



TAUPŌ WATERS EVENT

application form

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION FORM

INSTRUCTIONS FOR APPLICANT

The applicant must complete all relevant sections of this application form. An answer of 'N/A' should be included in sections that are not relevant to the application. **DO NOT** leave any section blank or incomplete.

For more information about the application process and operation of the concession framework please refer to the '**Policy and Guideline for the staging of events on Taupō Waters**'.

All completed forms and applications should be emailed to permissions@tuwharetoa.co.nz

PLEASE COMPLETE ALL FIELDS

SECTION A APPLICANT DETAILS

Organisation or Company Name			
Name of Contact Person			
Land Line Number		Cell Phone Number	
Postal Address			
Physical Address (if different)			
Email			
Website Address			

SECTION B CONTACT DETAILS DURING ACTIVITY/EVENT

Contact Name			
Organisation or Company Name			
Land Line Number		Cell Phone Number	
Email			



SECTION C ACTIVITY/EVENT INFORMATION SUMMARY

Name of Activity/Event

Type of Activity/Event

Activity/Event Location

Please describe in detail the proposed Event or Activity:

Have you attached any additional activity/event information?

Y N

Site plan showing location and area/s used for activity/event?

Y N

Have you attached an aerial photograph showing location and area/s

Y N

SECTION D DETAILED ACTIVITY/EVENT INFORMATION

Activity Start Date and Time

Activity End Date and Time

Assembly Date and Time

Disassembly Date and Time

Details of Assembly and Disassembly arrangements:

Clean Up Date and Time

Details of clean up arrangements:

PLEASE CONTINUE ON NEXT PAGE



Number of Activity/Event Staff		Estimated Number of Participants	
Is the Activity/Event classified as non-commercial and/or run by a charitable organisation or charitable trust for non-profit purposes?			Y N
<i>If you answered yes to the above question, please describe the charitable purpose of your organisation or company:</i>			
Have you attached a copy of any trust deed or statement of not-for-profit or charitable purpose?			Y N
Will additional vessel launching facilities be required?			Y N
Will additional vehicle parking (including vessel trailers) be required?			Y N
Will additional moorings, marker buoys be required?			Y N
Will additional toilet facilities be required?			Y N
Does the activity/event require a re-fuelling area for vehicles or vessels?			Y N
Will any part of the event make use of amplified sound equipment?			Y N
Will any part of the event discharge fireworks or pyrotechnic displays?			Y N
Will any part of the event use hazardous substances or materials?			Y N
Will food and/or non alcoholic beverages be sold at the event?			Y N
Will alcohol be sold at the event, or as part of the event?			Y N

SECTION E OTHER REGULATORY COMPLIANCE

In addition to the Tuwharetoa Maori Trust Board granting a Concession:

Does the activity or event require approval from the Harbourmaster? <i>If yes, please attach a copy of the approval.</i>	Y N
Does the activity or event require resource consent? <i>If yes, please attach a copy of the consent.</i>	Y N
Does any part of the activity require building consent? <i>If yes, please attach a copy.</i>	Y N
Does any part of the activity require any other type of statutory approval, concession or regulatory licence?	Y N
Do you require approval from others to run your event? <i>If yes, please provide a copy of your approval.</i> Department of Conservation Taupō District Council Private Land Owner	Y N



SECTION F HEALTH AND SAFETY PLAN

Does the event have a Health and Safety Plan compliant with the Health and Safety at Work Act 2015?

Y N

The health and safety plan must include the following matters:

- A process to identify, assess and manage or control hazards (to be documented);
- A schedule for re-identifying and assessing hazards during the event;
- Review of management and control measures for identified hazards during the event (to be documented);
- A system to assign Health and Safety responsibilities to appropriate event staff (to be documented);
- A process for the event director to inspect the event location and sign off the venue as safe (to be documented);

- An Event Contact Directory showing the main points of contact for each part of the event and relevant contact details (to be widely distributed);
- An Accident Register (to be kept on site);
- An Emergency Plan (to be kept on site);
- A schedule for routine and documented Health and Safety briefings to be carried out with event staff (including volunteers);
- A process for training event staff, or a schedule showing adequate supervision of event staff by suitably trained persons; and
- A system to ensure the public is not endangered by activities carried out as part of the event.

Copy of the activity Health and Safety Plan attached?

Y N

SECTION G PUBLIC LIABILITY INSURANCE

Number of Activity/Event Staff

Detail of public liability insurance for activity/event:

Copy of activity/event public liability insurance attached?

Y N

SECTION H EVENT FINANCIAL INFORMATION

Are there participation fees from participants?

Y N

If yes, please outline the following:

Event entry fees

Per Person

Per Team

Other

Expected number of Participants

Total Expected Revenue from Participants (A)

If yes, please detail who the sponsors are and their contributions (either financially and in-kind) to the event:

Sponsor (A)

Sponsor (B)

PLEASE CONTINUE ON NEXT PAGE



Sponsor (C)			
Sponsor (D)			
Total Contributions from Sponsors (B)			
Are there any other contributions (either financially and in-kind) to the event?	Y	N	
If yes, please outline the following:			
Total Contributions from Other areas (C)			
Total Contributions (Box A + Box B + Box C)			

NOTE: FINANCIAL INFORMATION IS KEPT STRICTLY CONFIDENTIAL TO THE TŪWHARETOA MĀORI TRUST BOARD.

SECTION I APPLICANT DECLARATION

The applicant declares the information contained within this application is complete and accurate.

The applicant understands if any information contained within this application is incomplete or inaccurate, the processing of the application may be delayed, or could be rejected. If the application is delayed, further information may be requested at the expense of the applicant. The applicant accepts delays in processing may arise out of any inadequacies in the information provided in support of the application.

The applicant acknowledges the Tūwharetoa Māori Trust Board has the discretion to withdraw approval for any activity or event if the information provided in this application is found to be deliberately misleading.

The applicant understands an application fee is payable and a usage fee may also apply (see schedule of fees). The fees will be determined after the application is assessed and an invoice issued to the applicant.

Full Name			
Signature		Date	

CHECKLIST PLEASE ENSURE YOU HAVE:

Completed section A through L

Attached a copy of any approval from the Harbourmaster
(if required)

Attached a copy of any resource or building consent (if required)

Attached a copy of biosecurity plan (if required)

Attached a copy of any relevant licence/concession (if required)

Attached a copy of the Health and Safety plan for the event

Attached a copy of Public Liability Insurance for the event
(if required)

Signed section I



Definition of Terms

Commercial Activity

A Commercial activity is any which is undertaken by any entity or individual, on Taupō Waters, which produces or supports the production of, any product, or any service, for which charges or fees are imposed, on any private individual or body, or any public body, for the gain or reward of that entity or individual.

Charitable Organisation

A charitable organisation is any establishment, institution or association that was formed and is operated to advance or promote a charitable purpose. An organisation's purposes can be found in its governing document/s and from its activities, history and control.

Taupō Waters

The Taupō Waters Trust was established by the Tūwharetoa Māori Trust Board, and holds title to:

- Taupō-Nui-a-Tia Block; (Lake Taupō)
- Te Awa o Waikato ki te Toka o Tia Block; (Waikato River)
- Te Hokinga mai o te papa o ngā awa ki te Poari hei Kaitiaki o ngā Hapū o Ngāti Tūwharetoa Block (Tributaries)

These titles are collectively known as “Taupō Waters” and have been vested in the Taupō Waters Trust by the Māori Land Court as Māori Freehold land. Taupō Waters includes the bed of Lake Taupō, the space occupied by the water of the lake, the tributaries flowing into the lake and the Waikato River from the outlet of Lake Taupō to the Rock of Tia (inclusive of the Huka Falls).

Taupō Waters Trust

The primary responsibility of the Taupō Waters Trust is to administer the assets listed above with specific regard to best practice asset management and to license: (i) commercial activities and events; (ii) new private and Crown owned structures; and the extension of existing private and Crown owned structures. The Tūwharetoa Māori Trust Board is the trustee of the Taupō Waters Trust, as authorised by s24C of the Māori Trust Boards Act 1955.

The Taupō Waters are private property and, subject to the provisions of the 2007 Deed between the Crown and the Tūwharetoa Māori Trust Board. The Board as owners of the Taupō Waters enjoy all associated rights and privileges.

Tūwharetoa Māori Trust Board

The Tūwharetoa Māori Trust Board is a Māori Trust Board established under section 10 of the Māori Trust Boards Act 1955 representing its beneficiaries, Ngāti Tūwharetoa tangata whenua o te papa o Taupō Nui-a-Tia.

Vessel

A vessel has the same definition as the Lake Taupō Navigation Safety Bylaw 2010 and means:

- Every description of boat or craft used to carry goods or persons over or under water, whether or not it has any means of propulsion; and
- Includes personal watercraft; but
- Excludes inflatable toys, body boards, and other items that would be considered to be children's toys.

Policy & Guidelines for the staging of events on Taupō Waters

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Guiding Principles

Please read and understand our *Cultural and Environmental Protocol's* prior to submitting your application. This is to ensure that these guiding principles are adhered to.
See more information at www.tuwharetoa.co.nz/commercial-operations-and-events/

Matters for Consideration

The concerns of the Tūwharetoa Māori Trust Board, which will require prior thought by event organisers include:

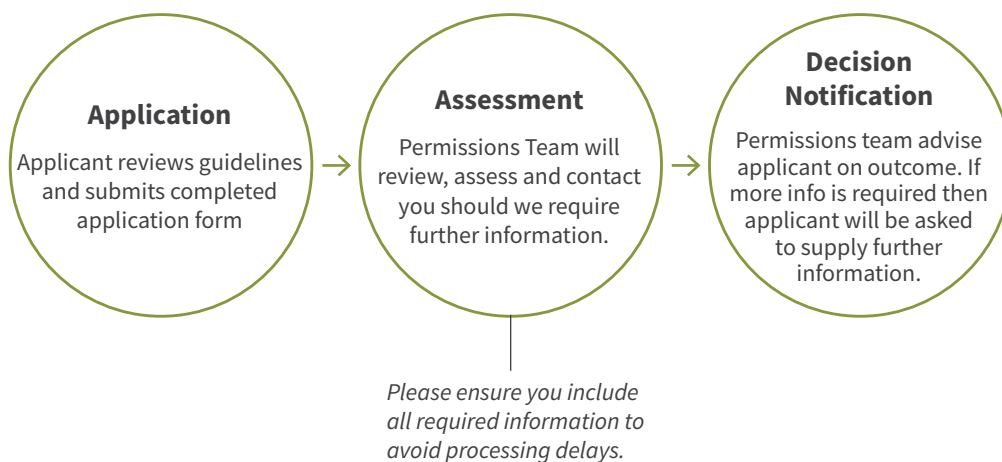
- Use of indigenous Ngāti Tūwharetoa knowledge without consultation with the owners of that knowledge.
- Perceived inappropriate use of culturally significant images e.g. Taupō Moana (Lake Taupō), Te Awa o Waikato (Waikato River) and Huka Falls.
- Significant adverse effects on the environment, including indigenous species, caused by the event. The Tūwharetoa Māori Trust Board want to be made aware of measures taken to reduce the impact on the environment.
- All enquiries should be through the Tūwharetoa Māori Trust Board in the first instance to avoid consulting with the wrong person.
- Resourcing for Iwi liaison when the activity requires spending a considerable time close to sites of special importance to Ngāti Tūwharetoa. This is particularly the case if the event requires ground disturbance or is located very close to ancient urupa or wāhi tapu (cemetery/sacred ground) or local settlements.

Application process

Event organisers wanting to conduct an event on Taupō Waters will need to complete an Event Application form which will need to address the guidelines contained in this policy document.

An application to hold an event needs to be submitted to the Tūwharetoa Māori Trust Board at least 20 working days prior to the proposed event date.

Event Application forms will be made available from the Tūwharetoa Māori Trust Board offices or website www.tuwharetoa.co.nz



Key things to consider in developing and assessing an application

The suitability of the event activity

The type of activity that is being planned will be reviewed against the relevant policies and plans of management relating to Taupō Waters, including the potential cultural and environmental impact of the event.

The suitability of the event location

Factors such as the size of the event and the availability of the space will be taken into consideration. In some instances the space and timing requested may not be suitable for the staging of an activity.

Event Plan Documentation

The event organiser will need to ensure that all other relevant information important to the running of an event is presented in a clear and concise manner.

Where to Lodge

Applications can be emailed to permissions@tuwharetoa.co.nz

Fees and charges

Fees and charges may be applicable for the following:

- Application assessment fee
- Taupō Waters usage fee

See more information at www.tuwharetoa.co.nz/fee-schedule/taupo-waters-commercial-operator/

- In addition to this event organisers are responsible for all costs associated with conducting their event.
- If there is any damage to the Taupō Waters or need for additional cleaning as result of the event, these costs will be charged to the event organiser.

Standard approval conditions

The conditions listed below are the Tūwharetoa Māori Trust Board's standard conditions. Additional conditions may be applied to specific events where appropriate.

Indemnity and Insurance

1. The event organiser occupies and uses the event area at the event organiser's own risk.
2. The event organiser will indemnify and keep indemnified the Tūwharetoa Māori Trust Board against all claims made by any person in respect of any injury, loss, or damage, including fire, caused or suffered as a result of or arising out of any acts or omissions of the applicant, its employees, agents, contractors, or volunteers, or otherwise caused as a result of undertaking the concession activity on Taupō Waters. The event organiser must provide a Public Liability Certificate to a specified limit to the Tūwharetoa Māori Trust Board.
3. Tūwharetoa Māori Trust Board does not take responsibility for any loss or damage to any equipment associated with your event. All equipment and gear used in the carrying out of your event is at your own risk.

Waahi Tapu

Waahi Tapu are sites of cultural significance to Ngāti Tūwharetoa and if the Tūwharetoa Māori Trust Board identify areas that are restricted then they must be respected and avoided.

Private land

4. Granting of a concession by the Tūwharetoa Māori Trust Board does not confer right of access over any private land or public land administered by any Crown agency (e.g., Department of Conservation) or any Local Government agency (e.g., Taupō District Council). Any arrangements necessary for access over private land or publicly administered land, are the responsibility of the applicant.

Temporary suspension or termination of concession

5. The Tūwharetoa Māori Trust Board may terminate or suspend the approval of a concession, or an approved concession, in whole or in part, for such period as the Board determines, where the concession holder has breached any conditions of the approval.

Restoration and reinstatement of area

6. The concession holder is responsible for the restoration of any area modified or damaged during the course of undertaking the concession activity, including, but not limited to, damage caused by erecting temporary structures, undertaking earthworks, loss, damage or removal of vegetation, deposition of material, and any modification to the bed of a watercourse or foreshore area.

7. The concession holder is responsible for the removal of any temporary structure, deposition of materials or vegetation used or generated as a result of undertaking the concession activity.

Health and Safety

8. The event is to be undertaken entirely in accordance with the approved Health and Safety Plan.
9. The event organiser must take all reasonable steps to protect the safety of all persons (including the general public) present on the Taupō Waters, and in the immediate vicinity of the concession.
10. If, during the event, substantiated complaints or breaches of noise conditions occur, the event organiser must immediately reduce the noise to ensure the event complies with the noise levels specified in the Noise conditions above.

Environment and Biosecurity

11. The applicant must guarantee to operationally deliver their biosecurity plan which will be monitored by the Tūwharetoa Māori Trust Board. The applicant must comply with all guidelines and notices issued by Biosecurity New Zealand to prevent and avoid the spread of Corbicular Flumina, Didymo and any other freshwater aquatic weeds as specified by the website of Biosecurity New Zealand. All wetsuits must be 'dipped' in accordance with Biosecurity New Zealand.

Acknowledgment of Tūwharetoa Māori Trust Board

12. The applicant must acknowledge the Tūwharetoa Māori Trust Board in all media communications and advertising including, but not limited to, press releases, radio advertisements, TV appearances, and posters with the following words:
13. 'We [the applicant] acknowledge the Tūwharetoa Māori Trust Board for providing access to Taupō Waters'.

Temporary Structures

14. No temporary structures shall be located on Taupō Waters unless approved by the Tūwharetoa Māori Trust Board as part of the event.

General

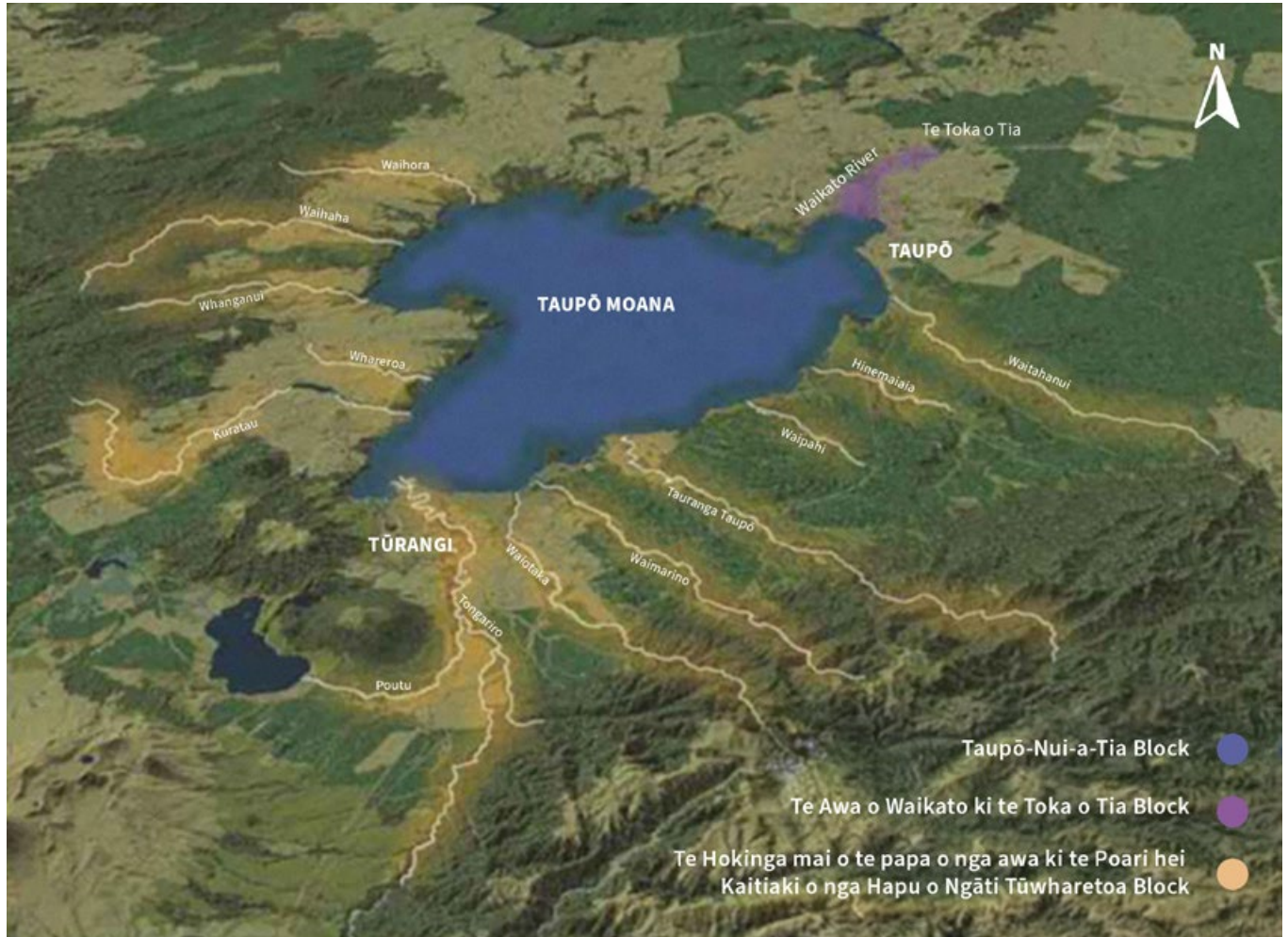
15. The space must be appropriate to the size and nature of the proposed event activity, taking into account the sensitivity of Taupō Waters, the use by other recreational users, the impact on waahi tapu and the proximity to neighbouring residents and businesses that could be affected by the event.
16. The event area must be left in the same condition as it was in prior to the event and the event organiser may be charged for any remedial work or additional cleaning required to achieve this.
17. The event organiser is at all times responsible for the good order, conduct and behaviour of those persons attending the event.
18. The event organiser agrees to accede to all reasonable directions or requests given by the appointed TMTB representative. Failure to do so will result in the termination of the event.
19. Collection of entry/admission fees for spectators is not permitted unless approved as part of the event.

Fees and Charges/Refunds/Cancellations

20. The event organiser agrees to pay all fees and charges (including bonds) for the use of Taupō Waters to the Tūwharetoa Māori Trust Board. An invoice for any fees payable will be sent separately.
21. Once an application has been received and processed, cancellations are only accepted in writing.
22. Cancellations must be submitted in writing at least 10 days prior to the event to avoid incurring a usage fee. Please note that all application fees are non-refundable and will be charged in full.



Taupō Waters Location



Postal Address: Tūwharetoa Māori Trust Board. P.O. Box 87, Tūrangi 3353

Phone: +64 7 386 8832 | Email: permissions@tuwharetoa.co.nz | Website: www.tuwharetoa.co.nz