

Application to Use Flood Control Land

Kaupapa Mahinga Whenua Ārai Waipuke
Under the Flood Control Land Use Policy



About this form

Use this form if you plan to carry out an activity on Council-owned or managed flood control land. This includes activities on or near stopbanks, floodgates, pipes, erosion protection works and other flood control assets. This form helps us collect the information we need to assess your proposed activity and ensure flood control assets are protected.

Make sure you complete all sections before submitting your application. An application fee applies. For current fees and charges, please visit our website.

If you need help completing this form, please contact our Regional Rivers team.

1. Applicant details

Full name:

(This must be a single authorised person accountable for all licence obligations)

Organisation/Company/Trust (if applicable)

Position/role:

Postal address:

Phone:

Email:

2. Authorised representative (if applicable)

Full name:

Organisation:

Phone:

Email:

3. Location of activity

Site address:

Legal description (if known):

Map reference (if known):

Flood control scheme, asset or land:

(e.g. Waipaoa River Flood Control Scheme, stopbank, berm, river margin or access track)

Site plan showing the location and extent of the area affected attached?

Yes

No

Description of location:

(include proximity to stopbanks or other flood control assets)

Type of flood control land / asset affected:

Stopbank

Berm

Floodway

Cycle Trail

Drainage/culvert area

Floodgate area

Access track/ramp

River margin / associated land

Other:

4. Type of application

What type of activity are you applying for?

Stock grazing Access (vehicle, livestock, pedestrian) Infrastructure through / over flood control land
Water take infrastructure Temporary activity/event Recreational use Community activity
Other:

Application type:

New Renewal/reissue Transfer Variation to existing approval Retrospective approval request

If this relates to an existing agreement or licence, provide details (e.g. reference number, location, previous approval or other identifying information):

5. Proposal details and physical works

Description of activity:

Describe what you are doing, how it will be carried out and any structures, excavation or equipment involved.

Are any physical works involved? Yes No

If yes, indicate the type of works:

Excavation / trenching Pipeline / pipe crossing Pump or intake structure Fence/gate/stile Signage
Vehicle crossing/access track Temporary structures Planting / vegetation removal Machinery use
Other:

Have you used Council standard design guidance (where applicable)? Yes No Not applicable

If yes, provide details:

Will heavy machinery or vehicles be used on the site? Yes No

If yes, describe:

Are engineering drawings or specifications attached? Yes No

6. Why flood control land is required

Explain why the activity needs to take place on flood control land and why alternative locations are not suitable.

7. Duration of activity

One-off Temporary Seasonal Ongoing/recurring

Proposed start date:

Proposed end date:

Days / hours of use (if relevant):

8. Effects and protection measures

What potential effects could your activity have on flood control land or assets?

Stopbank integrity Flood carrying capacity Access for maintenance Berm stability Drain/culvert function
Floodgate access or operation Public access Vegetation management
Other:

What risks could your activity create for flood control land or assets?

What measures will you put in place to avoid or minimise those risks?

How will the site be reinstated if damage occurs, or at the end of the activity?

9. Health and safety (if applicable)

Will this activity create any health and safety risks to workers, Council staff, contractors, or the public? Yes No
If yes, describe the risks and how they will be managed:

Do you have any relevant health and safety documentation (eg site-specific safety plan, traffic management plan, works methodology)? Yes (attached) Available on request Not applicable

10. Other statutory approvals and consultation

Does this activity require any other statutory approvals or permissions?

Resource consent Building consent Engineering approval Archaeological authority
Traffic management approval Landowner approval (other than Council) Utility operator approval Not sure
If yes, provide details (e.g. what is required and whether it has been applied for or approved):

Have any other parties been consulted? Yes No
If yes, provide details:

Has any iwi / hapū engagement been undertaken? Yes No Not sure/requesting Council guidance
If yes, provide details:

11. Public or community benefit (if applicable)

Does the activity provide any benefit to Council or the community? Yes No
If yes, briefly describe:

12. Supporting information checklist

Please confirm you have included all relevant information:

- Site plan / map
- Photos of site
- Design drawings (if required)
- Technical specifications
- Construction methodology
- Health and safety documents
- Traffic management plan (if applicable)
- Evidence of statutory approvals already obtained
- Written authority (if applying as a representative)
- Consultation record / correspondence
- Insurance details (if relevant)
- Any other supporting documents (please specify):

13. Application fee deposit

Has the application fee been paid?	Yes	No
Date paid:	Reference or receipt number:	

14. Declaration

I confirm that:

- The information provided in this application is complete and accurate.
- I understand that lodging this form does not constitute approval.
- I am the responsible individual accountable for all licence obligations.
- I understand that Council may request further information before assessing the application.
- I understand that additional application processing fees may apply.
- I understand that if statutory approvals are required, any licence or agreement will not be issued until those approvals are secured.

Name:

Signature:

Date:

15. Privacy statement

The information provided on this form is collected for the purpose of receiving, assessing and processing applications to use Council-owned or Council-managed flood control land.

Gisborne District Council may share relevant information internally, or with its contractors, or other agencies where necessary to assess or administer the application, in accordance with applicable law. You have the right to access and request correction of personal information held by Council.

Office use only

Application No:	Date received:			Deposit received:		Yes	No
Complete application received:	Yes	No	Request for further information sent:	Yes	No		
Assessment category:	Low	Medium	High	Assigned officer:			
Decision:	Approved	Declined	Returned incomplete	Date applicant notified:			