



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Monday, 31 July 2023

Time: 10:00am
Location: Turner Centre
43 Cobham Road
Kerikeri

Membership:

Member Belinda Ward - Chairperson
Member Lane Ayr – Deputy Chairperson
Member Bruce Mills
Member Amy Slack
Member Roddy Hapati-Pihema
Member Jane Hindle
Member Tyler Bamber
Member Ann Court

The Local Government Act 2002 states the role of a Community Board is to:

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated stormwater systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

Exclusions: *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

Set local priorities for minor capital works in accordance with existing strategies,

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.

6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centres.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977 and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
 - a) Control of Use of Public Spaces – Dispensations on signs
 - b) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
 - c) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - d) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - e) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
18. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
19. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.

20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

In fulfilling its role and giving effect to its delegations, Community Boards are expected to:

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
 - a) Holding a Community forum prior to Board meetings
 - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

In supporting Community Boards to fulfil their role, the Council will:

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards I to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
 - a) the disposal and purchase of land
 - b) proposals to acquire or dispose of reserves
 - c) representation reviews
 - d) development of new maritime facilities
 - e) community development plans and structure plans
 - f) removal and protection of trees
 - g) local economic development initiatives
 - h) changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Turner Centre, 43 Cobham Road, Kerikeri on:
Monday 31 July 2023 at 10:00am

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1 KARAKIA TIMATANGA / OPENING PRAYER

ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono.

We ask that through the boards discussions and decisions the representatives elected may advocate on behalf of the Bay of Islands-Whangaroa community with aroha, imagination, skill and wisdom to achieve a fairer and more united community that enhances the wellbeing of the community and solves the community's problems efficiently and effectively.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Manager - Democracy Services (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Representative from Ngāti Rahiri and Ngāti Kawa Hapū in regard to Item 7.2 - Ground Lease to Paihia Sea Scouts - Te Kemara Avenue Paihia.

4 NGĀ TONO KŌRERO / DEPUTATION

No requests for deputations were received at the time of the Agenda going to print.

5 NGĀ KAIKŌRERO / SPEAKERS

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4296852

Author: Casey Gannon, Democracy Advisor - Democracy Services

Authoriser: Aisha Huriwai, Manager - Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow the Bay of Islands-Whangaroa Community Board to confirm that the minutes are a true and correct record of the previous meeting.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of meeting held on 6 July 2023 are a true and correct record.

1) TE TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 clause 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Bay of Islands-Whangaroa Community Board Standing Orders Section 27.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

Te Take Tūtohunga / Reason for the recommendation

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

3) NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

NGĀ ĀPITI HANGA / ATTACHMENTS

Nil

Te Hōtaka Take Ōkawa / Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance requirement	Te Aromatawai Kaimahi / Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as a true and correct record, any interest that affect other people should be considered as art of the individuals report.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7 NGĀ PŪRONGO / REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4296153

Author: Kim Hammond, Community Development Advisor - Acting

Authoriser: Scott May, Manager - Stakeholder Relationships

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward and Member Jane Hindle.

TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a Community Board is to represent, and act as an advocate for the interests of its community.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The report from the Chairperson and members are attached.

Resource Consents are available on the Council's website and when going through a public notification process will be emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports to provide transparency.

REASON FOR THE RECOMMENDATION

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

NGĀ ĀPITIHINGA / ATTACHMENTS

- 1. Chairperson Ward - Members Report - A4296397**  
- 2. Member Hindle - Members Report - A4298795**  

Member's Report

Name: Belinda Ward

Subdivision: Paihia Subdivision

Date: 20th June 2023 - 12th July 2023

Meetings Attended

Date	Meeting	Comments
20/06/23	FNDC Transport Programme Workshop	Virtual
21/06/23	Combined Community Board Workshop	FNDC - Kaikohe
22/06/23	Business Call Meeting with Mayor	Weekly Update - Teams
22/06/23	Quotable Value Presentation	To discuss revaluations - Virtual
26/06/23	Catch up with Deputy Chair Lane Ayr	Cinema Cafe - Kerikeri
26/06/23	BOI-W CB Agenda Preview	Virtual
27/06/23	Northland Inc. - Te Rerenga	Regional Economic Development Strategy - Virtual
29/06/23	FNDC Meeting	Kaikohe
06/07/23	BOI-W CB Meeting	The Centre - Kerikeri
12/07/23	Overview of Te Huinga Presentation	Elected member SharePoint page - Virtual

Community Issues

Issue name	Comment
Focus Paihia CT	Placemaking project upgrade cnr Marsden & Seaview Roads is looking fantastic & visitors are enjoying it. The community is however saddened with the repeated vandalism :(
Shippey's Waitangi	Follow up email 20/03/23 re progress on "Shippey's" environmental issues - NRC inspected in November 2022 & had no concerns. Following up on possible breaches of RC following a residents call 29/3/23. No further progress to report.
Te Tii Beach Playground	The shade sails are up & look fabulous - numerous positive social media posts were received from far & wide - we just need the sunshine now!!!!

03/07/23	Paihia War Memorial Hall broken into 02/07/23 internal doors & locked cupboard doors damaged. TV & vacuum cleaner taken. Police following up.
12/07/23	Paihia Village Green Craft Market Guidelines & Focus Paihia Community Trust Agreements are in the process of being updated for the 2024 season.

Requests for Service (RFS)

RFS number	Date	Comment
4141134	09/01/23	Notice has been served on occupiers of the Waitangi Reserve between Te Karuwha Parade & Te Kemara Ave following High Court decision.
4154199	14/04/23	Replace 2x beach reserve signs removed from Te Karuwha Pde Waitangi - partially resolved & following up.
4162395	13/06/23	Toilets in PWMH flushing spasmodically - mechanism has been checked so might be a water issue? IN PROGRESS
Waka Kotahi	23/06/23	3 large potholes in the north bound lane on SH1 by BOI Oysters south of Kawakawa. Site visit done & resolved swiftly.

Other Issues

Member's Report

Name: Jane Hindle

Subdivision: Bay of Islands Whangaroa Board, Russell Ōpua Subdivision

Date: 21 June to 13 July

Meetings Attended

Date	Meeting	Comments
21 June 23	Combined Community Board workshop	Kaikohe meeting with workshops
22 June 23	Monthly meeting with Chris Galbraith FNHL	Monthly meeting to improve community engagement from FNHL
27 June 23	Te Rerenga Economic Development meeting	Teams – presenting new draft economic development strategy
29 June 23	Meeting with Bronwyn Hunt Department of Conservation	Discuss DoCs position on walkways and cycleways on DoC managed land.
29 June 23	Catch up with Governance Support Officer to review outstanding RFS etc	Teams meeting
4 July 23	Russell Drainage Tour (the sequel) with Andy Finch District Engineer	Visited locations of multiple RFSs which require cross department resolution
5 July 23	Meeting with Kent Thwaites to discuss options for Skateboard ramp.	Possible locations discussed. Kent to establish the level of community support.
6 July 23	Workshop on new Maintenance contract and Bay of Islands Community Board meeting	Turner Centre, Kerikeri
10 July 23	Monthly article for Russell Lights regarding Community Services maintenance contract	Explaining the new contract, sharing some of the feedback already received.
11 July 23	Meeting with Catherine Langford to discuss community engagement	Sharing initiatives and new ideas to improve how to engage with local community
11 July 23	Catch up with Governance Support Officer to review outstanding RFS etc	Teams meeting
12 July 23	Te Huinga introduction	Teams meeting to present Sharepoint site.
12 July 23	Meeting with Richard Green, new Chair of Love Ōpua	Discuss priorities for LTP for Ōpua Community
13 July 23	Russell Kororāreka Urupa meeting	Meeting with Council Staff, Becca, Kororāreka Marae and RSA to discuss cemetery expansion
20 June to 11 July (shorter period)	Created 19 posts for the BOI-Whangaroa Community Board page. Reach 18,635 ↓ 27.8% Visits 1,282 ↑ 18.7% Page Followers 859 (837) New Likes 11 ↓ 47..6%	Most popular posts were Williams Rd parking increase (7.1K) Russell Birdman (4.1K) New shade sails (4K) Ōpua slip (3.8K) Community board funding decisions (2.4 K)

Community Issues

Issue name	Comment
Value for rates	Still receiving complaints about rates increases and amount, particularly from retired people. Encouraging people to buttonhole their local politicians prior to the election. Also advised of Local Government Review.
Community Response group in Kororāreka.	Date for first meeting of volunteers scheduled for 20 July. Around 15 people have indicated they will attend
Maromaku Roothing	No progress, and roads are very poor. I have included in LTP.
Russell refuse and recycling	Waiting for response from Ecosolutions. No progress on the User Pays scheme for boaties, will need to chase up interested parties over winter. WIP.
Ōpua relationship with Far North Holdings	Continuing to meet. Working to ensure that repairs to Okiato ferry ramp are well communicated to both Ōpua and Russell Kororāreka communities.
Russell Drainage	Visit from District Engineer who reviewed a number of drainage and roading issues. He has made a commitment to get these long-standing issues addressed. Item identified into LTP.
Rawhiti road seal	This remains an issue. Council is aware of the need, still needs funding.
Maromaku Toilet	Project has been reactivated.
Kellet Street Footpath	Completed!!!! To come off list.
Erosion on Russell waterfront	There is significant erosion on the Russell Kororāreka waterfront and Resilient Russell and the Russell Waterfront Trust are looking at boulders for the immediate protection of cannon on waterfront. Have included in LTP.

Requests for Service (RFS)

RFS number	Date	Comment
(3987148) (3996575) 4032539	2020 2021 12/01/23	License to Occupy issued to Landowner. Additionally, Landowner must erect signage to delineate which is public road and where the private land starts. Once put up, this long standing RFS will be complete.
4137946	6/12/22	Signage for Maromaku Hall is being made. Site visit took place in May.
(4125516) 4139501	(1/9/2022) 16/12/22	Matawhi Bay Road drainage with stormwater drainage due to tree roots lifting pavement and drain resulting in blockages and damage to footpath. DISTRICT ENGINEER HAS NOW ASSESSED
4139843	20/12/2022	Reinstate the yellow lines on Long Beach Road to prevent parking at turning circle and by fig tree (road narrows). Yellow lines have been painted around town – these are not a new request, but THESE WERE NOT DONE.

4144277	31/01/23	Culvert on Council Reserve by Medical centre is blocked with weeds causing flash flooding of carpark and ambulance station in heavy rain. Funding should be available as this was flooding in the Cyclone Hale event. Further flooding on Beresford Street in last severe weather event due to outflow of drainage being blocked. DISTRICT ENGINEER HAS NOW ASSESSED AND PLANNING HAS STARTED FOR CLEARING.
4158314		Matauwahi Road drain to be cleared as it has a shrubbery including palm tree growing in it and blocks visibility to residents. NOW ON SCHEDULE OF WORK TO BE CARRIED OUT.
4148332	28/2/23	Request for Council to actively monitor progress of government agencies progress on kiatiakiatanga of the old Customs House, former Police residence. Hapū consultation ongoing.
4151342	10/03/23	Walls Bay Reserve RFS for track maintenance and general tidy up. SCHEDULED FOR THE NEXT FORTNIGHT.
4150811	17/03/2023	Causeway to Russell Boat Club on Matauwahi Road (paper road section) needs repairs for safety reason. Will need legal, roading and engineers involved. DISTRICT ENGINEER IS GETTING COSTINGS DONE.
4153533	10/04/2023	Water created washout which is cutting down a hill likely to cause a slip. If unattended, road will cause a slip onto neighbouring property and road will be inaccessible. NO ACTION
???	11/04/2023	Boat hull on reserve on Te Hue. Not sure what has happened here.
4150962	23/03/23	Cleaning of kerbing and gutters at end of Richardson Street in Ōpua. Part of street done, top end was omitted by Ventia when they did the work. Needs completing. NO ACTION
4155878	30/04/2023	Erosion on Russell Waterfront becoming extensive. Assigned to Community Development for the new manager Climate Action and Community Development. NO ACTION
4127193, 4111164, 4118337	01/04/2022	Stormwater and drainage issues at Okiato. Ongoing for over a year now with Council stormwater from road flowing down over property. Property owners significantly stressed. DISTRICT ENGINEER HAS NOW VISITED AND WILL BE WORKING WITH PROPERTY OWNERS ON A SOLUTION.
4159364	14/06/2023	Request for dangerous trees to be removed from Aucks Road. Work scheduled postponed until next year. Customer considers this is unacceptable. CONFUSION ON WHEN WORK WILL BE DONE.

Other Issues

7.2 GROUND LEASE TO PAIHIA SEA SCOUTS - TE KEMARA AVENUE PAIHIA**File Number: A4253652****Author: Michelle Rockell, Team Leader - Property Management****Authoriser: Kevin Johnson, Group Manager - Delivery and Operations****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To seek the Bay of Islands – Whangaroa Community Board recommendation to the granting of a new ground lease, under Section 61 Reserves Act 1977, to Scouts Aotearoa over a portion of Lot 40 DP 43842, 26 Te Kemara Avenue, Paihia

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Paihia Sea Scouts Group (PSSG), operating under the Scouts Aotearoa umbrella, have been established on 26 Te Kemara Ave since 1987.
- In October 2022, Scouts Aotearoa approached Council seeking a new lease.
- The site is classified Local Purpose (community activities) Reserve and the proposed lease is consistent with the reserve purpose.
- The Reserves Act 1977 does not require public consultation on leasing a vested local purpose reserve.
- Ngāti Rahiri and Ngāti Kawa Hapū have been notified by the way of letter sent via email of the proposed lease. Their concerns have been taken into consideration in the new proposed terms.

Tūtohunga / Recommendation

That the Bay of Islands – Whangaroa Community Board recommends to council, acting under delegation and pursuant to section 61 reserves act 1977:

- a) a new ground lease be issued to scouts aotearoa over the local purpose (community activities) reserve being approximately 238 square metres of lot 40 dp 43842, held in new zealand gazette 2002 page 21 and vested in far north district council on deposit dp 43842 as a local purpose reserve.**

The terms of the proposed lease shall be:

Term: 3 years.

Rental: as per fndc fees and charges schedule for a community lease.

- **\$118 plus gst for 2023/24 and reviewed annually in conjunction with the fndc fees and charges schedule.**

- b) with further conditions negotiated and agreed upon by the group manager delivery and operations and scouts aotearoa.**

1) TĀHUHU KŌRERO / BACKGROUND

Council passed the following resolution on the 29th June 2023 to grant a 3 year lease to the Paihia Waitangi Kindergarten who share part of 26 Te Kemara Avenue. The recommendation for this report is based on that resolution.

6.5 GROUND LEASE TO NORTHLAND KINDERGARTEN ASSOCIATION - TE KEMARA AVENUE PAIHIA

Agenda item 6.5 document number A4207582, pages 293 - 301 refers.

RESOLUTION 2023/73

Moved: Kahika - Mayor Moko Tepania

Seconded: Cr Hilda Halkyard-Harawira

That the Far North District Council pursuant to its powers under Section 61(2A) Reserves Act 1977 grants:

- a) **A new ground lease Te Kura Kōhungahunga Tōpū o Te Tai Tokerau (Northern Kindergarten Association Incorporated) over the Local Purpose (community activities) Reserve being approximately 900 square metres of Lot 40 DP 43842, held in New Zealand Gazette 2002 page 21 and vested in Far North District Council on deposit DP 43842 as a local purpose reserve. The terms of the proposed lease shall be:**

Term: 3 years

Rental: As per FNDC Fees and Charges Schedule for a Community lease.

- **\$113 plus GST for 2022/23 and reviewed annually in conjunction with the FNDC fees and Charges Schedule.**

- b) **With further conditions negotiated and agreed upon by the Group Manager Delivery and Operations and Te Kura Kōhungahunga Tōpū o Te Tai Tokerau (Northern Kindergarten Association Incorporated).**

CARRIED

Te Kemara Local Purpose (Community Facilities) Reserve is vested in Council and has been occupied by Paihia Sea Scouts Group (PSSG), operating under the Scouts Aotearoa umbrella, since 1987.

In October 2022, Council received a request from Scouts Aotearoa for a new lease over the site so the PSSG can continue to provide their services. Various requests for background information to support this request delayed the report being presented.

PSSG occupy the site in conjunction with Paihia Waitangi Kindergarten, who together share maintenance of the common carpark and accessway.

The Scouts Aotearoa movement was established in Aotearoa in 1908 and PSSG was registered on 19 March 1965. Their programmes focus on three core areas: personal development, adventure and community engagement. Their purpose is to empower young people from ages 5 to 26 to lead lives that make a positive difference, both to themselves and their community.

PSSG is a well-established group with 58 years of service to the local community, providing young people with the ability to foster development in physical, emotional, spiritual and mental aspects through the provision of safe and nurturing environments. The longevity of the scout group at this site reinforces the valuable service PSSG provides to the community of Bay of Islands.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Though public notice is not a requirement for this site as Local Purpose Reserve, due to the location Ngāti Rahiri and Ngāti Kawa Hapū have been notified of the proposed lease via letter. A response was received via email on 27th February 2023:

- Ngāti Rahiri and Ngāti Kawa Hapū are opposed to the lease renewal.
- Ngāti Rahiri and Ngāti Kawa Hapū received a statement from the Waitangi Tribunal that states "...all land owned by the Crown within the inquiry district to be returned to Te Raki Māori (Ngapuhi) ownership." This includes 26 Te Kemara Avenue, Paihia.

- Ngāti Rahiri and Ngāti Kawa Hapū have suggested flexibility in a new lease to Paihia Sea Scouts, including reduced terms, financial assistance to the Scouts and assistance in relocating.
- Ngāti Rahiri and Ngāti Kawa Hapū wish to work together with Council and the Paihia Sea Scouts for ease of transition.

These considerations have been taken into account and reflected in the proposed term of 3 years. This proposed term will allow for future discussions of use to be held between Ngāti Rahiri and Ngāti Kawa Hapū and PSSG. The engagement letter presented to the Hapū is attached.

The options available for this site are:

Option 1 (Recommended):

a) Recommend to Council that a new ground lease be issued to Scouts Aotearoa over the Local Purpose (community activities) Reserve being approximately 238 square metres of Lot 40 DP 43842, held in New Zealand Gazette 2002 page 21 and vested in Far North District Council on deposit DP 43842 as a local purpose reserve.

The terms of the proposed lease shall be:

- Term: 3 years.
- Rental: As per FNDC Fees and Charges Schedule for a Community lease.
 - \$118 plus GST for 2023/24 and reviewed annually in conjunction with the FNDC fees and Charges Schedule.

b) With further conditions negotiated and agreed upon by the Group Manager Delivery and Operations and Scouts Aotearoa.

This recommendation will allow PSSG to continue providing their service to the community whilst discussions occur with Ngāti Rahiri and Ngāti Kawa Hapū.

Option 2:

a) Recommend to Council that a new ground lease be issued to Scouts Aotearoa over the Local Purpose (community activities) Reserve being approximately 238 square metres of Lot 40 DP 43842, held in New Zealand Gazette 2002 page 21 and vested in Far North District Council on deposit DP 43842 as a local purpose reserve.

The terms of the proposed lease shall be:

- Term: 12 (3+3+3+3) years.
- Rental: As per FNDC Fees and Charges Schedule for a Community lease.
 - \$118 plus GST for 2023/24 and reviewed annually in conjunction with the FNDC fees and Charges Schedule.

b) With further conditions negotiated and agreed upon by the Group Manager Delivery and Operations and Scouts Aotearoa.

Option 3:

- Decline Scouts Aotearoa request for a new lease.
- Ask Scouts Aotearoa to remove the existing building and associated assets from the reserve and reinstate the recreation reserve at their cost.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

PSSG operating under the Scouts Aotearoa umbrella provide a beneficial service to the community and requiring them to vacate the land will be detrimental to the whānau and tamariki of the area.

Public Notice is not a statutory requirement under Reserves Act for the leasing of a Local Purpose Reserve and therefore does not form part of the proposed recommendation.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The lease will provide for the lessee to continue to be responsible for all ongoing maintenance of the associated green space and half share in the maintenance of the accessway and parking area with the Paihia Waitangi Kindergarten.

The lease will provide for the lessee to be responsible for the payment of all utility charges, rates and insurances.

Should a lease not be provided to Scouts Aotearoa and the land reinstated to reserve, Council will become responsible for any ongoing maintenance of the site, placing more pressure on the reserves maintenance budget.

ĀPITIHINGA / ATTACHMENTS

1. **Paihia Waitangi Kindergarten & Paihia Sea Scouts - Consultation on a request for lease (1) - A4214846** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low significance. The scouts group is an established community asset
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	FNDC Parks and Reserves Policy 2022: The Policy supports a long term lease being offered to community orientated groups wanting a permanent base, requiring significant financial investment.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Delegation to the relevant Community Board to provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Far North District Council recognises the significant role of tangata whenua as set out in the Working with Māori chapter in the Long Term Plan 2021-2031. Te Hono was approached to provide advice on who the main contacts were in the first instance. A letter was sent via email to Ngāti Rahiri and Ngāti Kawa Hapū i Kawa Hapū to inform them of requested lease. Ngāti Rahiri and Ngāti Kawa Hapū Hapū response was received (letter attached), and their concerns have been taken into consideration. The FNDC Parks & Reserves Policy provides for 15+15-year leases; however FNDC has considered the hapu response and supports their request for a shorter term lease and recommends a 3 year lease. See attached response from the Hapu.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The Paihia Waitangi Kindergarten have been informed of the proposed new lease to PSSG. The Reserves Act 1977 does not require Council to initiate public notice for leases over Local Purpose reserves.

State the financial implications and where budgetary provisions have been made to support this decision.	All upgrade and maintenance costs fall to the lessee. The FNDC Fees and Charges Policy sets out the rental for leases over reserved land.
Chief Financial Officer review.	Yes



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Private Bag 752, Memorial Avenue
Kaikohe 0405, New Zealand
ask.us@fndc.govt.nz
0800 920 029
www.fndc.govt.nz

23 February 2023

Tēnā koe

We are contacting you to notify you of the proposed requested lease and invite iwi and hapū feedback.

The Paihia Waitangi Kindergarten, under the Northland Kindergarten Association, current lease with Far North District Council has expired and is requesting a new lease. This will enable the Paihia Waitangi Kindergarten to continue to provide childcare services at 26 Te Kemara Avenue, Waitangi, as they have for the past 45 years.

They provide the most comprehensive ECE available in New Zealand, including specialist services such as Speech and Language Therapists and Pou Whakarewa Tikanga Māori. Children from Kawakawa to Pakaraka attend the Kindergarten and come from a diverse range of cultures.

The team at Paihia Waitangi Kindergarten are committed to an emergent, child focused, child initiated, play and resource-based curriculum embracing the principles of the national early childhood curriculum Te Whariki. They have approached Council and requested a ground lease over Local Purpose Reserve to be able to continue to provide these essential services to the tamariki of the Bay of Islands.

The proposed lease term is 15 years with a right of renewal for a further 15 years.

Furthermore, Paihia Sea Scout Group is located at the same site and are requesting a new lease. Working under the Scouts Aotearoa umbrella, Paihia Sea Scout Group empowers youth through adventurous experiences to lead lives that make a positive experience. They provide challenging and fun programs for children between the ages of 5 to 18 years which allow them to gain valuable leadership skills and self-confidence by doing outdoor activities.

The proposed lease term for this lease is 15 years with a right of renewal for a further 15 years.

If you would like further information, have any questions or wish to share feedback, please do not hesitate to get in contact. If you would like to discuss these proposals further, we would be happy to meet with you.

The process for entering a lease on Local Purpose Reserve does not require public consultation, however we feel it is important to notify Iwi/hapū in the local community of the proposed new leases.

Yours sincerely,

Kevin Johnson

Group Manager - Delivery & Operations

7.3 ROAD NAMING - 27 ACCESS ROAD, KERIKERI

File Number: A4301289

Author: Eden Ramsay (NTA), Finance and Customer Services Administrator

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval from the Bay of Islands-Whangaroa Community Board to officially name a private right-of-way (ROW).

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

A Road Naming application to name a private right-of-way (ROW) addressed at 27 Access Road, Kerikeri was received. Community Boards have delegated authority to allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Naming Policy, name a private right-of-way (ROW), Dove Lane that is currently addressed at 27 Access Road, Kerikeri.

1) TĀHUHU KŌRERO / BACKGROUND

This report has been on the Bay of Islands-Whangaroa agenda multiple times 12/12/2022, and 6/7/2023. The community board was unable to make an informed decision because the report did not contain LINZ approval – which is a requirement the road naming application process.

The required LINZ approval is now attached.

Garreth Johnston of Williams and King has advised that this is a private right-of-way (ROW) created by a sub-division addressed at 27 Access Road, Kerikeri.

The background for these names is given as per the Road Naming application attached (A4302149).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Summer Lane– Because of the summer feel
2. Sunny Lane – Because of the sunny spot
3. Dove Lane – Because of the Dove's that live nearby

The Roading team has no objections to the names suggested above.

After multiple attempts to consult with local hapu/iwi the road naming team were unable to get a response.









Take Tūtohunga / Reason for the recommendation

The road names recommended in this report are not duplicates of any other road names in the district, therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.

ĀPITIHINGA / ATTACHMENTS

1. Map - A3710115  
2. LINZ Approval - A3736518  
3. Hapu Feedback Request - A4039130  
4. Application - A4302149  

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of a private right-of-way (ROW) and is of low significance
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Ngati Rehia were consulted in regards to this application as per email attached (A4039130). No reply received.

Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	There are currently no property owners as this is a new subdivision
State the financial implications and where budgetary provisions have been made to support this decision.	There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
The Chief Financial Officer has not reviewed this report	The Chief Financial Officer has not reviewed this report



Here are my findings;

Dove Lane	Acceptable. There is a Doves Bay Road but this should be different enough.
Summer Lane	Acceptable.
Sunny Lane	Acceptable.

Nga mihi

Renni

Addressing Analyst

Addressing and Properties

addresses@linz.govt.nz | DDI 04 460 0110 |

From: Selina Topia | NTA
Sent: Tuesday, 17 May 2022 9:29 AM
To: Kipa Munro <kipa@ngatirehia.co.nz>; nora.rameka@xtra.co.nz; Nora Rameka <nora@ngatirehia.co.nz>
Subject: RE: NEW ROAD NAME APPLICATION addressed at 27 Access Road Kerikeri

Kia ora Matua Kipa mē Whaea Nora,

Following up on our email below. Would you have feedback for the suggestions below as well?

Ngā mihi,
Selina

From: Selina Topia | NTA
Sent: Friday, May 13, 2022 10:15 AM
To: Kipa Munro <kipa@ngatirehia.co.nz>; nora.rameka@xtra.co.nz; Nora Rameka <nora@ngatirehia.co.nz>
Subject: RE: NEW ROAD NAME APPLICATION addressed at 27 Access Road Kerikeri

Kia ora Matua Kipa mē Whaea Nora,

My apologies, please find attached and I will send through the information for the other one as well.

Location is no.27 Access Road, Kerikeri.

Ngā mihi,
Selina

From: Kipa Munro <kipa@ngatirehia.co.nz>
Sent: Friday, May 13, 2022 8:32 AM
To: Selina Topia | NTA <Selina.Topia@nta.govt.nz>; nora.rameka@xtra.co.nz; Nora Rameka <nora@ngatirehia.co.nz>
Subject: RE: NEW ROAD NAME APPLICATION addressed at 27 Access Road Kerikeri

Kia ora Selina,
Are you able to send through where the proposed ROW is, i.e. do you have location maps

KIPA MUNRO

Chairperson
Te Rūnanga o Ngāti Rēhia Charitable Trust
Cnr Hone Heke & Kerikeri Roads
PO Box 202, Kerikeri 0230

Contact: 027 232 8299

From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Thursday, 12 May 2022 9:04 pm
To: nora.rameka@xtra.co.nz; Nora Rameka <nora@ngatirehia.co.nz>; Kipa Munro

<kipa@ngatirehia.co.nz>

Subject: NEW ROAD NAME APPLICATION addressed at 27 Access Road Kerikeri

Kia ora Nora and Kipa,

I hope you are both well.

The Bay of Islands / Whangaroa Community Board (Far North District Council) has received an application to name a new right-of-way (ROW) as per suggestions below:

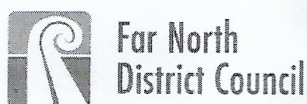
1. Dove Lane – because of the doves that live nearby
2. Summer Lane – because of the summer feel
3. Sunny Lane - because of the sunny sport

The Bay of Islands-Whangaroa Community Board is seeking your feedback on the proposed name, should you wish to comment.

Any feedback you wish to provide will be considered by the Community Board when making a decision on this matter.

If you have any questions please do not hesitate to contact me via email.

Ngā mihi,
Selina Topia.



Application for Road Naming/Renaming

GENERAL INFORMATION

- Proposed names are to be submitted for **new roads in subdivisions** to Infrastructure & Asset Management Department with the application for resource consent.
- Proposed names are to be submitted (in writing) for **existing legal but unnamed roads**, to the Administration Officer, Infrastructure & Asset Management Department.
- Proposed road **renamings** are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.
- The proposed names will be checked against Council's Roading database to avoid duplication.
- Liaise with the iwi when using Maori names and provide supporting document of their approval.
- Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection
- A background to the names, their origins and their link with the area is to be supplied
- Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander
- It is Council's prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable
- Where more than one road is being created in a subdivision, a common theme is recommended for road names
- Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering).
- Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form
- If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.

APPLICANT DETAILS

Applicant/Developer Name: Gareth Johnston - On behalf of Paul Whitehead.

Organisation: Williams & King

Postal Address: [REDACTED]

Phone: [REDACTED]

Mobile: [REDACTED]

Email: [REDACTED]

ROAD LOCATION	
Address:	27 Access Road, Kerikeri
Legal Description:	Lots 1, 2 & 3 LT 571158
Resource Consent Application Number:	RC 2190542
Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input checked="" type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: Dove Lane
	Second Choice: Summer Lane
	Third Choice: Sunny Lane
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
A background to the names, their origins and their link with the area is to be supplied	
1.- There are alot of doves. living nearby	
2.- Unique name. Typically a summer feel	
3. Unique name - Typically a Sunny spot.	

ROAD RENAMING

Please state the current road name and your reason for requesting the name change below then complete the rest of the form. Also, please ensure you attach the written consents of at least 85% of affected residents and attach to the application form.

N/A.

GENERAL INFORMATION AND GUIDELINES

Ensure that road names are not duplicated in the Far North District (both spelling and pronunciation to be considered); this includes same road names with different suffix. To do this, please use www.google.co.nz/maps and search "proposed road name (excl suffix) Northland" to check if proposed names may be duplicates.

Ensure that road type appropriately matches the definition of the suffix, such as 'road', 'avenue' etc. Road names without a suffix are now strongly discouraged (e.g. Broadway). The following definitions provide a guide, but please note that other appropriate suffixes that are not in this list may be used.

Suffix	Definition
Avenue	A generally broad straight roadway planted on each side with trees
Boulevard	A wide roadway well paved usually with trees and grass
Circle	A roadway that generally forms a circle or a short enclosed roadway bounded by a circle
Close	A short enclosed road.
Court	A short enclosed road usually surrounded by buildings
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Drive	Wide main roadway without many cross streets - an especially scenic road or street
Esplanade	Level roadway along the seaside, lake or a river
Glade	Roadway usually in a valley of trees
Green	Roadway often leading to a grassed public recreation area
Grove	A road that often features a group of trees standing together
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	Roadway that diverges from and then rejoining a main thoroughfare
Mews	Roadway in a group of houses
Suffix	Definition
Parade	Public roadway or promenade
Place	A short sometimes narrow enclosed roadway
Quay	A roadway alongside or projecting into water
Rise	A roadway going to a higher place or position
Road	Route or way between places. General usage. Defined in Local Government Act 1974, Section 315
Terrace	Roadway on a hilly area that is mainly flat
Vale	A roadway along low ground between hills
Way	A winding or curved track or path for passing along

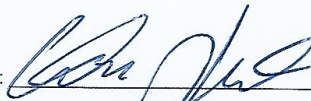
The following are suitable suffixes for particular road types:

Road Type	Suffix
Cul-de-sac (<i>short dead-end street with turnaround at the end</i>)	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade

The following are suitable suffixes for private roads and private ways categorised into particular road types:

Road Type	Suffix
Narrow road and right of way	Lane, Way
Associated with high ground	Rise,
Associated with low ground	Vale
Tree lined road	Avenue, Glade, Grove

Applicants Signature:



Date: 28.03.2022.

Return Application to Postal: Far North District Council or Email: selina.topia@fndc.govt.nz
Private Bag 752
KAIKOHE 0440
Attention: Selina Topia

7.4 ALFRESCO DINING APPLICATIONS

File Number: A4281679

Author: Christina Rosenthal, Team Leader - Environmental Health Services

Authoriser: Kevin Johnson, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

To allow the Bay of Islands-Whangaroa Community Board the ability to provide comment on the renewal alfresco dining applications from:

CC's Café Cinema

Butterfish Limited

Kerikeri Lunchbox

Sharp Café

Avo Sushi

The Gables

Rocksalt Restaurant and Bar

Spice Grill

Letz Café

Burger Fiasko

Seaside

Konnie's Kafe Limited

Sushi Gallery

Duke of Marlborough

Jimmy Jacks

And a new alfresco dining application from El Café which will assist with the final decision on the alfresco dining applications.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

CC's Café Cinema, Butterfish Limited, Kerikeri Lunchbox, Sharp Café, Avo Sushi, The Gables,

Rocksalt Restaurant and Bar, Spice Grill, Letz Café, Burger Fiasko, Seaside,

Konnie's Kafe Limited, Sushi Gallery, Duke of Marlborough and Jimmy Jacks have renewed their alfresco dining approvals and paid the necessary application fees.

El Café have applied for a new alfresco dining approval and paid the necessary application fee.

The Bay of Islands-Whangaroa Community Board has delegation over activities on reserves and can comment on alfresco dining applications.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) Pursuant to the Council resolution passed on 30 June 2022, provide comment on the renewal of alfresco dining approval applications from CC's Café Cinema, Butterfish Limited, Kerikeri Lunchbox, Sharp Café, Avo Sushi, The Gables, Rocksalt Restaurant and Bar, Spice Grill, Letz Café, Burger Fiasko, Seaside, Konnie's Kafe Limited, Sushi

Gallery, Duke of Marlborough and Jimmy Jacks to assist with the final decision on the renewal applications and;

- b) **Provide comment on the new alfresco dining application from El Café to assist with the final decision on the new application.**

1) TĀHUHU KŌRERO / BACKGROUND

On the 30 June 2022, Council passed a resolution that delegates authority to Community Boards to comment on alfresco dining applications.

Prior to 30 June 2022, alfresco dining applications were assessed against the “Alfresco Dining Policy 2014”, and only applications that were declined were considered by the relevant Community Board. This Policy was revoked by Council on 30 June 2022.

On 19 May 2022, Council adopted the “Road Use Bylaw 2022”. The purpose of this bylaw is to regulate or control the use of roads and adjoining land by –

- (a) vehicles; and
- (b) stands, stalls or mobile shops; and
- (c) animals; and
- (d) structures, vegetation or other things that may affect road safety or the environment.

Part 4, clause 13 of the “Road Use Bylaw 2022” requires a person to obtain written approval from Council to allow them to occupy any part of a road with structures for providing food or beverage services.

Part 7 of the “Road Use Bylaw 2022” outlines the application, assessment and approval process. In particular, clause 20 outlines the conditions that can be imposed on all approvals granted under Part 7 of the Bylaw.

Alfresco dining approvals expire 30 June each year. Approval holders are required to renew their approval before it expires each year. If an approval holder renews their approval before the approval expires, their approval will continue to have effect until such time a decision is made on the renewal application.

At present there are 21 alfresco dining approval holders. Of these, 15 are held within the Bay of Islands-Whangaroa area.

The following table provides a list of all current alfresco dining approval holders:

	Approval Number	Description	Expiry	Ward
1	ALF-96	Burger Fiasko	2023	Bay of Islands-Whangaroa
2	ALF-93	29 THE STRAND LIMITED T/A SEASIDE	2023	Bay of Islands-Whangaroa
3	ALF-92	25 The Strand, Russell T/A Butterfish Limited	2023	Bay of Islands-Whangaroa
4	ALF-83	Konnie's Kafe Limited	2023	Bay of Islands-Whangaroa
5	ALF-65	KERIKERI LUNCHBOX	2023	Bay of Islands-Whangaroa
6	ALF-63	AVO SUSHI	2023	Bay of Islands-Whangaroa
7	ALF-50	SUSHI GALLERY	2023	Bay of Islands-Whangaroa
8	ALF-49	DUKE OF MARLBOROUGH BUSINESS LIMITED	2023	Bay of Islands-Whangaroa
9	ALF-48	CC'S CAFE CINEMA	2023	Bay of Islands-Whangaroa
10	ALF-39	THE GABLES RESTAURANT	2023	Bay of Islands-Whangaroa
11	ALF-37	JIMMY JACKS RIB SHACK	2023	Bay of Islands-Whangaroa
12	ALF-3	FISHBONE CAFE	2023	Bay of Islands-Whangaroa
13	ALF-98	Letz Café	2023	Bay of Islands-Whangaroa
14	ALF-102	Spice Grill	2023	Bay of Islands-Whangaroa
15	ALF-103	Rocksalt Restaurant & Bar	2023	Bay of Islands-Whangaroa
16	ALF-88	Kaikohe Bakehouse Cafe	2023	Kaikohe-Hokianga
17	ALF-99	A New Era Cafe	2023	Kaikohe-Hokianga
18	ALF-97	Awanui Hotel	2023	Te Hiku
19	ALF-68	Mussel Rock Cafe and Bar	2023	Te Hiku

20	ALF-100	Jesse's on the Waterfront Café & Bar	2023	Te Hiku
21	ALF-85	Beach Box Coffee and Gelato	2023	Te Hiku

CC's Café Cinmea renewal of Alfresco Dining Approval

CC's Café Cinema have applied to renew their alfresco dining approval and paid the necessary application fee of \$417. CC's Café Cinema have current approval to occupy an area of public land and within this area they have approval to place 4 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment A.

Butterfish Limited renewal of Alfresco Dining Approval

Butterfish Limited have applied to renew their alfresco dining approval and paid the necessary application fee of \$474. Butterfish Limited have current approval to occupy an area of public land and within this area they have approval to place 5 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment B.

Kerikeri Lunchbox renewal of Alfresco Dining Approval

Kerikeri Lunchbox have applied to renew their alfresco dining approval and paid the necessary application fee of \$362. Kerikeri Lunchbox have current approval to occupy an area of public land and within this area they have approval to place 3 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment C.

Sharp Cafe renewal of Alfresco Dining Approval

Sharp Cafe have applied to renew their alfresco dining approval and paid the necessary application fee of \$474. Sharp Cafe have current approval to occupy an area of public land and within this area they have approval to place 5 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment D.

Avo Sushi renewal of Alfresco Dining Approval

Avo Sushi have applied to renew their alfresco dining approval and paid the necessary application fee of \$304. Avo Sushi have current approval to occupy an area of public land and within this area they have approval to place 2 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment E.

The Gables renewal of Alfresco Dining Approval

The Gables have applied to renew their alfresco dining approval on a pro-rata basis due to closing during the Winter season. The Gables have paid the necessary application fee of \$380. The Gables have current approval to occupy an area of public land and within this area they have approval to place 5 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment F.

Rocksalt Restaurant and Bar renewal of Alfresco Dining Approval

Rocksalt Restaurant and Bar have applied to renew their alfresco dining approval and paid the necessary application fee of \$395. Rocksalt Restaurant and Bar have current approval to occupy an area of public land and within this area they have approval to place 6 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment G.

Spice Grill renewal of Alfresco Dining Approval

Spice Grill have applied to renew their alfresco dining approval and paid the necessary application fee of \$304. Spice Grill have current approval to occupy an area of public land and within this area they have approval to place 2 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment H.

Letz Cafe renewal of Alfresco Dining Approval

Letz Cafe have applied to renew their alfresco dining approval and paid the necessary application fee of \$304. Letz Cafe have current approval to occupy an area of public land and within this area they have approval to place 2 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment I.

Burger Fiasko renewal of Alfresco Dining Approval

Burger Fiasko have applied to renew their alfresco dining approval and paid the necessary application fee of \$248. Burger Fiasko have current approval to occupy an area of public land and within this area they have approval to place 1 picnic table for the purpose of alfresco dining. Burger Fiasko also has other tables within another alfresco space, but it is important to note that these tables are located within the buildings private land boundaries and therefore do not require Council approval for placement of these additional tables. As the 1 picnic table covered under the alfresco renewal application is placed on public land, alfresco dining approval is required for that one table.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment J.

Seaside renewal of Alfresco Dining Approval

Seaside have applied to renew their alfresco dining approval and paid the necessary application fee of \$474. Seaside have current approval to occupy an area of public land and within this area they have approval to place 5 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment K.

Konnie's Kafe Limited renewal of Alfresco Dining Approval

Konnie's Kafe Limited have applied to renew their alfresco dining approval and paid the necessary application fee of \$362. Konnie's Kafe Limited have current approval to occupy an area of public land and within this area they have approval to place 3 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment L.

Sushi Gallery renewal of Alfresco Dining Approval

Sushi Gallery have applied to renew their alfresco dining approval and paid the necessary application fee of \$417. Sushi Gallery have current approval to occupy an area of public land and within this area they have approval to place 4 tables with chairs for the purpose of alfresco dining. These tables are located beyond the roof canopy of the building and located on public land. The Operator does have additional tables located under the roof canopy of the building, however these tables are situated within the buildings private land boundaries and therefore do not require Council approval.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment M.

Duke of Marlborough renewal of Alfresco Dining Approval

Duke of Marlborough have applied to renew their alfresco dining approval and paid the necessary application fee of \$474. Duke of Marlborough have current approval to occupy an area of public land

and within this area they have approval to place 5 tables with chairs for the purpose of alfresco dining.

During the last approval period (1 July 2022 – 30 June 2023), one incident was reported to Council in regards to the alfresco dining area located on public land. On 23 September 2022, an elderly female tripped over the cord cover that leads to the stage situated amongst the alfresco dining area. On the approval which expired on 30 June 2023, condition 13 required the cover over the cord to be removed when the stage was not in use, the stage was not in use at the time of this incident and the incident was discussed with the Duke of Marlborough who were quick to rectify the matter. The Duke of Marlborough believe that the cord cover acts as a speed hump to ensure vehicles drive to the speed limit in this space. Through the “Kororāreka Placemaking Consultation” it is expected that improvements along the Strand are made to ensure the space is safe and suitable for various activities to take place.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment N.

Jimmy Jacks renewal of Alfresco Dining Approval

Jimmy Jacks have applied to renew their alfresco dining approval and paid the necessary application fee of \$474. Jimmy Jacks have current approval to occupy an area of public land and within this area they have approval to place 5 tables with chairs for the purpose of alfresco dining.

The operator has complied with their approval conditions and no complaints have been filed with Council in regard to their approval which expired 30 June 2023.

A copy of the draft alfresco dining renewal approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment O.

EI Cafe new Alfresco Dining Approval

EI Cafe have applied for alfresco dining approval and paid the necessary application fee of \$304. EI Café are seeking approval to occupy an area of public land and within this area they would like to place 2 tables with chairs for the purpose of alfresco dining.

With all new alfresco dining approval requests, feedback on the new application was sought from Council's District Facilities team and the Northland Transportation Alliance (NTA). District Facilities had no issues with the application and NTA requested a condition to ensure pedestrian movement is not obstructed by the alfresco dining activity. Condition 3 of the draft approval satisfies the NTA concerns.

A copy of the draft alfresco dining approval for the approval period 1 July 2023 – 30 June 2024 can be found at Attachment P.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

On 30 June 2022, Council delegated to Community Board authority to comment on alfresco dining applications.

The following options proposed for the Bay of Islands-Whangaroa Community Board to consider in regard to the alfresco dining approvals:

Option No.	Option Description	Advantages	Disadvantages
1	Provide comment on the alfresco dining renewal approval applications from CC's Café Cinema, Butterfish Limited, Kerikeri Lunchbox, Sharp Café, Avo Sushi, The Gables, Rocksalt	Applications comply with the “Road Use Bylaw 2022”.	There are no disadvantages.

	Restaurant and Bar, Spice Grill, Letz Café, Burger Fiasko, Seaside, Konnie's Kafe Limited, Sushi Gallery, Duke of Marlborough and Jimmy Jacks which includes conditions as per Attachments A-O.		
2	Provide comment on the new alfresco dining approval applications from El Café which includes conditions as per Attachments P.	Application complies with the "Road Use Bylaw 2022".	There are no disadvantages.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

There is only one option to enable the Bay of Islands-Whangaroa Community Board to provide comment on the renewal of alfresco dining approval and new alfresco dining approval which will contribute towards the final decision on the alfresco dining applications.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in receiving this report. The applicants have paid the required application fee for the renewal of alfresco dining approval.

ĀPITIHINGA / ATTACHMENTS

1. Attachment A - Draft Approval ALF48 CCs Cafe Cinema - A4283842 [↓](#) 
2. Attachment B - Draft Approval ALF92 Butterfish Limited - A4283844 [↓](#) 
3. Attachment C - Draft Approval ALF65 Kerikeri Lunchbox - A4283843 [↓](#) 
4. Attachment D - Draft Approval ALF3 Sharp Cafe - A4283848 [↓](#) 
5. Attachment E - Draft Approval ALF63 Avo Sushi - A4283846 [↓](#) 
6. Attachment F - Draft Approval ALF39 The Gables - A4283836 [↓](#) 
7. Attachment G - Draft Approval ALF103 Rocksalt Restaurant and Bar - A4283845 [↓](#) 
8. Attachment H - Draft Approval ALF102 Spice Grill - A4283851 [↓](#) 
9. Attachment I - Draft Approval ALF98 Letz Cafe - A4283839 [↓](#) 
10. Attachment J - Draft Approval ALF96 Burger Fiasko - A4283850 [↓](#) 
11. Attachment K - Draft Approval ALF93 Seaside - A4283840 [↓](#) 
12. Attachment L - Draft Approval ALF83 Konnies Kafe Limited - A4283849 [↓](#) 
13. Attachment M - Draft Approval ALF50 Sushi Gallery - A4283847 [↓](#) 
14. Attachment N - Draft Approval ALF49 Duke of Marlborough - A4283841 [↓](#) 
15. Attachment O - Draft Approval ALF37 Jimmy Jacks - A4283837 [↓](#) 
16. Attachment P - Draft Approval ALF104 El Cafe - A4283838 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	The Alfresco Dining Policy 2014 was revoked on 30 June 2022. Regulation of alfresco dining is outlined in the Road Use Bylaw 2022. The rules around approvals for alfresco dining are essentially unchanged, and therefore the level of significance for the recommendation to comment on the renewal of alfresco dining applications or new alfresco dining application is considered low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	2022 – Part 4 clause 13 and Part 7.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Bay of Islands-Whangaroa Community Board have delegation over activities on reserves but also has delegation to comment on alfresco dining applications.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Māori had an opportunity to contribute during the consultation process on the new Road Use Bylaw 2022. The Road Use Bylaw 2022 was adopted on 19 May 2022.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Regulation of alfresco dining is of relevance to hospitality businesses, their employees, and all community members and visitors to the Far North District. However, the rules around licenses for alfresco dining have not changed in their effect, and therefore the level of significance of this decision is low.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications to this decision.

Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.
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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Cc's Café Cinema
Registration of : Cc's Café Cinema
Site Address: 27-29 Hobson Avenue, Kerikeri 0230
Approval Number: ALF-48

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

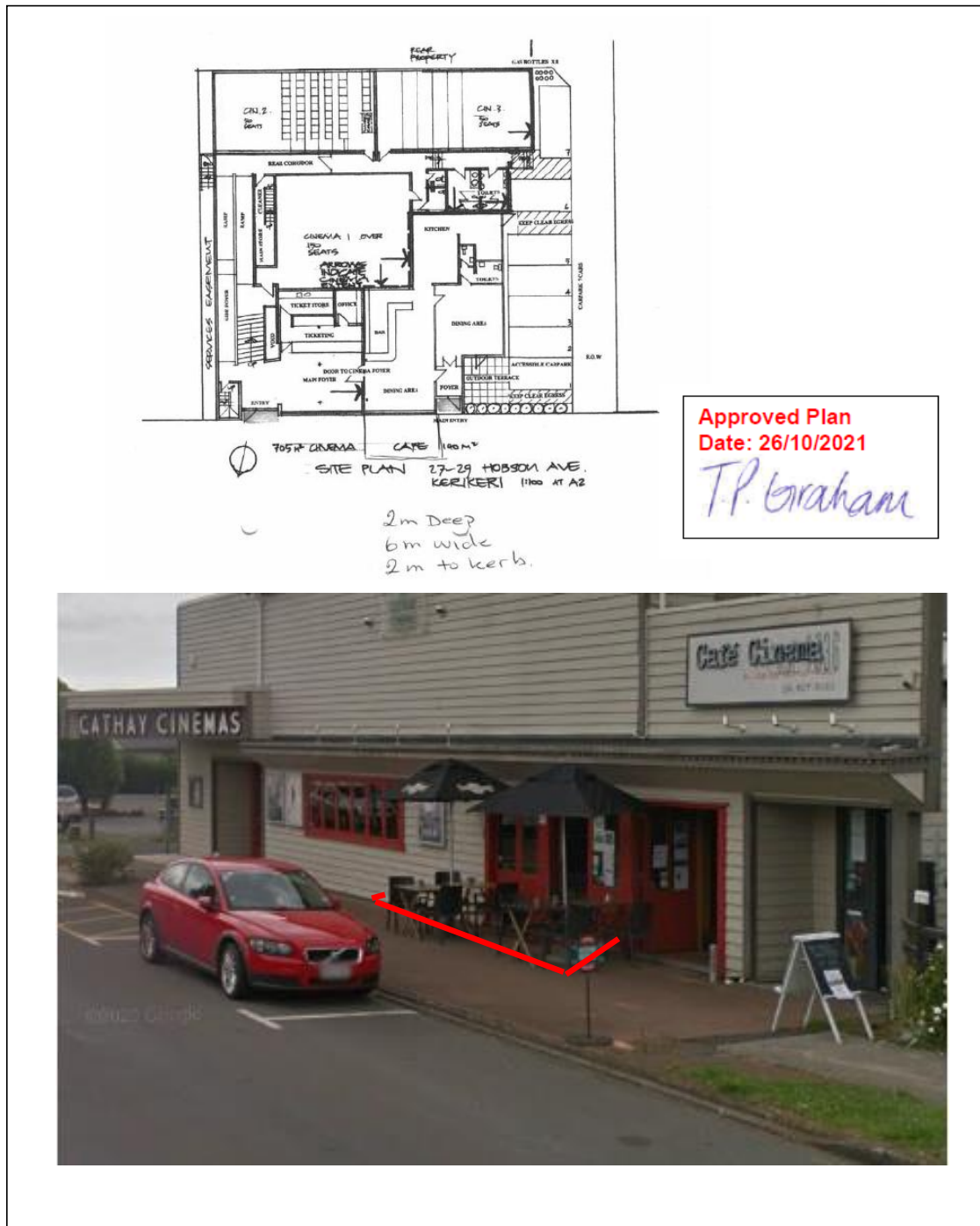
.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 4 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN





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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Butterfish Limited
Registration of : Butterfish Limited
Site Address: 25 The Strand, Russell 0202
Approval Number: ALF-92

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

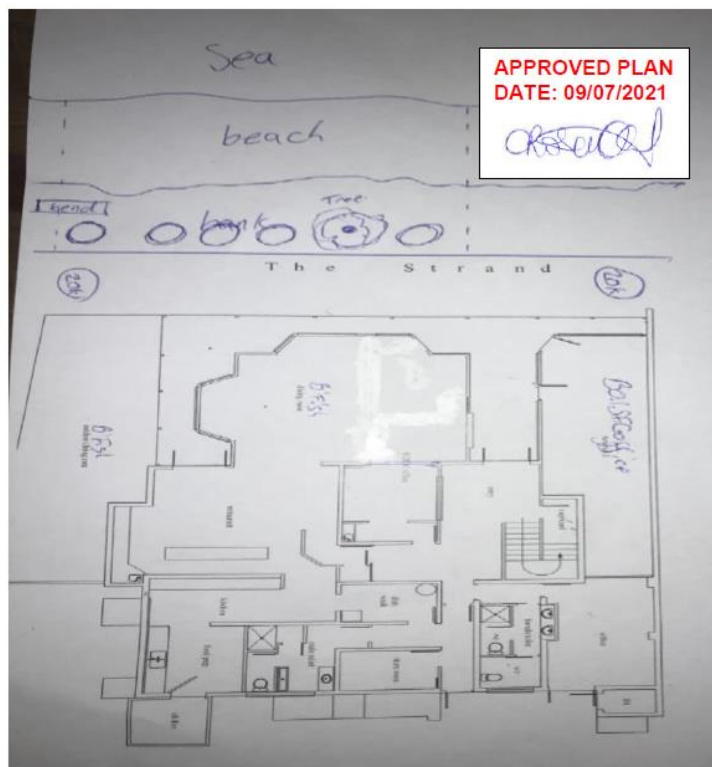
.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 5 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN





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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Hakka Limited
Registration of : Kerikeri Lunchbox
Site Address: 69 Kerikeri Road, Kerikeri 0230
Approval Number: ALF-65

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 3 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN



Approved Plan
Date: 8/12/2021
T.P. Graham





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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Sung Hun Kim
Registration of : Sharp Cafe
Site Address: 88 Kerikeri Road, Kerikeri 0230
Approval Number: ALF-3

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

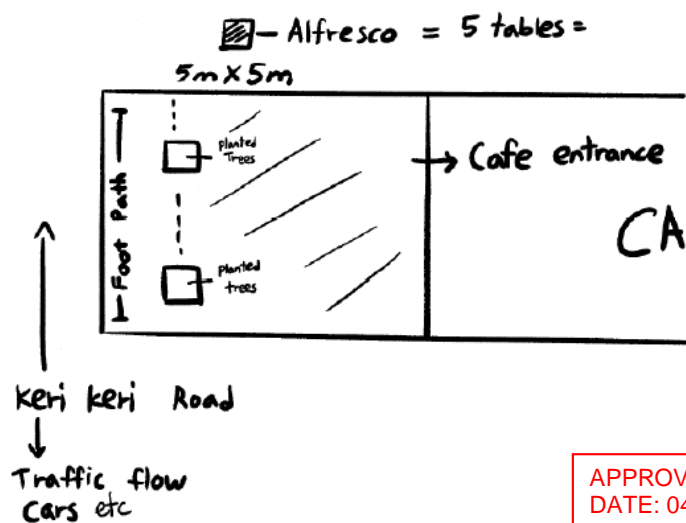
CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 5 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN



88 Kerikeri Road



APPROVED PLAN
DATE: 04/07/2023

[Signature]



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Private Bag 752, Memorial Avenue
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Freephone: 0800 920 029
Phone: (09) 401 5200

ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Gky Limited
Registration of : Avo Sushi
Site Address: Lot 3, Williams Road, Paihia 0200
Approval Number: ALF-63

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 2 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN**ALF – 63 / Avo Sushi**

- 2 Tables + 8 chairs
- Plastic materials
- 2 metres length x 1 metre width
- To be put outside of the shop during open hours (usually 8am – 4pm)



APPROVED PLAN
DATE: 04/07/2023



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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: The Gables Restaurant
Registration of : The Gables Restaurant
Site Address: 19 The Strand, Russell
Approval Number: ALF-39

Unless sooner surrendered or revoked this licence shall remain in force from **19 October 2023 until 30 June 2024**.

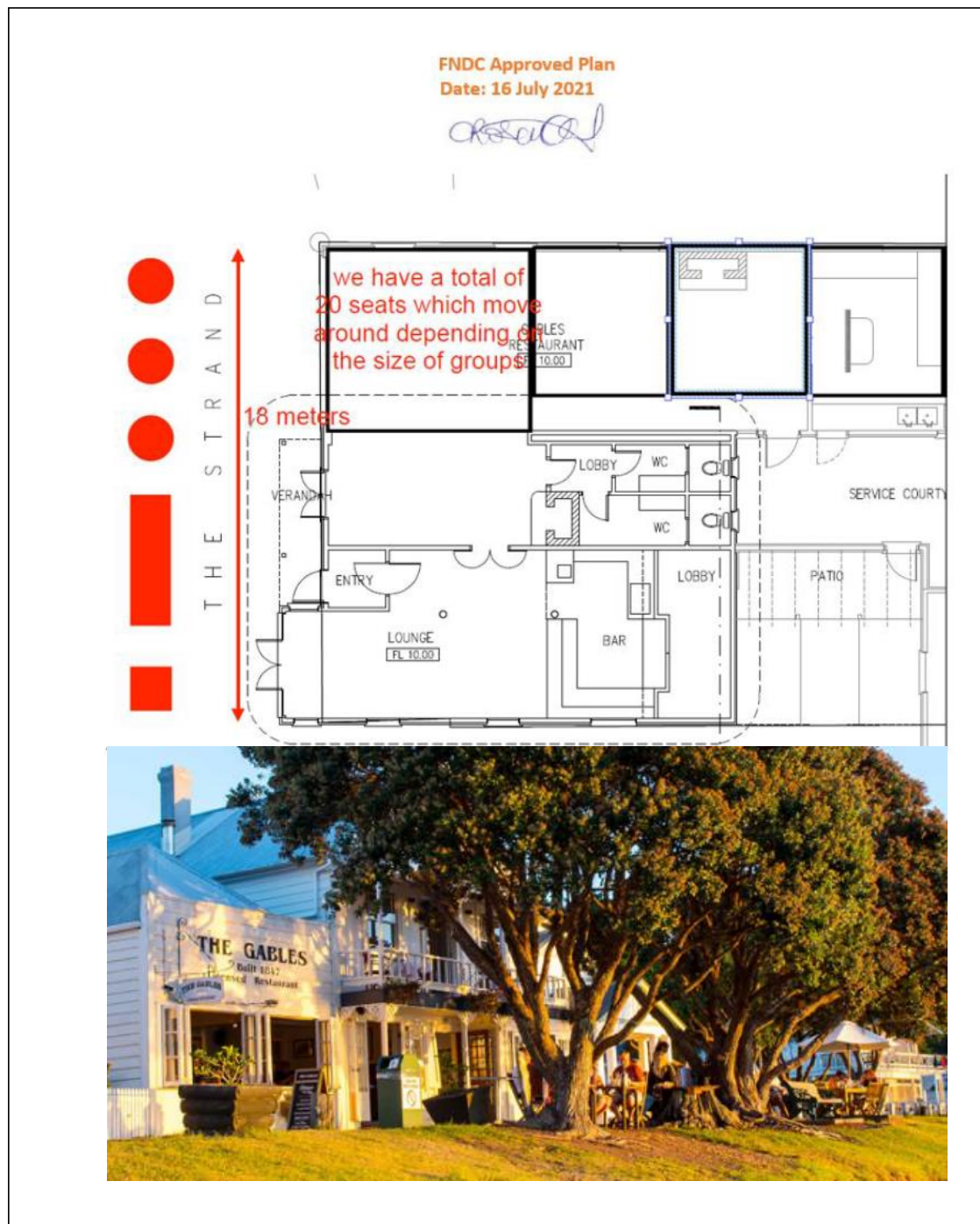
.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 5 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN





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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: 3228 Business Limited
Registration of : Rocksalt Restaurant and Bar
Site Address: 1 Cobham Road, Kerikeri
Approval Number: ALF-103

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 6 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN



Legend

● Table with chairs

— Alfredo dining footprint



APPROVED PLAN:
DATE: 08/06/23

[Signature]



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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Sarabjit Singh
Registration of : Spice Grill
Site Address: 20 Leigh Street, Kaeo 0448
Approval Number: ALF-102

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

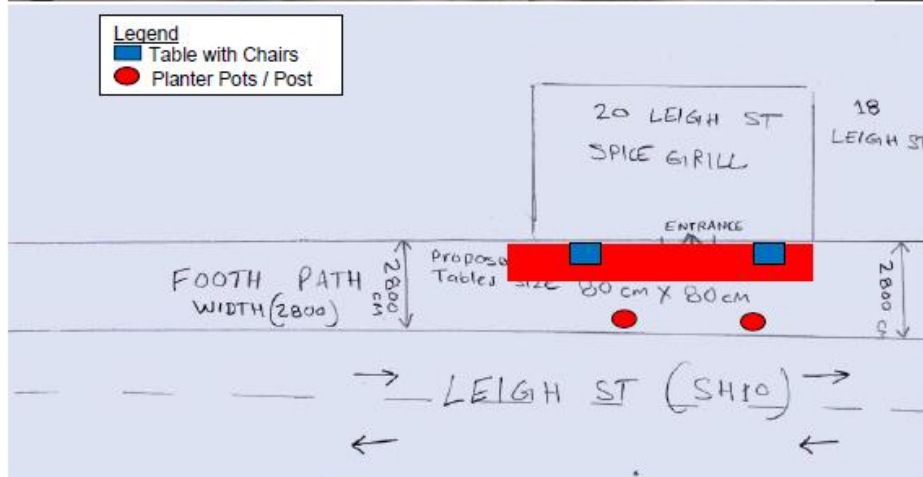
.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 2 tables with chairs. Tables and chairs must be situated against the building to ensure they do not affect pedestrian traffic or restrict the entrance into the building.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN



APPROVED PLAN
DATE: 20/06/2023

[Signature]



Email: ask.us@fnhc.govt.nz
Website: www.fnhc.govt.nz

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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Morunga & Sons Ltd
Registration of : Letz Café
Site Address: Shop 5, 9 Williams Road, Paihia 0200
Approval Number: ALF-98

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

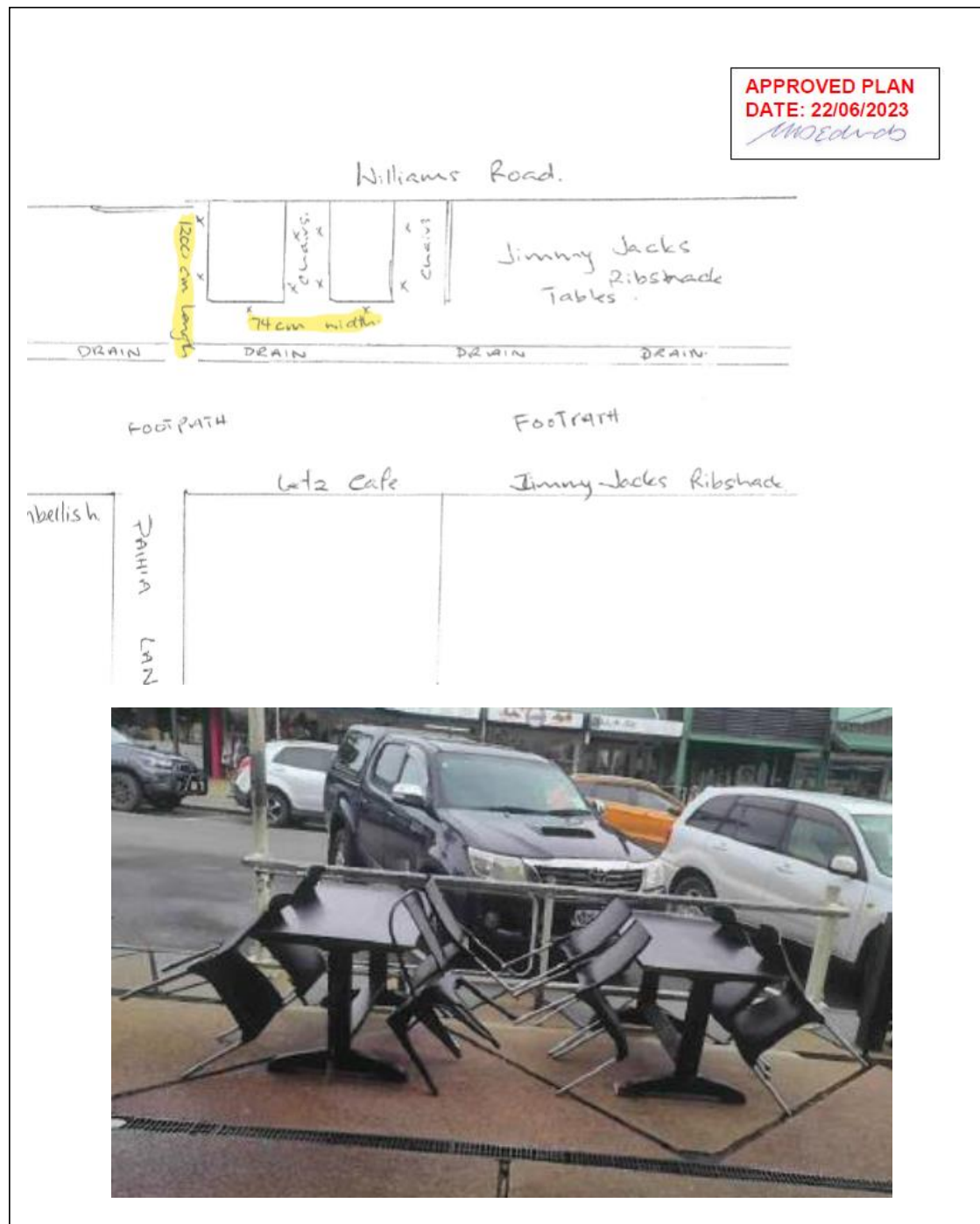
.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 2 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN





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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Jacob Jonathan Luke
Registration of : Burger Fiasko
Site Address: 60 Kerikeri Road, Kerikeri 0230
Approval Number: ALF-96

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

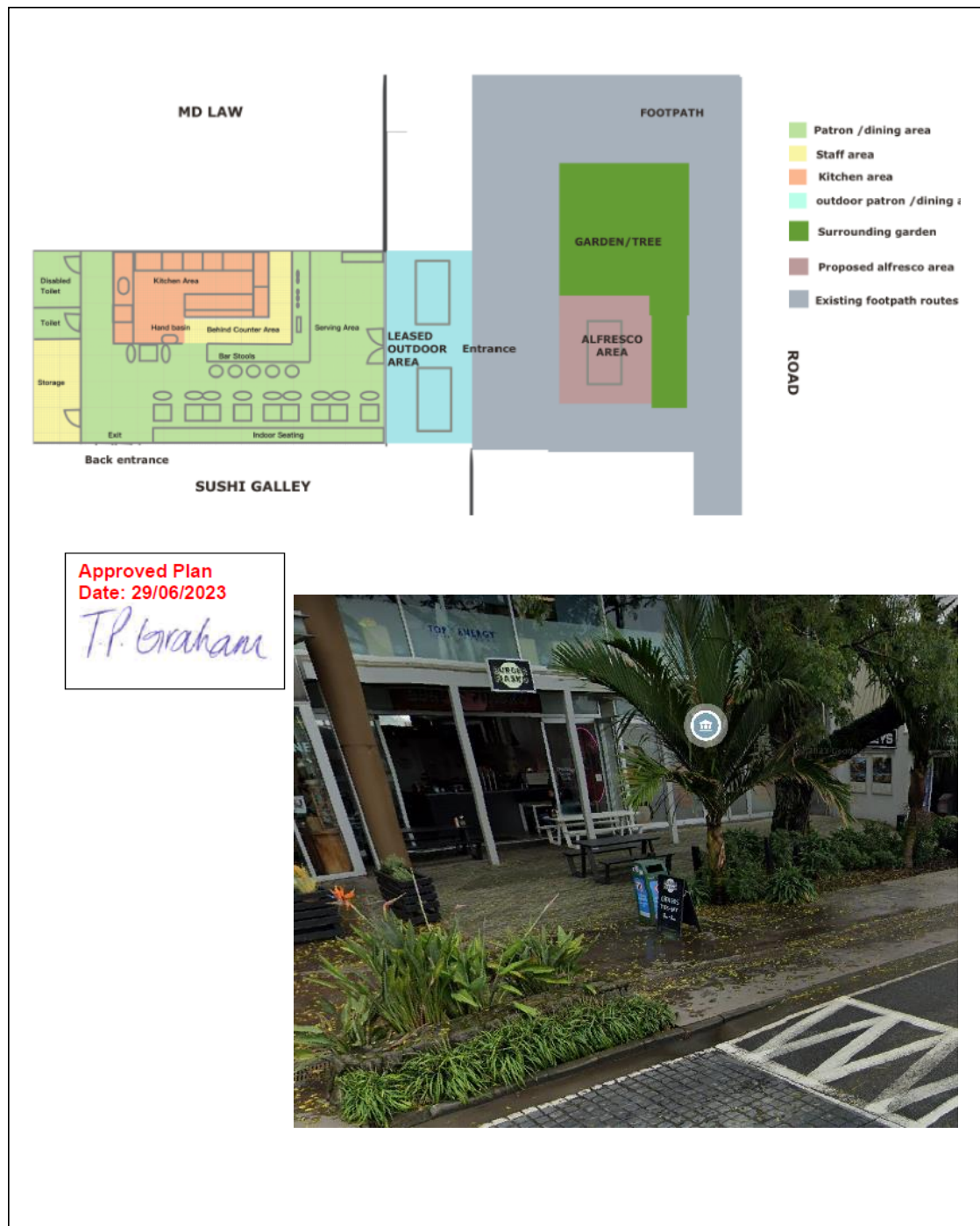
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Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 1 picnic table.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN





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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Mandeep Kaur
Registration of : Seaside
Site Address: 29 The Strand, Russell 0202
Approval Number: ALF-93

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

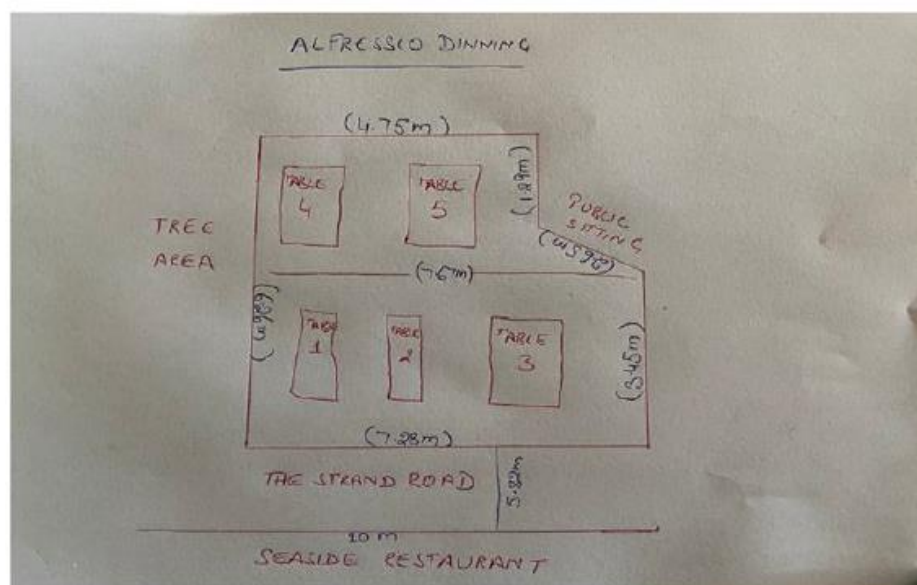
.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 5 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN





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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Konnie's Kafe Limited
Registration of : Konnie's Kafe Limited
Site Address: 39 Gillies Street, Kawakawa
Approval Number: ALF-83

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

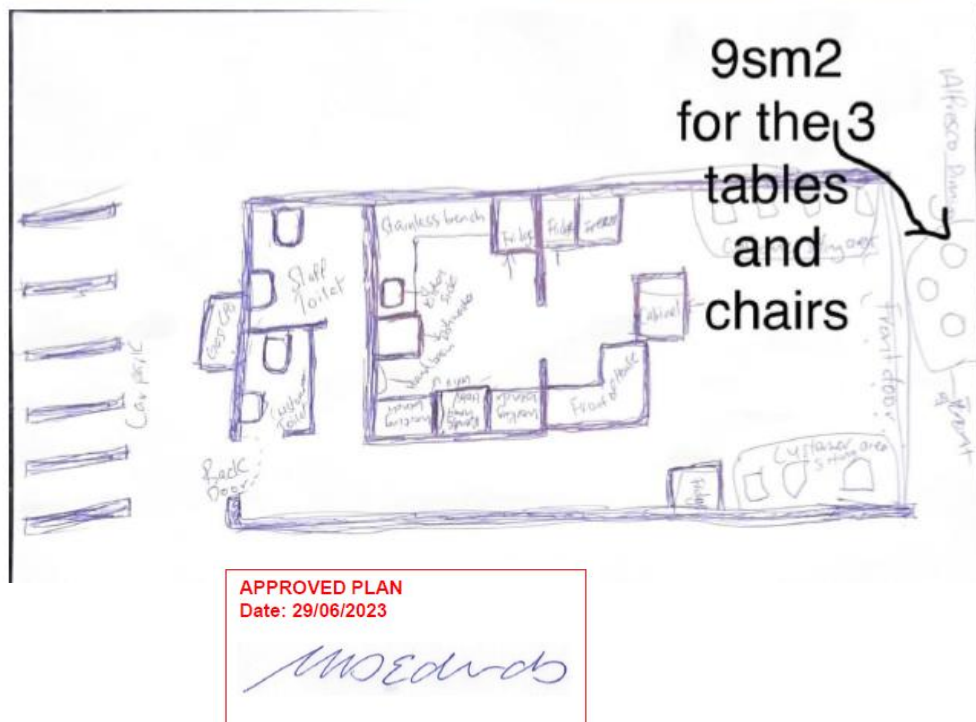
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Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 3 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN





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ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Tranzcom International Limited
Registration of : Sushi Gallery
Site Address: 2G/60 Kerikeri Road, Kerikeri 0230
Approval Number: ALF-50

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

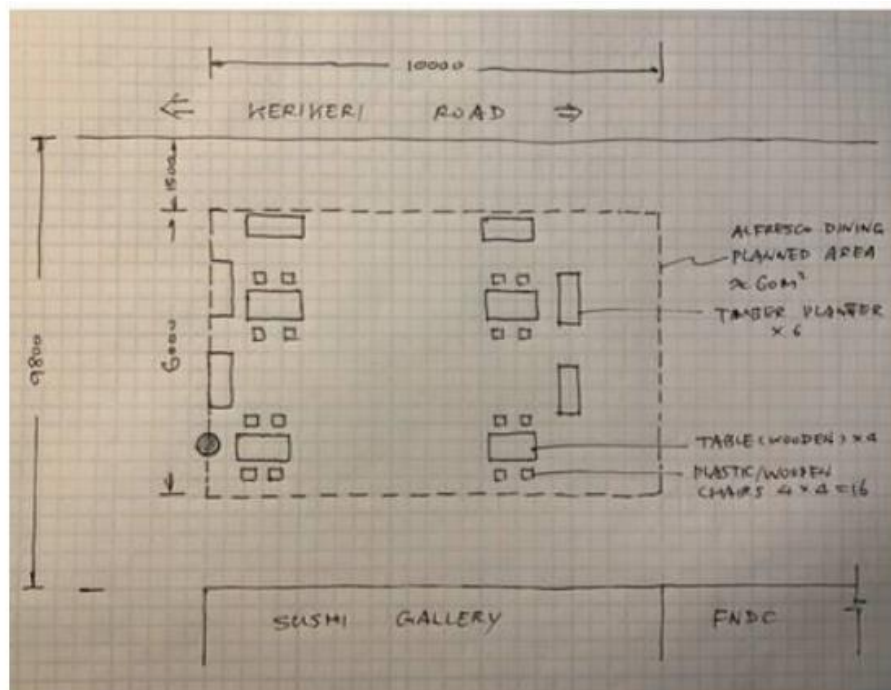
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Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 4 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN



Approved Plan
Date: 29/06/2022

[Signature]



Email: ask.us@fndc.govt.nz
Website: www.fndc.govt.nz

Private Bag 752, Memorial Avenue
Kaikohe 0440, New Zealand
Freephone: 0800 920 029
Phone: (09) 401 5200

ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Duke of Marlborough Business Limited
Registration of : Duke of Marlborough Business Limited
Site Address: 35 The Strand, Russell 0202
Approval Number: ALF-49

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

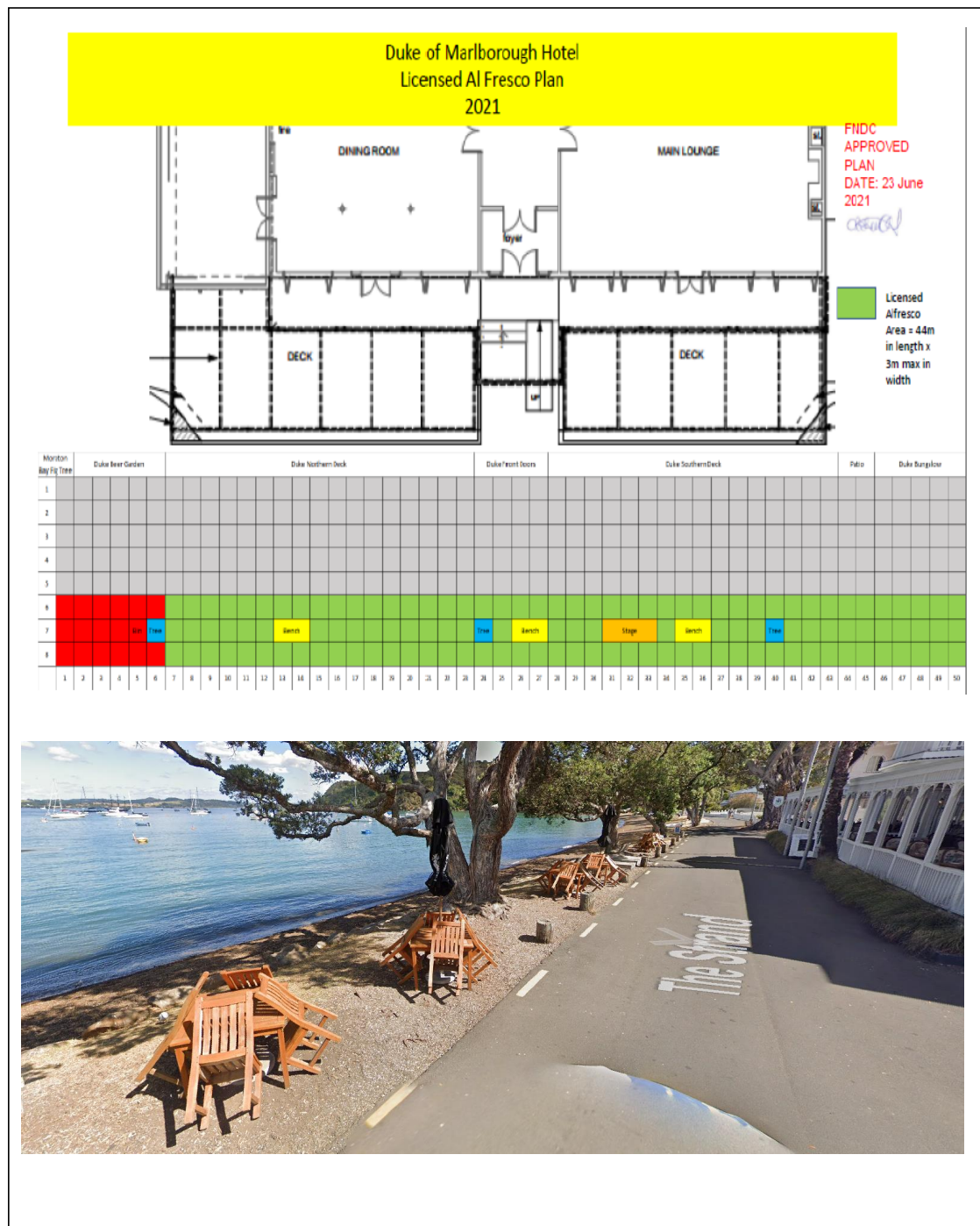
.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 5 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	The cover over the cord leading to the existing illegal stage on public land and across the public road should be removed unless in use. The future of the stage and cord will be addressed through the Kororareka Placemaking Consultation with the wider community
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN





Email: ask.us@fnhc.govt.nz
Website: www.fnhc.govt.nz

Private Bag 752, Memorial Avenue
Kaikohe 0440, New Zealand
Freephone: 0800 920 029
Phone: (09) 401 5200

ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Jimmy Jacks Limited
Registration of : Jimmy Jacks Rib Shack
Site Address: 9 Williams Road, Paihia 0200
Approval Number: ALF-37

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

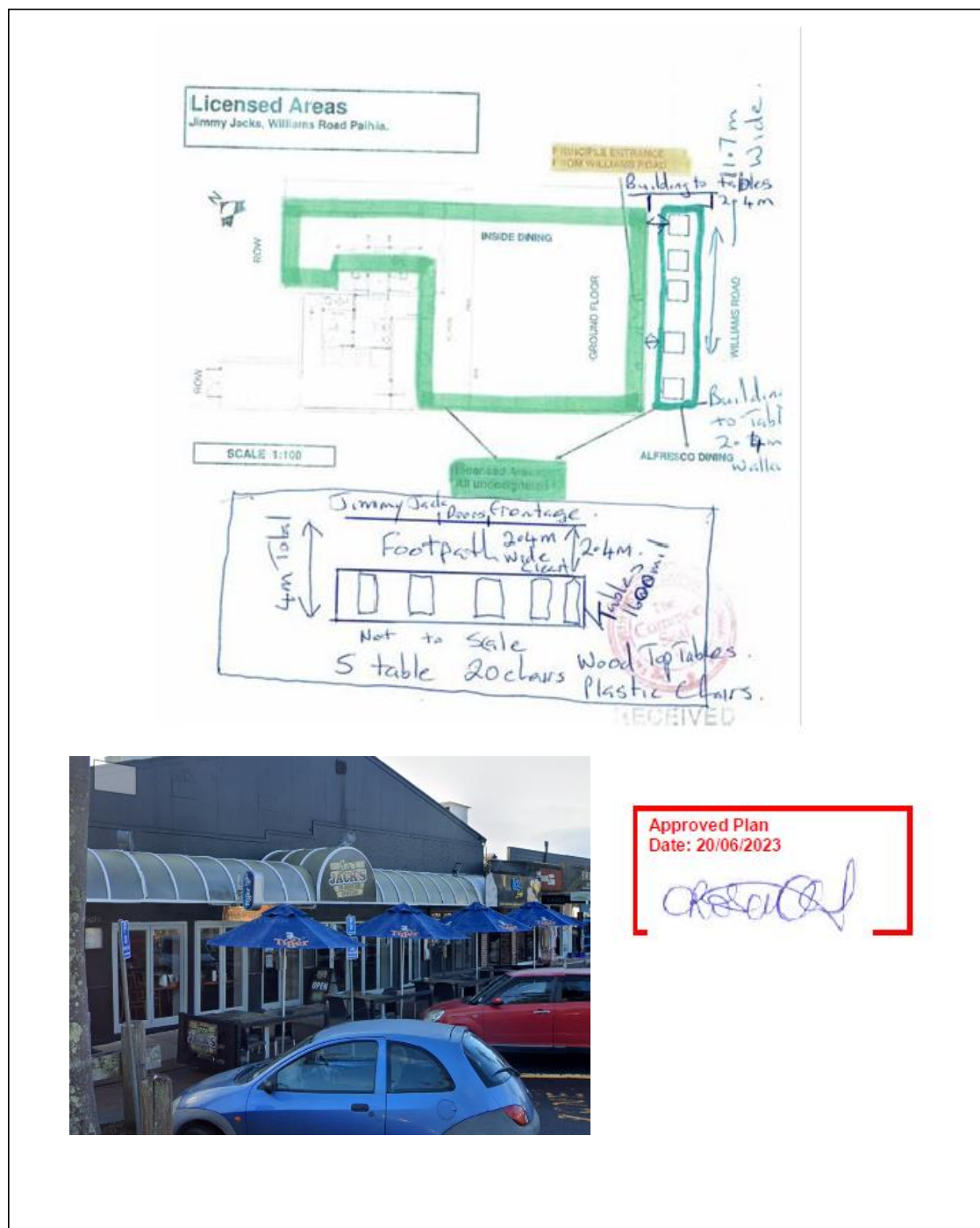
.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 5 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN





Email: ask.us@fnhc.govt.nz
Website: www.fnhc.govt.nz

Private Bag 752, Memorial Avenue
Kaikohe 0440, New Zealand
Freephone: 0800 920 029
Phone: (09) 401 5200

ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Jonathan Sefton and Carla Anne Farrell
Registration of : El Café
Site Address: 2 Kings Road, Paihia 0200
Approval Number: ALF-104

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2024**.

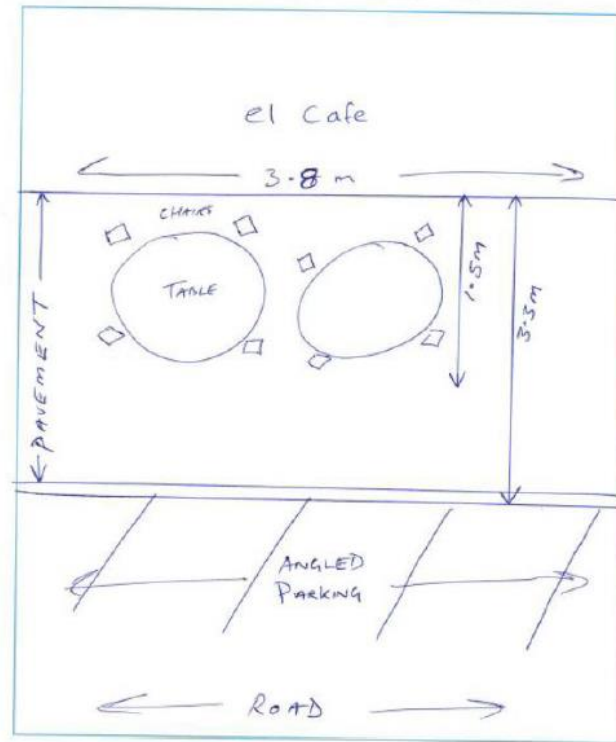
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Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 2 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
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9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue

ALFRESCO APPROVED PLAN



APPROVED PLAN:

M. Edwards
DATE: 26 June 2023

7.5 PAIHIA VILLAGE GREEN ARTS AND CRAFTS GUIDELINES 2023-2024**File Number:** A4296201**Author:** Kim Hammond, Community Board Coordinator**Authoriser:** Scott May, Manager - Stakeholder Relationships**TAKE PŪRONGO / PURPOSE OF THE REPORT**

This report seeks Bay of Islands-Whangaroa Community Board to approve the Focus Paihia Village Green Arts and Crafts Market Guidelines.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Paihia Village Green is managed in accordance with the Paihia Village Green Management Plan, which includes the market guidelines as an appendix.
- The Paihia Village Green Management Plan was adopted by Council in 1999.
- Council adopted the Paihia Village Green Market Guidelines in 2004, as recommended by the Bay of Islands-Whangaroa Community Board.
- Each year the Bay of Islands-Whangaroa community Board is required to adopt the Paihia Village Green Arts and Craft Market Guidelines.
- Council staff met with representatives from Focus Paihia Community Trust, Far North Holdings Limited and Chairperson Ward to update and agree to guidelines before presenting them to Community Board for final sign off.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the Paihia Village Green Art and Crafts Market Guidelines 2023-2024.

1) TĀHUHU KŌRERO / BACKGROUND

The Paihia Village Green (PVG) is located at the corner of Marsden Road and School Road Paihia. It is the main open pace that links the wharf and maritime area with the commercial car parking areas of Paihia. The PVG is often used for events or activities that 'add to the festive atmosphere of a seaside resort'.

In 1999 the Paihia Memorial Hall Committee managed the PVG, as part of this agreement the Paihia Memorial Hall Committee received any payment for the use of the PVG and made any decisions regarding who or what activity could use the PVG.

Also in 1999, the Kerikeri Community Board resolved that a Community Board member and a Councillor be appointed to work with staff to determine an up-to-date policy and/or management plan for the PVG. Council adopted the Paihia Village Green Management Plan (PVGMP). The PVGMP provided for a craft market to be held on the green when cruise ships are in the bay, which was managed by the local Art and Craft Society. The PVGMP in 1999 stated that the management plan would be reviewed every five years if necessary and the scale of fees and charges would be reviewed yearly.

As part of this PVGMP the Paihia I-Site would take bookings for both the PVG and Craft market and would retain 10% of the income.

A report was presented to the Bay of Islands-Whangaroa Community Board in June 2011, recommending that the Community Board discuss with Focus Paihia the potential for Focus Paihia to manage the PVG, including the art and crafts market. The discussion included - how the management of the PVG might work, changes to the way that it is managed and what payment arrangement is appropriate. The reason for this report was that over 2010-2011 there were a higher number of complaints. A summary of the complaints include:

- There is a perception that the stall holders have an unfair commercial advantage over the retailers in the “high” street.
- The quality or quantity of the art and craft market is not managed.
- There is no official point of contact for managing site allocation, collecting fees and managing cancellations.
- Charging of fees is inconsistent – Farmers Market stall holders don’t pay, and IT Festival did not pay any significant amount.

One of the options provided to the community was to appoint Focus Paihia to manage the PVG - including the art and crafts market.

In 2014 the day-to-day management of the PVG continued to be managed by Focus Paihia, as part of this agreement Focus Paihia worked collaboratively with market stall holders and the business community to develop new market guidelines aimed to ensure a successful and vibrant market. Council adopted the Paihia Village Green Art and Craft Market Guidelines and amended the PVGMP.

Since Focus Paihia took over the management of the PVG and art and crafts market, several changes have been made to the Paihia Village Green Art and Craft Market Guidelines, including:

- Originally a market would be held if the cruise ship carrying more than 220 passengers was in the Bay of Islands port. This was then increased to ships carrying more than 1000 passengers. The current agreement is that markets will only be held if the cruise ship is carrying more than 1750 passengers. The current schedule of Cruise Ships for the coming session indicate this would be 47 markets.
- In previous years the number of stalls went from 35 originally, down to 20 and it is now requested that it goes back up to a maximum 35. 10 of these sites will also be set aside for local retailers free of charge.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Attached are the Artisans and Retailers 2023-2024 Paihia Village Green Art and Craft Market Guidelines. These guidelines are required to be presented to the Bay of Islands-Whangaroa Community Board for approval and then attached to the PVGMP.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Focus Paihia works with market stall holders and businesses in Paihia and asks for feedback on changes that they would like to be made to the upcoming market season. Focus Paihia, a Community Board Representative and council staff have met to discuss the changes that were requested to be made to the Paihia Village Green Art and Craft Market Guidelines.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications in approving the Paihia Village Green Art and Crafts Market Guidelines.

ĀPITIHINGA / ATTACHMENTS

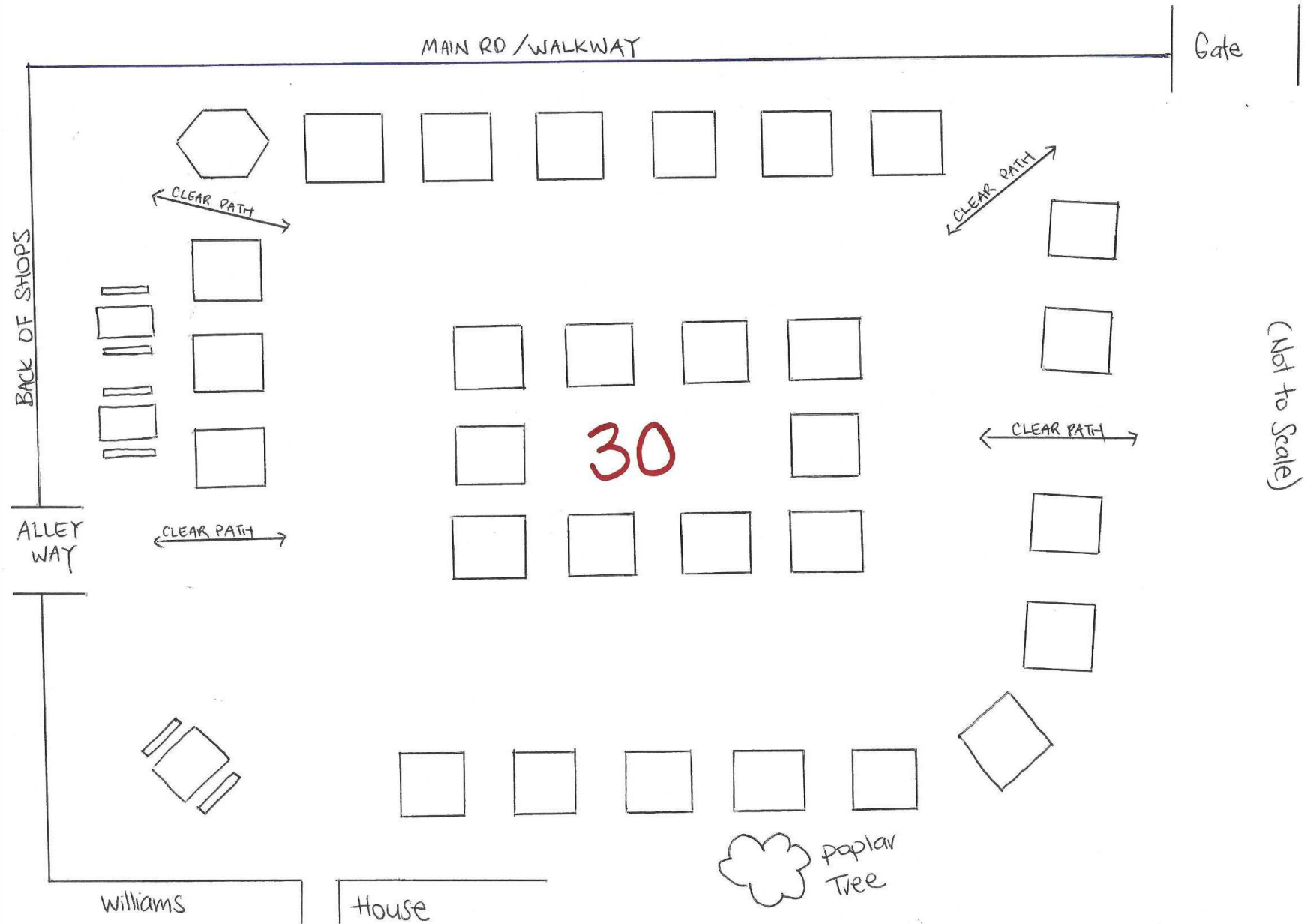
1. Map - Paihia Arts and Crafts Market 30 Stall Holders - A4286168  
2. Map - Paihia Arts and Crafts Market 35 Stall Holders - A4286178  
3. Artisans - Paihia Art Craft Market Guidelines 2023-2024 - A4298818  
4. Retailers - Paihia Art Craft Market Guidelines 2023-2024 - A4298819  

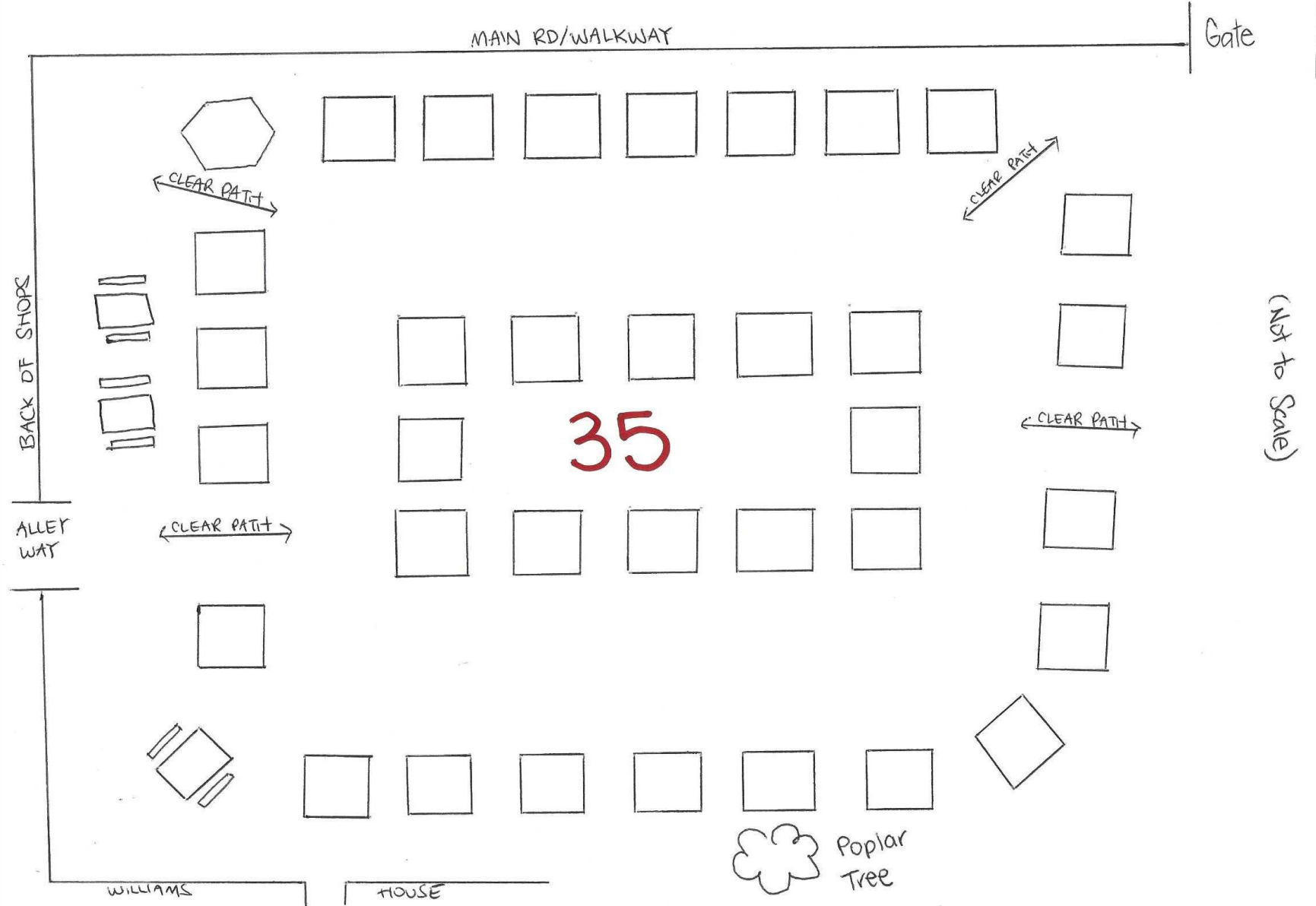
Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Reserves Act 1977. Paihia Village Green Management Plan.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This matter has been referred to the Community Board as 'reserves' are one the civic amenities referred to in the delegations of the Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Possible implications for Māori have been considered as part of the Paihia Village Green management Plan.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Focus Paihia have worked in consultation with stall holders and local business in developing the guidelines.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications with this report.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.







Guidelines effective 1 September 2022 but are subject to final sign off by FNDC.

Guidelines for the Paihia Village Green Art & Craft Market Season 2023/2024

Focus Paihia Community Charitable Trust (FPCCT) are mandated by the Far North District Council to run the Paihia Art & Craft Market (PACM).

The goal of the Paihia Art & Craft Market is to enhance the area with a vibrant artisan market that helps make Paihia stand up and shine as a cruise ship destination.

They believe that the stall holders make the market. They appreciate the efforts in preparing for each market day and hope for a prosperous season.

Please review the following policies, which are subject to change. Updates will be sent to the email address provided in the application.

ENQUIRIES

Please read these guidelines and direct all enquiries via email to info@focuspaihia.org.nz. If you wish to apply for a stall site refer to the APPLICATION AND CERTIFICATION section below.

A. GENERAL

- 1) The Paihia Art and Craft Market (The Market) activities are to be compatible with the FNDC Village Green Management Plan.
- 2) Applications for the coming season will be in accordance with Section E. All shortlisted applications will have products reviewed by a Certification Committee. See Below.
- 3) Prior participation does not guarantee acceptance in the current year's market.

B. FEES

- 1) The fees set for this season are:
 - a. Permanent stall holder \$50 per market
 - b. Casual stall holder \$56 per market

C. OPERATION DAYS

- 1) Operating times will be from 6.30am until either 1pm or if the ship departs after that period, the departure time of that ship, but never beyond 4.15pm.
- 2) A Market will only operate when a cruise ship capable of carrying more than 1750 passengers is in the Bay of Islands port throughout the months of September to May inclusive. Focus Paihia Community Charitable Trust has the right to revoke this for special events, i.e. school fairs, community activities, local fundraising activities, Sport Northland events, etc.
- 3) A market will only take place if a ship in port tenders to either Waitangi or Paihia, carrying over 1750 passengers. If a ship only tenders to Russell, there will be no market.
- 4) There is no minimum stall number to hold a market.
- 5) Each cruise ship season is tentatively released in August.
- 6) There will be a maximum of 25 sites for Artisans and 10 sites for local retailers, on any given ship day when a cruise ship capable of carrying more than 1750 passengers is in the Bay of Islands.

D. MARKET MANAGEMENT COMMITTEE

- 1) The Paihia Art & Craft Market Management Committee (the management committee) oversees the finalisation of the season's guidelines prior to submitting to council. It is made up of one stallholder representative, one Paihia retailer representative and one Focus Paihia Community Charitable Trust (FPCCT) representative.

E. APPLICATION AND CERTIFICATION



- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) If you wish to be considered for certification please complete the application process below and email to info@focuspaihia.org.nz.
- 3) Application Process - you are required to submit:
 - Trading name/Stall name.
 - Postal address/Actual address.
 - Home phone/Mobile phone/Email address.
 - At least 6 photographs representative of the items you intend to sell.
 - A photograph of your display.
 - A brief artist statement including the process of how your product/s are made.
- 4) Please note that applications will not be considered without the above information being supplied.
- 5) Only people residing in Northland Districts i.e. Kaipara, Whangarei and the Far North, may apply for a site on market days. Priority will be given to Bay of Islands stall holders. Proof of address will be required.
- 6) **Minimum criteria:**
 - Products must be designed and handcrafted by the artist/crafter.
 - No imports or resale items will be accepted.
 - Product that is commercially formed/produced and then 'finished' by the seller will not be accepted.
- 7) Applications for the coming season open 1 August and close on 16 September 2023. The timeframe is very small due to such tight time restraints.

F. MARKET CERTIFICATION COMMITTEE

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) The Market Certification Committee is made up of three independent, suitably qualified individuals, FPCCT Market Manager, a Business Paihia representative, and a representative of FPCCT. The Market Site Manager may also be in attendance, however can not vote. Each product will be assessed and either approved or rejected, based on the agreed criteria. The outcome will not necessarily be confirmed at the time of assessment but when a decision is made, the relevant person(s) will be contacted on the email address supplied with their application.
- 3) The Market Certification Committee will give preference to people who offer a quality, unique, local and authentic product, have a professional approach and a customer focused attitude.
- 4) The Certification process is handled as follows:
The Market Certification Committee meets to examine all of the applications prior to the market season. The committee carefully examines a number of important aspects in each application:
 - What is the quality of the product?
 - How marketable is the product?
 - Does the product meet the minimum criteria as set out in the Market Guidelines?
 - Does the product enhance the overall variety of products at the market?
 - Is the product compelling?
 - Is the product unique?
 - Is the product representative of the local area?



- 5) The shortlisted applicants will be invited to present to the committee. Please note that being invited to present does not guarantee a site on the market. Note: If an applicant is returning from the previous season they may not have to present to the committee if product has not changed. This will be to the discretion of the Market Certification Committee.
- 6) The Market Certification Committees' decision will be final and no correspondence shall be entered into.
- 7) Those stall holders who meet the market's criteria and are certified but are not given a full time site, will be placed on an alternate list (casual) to fill available vacancies that regularly occur throughout the season.
- 8) An approved stallholder will be given a pass to hang clearly and prominently on their stall. **This must be clearly displayed at all times.**
- 9) Current stallholders who wish to have new product approved will need to wait until a formal assessment. There will only be one assessment in any given season.
- 10) Stallholders are to only sell 'certified' product. There are no exceptions. Stallholders may not sell any items not approved or shown in their market application. Market Management has the right to ask a stall holder to remove products.

G. CERTIFICATION CRITERIA

- 1) Products must be designed and handcrafted in New Zealand by the artist/crafter.
- 2) No imports or resale items will be accepted.
- 3) Product that is commercially formed/produced and then 'finished' by the seller will not be accepted.

Wood: A raw piece of wood turned into a completed product, such as a bowl, plate, piece of jewellery, etc. This can include inlays.

Glass: Taking raw product and hand blowing, slumping or fusing the piece to form a finished product. Includes colouring.

Ceramics: Taking clay and forming a completed product, including hand painting.

Books: Hand crafted, if the book is written by the seller and commercially printed, provided that it is an isolated item on the stall, it is acceptable.

Fabric and fibre: There is preference for hand woven and hand dyed pieces. At a minimum, the products can take pre-printed fabric/dyed wool and hand craft it into a finished product. However, workmanship must be to a high standard and the degree of work must satisfy the handcrafted aspect. Stuffing in pillows is accepted.

Photography: Accepted if the picture is taken, printed and mounted by the seller. Canvases and frames can be bought, although there is a preference for self-made frames.

Paintings: Paintings must be completed by hand by the seller. Canvases and frames can be bought, although there is a preference for self-made frames.

Reproductions/Prints: Reproductions/Prints must be originally produced by the seller with a maximum of 200 prints produced and individually numbered (i.e. 15 of 200) for wall art. Canvases and frames can be bought, although there is a preference for self-made frames. Commercially printed product will not be accepted.

Jewellery: The jewellery category is often the most applied for category in many art and craft markets. Market Management has identified three subsets of jewellers: Craft, Artisan, and Mixed. Stall holders will be required to display a sign indicating the category for which they are certified.



- **Craft Jeweller Category:** Jewellers who design their jewellery using beads and/or other components they did not create.
- **Artisan Jeweller Category:** Jewellers who craft the components of the jewellery they design (silversmith, gem cutting, stone tumbling, etc.)
- **Mixed Jeweller Category:** Jewellers who offer jewellery that falls into both categories.

Please note that a bought chain/leather/cord on its own has no handcrafted element, therefore is not allowed to be displayed or sold as an individual item.

Pounamu: Pounamu pieces must be hand crafted and be New Zealand jade/greenstone. Certificate of authenticity and/or origin must be supplied at certification and prominently displayed on stall.

Other: Other items not listed above will be at the discretion of the committee.

Notwithstanding the above guidelines, should the certification committee feel a product is of a high enough standard to warrant placement in the market but fails to meet some of the guidelines criteria, then they may use their discretion and accept that product. It is important the product fits the ethos of the market.

H. MARKET RELATIONS

- 1) Stall holders should respect one another's space and right to sell their products without intrusion.
- 2) Any stall holders queries, issues or disputes are to be given to the FPCCT Market Manager in writing.
- 3) If a stallholder has suggestions or concerns relating to participants, attendees, or the market, they should notify the FPCCT Market Manager in writing.
- 4) Stallholders must keep their crafts and sites to a high standard.
- 5) The FPCCT Market Manager has the right to refuse or ban any craft person or craft for any reason FPCCT deems is inappropriate for the market.

I. STALL OPERATORS

- 1) Sites may be shared (i.e. two separate parties may share one site on alternate market days);
 - a. Subject to availability.
 - b. Applicants must send one joint application.
 - c. Payment/s is the responsibility of one nominated party.
- 2) The registrant listed on the application must be the main seller. Family may assist selling at the stall, but no agents or resellers. Non-family assistance can be given by preapproval from the FPCCT Market Manager.
The name listed on the application is considered the stall holder and is responsible for ensuring that all staff are properly trained to know the stallholder's artistic process and also the Market's policies.

J. ACCESS, SET UP & BREAKDOWN

- 1) Vehicle entry to the Green for stallholders will be allowed after 6:30am on the day. Access to the green will be closed off at 8:30am sharp, to prevent members of the public from entering and parking.
- 2) Vehicles must be taken off the grounds by 8:30am. Cars may not be parked beside a stall. No exceptions.
- 3) Breakdown must not start until the last cruise ship bus has departed Paihia, or 4:15pm whichever is the sooner, unless;
 - Prior approval has been granted by the Site Manager.
 - There is an emergency.
 Vehicle access will be locked at 6pm.
- 4) Trailers are either to be removed from the green or kept on the stallholder site and disguised (i.e. used as a table, etc).
- 5) Vendors are responsible for providing their own equipment.



- 6) All sites will be the same size of 5.5 metres and will be defined when the market is set out at the beginning of the season, unless otherwise agreed on by the FPCCT Market Manager.
- 7) Gazebos must be 4.5m x 4m, or smaller.

K. OTHER LOGISTICS

- 1) Village Green entrances and walkways are to be kept clear at all times. There is a "no smoking/no alcohol" bylaw in effect for all reserves.
- 2) Village Green picnic tables and seats are not to be used by site holders. Stalls, including guy ropes, which where possible, must be 2 metres from the park furniture.
- 3) Rubbish and litter is to be removed from the Village Green by site holders at the end of the market day and the Green must be left in its original state.

L. PAYMENT

- 1) Payment is to be made in advance.
- 2) Options are:
 - One lump sum at the beginning of the season, OR
 - Monthly payments by direct credit/automatic payment to be paid on the first day of each of the months of market.
- 3) All payments must be made by bank transfer. Payments will not be accepted at the market.
- 4) If you are more than 7 days behind in payments you may not be allowed to enter the Village Green until proof of payment can be presented.

M. CANCELLATIONS & SITE LOCATIONS

- 1) The site manager will make the final decision on stall placement on the green
- 2) Closure of the market due to extreme weather is at the discretion of the Site Manager.
- 3) No refunds or credits will be given for bad weather, ship cancellation, etc. However if an additional ship is scheduled this day will not be charged.
- 4) Stallholders are required to notify the Site Manager by either email or phone if they will be late or absent 48 hours in advance. Non-compliance with this or repeated absences of more than 3 without proper notice will result in forfeiture of permanent site. No refunds or credits will be given for days missed.
- 5) The Site Manager has the right and will assign a stall holders' site to another stallholder if the 'regular' stallholder has not arrived.
- 6) If a stall holder is unable to make it on the day, for any reason, they will contact the Site Manager directly.
- 7) Market Management has the authority to move and reassign stallholder sites to enhance or facilitate market operations.
- 8) A permanent stallholder that is unable to complete the season is to give one month's notice.
- 9) Stallholders are expected to stay for the duration of the ship day. A ship day concludes as per C(1) of this agreement.
- 10) In the event a ship cancels on the day of arrival, the market must cease to trade immediately. Vehicle access on these days will be locked 1.5 hours after notice to cease trade.
- 11) By signing up as a permanent stall holder you are expected to attend all markets unless there is a medical or family emergency.



- 12) In order to maintain the high standard of the cruise ship market, absence to attend other markets on a cruise ship day is not acceptable. Please consider this when making your application.

N. DAMAGES

- 1) Focus Pathia Community Trust and the Pathia Arts & Craft Market is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for, or participation in, the Pathia Arts & Craft Market.

O. ONUS & FAILURE TO COMPLY

- 1) The onus to prove this contract is fulfilled is on the stallholder.
- 2) When signing the individual booking form, you are also agreeing to the guidelines and will abide by these while trading on the Pathia Village Green as part of the Market.
- 3) Repeat failure to comply with the guidelines in the above document could result in immediate removal from the Green and termination of your contract.
- 4) Focus Pathia Community Charitable Trust reserves the right to immediately remove any stallholder not abiding by these guidelines. This also applies to any stallholder, (or assistant/helper) involved in any inappropriate behaviour, which may detract from, or upset our customers (and fellow stallholders) experience.
- 5) Stall holders must always comply with the following legislation: Consumer Guarantees Act, Fair Trading Act, Product Safety Regulations, Weights and Measures Act.



Guidelines effective 1 September 2022 but are subject to final sign off by FNDC.

Guidelines for the Paihia Village Green Art & Craft Market
Season 2023/2024 - Retailers

Focus Paihia Community Charitable Trust (FPCCT) are mandated by the Far North District Council to run the Paihia Art & Craft Market (PACM).

The goal of the Paihia Art & Craft Market is to enhance the area with a vibrant artisan market that helps make Paihia stand up and shine as a cruise ship destination.

They believe that the stall holders make the market. They appreciate the efforts in preparing for each market day and hope for a prosperous season.

Please review the following policies, which are subject to change. Updates will be sent to the email address provided in the application.

ENQUIRIES

Please read these guidelines and direct all enquiries via email to info@focuspaihia.org.nz. If you wish to apply for a stall site refer to the APPLICATION AND CERTIFICATION section below.

A. GENERAL

- 1) The Paihia Art and Craft Market (The Market) activities are to be compatible with the FNDC Village Green Management Plan.
- 2) Applications for the coming season will be in accordance with Section E. All shortlisted applications will have products reviewed by a Certification Committee. See Below.
- 3) Prior participation does not guarantee acceptance in the current year's market.

B. FEES

- 1) There are no fees payable for a Paihia retailer to attend the market.

C. OPERATION DAYS

- 1) Operating times will be from 6.30am until either 1pm or if the ship departs after that period, the departure time of that ship, but never beyond 4.15pm.
- 2) A Market will only operate when a cruise ship capable of carrying more than 1750 passengers is in the Bay of Islands port throughout the months of September to May inclusive. Focus Paihia Community Charitable Trust has the right to revoke this for special events, i.e. school fairs, community activities, local fundraising activities, Sport Northland events, etc.
- 3) A market will only take place if a ship in port tenders to either Waitangi or Paihia, carrying over 1750 passengers. If a ship only tenders to Russell, there will be no market.
- 4) There is no minimum stall number to hold a market.
- 5) Each cruise ship season is tentatively released in August.
- 6) There will be a maximum of 35 sites for Artisans and 10 sites for local retailers, on any given ship day when a cruise ship capable of carrying more than 1750 passengers is in the Bay of Islands.

D. MARKET MANAGEMENT COMMITTEE

- 1) The Paihia Art & Craft Market Management Committee (the management committee) oversees the finalisation of the season's guidelines prior to submitting to council. It is made up of one stallholder representative, one Paihia retailer representative and one Focus Paihia Community Charitable Trust (FPCCT) representative.

E. APPLICATION AND CERTIFICATION

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.



- 2) If you wish to be considered for certification please complete the application process below and email to info@focuspaihia.org.nz.
- 3) Application Process - you are required to submit:
 - Trading name/Stall name.
 - Postal address/Actual address.
 - Mobile phone/Email address.
 - At least 6 photographs representative of the items you intend to sell.
 - A photograph of your display.
 - A brief statement notifying us where your product is from, and who the artists are.
- 4) Please note that applications will not be considered without the above information being supplied.
- 5) Only retailers from the Paihia CBD may apply for a site on market days.
- 6) **Minimum criteria:**
 - Products must be designed and handcrafted in New Zealand.
 - No imports will be accepted.
 - Product that is commercially formed/produced and then 'finished' by an artist will not be accepted.
- 7) Applications for the coming season open 1 August and close on 16 September 2023. The timeframe is very small due to such tight time restraints.

F. MARKET CERTIFICATION COMMITTEE

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) The Market Certification Committee is made up of three independent, suitably qualified individuals, FPCCT Market Manager, a Business Paihia representative, and a representative of FPCCT. The Market Site Manager may also be in attendance, however can not vote. Each product will be assessed and either approved or rejected, based on the agreed criteria. The outcome will not necessarily be confirmed at the time of assessment but when a decision is made, the relevant person(s) will be contacted on the email address supplied with their application.
- 3) The Market Certification Committee will give preference to people who offer a quality, unique, local and authentic product, have a professional approach and a customer focused attitude.
- 4) The Certification process is handled as follows:
The Market Certification Committee meets to examine all of the applications prior to the market season. The committee carefully examines a number of important aspects in each application:
 - What is the quality of the product?
 - How marketable is the product?
 - Does the product meet the minimum criteria as set out in the Market Guidelines?
 - Does the product enhance the overall variety of products at the market?
 - Is the product compelling?
 - Is the product unique?
 - Is the product representative of the local area?
- 5) The shortlisted applicants will be invited to present to the committee. Please note that being invited to present does not guarantee a site on the market. Note: If an applicant is returning from the previous season they may not have to present to the committee if product has not changed. This will be to the discretion of the Market Certification Committee.



- 6) The Market Certification Committees' decision will be final and no correspondence shall be entered into.
- 7) Those stall holders who meet the market's criteria and are certified but are not given a full time site, will be placed on an alternate list (casual) to fill available vacancies that regularly occur throughout the season.
- 8) An approved stallholder will be given a pass to hang clearly and prominently on their stall. **This must be clearly displayed at all times.**
- 9) Current stallholders who wish to have new product approved will need to wait until a formal assessment. There will only be one assessment in any given season.
- 10) Stallholders are to only sell 'certified' product. There are no exceptions. Stallholders may not sell any items not approved or shown in their market application. Market Management has the right to ask a stall holder to remove products.

G. CERTIFICATION CRITERIA

- 1) Products must New Zealand manufactured.
- 2) No imports will be accepted.

Notwithstanding the above guidelines, should the certification committee feel a product is of a high enough standard to warrant placement in the market but fails to meet some of the guidelines criteria, then they may use their discretion and accept that product. It is important the product fits the ethos of the market.

H. MARKET RELATIONS

- 1) Stall holders should respect one another's space and right to sell their products without intrusion.
- 2) Any stall holders queries, issues or disputes are to be given to the FPCCT Market Manager in writing.
- 3) If a stallholder has suggestions or concerns relating to participants, attendees, or the market, they should notify the FPCCT Market Manager in writing.
- 4) Stallholders must keep their crafts and sites to a high standard.
- 5) The FPCCT Market Manager has the right to refuse or ban any craft person/retailer or craft for any reason FPCCT deems is inappropriate for the market.

I. STALL OPERATORS

- 1) The registrant listed on the application must be the main seller. Shop assistants may assist selling at the stall.
The name listed on the application is considered the stall holder and is responsible for ensuring that all staff are properly trained to know the products artistic processes and also the Market's policies.

J. ACCESS, SET UP & BREAKDOWN

- 1) Vehicle entry to the Green for stallholders will be allowed after 6:30am on the day. Access to the green will be closed off at 8:30am sharp, to prevent members of the public from entering and parking.
- 2) Vehicles must be taken off the grounds by 8:30am. Cars may not be parked beside a stall. No exceptions.
- 3) Breakdown must not start until the last cruise ship bus has departed Paihia, or 4:15pm whichever is the sooner, unless;
 - Prior approval has been granted by the Site Manager.
 - There is an emergency.
 Vehicle access will be locked at 6pm.



- 4) Trailers are either to be removed from the green or kept on the stallholder site and disguised (i.e. used as a table, etc).
- 5) Vendors are responsible for providing their own equipment.
- 6) All sites will be the same size of 5.5 meters and will be defined when the market is set out at the beginning of the season, unless otherwise agreed on by the FPCCT Market Manager.
- 7) Gazebos must be 4.5m x 4m, or smaller.

K. OTHER LOGISTICS

- 1) Village Green entrances and walkways are to be kept clear at all times. There is a "no smoking/no alcohol" bylaw in effect for all reserves.
- 2) Village Green picnic tables and seats are not to be used by site holders. Stalls, including guy ropes, which where possible, must be 2 metres from the park furniture.
- 3) Rubbish and litter is to be removed from the Village Green by site holders at the end of the market day and the Green must be left in its original state.

L. CANCELLATIONS & SITE LOCATIONS

- 1) The site manager will make the final decision on stall placement on the green
- 2) Closure of the market due to extreme weather is at the discretion of the Site Manager.
- 3) Stallholders are required to notify the Site Manager by either email or phone if they will be late or absent 48 hours in advance. Non-compliance with this or repeated absences of more than 3 without proper notice will result in forfeiture of permanent site. No refunds or credits will be given for days missed.
- 4) The Site Manager has the right and will assign a stall holders' site to another stallholder if the 'regular' stallholder has not arrived.
- 5) If a stall holder is unable to make it on the day, for any reason, they will contact the Site Manager directly.
- 6) Market Management has the authority to move and reassign stallholder sites to enhance or facilitate market operations.
- 7) A permanent stallholder that is unable to complete the season is to give one month's notice.
- 8) Stallholders are expected to stay for the duration of the Ship day. A ship day concludes as per C(1) of this agreement.
- 9) In the event a ship cancels on the day of arrival, the market must cease to trade immediately. Vehicle access on these days will be locked 1.5 hours after notice to cease trade.
- 10) By signing up as a permanent stall holder you are expected to attend all markets unless there is a medical or family emergency.
- 11) In order to maintain the high standard of the cruise ship market, absence to attend other markets on a cruise ship day is not acceptable. Please consider this when making your application.

M. DAMAGES

- 1) Focus Pathia Community Trust and the Paihia Arts & Craft Market is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for, or participation in, the Paihia Arts & Craft Market.

N. ONUS & FAILURE TO COMPLY

- 1) The onus to prove this contract is fulfilled is on the stallholder.



- 2) When signing the individual booking form, you are also agreeing to the guidelines and will abide by these while trading on the Paihia Village Green as part of the Market.
- 3) Repeat failure to comply with the guidelines in the above document could result in immediate removal from the Green and termination of your contract.
- 4) Focus Paihia Community Charitable Trust reserves the right to immediately remove any stallholder not abiding by these guidelines. This also applies to any stallholder, (or assistant/helper) involved in any inappropriate behaviour, which may detract from, or upset our customers (and fellow stallholders) experience.
- 5) Stall holders must always comply with the following legislation: Consumer Guarantees Act, Fair Trading Act, Product Safety Regulations, Weights and Measures Act.

7.6 FUNDING APPLICATIONS

File Number: A4292393

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to allow the Bay of Islands-Whangaroa Community Board (the Board) to consider the application/s received for the Community Grant Fund/Placemaking Fund.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$182,364** to allocate for the Community Board Fund in the 2023/2024 financial year.
- The Board also has **\$100,000** to allocate for the Placemaking Fund for the 2023/2024 financial year.
- No funding applications have been received for the July 31 funding round.
- The Board granted funds to Miria Marae in November 2022. The applicant uplifted all but \$60 and advises they do not require the balance. It is recommended the Board rescind the balance of the resolution and return the funds to their community grant fund for future allocation.
- The Board granted funds to Whangaroa Recreation and Community Trust in 8 June 2023, subject to a project plan being provided. This plan is attached for the Board's information.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- rescind the balance of \$60 granted to Miria Marae in resolution 2022/112 on 17 November 2022 and directs that this amount be returned to their Community Board fund total for future allocation.**

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- confirm their resolution 2023/45 of 8 June 2023 granting funding to the Whangaroa Recreation and Community Trust and directs the funding being released to the applicant as a project plan has been received as requested.**

1) TĀHUHU KŌRERO / BACKGROUND

The first resolution will allow funds accrued from the previous financial year to be released and used for future funding decisions.

The second resolution allows funds to be released to the applicant.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Take Tūtohunga / Reason for the recommendation

These resolutions will tidy up outstanding funding resolutions from the previous financial year, releasing funds as required.

At the 17 November 2022 meeting, the Board granted \$28,783 to Miria Marae for powerline relocation. They uplifted \$28,723 by invoice, leaving \$60 still available. They have advised that they

do not require the additional \$60, so the resolution above is to rescind the balance remaining and return it to be reallocated by the Board.

At the 8 June 2023 meeting, the Board granted funding to the Whangaroa Recreation and Community Trust towards works at the Whangaroa Pool. This funding was granted on the basis that the applicant must supply a project plan prior to the funds being uplifted. The attached project plan has been provided by the applicant in compliance with this condition.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy.

ĀPITIHINGA / ATTACHMENTS

1. Whangaroa Community Pool - Project Plan - A4292446 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Applications received are assessed against the Community Grants Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications for Māori in relation to the applications received in relation to whenua and/or wai.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

<u>Accessibility Improvements</u>	
Installation of ramp/accessible stairs	OCT 2023
Installation of hoist	
<u>Outdoor Area Pool Improvements</u>	
Installation of shade sails	OCT 2023
Installation of picnic seating	
Installation of barbecue area	OCT-DEC
<u>Staff training/Outputs</u>	
Lifeguard training	2023 onward. Predicted to stay in the annual swim calendar for as long as funding allows.
First aid training	
Uniforms	
Swim program	
<u>Pool Improvements</u>	
Installation of pool platform	OCT-DEC 2023
Airflow blower	
Swim clock	
Inflatable slide	
Noodles	
PA system	
Speakers	
Paint Building	TBC- Further funding required
Paint Pool	

Stage 1 scope: Review, plan and execute short-term goals;

- Immediate purchases and upgrades to facility
- Establish swimming program to teach water safety/competence for the community

Stage 2 scope: Revisit medium-term goals, plan and execute;

- Paint pool building
- Paint pool
- Establish Waharoa (pool entrance)
- Establish pou (Wooden posts to represent our local Marae) to be placed around certain locations of the fence

Stage 3 scope: Revisit long-term goals, plan and execute:

- Heated indoor Pool
- 100% Solar Powered facility

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE

File Number: A4301976

Author: Casey Gannon, Democracy Advisor - Democracy Services

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Bay of Islands-Whangaroa Community Board with an overview of outstanding decisions from 1 January 2021.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update.

TĀHUHU KŌRERO / BACKGROUND

Action Sheet's provide regular updates on progress against decisions made at meetings.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHINGA / ATTACHMENTS

1. **BOI-W CB Action Sheet Update - 31 July 2023.pdf - A4304863**  

OUTSTANDING ACTIONS REPORT			
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:		Printed: Wednesday, 19 July 2023 2:19:52 pm Date From: 1/01/2021 Date To: 19/07/2023	
Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 2/12/2021	Notice of Motion - Cherry Park House	RESOLUTION 2021/115 Moved: Member Frank Owen Seconded: Member Manuela Gmuer-Hornell That the Bay of Islands – Whangaroa Community Board receive the Cherry Park House Management Committee report and refer it to Council staff requesting their advice as to steps that can be taken to address the issues raised in the report. CARRIED	17 Mar 2023 8:08am James, Darren BWOF inspection underway as part of a larger project for BWOF around the District. The septic tank and Onsite waste water disposal due to complete by end of March 2023, this rectifies the failed septic system of CPH and connects the Waipapa Landing Toilet system to one common treatment plant. Staff require further direction from Working group on way ahead to address the issues identified in the report. Last meeting that AM was involved late 2022. 23 May 2023 11:31am James, Darren Wormwald has been contracted to undertake the BWOF inspection and CPH has been programmed in to be completed. No date at this time for completion will update at next CB.
Bay of Islands-Whangaroa Community Board 13/04/2023	Bay of Islands Off Leash Dog Park	RESOLUTION 2023/22 Moved: Member Belinda Ward Seconded: Member Tyler Bamber That the Bay of Islands-Whangaroa Community Board recommend that staff do not proceed with the proposed location and undertake further research for an alternative location. <u>Against:</u> Lane Ayr and Bruce Mills <u>Abstained:</u> Amy Slack CARRIED	19 Jul 2023 2:11pm Gannon, Casey BOI-W board requested action be open - until further locations are investigated.
Bay of Islands-Whangaroa Community Board 6/07/2023	Road Naming - 27 Access Road, Kerikeri	RESOLUTION 2023/64 Moved: Member Bruce Mills Seconded: Member Lane Ayr That the Bay of Islands-Whangaroa Community Board leave Road Naming - 27 Access Road, Kerikeri to lie on the table and refer the report back to the roading support officer for confirmation from LINZ and consideration be given to 3B of the resource consent conditions when resubmitting.	19 Jul 2023 2:14pm Gannon, Casey BOI-W will receive an updated report at 31 July 2023 meeting - New NTA staff appointed to replace previous report writers

9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Confirmation of Previous Minutes	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

11 TE KAPINGA HUI / MEETING CLOSE