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*Kaiapoi Community Board*

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**KAIAPOI WHARF POLICY**

**1. Background**

- 1.1 The Kaiapoi Community Board (Board) has delegated authority from the Waimakariri District Council for all residual matters relating to the Waimakariri Harbour. This policy relates to the wharf structures and the infrastructural services available around the wharf.

**2. Purpose**

- 2.1 To establish a policy for the berthage of vessels, management of the wharf environs including services, signage and water speed restrictions and attachment of structures at the Kaiapoi wharf.

**3. Procedural Matters**

- 3.1 This policy shall be read in conjunction with Environment Canterbury's Navigation Safety Bylaws in respect to moorings, anchorages, wharves, landing places and other maritime safety procedures and Maritime New Zealand Marine Protection Rules Guidelines.
- 3.2 Vessels that berth long term (as defined in clause 3.2 b) and the activities on the vessel constitute a permanent living arrangement, then a Resource consent from Environment Canterbury may be needed for the occupation of this berthage i.e grey water discharge.

a) Fees

The fee charged for berthage is set on a per berthage rate. This is defined as a length of 20 metres per berth (Wharf length is 61 metres in total (excluding the MV Tuhoe wharf)). Any vessel exceeding 20 metres in length shall be required to purchase an additional berth for the duration of their stay.

Vessels rafted together are permitted however an additional charge will be incurred per rafted vessel per berth. The maximum width allowable for all vessels berthing at the wharf including rafted vessels is 9 metres in total width.

Fees shall be set for casual and long-term berthage or attachment, and reviewed on an annual basis by the Board.

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The rates for berthage for the 2010-2011 financial year are:

Vessels over 10 metres in length

-	Daily fee	\$20.00
-	Monthly fee	\$350.00
-	100 day	\$1,000.00

Vessels 10 metres and under in length

-	Daily fee	\$20.00
-	Monthly fee	\$175.00
-	100 day	\$500.00

b) Long-term

A long-term stay shall be defined as 14 days continuous hire or 14 days in any one calendar month, to a maximum term of occupancy of 100 continuous days. Staff have the discretion to renew right of occupancy of berthage area if no waiting lists occur for use of the berthage sites on the wharf.

c) Contracts

A contract will be required for each vessel or structure where used for commercial purposes, repair or long term stay and will outline the responsibilities of the hirer in line with the policies and guidelines as detailed in clause 3.1.

d) Sewer, Power and Water Supply

A connection to the public sewer, power and water supplies will be made available for all users, subject to availability. All sewer must be discharged into the designated sewer connection only. The cost for sewer, power and/or water will be included in the schedule of fees.

An addition to this policy, no temporary or permanent connections are allowed to the wharf area without the written consent from the Waimakariri District Council. This includes any television aerials, satellite dish, ladders and other items.

e) Pontoon Area

The pontoon area shall be used only for pick up, drop off, refuelling and sewer disposal for a maximum berthed period of 2 hours. No permanent moorings are allowable in the pontoon area.

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f) Risk/liability

All risk/liability lies with the Master/Owner of the vessel or structure and requires users to adhere to Environment Canterbury's Navigation Safety Bylaws 2005 (Incorporating Amendments 1 and 2) in respect to moorings, anchorages, wharves, landing places and other maritime safety procedures and Maritime New Zealand Marine Protection Rules Guidelines.

The Waimakariri District Council accepts no responsibility for the security or liability for accidents, theft and industrial disputes and other matters that have been created by the actions of individuals or groups entering the Kaiapoi wharf area. The Master/owner of the vessel shall ensure that all items are secure and report any suspicious behaviour to the police.

g) Right of refusal

The Board reserves the right to refuse berthage to any vessel or attachment by any structure. Right of refusal may relate, amongst other matters, to the dimensions of the vessel, the availability of berthage space or non-payment of fees.

h) Signage

All users of the Kaiapoi Wharf and environs including the Kaiapoi River and the Waimakariri River and harbour area shall abide by the official signage.

i) On Wharf Activity

Heavy machinery including motor vehicles is excluded from driving and operating on the wharf area apart from areas designated by signage.

Any static commercial activity based on the wharf shall gain the approval from the Board for a licence to occupy before any erection of stalls, caravans and the like. Commercial activities will be charged the equivalent daily charge as per Clause 3.2a.

Each berthage area is allowed one carparking space. Permits are available from the visitor centre.

j) Special events – Exemptions from this policy

The Board delegates authority to the Chief Executive Officer to exempt charges for special events.

3.3 This delegation shall be administered by the Chief Executive Officer, Waimakariri District Council or his/her appointee.