;
- j. A professionally audited traffic management plan when the activity:
 - i. Uses public roads;
 - ii. Requires road closure to vehicular traffic;
 - iii. Will disrupt vehicular traffic in any way (i.e. stopping or slowing traffic flow for a period of time);
 - iv. Will block a footpath resulting in pedestrians needing to find an alternative route.

Discretionary activity conditions

Conditions for discretionary activity applications may include, but are not limited to:

- a. The location (avoiding or limiting conflict between users); and
- b. The duration (assessed on impact); and
- c. The time of day and year the use or activity may be undertaken (e.g. restrictions to minimise any conflict between weekday/weekend activities or events); and
- d. Measures for mitigating adverse effects on the environment and natural and heritage resources; and
- e. Measures for monitoring the effects of the activity; and
- f. The number of people who may participate (for events); and
- g. The use of reserve facilities or services; and
- h. Health and safety factors; and
- i. A trial period (if necessary) to assess the effects of the activity on the reserve; and
- j. Payment of bonds, application fees, activity fees, and/or market based rents consistent with Council policy; and
- k. Periodic monitoring and reporting to be carried out and submitted to Waitaki District Council; and
- l. Inclusion of termination provisions for leases and licences where the land is required for future recreation or other public purposes; and
- m. Compliance with the Reserves Act, LGA 2002 and RMA 1991, and all relevant Waitaki District, Otago Regional Council and Environment Canterbury policies, bylaws and strategies; and
- n. Ongoing maintenance costs and liability/ownership; and
- o. Any other matter Council considers relevant to ensure the activity or use is compatible with the Reserves Act, bylaws, and/or the outcomes of this Plan.