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**From:** Guy Whitaker <  
**Sent:** Wednesday, 15 January 2020 1:47 p.m.  
**To:** permissions  
**Subject:** Re: Piropiro Lodge - Meeting Room  
**Attachments:** Meeting room plans.png; Meeting room site plan.pdf; Archive 2.zip

**Categories:** Regular Application

Hi there,

As per the email thread below the Timber Trail Adventures Board request approval for a variation to lease 37104-ACC for the construction of a meeting room that includes two more rooms.

Attached is the information already supplied including a site map showing the location where the meeting room is to be located, showing that it is within the current footprint of the lease. Also a plan of the proposed building.

Term; The earliest we would be looking to proceed with this project is starting June 2020 but we would like the ability to delay this to the following two seasons if necessary so the term ideally would be June 2020 - October 2022

Vegetation Clearance; There is a bit of clearance necessary but a lot of the clearance will be blackberry and small vegetation. I have attached photos of the area involved.

Building Materials; The exterior cladding and roofing material would be the same as the current buildings with colours the same as well.

Building Use; The meeting room would be predominantly used to provide better facilities for corporate groups for meetings and breakout areas allowing us to promote the lodge as an ideal location for corporate groups. The rooms would be multi purpose for guests when suitable but also for extra staff as we grow the requirements for staff accommodation is necessary.

Could you please acknowledge receipt of this email.

Regards

Guy Whitaker  
Chairman BOD  
Timber Trail Adventures

On Tue, Sep 24, 2019 at 10:25 AM Brooke Cox < > wrote:

Hi Guy (and Mayer)

The permissions team have had a look at the further information you have provided for the proposed meeting room at Piropiro Lodge. In order to carry out the works, you will need approval from the Operations Manager under Clause 11, Schedule 2 of your current lease 37104-ACC. Please request this approval via email and send to [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz).

As well as the information already provided, you must also include the following information:

- Term – when are you planning to carry out the activity and how long will it take?
- Vegetation clearance – are you planning on clearing the building footprint?
- Building materials – what is the exterior cladding and roof, will it match the current buildings?
- Building use – please clarify what you intend to use the building for – you said you are building a meeting room but there are two additional rooms?

The request will follow our normal team process. In accordance with Clause 11, Mayer may request an engineering report and building plans if he thinks they are necessary. He will be able to impose any reasonable terms and conditions and may request a review of the Concession Fee. Mayer may also decline the approval after consideration of the relevant conservation and environmental issues. The Department will cost recover all costs associated with the application.

If you have any further questions, don't hesitate to give me a call or

Cheers

Brooke

**From:** Brooke Cox <  
**Sent:** Monday, 23 September 2019 2:10 p.m.  
**To:** Brooke Cox <  
**Subject:** RE: Variation application - Piropiro Lodge

**From:** Guy Whitaker  
**Sent:** Thursday, 19 September 2019 5:07 p.m.  
**To:** Brooke Cox <  
**Subject:** Re: Variation application - Piropiro Lodge

Hi Brooke

Sorry for the very slow reply, I have attached a photo of the area with the marked size of the proposed meeting room, this would stay within the existing footprint.

Also attached is a copy of the proposed plan.

I hope this helps and if you need any further information please let me know.

Regards

Guy Whitaker

Timber Trail Adventures

On Thu, Jul 4, 2019 at 1:32 PM Brooke Cox < > wrote:

Hi Guy

Natasha Hayward sent me through your details to respond to a query...

You said you want to apply for a variation to your current concession for the lodge at Piropiro within the Pureora Forest Park.

You want to build a meeting room at the lodge.

We need to know a bit more about the meeting room to determine the effects of the build and therefore how we process the application...

If the effects are minor and do not materially increase the adverse effects of the activity, we can process the change without notification and without any assessment of effects. If the meeting room effects are deemed material, we will have to assess your application the same way we assess a new application.

Can you provide the plans or run me through what you intend to do?

Natasha might be able to give me some context too, with regards to whether this is minor or major as she knows the area well!

Cheers

Brooke Cox

Permissions Advisor

Hamilton

M:

**Conservation leadership for our nature** *Tākina te hī, Tiakina, te hā o te Āo Tūroa*

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