



Concession Application Form 3a – Tenancing 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 tenancing 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.

The premises are used currently by our company (Trail Journeys Ltd) since 2003 for supply of services for clients using the Otago Central Rail-Trail and this will continue to be the case should lease be granted.

Information requested is supplied in document (3a:A1) attached at the end of this application

Do you believe you need to exclude others from the structure or facility? **YES**
(*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**

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

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

If the answer to any of the above is yes, then provide details and supporting evidence

3a:A2

- The nature of the business and exclusivity to the building is required to ensure safety for our clients and for Trail Journeys to implement our OSH plan and have control of how people access the property.
- The business requires the ability to lock the building up securely to protect its asset and IP.
- As this is a business operation, having exclusive possession to the building is imperative to successfully operate.
 - The exclusive possession will increase the safety of public by having complete control over the building and being able to monitor vehicle movements and securing any possible danger areas. Other activities could compromise our operation by not being of a compatible nature, which could lead to safety and security issues.

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.

Trail Journeys would like to apply for a term of 15 years. This term will protect the future of the business and compliment the investment that Trail Journeys has already invested in alterations to the building through its previous term of 15 years lease. It will also allow us to invest further in the property to enhance the appearance of the site and increase the profile of the Otago Central Rail-trail.

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
<i>EG: Tararua Forest Park</i>	<i>Northern rata - threatened species</i>	<i>Damage to the plants by construction</i>	<i>Brief construction and maintenance staff of the location and importance of the species; clearly tape off areas with the species to avoid damage</i>
Otago Central Rail-trail (OCRT) Railhead site. 16 Springvale Road, RD1, Alexandra, Central Otago At the start of the OCRT Latitude- 45.193097 Longitude- 169.335188	No special feature or value known. Flat land at start/finish of trail. Close to main highway.	Nil	Not applicable

It is hard to recognise any noticeable environmental effects from our proposal. The signage on the building will be in line with the CODC district plan and the activity associated with the location will not extend beyond the lease area. There are no noise affects originating from the location when we are going about the business of providing a service to Rail-trail users. Vehicle activity would not be any more than exists at the moment in the vicinity.

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?

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

As an existing tenant of the location which is being applied for Trail Journeys has been a good tenant for the DOC building for which we are applying to lease again for a term of 15 years. Trail Journeys has invested substantial money into making the building suitable for it's current use and also making it safe and appealing for Rail-trail users. We have a good relationship with DOC and work in wherever possible to enhance the area.

The location of Trail Journeys, as a major player in providing services for the local cycle trails, has a positive affect on the site and helps promote cycling in the area.

Considerable outdoor enhancement of the immediate vicinity completed by Trail Journeys under its existing lease makes the location visible and a welcoming environment for clients and visitors alike.

Appendix 3A:a1

Trail Journeys Ltd business involves arranging itineraries including accommodation, transport and bike rental for the Otago Central Rail Trail and the Clutha Gold and Roxburgh Gorge trails.

We would like to keep this business at the railhead building in Clyde which has been the base of Trail Journeys for the last 15 years.

It provides an administration and information centre for our activities, especially information about the Rail Trail, cycling and local eco-tourism. It provides undercover storage for our equipment including bikes, vehicles and other related equipment.

This location allows us to be active in promoting the Rail Trail and associated activities

We also make available toilets for all Rail Trail users.

We would occupy the building for 12 months of the year, utilising the present reception area of the building for information centre, ablutions and the offices added during the last tenure for our business.

The larger Goods shed area is used for our bike, vehicle and trailer storage.

Actual effects of Trail Journeys being tenant of the Clyde Railhead building:

We cannot foresee any negative effects that our proposal for use of the building will have on the area. It increases activity in the area, but this makes the start of the trail more prominent and is beneficial.

It offers a great opportunity to utilise a building that has prior to Trail Journeys prior tenancy suffered from neglect, having Trail Journeys in the location has helped enhance the location and the Rail trail.

Increased security in the location is enhanced by our occupation of the building and deters any damage to be caused.

The compatibility of the business and the location must be just about the optimum utilisation of the site. Offers great promotional opportunities for the trail.

Trail Journeys is a major sponsor of the Railtrail Duathlon since it's inception and the organisers utilise the building as a base for the start of the event and Trail Journeys helps in any way possible to help this event continue.

Location of the building and surrounds:

Otago Central Rail-trail (OCRT) Railhead site.
16 Springvale Road, RD1, Alexandra, Central Otago
At the start of the OCRT on SH8 opposite Clyde Township, Central Otago.

Latitude- 45.193097
Longitude- 169.335188

Area of the land to be applied for:

100 meters x 57 meters surrounding the building (as per attached map)



Aerial view of the site which Trail Journeys is applying for.

This area is 100m x 57m surrounding the building with an easement for driveway access

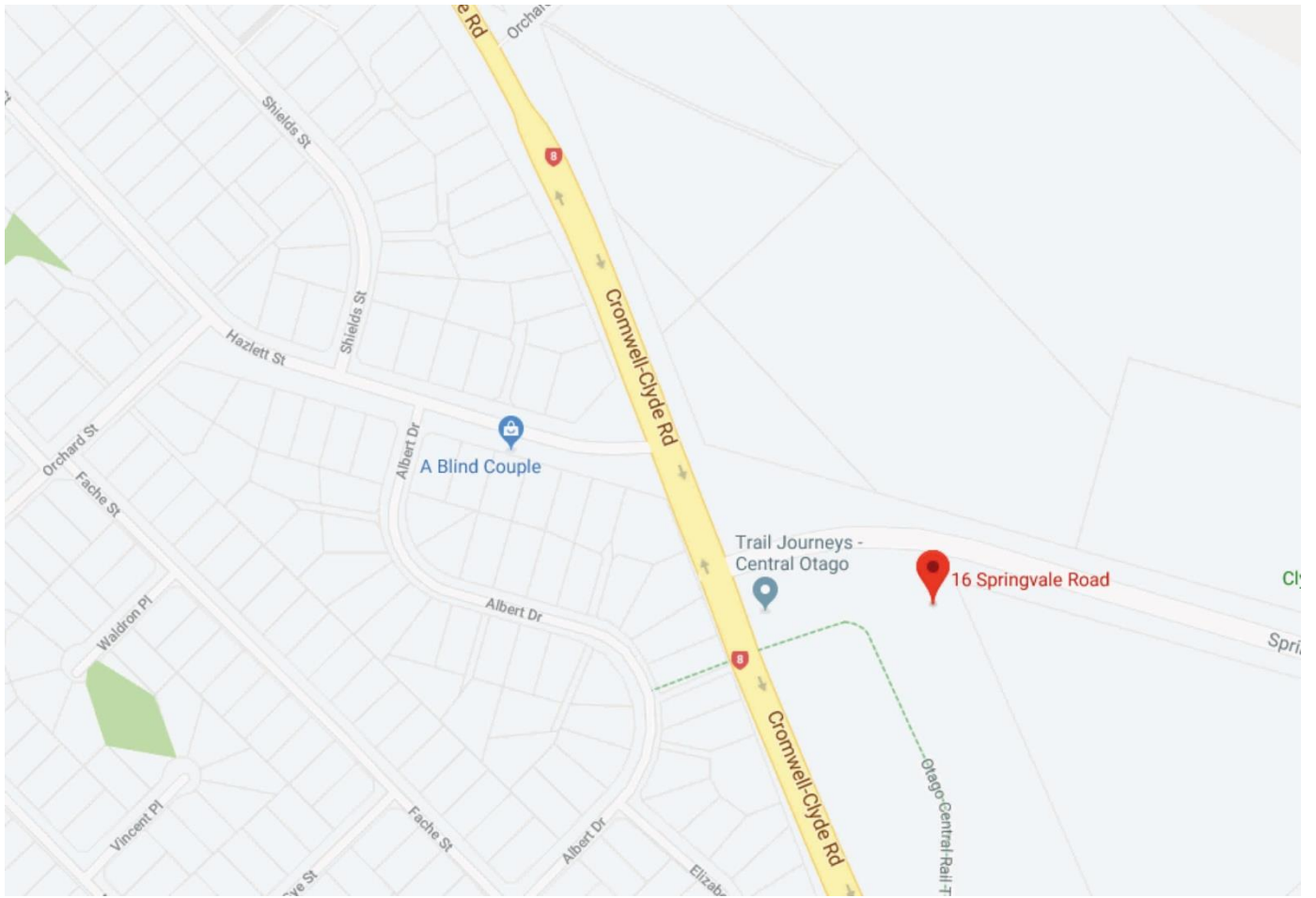
Area Requested is 100m x 57m (5700m²) indicated by the black square. The red line indicates driveway easement required



View of the building from SH8 which has since been repainted. (Below)

Map of location: Latitude- 45.193097 Longitude- 169.335188







Health and Safety Commitment

Trail Journeys is committed to providing a safe and healthy work environment for its Workers, Contractors, Customers and Visitors. This commitment extends to ensuring that the company's operations do not place members of the public at risk of injury, illness or property damage.

In fulfilling this commitment, management will:


- provide a safe and healthy workplace and systems of work for Workers, Contractors and Visitors
- provide information, instruction, training and supervision to Workers, Contractors, Customers and Visitors to ensure their safety
- provide a safe and healthy work environment
- provide safe equipment, property and materials
- strive to **Eliminate** and/or **Minimise** all actual and potential risks and hazards
- establish and insist upon, safe methods and safe practices at all times
- meet or exceed the requirements of the Health and Safety at Work Act 2015 and its Regulations, Codes of Practice and Safe Operating Procedures
- enable effective Worker engagement practices
- ensure prompt and accurate reporting of all injuries, illnesses, incidents and events
- investigate injuries, illnesses and incidents thoroughly and strive to implement appropriate remedies to prevent recurrence
- support Workers in their rehabilitation and early return to work following injury
- continually improve the health and safety of our operations

Responsibilities

All Officers are accountable for implementing this policy in their area of responsibility. Performance will be reviewed and measured at least annually as part of the company review process. Safety will take precedence over shortcuts or expediency at all times.

All Workers have a responsibility to observe safe work practices, rules and instructions relating to their work and to report all known or observed hazards and risks to their immediate supervisor or manager.

Through efficient management and active Worker engagement, injuries can be prevented. Each of us is therefore required to make a positive commitment towards achieving this goal.

 Simon Stevens 31 / 01 / 2019
Director GM Date



Trail Journeys Ltd

has agreed to adopt the

New Zealand Tourism Sustainability Commitment

HE KUPU TAURANGI KIA TOITŪ AI TE TĀPOTANGA

OUR VISION: LEADING THE WORLD IN SUSTAINABLE TOURISM

OUR BUSINESS WILL:

ECONOMIC

VISITOR

HOST COMMUNITY

ENVIRONMENT

- 1 Focus on long term financial performance.
- 2 Invest capital to grow, and/or to improve quality and productivity.
- 3 Innovate and have effective strategies to mitigate the effects of seasonality.

- 4 Undertake customer satisfaction monitoring, evaluation and reporting.
- 5 Innovate to improve or upgrade our offering to enhance visitor experience.
- 6 Educate visitors about New Zealand's cultural and behavioural expectations.

- 7 Pay a fair wage to all staff.
- 8 Support our workforce to flourish and succeed.
- 9 Actively engage with the communities in which we operate.
- 10 Have socially and environmentally sustainable supply chains.

- 11 Contribute to ecological restoration initiatives.
- 12 Have carbon reduction programmes towards carbon neutrality.
- 13 Have waste reduction and management programmes.
- 14 Engage with our visitors and communities on the importance of restoring, protecting and enhancing New Zealand's natural environment.

We will also:

- Strive to live the sustainability values and outperform the requirements.
- Work purposefully to adopt the Commitments into our business practices.
- Monitor and report progress on each Commitment within our business.
- Respond to TIA's annual survey on our progress on each Commitment.
- Tell stories about what we and the industry are doing and achieving.



WWW.SUSTAINABLETOURISM.NZ

Simon Stevens
General Manager
Trail Journeys Ltd

Chris Roberts
CHIEF EXECUTIVE
TOURISM INDUSTRY AOTEAROA

BUILDING WARRANT OF FITNESS (FORM 12) Section 108, Building Act 2004

COMPLIANCE SCHEDULE IS LOCATED IN BWOF MANUAL ON SITE

The Building:

Expiry Date: 4 February 2020

Compliance Schedule Number:	WOF -CS0260
Street Address:	16 Springvale Road Clyde
Trading Name:	Kayak & Outdoor Ltd
Building Name:	Trail Journeys Depot
Current Lawfully Established use:	Commercial
Maximum Occupants:	38 persons
Legal Description of Land where Building is Located:	SEC 1 SO 405653

The Owner/Licencee:

Name:	Kayak & Outdoor Ltd
Address:	PO Box 209 Alexandra 9340
Phone Number:	03 4492150
Email Address:	simon@trailjourneys.co.nz

Agent:

Name:	Buswells Building Consultants
Address:	PO Box 631, Dunedin 9054
Phone Number:	03 467 2808
Email Address:	admin@buswells.co.nz

Warrant:

The requirements contained in the Compliance Schedule have been fully complied with during the previous 12 months. Council specifies inspection and maintenance procedures for the following systems and features of the building:

04 Emergency Lighting	15.3 Fire Separations
3.1 Automatic Door	15.4 Signs for Evacuation
15.2 Final exits	

Signed for and on behalf of the Owner/Agent: 

Date: 14-2-2019



SILVER LEVEL OF CERTIFICATION

This is to certify that _____

Trail Journeys Ltd

_____ has been endorsed by Qualmark,
and awarded Silver under the Sustainable Tourism Business criteria.
The licence is held by Neville Grubb.

It has also been classified as:

Endorsed visitor activity

Date of evaluation:
31 May 2018


Mark Alderson, Service Delivery Manager
Qualmark New Zealand Ltd



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 involves any access across public conservation land, and 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. Examples of this type of activity are:

- a right to convey water:
- a right to drain water:
- a right to drain sewage:
- a right of way (access):
- a right to convey electricity:
- a right to convey telecommunications and computer media:
- a right to convey gas.

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.

If you require extra space for answering please attach and label according to the relevant section.

A. Description of Activity

Please describe in detail the proposed activity, eg an accessway, cable or pipeline. Please include any details of construction eg location, building dimensions, materials, purpose, number of people and vehicles involved etc

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.

Provide information about when and how the easement area will be used.

Please attach a map of the site, a detailed site plan and drawings of proposal (as necessary). If possible include photographs of the site. Any attachments should be labelled Attachment 3c:A.

We wish to apply for the right of way easement to access the building which we now occupy and are applying for a further 15 years lease of.
 The attached maps and information 3c:A outline the right of way applied for.
 The access is currently formed and used by the public and many businesses (including Trail Journeys) to access the start of the Otago Central Rail-trail and our current location for our business.

[Redacted area]

If you wish to build, extend or add to any **permanent or temporary structures** on public conservation land (eg pumpsheds, toilets, fences, storage facilities). Please provide the following details:

- Could this structure or facility be reasonably located outside public conservation land? Provide details of other sites/areas considered.
- Could any potential adverse effects be significantly less (and/or different) in another conservation area or another part of the conservation area to which the application relates? Give details/reasons

This is not applicable as we will not be making any alterations or adding structures.

[Redacted area]

B. Term

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

Note: An application for an easement 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.

We are applying for a period of 15 years to tie into the application for the lease of the Clyde Railhead building.

[Redacted area]

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. 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.

It is hard to recognise any noticeable environmental effects from our proposal. The signage on the building will be in line with the CODC district plan and the activity associated with the location will not extend beyond the lease area. There are no noise affects originating from the location when we are going about the business of providing a service to Rail-trail users. Vehicle activity would not be any more than exists at the moment in

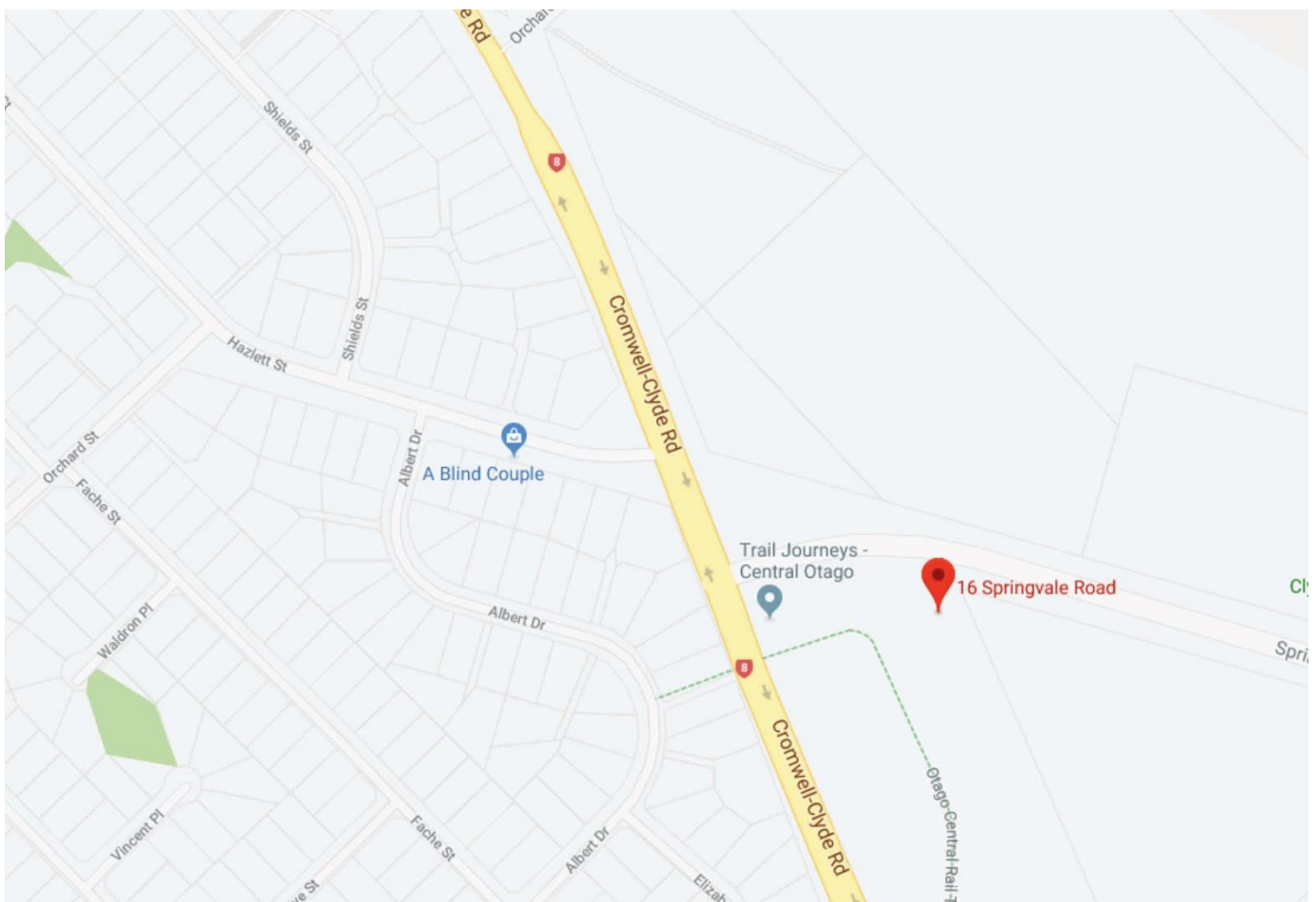
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Otago Central Rail-trail (OCRT) Railhead site. 16 Springvale Road, RD1, Alexandra, Central Otago At the start of the OCRT Latitude- 45.193097 Longitude- 169.335188	No special feature or value known. Flat land at start/finish of trail. Close to main highway.	Nil	N/A

D. Other

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

We are the existing tenant of the building that we are applying for another 15 years lease on. Trail Journeys have been a good tenant over that period and have complied with all the requirements of the current lease. Trail Journeys have invested a substantial amount of money in making the building suitable for the operation of a successful business on the Otago Central Rail-trail. This has been done with the consent of DOC and has the required building consents from the CODC. As the first operator on the Otago Central Rail-trail and taking possession of the building back in 2003 we have done considerable work on the Rail-head site in line with the Management Plan for the area signified by DOC. This included installing an irrigation system, arranging soil and fill to landscape the area, planting grass, constructing borders to identify access routes to the area and maintaining areas around the building

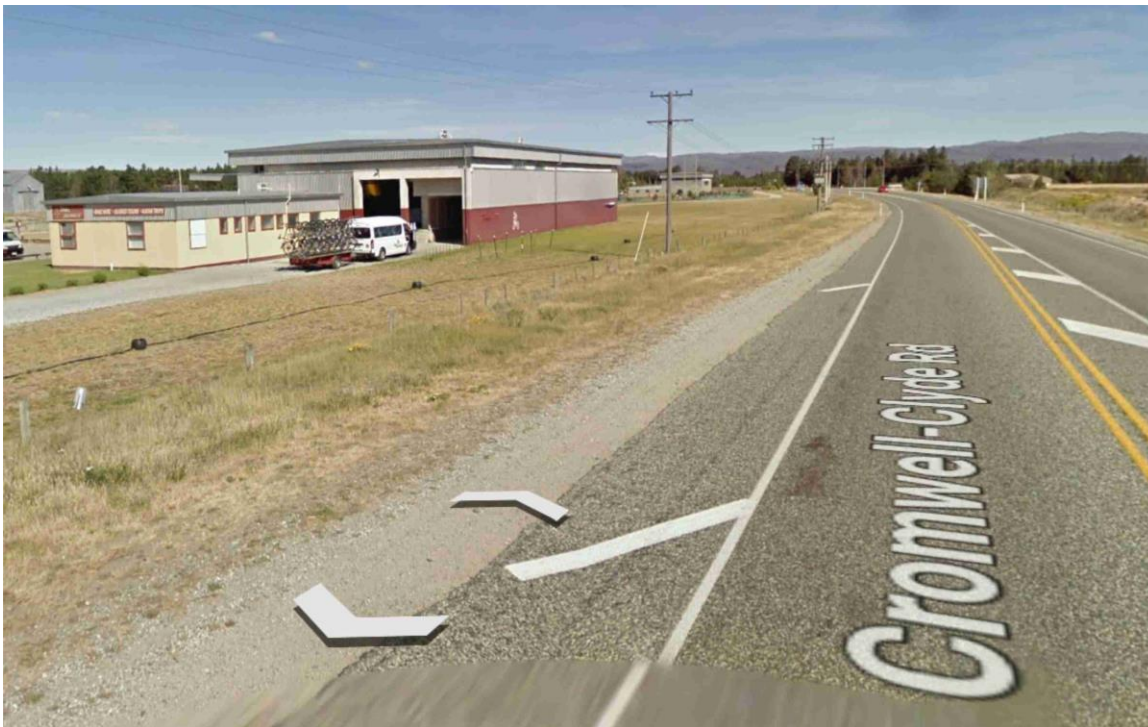
3C:A





Area Requested is 100m x 57m (5700m²) indicated by the black square. The red line indicates driveway easement required

Arial view of the site which Trail Journeys currently occupies outlining the footprint being applied for. This area is 100m x 57m surrounding the building. The line marked in red indicates the easement request location



View of the building from SH8 which has since been repainted. (Below)

Map of location: Latitude- 45.193097 Longitude- 169.335188

