



Concession Application Form 3a – Tenanting or using existing DOC structure/facility

The Department recommends that you contact the Department of Conservation Office closest to where the activity is proposed to discuss the application prior to completing the application forms. Please provide all information requested in as much detail as possible. Applicants will be advised if further information is required before this application can be processed by the Department.

This form is to be used when the proposed activity is the tenanting or use of any existing facility or structure that is managed by the Department of Conservation on public conservation land. Examples may include permanent use of historic building for a business or a community group; leasing a campground or lodge. For overnight stays in DOC huts, please fill in Form 4a. This form is to be completed in conjunction with either Applicant Information Form 1a (longer term concession) or Applicant Information Form 1b (one-off concession) as appropriate.

Please complete this application form, attach Form 1a or Form 1b, and any other applicable forms and information and send to permissions@doc.govt.nz. The Department will process the application and issue a concession if it is satisfied that the application meets all the requirements for granting a concession under the Conservation Act 1987.

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, what you intend to use the building for, whether you intend to make any changes to the infrastructure.

Please include the name and status of the public conservation land, the size of the area you are applying for and why this area has been chosen.

If necessary, attach further information including a map, a detailed site plan and drawings of proposal and label Attachment 3a:A1.

We would like to operate a wedding and function venue within and around the building call “the officers mess” located at O Peretu/Fort Takapuna Historic Reserve.

We would also like to use the venue for filming and still photography within and around the building. This might be for commercial films looking for a kitchen or restaurant scene. Use of the internal building for clothes or furniture shoots for advertising. Or the use of the deck for outdoor furniture shoots.

We would also be interested in administrating the wedding ceremonies on the attached picture.

We currently host up to 120 functions in a year, these are mainly wedding but also include corporate and private functions. Like Christmas parties, day delegate/ conferences, birthday parties and other anniversaries.

We are also part of the charity event Sculptor on the Shore event that raises money for Woman’s refuge. We cater for their functions and run a café during the event with the café profits going towards the cause.

We do not wish to make any more changes to the current structure; we did as part of the current lease as we rebuilt the current building to it current standard. We added toilets, new plumbing, wiring, fire system and many other things to bring it to its current leave which we maintain.

Do you believe you need to exclude others from the structure or facility? **YES / NO**
(*Exclusive occupation requires a lease which requires public notification of the application*)

If **yes**, please answer the following 3 questions, if no please go to the next section:

Is exclusive possession necessary to protect public safety? **YES / NO**

Is exclusive possession necessary to protect physical security of the activity? **YES / NO**

Is exclusive possession necessary for the competent operation of the activity? **YES / NO**

If the answer to any of the above is yes, then provide details and supporting evidence and label Attachment 3a:A2.

B. Term

Please detail the length of the term sought (i.e. number of years or months) and why.

Note: An application for a concession for a period over 10 years must be publicly notified, an application for a concession up to 10 years will not be publicly notified unless the adverse effects of the activity are such that it is required, or if an exclusive interest in the land is required.

A term of 10 years is sort following on from the current lease.

This will give us an ongoing ability to take bookings in advance and give security for our ongoing business.

This is because we have wedding bookings up to 2 years in advance.

C. Environmental Impact Assessment

This section is one of the most important factors that will determine the Department’s decision on the application. Please answer in detail.

In column 1 please list all the locations of your proposal, please use NZTM GPS coordinates where possible. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects noted in column 3. Please add extra information or supporting evidence as necessary and label Attachment 3a:C.

Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

Location on public conservation land	Special feature or value	Potential effects of your activity on the feature or value (positive or adverse)	Methods to remedy, mitigate or avoid any adverse effects identified
The Officers Mess Building	Part of the O Peretu/Fort Takapuna Historic Reserve	Continued upkeep of the building and immediate surrounds. Damage may occur during an event.	<p>We provide house rules to any customers that attend events. We always have staff available during events to monitor and prevent damage occurring. We repair anything that is required.</p> <p>We also continue to maintain the building with regular cleaning, maintenance, throughout the year to keep it in a high standard required for weddings and other events as well as the current lease requirements.</p>
Wedding ceremony sites	Part of the O Peretu/Fort Takapuna Historic Reserve	<p>Grass damaged if wet.</p> <p>Damage to the ground</p> <p>Use of non-biodegradable confetti or other products</p>	<p>We have options to have the ceremony inside if the weather is bad and may cause damage to the ground.</p> <p>Have a list of requirements that state no ground damage, no digging, pegs, no non-biodegradable confetti, or other products to be used for the ceremony.</p> <p>We would also look to have a bond that would be used if any damage did occur.</p>

			Have a staff member overseeing the ceremony to monitor any potential problems and mitigate them.

D. Bulk fuel storage

Under the Hazardous Substances and New Organisms Act 1996 (HSNO Act) 'Bulk fuel storage' is considered to be any single container, stationary or mobile, used or unused, that has a capacity in excess of 250 litres of Class 3 fuel types. This includes petrol, diesel, aviation gasoline, kerosene and Jet A1. For more information on Hazardous Substances, go to:

<http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996>

Do you intend to store fuel in bulk on the land as part of the activity?

YES / NO

If you have answered yes, then please provide full details of how and where you intend to store the fuel, and label any attachments including plans, maps and/or photographs as Attachment 3a:D. If your concession application is approved you will be required to provide a copy of your HSNO compliance certification to the Department before you begin the activity.

E. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Form 3a:E

With the 3 marked sites that maybe used for ceremonies these are likely to be used from 50-100 times a year. Mostly during the summer months.

This is currently administrated by DOC and we would continue within their guidelines on what they currently do. le, the permit holders would have 4 hours to allow for set up, their ceremony and pack down. There would only be exclusive use during the ceremonies as is currently allowed. This is usually 30 minutes.

There would only be up to 2 ceremonies in a day. This is likely to happen up to 12 times a year from existing experience.

More information is available on our website www.theofficersmess.co.nz

Attachment 3a:A2

Is exclusive possession necessary to protect physical security of the activity?

Yes, as the building contains a lot of equipment and stock that is required for the events.

It is also that when clients are holding an event that they have use of the venue without having uninvited guests coming into the building.

There maybe items from guests left on the premises overnight.

Is exclusive possession necessary for the competent operation of the activity?

Yes, as the building contains valuable equipment and stock needed for daily running of the business which can not be removed and set up just for event days.

It also means we can book events with confidence on any day at any time we can open within our alcohol licence hours.

As we currently keep the building clean and get it cleaned after every event it means we know that everything is working and in good order to maintain a safe environment