Application for Commercial Activity Contract - Parks and Reserves

Purpose

Commercial Activity Contracts allow businesses and individuals to conduct approved commercial operations within Invercargill City Council's Parks and Reserves. This ensures activities are safe, well-managed, and aligned with community expectations while protecting the natural environment.

To qualify, the proposed activity must:

- Demonstrate a **regular pattern of use**
- Be undertaken for **private financial benefit**
- Involve an identifiable **ongoing presence or use of Council land**

Section 1: Applicant details

Full name

Business/ Entity name

Entity type ◯ Individual ◯ Company ◯ Trust

Business number (NZBN if applicable)

Phone

Email

Section 2: Activity overview

Activity type
(Tick one)

◯ Food / Beverage
◯ Fitness / Coaching
◯ Tours / Guiding
◯ Filming / Photography
◯ Event
◯ Other (please specify):

Detailed description of Activity

Provide a full description of what you propose to do, including how the activity operates:

Invercargill City Council
Parks and Recreation Department
parks.recreation@icc.govt.nz
03 211 1777

Section 3: Location details

Park / Reserve Name:

Specific Location(s) within Park:

Aerial map attached showing exact location(s) ☐

Section 4: Operating details

Days of Operation (tick all that apply)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Hours of Operation

From to

Frequency of Use (tick one)

☐ Daily

☐ Weekly (e.g., every Tuesday)

☐ Multiple times per week

☐ One-off event

☐ On-demand bookings

☐ Other:

Section 5: Scale of activity

Participants and Staff

How many people will typically be present at one time?

☐ 1 - 10

☐ 11 - 30

☐ 30+

Section 6: Accessibility

Vehicle Access

Is vehicle access required?

- ◯ Yes
- ◯ No

If yes, provide details (type, frequency, location):

Equipment and Structures

Will equipment or structures be used?

- ◯ Yes
- ◯ No

If yes, describe:

Section 7: Environmental Impact

Will your activity affect vegetation, soil, or the environment?

- ☐ No Noticeable impact - describe below
- ☐ Yes Minor/localised impact - describe below
- ☐ Yes Potential significant impact - describe below

Please provide details, even if there will be no noticeable impact.

Section 8: Impact Management

Describe how you will minimise impacts on the park:

Site Condition & Waste Management

Surface Protection (grass, soil, natural areas)

Public Safety and Access

Environmental Protection

Weather / Contingency Planning

Section 9: Supporting Requirements

- [ ] Health and Safety Plan attached
- [ ] Traffic Management Plan
- [ ] Site Plan
- [ ] Waste Management Plan
- [ ] Event Management Plan (where applicable)

Pre-application meeting required?

- ○ Yes
- ○ No

Section 10: Applicant Declaration

☐ I confirm that all information provided is true and correct and understand that Council relies on this information.

OR

☐ I am authorised to act as agent on behalf of the Applicant and confirm the Applicant accepts all obligations, including payment of fees.

Name:	
Signature:	
Date:	

Invercargill City Council (office use only)

Application received:

Fee payable:

Reference number:

Assessment Summary

Impact Level: ◯ Low ◯ Medium ◯ High

Decision

☐ Approved

☐ Approved with Conditions

☐ Declined

Special Conditions

Application Checklist

Requirement	**Applicant** (Y/N)	**Office** (Y/N)
Completed Applicant Details	◯ **Y** ◯ **N**	◯ **Y** ◯ **N**
Activity Overview Provided	◯ **Y** ◯ **N**	◯ **Y** ◯ **N**
Location Details & Map	◯ **Y** ◯ **N**	◯ **Y** ◯ **N**
Operating Details Completed	◯ **Y** ◯ **N**	◯ **Y** ◯ **N**
Equipment & Access Details	◯ **Y** ◯ **N**	◯ **Y** ◯ **N**
Environmental Impact Section	◯ **Y** ◯ **N**	◯ **Y** ◯ **N**
Supporting Documents Attached	◯ **Y** ◯ **N**	◯ **Y** ◯ **N**
Declaration Signed	◯ **Y** ◯ **N**	◯ **Y** ◯ **N**