

12 August 2022



**Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) (the Act) – reference: OIR 2223-314**

I refer to your information request we received on 5 July 2022 for the following:

***Council advertises they will receive a total of \$535,000 for four toilet and amenity projects through MBIE's Tourism Infrastructure Fund (TIF) for the following projects:***

- ***(A) \$132,000 for installation of toilet and amenities at Waikanae River/Kāpiti Coast Cycle Route Pathway***
- ***(B) \$134,250 for installation of toilets and amenities at Chrystall's Bend Ōtaki River***
- ***(C) \$68,750 for installation of toilets, amenities and a bike rack at Hemi Matenga Reserve***
- ***(D) \$200,000 towards the Paraparaumu Transport Hub.***

***Ōtaki Beach has, since 2012 been promised facility upgrades at the beach. The 82-year-old toilets are inadequate, an embarrassment and will not meet the growth KCDC tout as imminent, given building permits. Please advise:***

- 1a. What data was used as the basis for each of the four TIF applications above. Recommendations and requests are a valid but not sufficient basis for fund allocation. There must surely have been a cost benefit analysis.***

The sites for the three toilets on trails were determined by a combination of demand from the community and in the case of two, data showing these are highly used trails (around 200k visits per year to the Waikanae River Trail). The third site is a growing attraction, the freshwater lakes on the Ōtaki River, which is becoming a hub for water sports as well as a popular trail.

Data and justification for the applications are included in the application documents attached.

- 1b. How much \$ will KCDC contribute to each of the four projects?***

This is expected to be in the vicinity of \$250,000 for all four projects. We are still working through details and funding sources; this may not be rates funding. The final cost of the transport hub is still being agreed with the preferred contractor. We expect to have a contract in place in September.

**1c. When will each be fully operational?**

We expect to have toilets operational within 18 months.

The transport hub project is expected to be complete within the 2022/23 financial year.

**2a. What financial advantage do items A, B, C. Provide? (Provide statistical and financial information)**

**2b. What is the expected tourism increase in useage from amenities A, B, C.? (Provide supporting documents)**

Facilities such as public toilets contribute an overall visitor experience on the Kapiti Coast. It is not possible to quantify the tourism gains or financial advantage provided by these facilities, however enhancing the overall visitor experience in the region is likely to increase tourism and its associated revenue.

StravaMetro data shows that in the past year, the number of visitors who have used Kapiti Coast trails has increased by:

- Walking/running/hiking 14%
- Cycling 6.7%.

This suggests that the facilities will enhance the visitor experience of a growing section of our visitor demographic.

**3a. What funds does Ōtaki Kite Festival generate for Ōtaki Community each year, see annual Mayoral newspaper articles for accurate, insightful, fair and honest reports from each mayor.**

The Ōtaki Kite Festival is organised by Ōtaki Promotions Group Incorporated. The Council does not collect financial information about funds generated by the festival for the Ōtaki community each year.

**3b. How much does KCDC provide each year to support the Kite Festival?**

The Council has provided the grants to the Kite Festival as below:

2019/20 Actual	\$2020/21 Actual	2021/22 Actual	2022/23 Budget	2023/24 and out years' Budget
\$25,000	\$20,000	\$20,000	\$20,000	\$20,000

**3c. Why has KCDC continued to provide funds for several years?**

The Kite Festival consistently meets the Major Events Fund Criteria. It consistently exceeds the Council's expectation for Major Events Funding of a 5:1 return on investment ratio. In 2021 the return on investment for this event was higher than the 10:1 ratio expected for events classified as Signature Events.

**3d. Where did each mayor get the financial benefit information from?**

We have been unable to source a copy of the 'annual Mayoral newspaper article' you refer to above. If you can be more specific about where and when this information was placed, or you are able to provide us with a copy of the related article(s), we can look to clarify the information source for the comments you refer to.

**3e. Were the mayor's reports on financial benefits to the community accurate?**

As we have been unable to locate the article(s) you refer to we are unable to comment.

**3f. What funding requests have come from Ōtaki Economic Development Group for funding to encourage economic development over the last four years?**

**3g. How did KCDC respond, i.e. what was accepted or rejected?**

Elevate Ōtaki have received \$30,000 each year over the last five years (\$150,000 in total) to support local businesses and economic development. Council provided this funding to support Elevate Ōtaki to address the impact of the coming realignment of SH1.

**4. What does it cost to hire Portaloo's for Ōtaki Kite Festival, give cost per year for last 5 years then total cost.**

We do not have this data as we are not the organisers of the event.

**5. The 82-year-old community-built Pavilion at Ōtaki Beach offers 2ea toilets and changing rooms for men and women. The outside showers and water fountains are recent. Apart from Paekakariki with a well-publicised, well-funded Campbell Park upgrade, how many WC toilets or changing rooms in KCDC are:**

**This element of:**

- **80 years old**
- **70–80 years old**
- **60-70 years old**
- **50-60 years old**
- **40-50 years old**
- **30-40 years old**
- **20-30 years old**

The following table lists all Council-owned public toilet facilities and the year they were built:

Name	Year Built
Otaihanga Domain (East Side)	1974
Otaihanga Domain (West Side)	1974
Ōtaki Beach Pavilion	1938
Ōtaki Domain (Netball/Tennis Courts)	2017
Ōtaki Harauti Park	2010
Ōtaki Main Road Centennial Park	1998
Ōtaki Main Street	1990
Ōtaki Petaloo	2017
Ōtaki River Mouth	2020
Ōtaki SH1 opp. New World	2008
Ōtaki Skate Park	2009
Ōtaki Tasman Road	2009

Name	Year Built
Paekakariki Beach Road	2017
Paekakariki Campbell Park Exeloo	2009
Paekakariki Campbell Park	1945
Paekakariki Memorial Hall	1952
Paraparaumu Kaitawa Reserve	2009
Paraparaumu Kāpiti (Lights) Road	1977
Paraparaumu Maclean Park	1999
Paraparaumu Te Atiawa	2010
Raumati Exeloo Township	2009
Raumati Pools	1955 & 1998
Raumati South Memorial Hall	1952
Te Horo Beach	1990
Waikanae Aputa Place	<del>1965</del> (now 2022)
Waikanae Edgewater Park	2009
Waikanae Equestrian Permaloo	2010
Waikanae Field Way	1960
Waikanae Jim Cooke Park	1980
Waikanae Park Avenue	1990
Waikanae Pharazyn Reserve	1990
Waikanae Queens Road	2012
Waikanae Tutere Street	1990
Waikanae Waimanu Lagoon	2006
Waikanae Waimea Road	1995

**6. Haruatai Domain's 2wc block was demolished 4± years ago.**

- **How old was it?**

Toilets were installed in the upper park area beside the tennis courts in 2017 and in the lower park by the playground in 2010.

- **4 Mahara Place WCs were demolished in 2022. Their age?**

They were part of the original Waikanae Library building (Mahara Gallery) opened in 1977.

- **What other WCs has KCDC demolished in the last 5 years?**

None.

- ***Where were they?***

Not applicable.

- ***Why were they demolished?***

Not applicable.

- ***Were they replaced?***

Not applicable.

- ***The cost of each replacement?***

Not applicable.

- ***Was the size the same?***

Not applicable.

**7a. As Economic Development Manager, do you**

- ***initiate improvements/changes or***

Yes.

- ***facilitate proposals from the community/Community Boards? If not, where do proposals come from?***

Yes, from community entities that support businesses and students with established programmes.

**7b. As Economic Development Manager, list all criteria required for a suggestion to proceed?**

Applications are considered on a case-by-case basis in terms of whether they will create jobs, higher incomes and a more resilient economy. These are the main criteria.

**7c. Provide a copy of:**

- ***each proposal to the relevant KCDC committee for applications A, B, C above.***

The proposals were not presented to a committee. They were signed out by the Chief Executive.

- ***Provide a copy of the application to MBIE for funding each of the 4 items plus the accompanying letter(s).***

Please find attached a copy of the letters regarding funding. You will see that the personal details of other parties have been withheld from this information. The decision to withhold this information is made under section 7(2)(a) of the LGOIMA which allows for Council to withhold information in order to protect the privacy of natural persons, including that of deceased natural persons.

**Further questions sent to Council on 11 July 2022**

8. **With each of the four projects for which KCDC has applied for TIF Funding please advise:**

- **what year did each of the four items first appear in either/both the KCDC ten-year Long-Term Plan or the KCDC Annual Plan which details approved development / expenditure.**

These projects were not in the LTP or Annual Plan. The TIF is specifically for projects that would not happen without TIF support – existing projects in the LTP are unlikely to qualify (please refer to assessment criteria on MBIE website).

The transport hub project was identified as part of the Town Centres Programme which first appeared in the 2015-2035 LTP as a 14-year programme of activity.

- **Please state the \$ sum attached to each of the original LTP or AP approvals and advise if the \$ sum has changed at all since that date. If so, give the new \$ sum.**

Projects A, B, C were not in the LTP or Annual Plan.

The Town Centres Programme was originally allocated a total of \$41 million over 14 years. A specific budget was not allocated to individual projects such as the transport hub, however the total budget has not changed.

- **I imagine that if an estimated amount had been allocated in either/both the LTP or AP, if TIF funding is received, the cost to KCDC for each proposed amenity will be reduced.**

As above no existing KCDC rates funding has been specifically allocated to these projects.

- **Can the \$ sum no longer required of KCDC for these amenities, become a cross-subsidy for the essential, long overdue new WC/change room amenities ideally positioned north of the community provided and funded Ōtaki Surf Club, on Crown land formerly used as a skating rink and tennis court?**

KCDC has not allocated rates funding for these projects, they are not in the LTP. There is no displaced rates funding that could be reallocated to other Council projects.

- **The sealed area shows evidence there was a toilet facility at its south-west end. If not KCDC would not cross-credit the subsidy, why not?**

As described above, there are no funds available for reallocation.

9. **Are all the sites for which TIF funding has been applied on land owned by KCDC? Chrystalls Bend is near Ōtaki River, the banks of which have changed over time. Is the proposed WC site on GWRC land or KCDC land?**

Of the toilets, only the Hemi-Matenga site will be on Council-owned land. Ōtaki River will be on GWRC land and the Waikanae River/Kapiti Cycle Route will be on GWRC land (currently NZTA). The transport hub is located on Council land.

- ***If on GWRC land, why are KCDC ratepayers funding it or is the cost shared - as for the FOTOR promoted WC at the west end of the estuary by the Lookout - paid for by both territorial authorities, a WC that is alas, too far for beach user use when the Pavilion Earthquake Strengthening is being done?***

Council views the benefits of these facilities as improving the social, economic and environmental wellbeing for its residents and therefore considers it appropriate to fund these facilities.

Ngā mihi



**Mike Mendonca**

Acting Group Manager Place and Space  
Te Kaiwhakahaere roopu, Takiwa me te Waahi



**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
HĪKINA WHAKATUTUKI



# **TOURISM INFRASTRUCTURE FUND**

**Application Form**

**March 2022**





# Tourism Infrastructure Fund

## Completing this form

This form is designed to be completed in association with the 'Guidance for Applicants' document. If you need any assistance with completing this form, please contact the TIF secretariat on [tif@mbie.govt.nz](mailto:tif@mbie.govt.nz).

Please complete the form in full, and submit it electronically to [tif@mbie.govt.nz](mailto:tif@mbie.govt.nz). Completed proposals must be received by the TIF secretariat no later than 5pm on the deadline date. All deadlines are available on the TIF website and are subject to change.

MBIE reserves the right to accept late proposals in the following situations:

- if it is MBIE's fault that the proposal was received late
- in exceptional circumstances, where MBIE considers that there is no material prejudice to other applicants. MBIE will not accept a late proposal if it considers that there is risk of collusion on the part of an applicant, or the applicant may have knowledge of the content of any other proposal.

There is no scope within the TIF process to assess out-of-round applications (including for feasibility studies). Applications submitted to the TIF Secretariat between funding rounds will be returned to the applicant for resubmission at the next funding round.

## Proposal checklist

**Before you apply be sure to complete the following:**

- Check the TIF website to ensure you have downloaded the most recent version of each document.
- Read the 'Guidance for Applicants' document available on the website.
- Read the supporting information on the TIF website

**When filling out this form please ensure:**

- All answers are typed into the space provided for each section in font no smaller than size 10 point.
- You provide the information required for each question. This is outlined clearly within the TIF 'Guidance for Applicants' document.
- You have read and understood the declaration details outlined in Section 4 and have signed the declaration.

Once you have completed this form, email a copy to the TIF secretariat at [tif@mbie.govt.nz](mailto:tif@mbie.govt.nz) and ensure that you attach any supporting information you wish to provide.

**Note:** There is a 20MB size limit for emails. For larger applications, please separate them into different emails.

### **Evidence**

When MBIE assesses proposals against the eligibility and/or the assessment criteria, we will consider whether the evidence provided supports the claims, as well as the quality of that evidence. Where questions ask for evidence to support claims, it is highly recommended that you provide reference sources that attest the accuracy and quality of the evidence.

MBIE will assess the application using the information provided by the applicant.

## Section 1: Eligibility and project overview

### 1.1 Eligibility checklist

<b>Do you meet AT LEAST one of the eligibility criteria below:</b>	
Annual tourism revenue in your territorial authority less than \$1 billion	<input checked="" type="checkbox"/> Yes
Visitor to rating unit ratio of 5 or more (96.2K total guest night in Year to Jan 22)	<input checked="" type="checkbox"/> Yes
Local Government Finance Agency lending limits have been reached	<input type="checkbox"/> Yes
<b>Project eligibility:</b>	
Is your project for publicly available infrastructure used significantly by visitors?	<input checked="" type="checkbox"/> Yes
Is your project for new facilities or enhancements?	<input checked="" type="checkbox"/> Yes
Have you ensured your project is not for the development of new attractions, accommodation or commercial activities?	<input checked="" type="checkbox"/> Yes
Have you ensured your project will not compete with local private commercial activities?	<input checked="" type="checkbox"/> Yes
Are you seeking co-funding of \$25,000 or more?	<input checked="" type="checkbox"/> Yes
Is your project financially sustainable?	<input checked="" type="checkbox"/> Yes
Have you ensured your project is not receiving NZTA funding?	<input checked="" type="checkbox"/> Yes
<b>NOTE: If you do not answer 'Yes' to the project eligibility questions above, your project is unlikely to be eligible for TIF co-funding.</b>	<input checked="" type="checkbox"/> Yes

### 1.2 Project overview

a. Is your project addressing a need that is current or anticipated?	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Anticipated
b. Will your project deliver visitor benefits and also benefits to your local community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is TIF co-funding critical to the project starting, happening sooner, or being of better quality [Tick all relevant boxes]	<input type="checkbox"/> Starting <input checked="" type="checkbox"/> Happen sooner <input checked="" type="checkbox"/> Better quality
d. Is your proposed co-funding the maximum you can commit to the project, and in monetary form only?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Do you have certainty of land access over the expected life of the proposed infrastructure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does your organisation have systems in place to ensure the proposed project complies with health and safety regulations? (You will need to demonstrate this prior to contracting)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Do your procurement processes require all external contractors involved in construction projects to have valid health and safety processes/plans in place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Section 2: Proposal and applicant key details

Please enter answers in the right-hand column.

2.1 Proposal key details	
<b>Name of project</b> [A short title that describes your proposed project.]	Paraparaumu Transport Hub
<b>Short description of proposed project to be co-funded</b>	The Transport Hub is one of the key projects of the Paraparaumu Town Centre Masterplan. The Hub will create a unified urban centre that works across Amohia St (old SH1), rather than the existing condition of carparks separated by a road. The project will create attractive and safe open spaces for visitors and residents, with consistent materials, finishes, street furniture and pedestrian scale lighting, connected by a signalised level crossing. Overall, the works will improve the public transport experience and will provide a visual pathway from train and bus station to the town centre and other attractions. We seek a contribution to cost of the redesigned Transport Hub.
<b>Estimated total cost of project</b>	\$4.5M
<b>Amount of TIF co-funding sought – this <u>must</u> exceed \$25,000 (excl. GST)</b>	\$440,500
<b>Is this a discrete project or a bundle of projects?</b>	<input checked="" type="checkbox"/> Discrete project <input type="checkbox"/> Bundle of projects

2.2 Applicants' key details	
<b>Applicant Organisation name</b>	Kāpiti Coast District Council
<b>Applicant address, including postcode</b>	175 Rimu Road Private Bag 60601 Paraparaumu 5254
<b>Contact person</b>	Chris Pearce
<b>Job title or Role</b>	Planning Manager, Project Management Office
<b>Contact phone</b>	
<b>Contact email address</b>	chris.pearce@kapiticoast.govt.nz
<b>Contact postal address (including postcode)(if different to applicant address)</b>	

## Section 3: Project Description

### 3.1 Problem definition and need for additional infrastructure

**3.1.1 Briefly describe the challenge(s) you are facing as a result of current or anticipated visitor growth that underpin this application. Where possible, please provide qualitative and/or quantitative evidence to indicate the scale of challenge(s).**

#### Current first impressions for visitors

The current state of the Transport Hub is confusing for visitors, and it functions mainly to move commuters between bus and train travel. The road serves as a hard barrier between the east and west sides, with the only connection being a pedestrian subway underneath the road which does not meet modern accessibility standards.

The train and bus station are major first points of contact and impression for visitors to the Coast. It is where the Intercity Bus service and train service stop in our District.

Currently it is a mess, is difficult to navigate, does not reflect the beauty of our district's natural environment and leaves a less than desirable impression of the District. The area needs a major overhaul and beautification, improved wayfinding enablers like pathways and signage and health and safety features like shelter and good lighting.



Current southbound view of the eastern side



Current southbound view of the western side

WellingtonNZ have pointedly commented that they have difficulty directing tourists to our region because the Kapiti Coasts lacks a suitable 'waiting room' for tourists wanting to do activities in our District. The Hub will provide a safe venue for tourism operators pickup and drop-off visitors.

Through our improvements we seek to provide:

- a link between the arrival points for intercity buses or trains and the Cycle, Walk and Bridle Way (CWB), via a vibrant town centre.
- An attractive arrival point that reflects our community's culture and environmental beliefs
- an improved visitor experience.
- greater protection for the environment through improved facilities at Paraparaumu by upgrading the Transport Hub.
- A safe and attractive drop-off and pickup area for tourism providers

A functional and attractive central rapid transit hub for the Kapiti Coast would provide a positive first impression for visitors arriving (or transiting through) by train or Intercity bus. We will cluster visitor information here, such as wayfinding maps and directions to key attractions would help to provide a positive experience for visitors.

Connecting the main train and bus hub to the Cycleway network in a safe and appealing way could be the catalyst for future low-carbon tourism transport for visitors and locals alike, such as e-bike and e-scooter hire to be based there. This would provide sustainable transport options to arrivals to the Kapiti Coast and help to foster sustainable tourism.

### **Background**

Upgrading and enhancing road works along the SH1 road corridor stretching from Pāekākāriki in the south to Ōtaki in the north, are being undertaken by Waka Kotahi as part of the 'revocation' of the old State Highway One.

Due to the construction of the new Kapiti Expressway, the old SH1 will become a 'local' road and is not expected to be carrying the same volume of traffic it did in the past. Waka Kotahi works involve reducing the old State Highway 1 to one lane in each direction to make it look and perform more like a local road, as well as increasing the safety aspects of the road by reducing speed limits through past the transport hub.

The 2016 Implementation Plan recognised that, as State Highway One would no longer be the main thoroughfare for traffic travelling through the Paraparaumu Town Centre, the Council should seek to create a cohesive link between the train/bus station and a soon to be vibrant town centre 'heart of the district' (major project in progress) and then onto the Cycle, Walk and Bridle network that runs South to North from Paekakariki to eventually terminate north of Otaki and east to west from the hills to the sea

As a consequence of the newly built Mackays to Peka Peka Expressway, Transmission Gully opening, the extension of the Expressway through to Otaki and the resulting diversion of state highway traffic away from the existing State Highway One, the Kapiti Coast District Council has embarked on a series of growth initiatives and projects to improve the districts resilience with a focus on improving accessibility and the tourism visitor economy.

The Transport Upgrade will include a larger and safer bus interchange as well as improved public areas with better amenities and beautifying landscaping features. These changes will improve people's public transport experience and better connect the Transport Hub to the retail area and coastal amenities.

The transport hub, its interconnecting pathways and good signage will give the visitor certainty and a clear pathway to access the wider district.

- The Transport Hub supports the Open Spaces Strategy, the Tourism Destination Strategy, the Long-Term Plan, and the Growing Well Plan. The district is committed to mitigating the effects of climate change impacts and sustainable growth.
- The visitor economy of the Kapiti Coast is currently small (tourism makes only 4.9% of the district's GDP, compared to approximately 8% of NZs in total<sup>1</sup>), but the 2021 Kapiti Coast Destination Management Plan identifies there is "significant potential for the Kapiti Coast to see strong growth in the visitor economy, while protecting the natural environment for future generations".
- The Kapiti Coast has long been a bolthole for Wellingtonians, and particularly so between the Covid19 lockdowns. Wellingtonians have helped to fill the void of international visitors; in 2021, tourism spending for the Kapiti Coast declined 17.5% compared to a decline of 32.8% for NZ in total<sup>2</sup>. Many of our key international travel markets experienced greater deprivation of movement during the pandemic than we did here in New Zealand, so it is expected that active tourism is likely to rebound quickly.
- The Destination Management Plan 2021 was devised by the Kapiti Coast Tourism Advisory Board. The Board have identified that cycling and walking are key attractions for visitors to the Kapiti Coast and has plans to promote trails more widely as a reason to visit the Coast.
- The Long-Term Plan which exists within Council's wider sustainable development framework provides a twenty-year programme to deliver environmental sustainability and social wellbeing and providing a significant contribution to sustainable economic growth.
- The Government's tourism strategy looks to establish sustainable tourism growth in the regions in a way that enhances the overall wellbeing of the local communities economically, socially and environmentally. Kāpiti Coast has significant tourism potential, which is still largely untapped.
- Improved tourism sector productivity is one of the outcomes identified in the NZ – Aotearoa Government Tourism Strategy. The extensive network of cycle/bridle and walkways throughout the district is a catalyst to lifting the productivity and economic potential of the district through the growing cycle and trail walking tourism sector.
- The Transport Hub project fits within the region's strategic positioning of an improved tourism offering. The project reflects the Council's / wider Kāpiti tourism industry's vision to improve the visitor experience for visitors to the region.
- The project contributes to a broader district strategic context (such as the Economic Development Strategy, the Kāpiti Coast Destination Management Plan). One of the goals of the Economic Development Strategy is to build on the natural assets of Kāpiti and its recreational facilities to attract more visitors to Kāpiti. Having better amenities is a key area which needs to improve to move towards in achieving this goal.
- All indicators point to active tourism, including walking and biking (which are strong across NZ) continuing to grow. Transmission Gully is about to open which will make the trip to the Kapiti Coast more reliable and is likely to boost visitor numbers, especially daytrips from Wellington.
- E-bike tourism in particular, has grown quickly internationally over the last 3 years and this trend is expected to continue<sup>3</sup>. E-bike sales and rental on the Kapiti Coast has followed this trend<sup>4</sup>. Our mild

<sup>1</sup> Source: Kapiti Coast Destination Management Plan 2021

<sup>2</sup> Source: Infometrics Quarterly Economic Monitor

<sup>3</sup> [E-Bike Market Analysis & Trends | Industry Growth 2021 to 2026 - Mordor Intelligence](#)

<sup>4</sup> See letter of support from Gaye Rose, Kapiti E-Bikes and Mobility

maritime climate, abundance of flat coastal landscape, off-road trails and quiet country roads are ideal for retirees and children. Combined with many coastal eateries and coffee stops, the Kapiti Coast is gaining recognition as an ideal location for relaxed biking. Providing improved amenities will enable the Council to actively pursue and attract e-bike tourism operators to advance the economic recovery of the district's tourism sector. We anticipate visitors will travel with their bikes on the train to enjoy the abundance of pathways throughout the District.

## 3.2 Proposed infrastructure

### 3.2.1 Briefly describe the infrastructure you propose to construct, and how it addresses the challenge(s) you have identified above. Please also list the other options considered and explain why the proposed project is fit-for-purpose and offers value for money.

The Transport Hub upgrade will include a larger and safer bus interchange as well as improved public areas with better amenities and landscaping features and better connections between trains and bus services.

These changes will improve people's public transport experience and better connect the Transport Hub to the retail area, Cycle/Walk/Bridleway and coastal amenities. Below is a description of specific items planned with concept images to illustrate.

#### Paving, kerbs, edging and landscaping

The majority of the visible improvements to the open space will be high-quality concrete finishing to pedestrian areas, landscaping and planting to vastly improve how visitors experience the Kāpiti Coast immediately alighting at the district's main train station. Signage directing visitors to key attractions will be incorporated.



#### Shelters

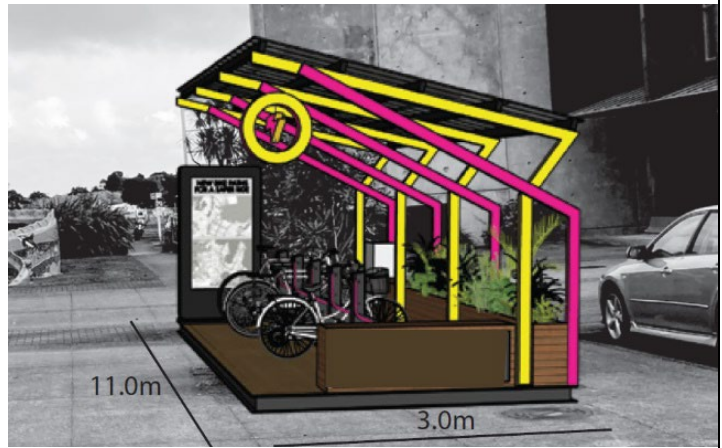
New pedestrian shelters are to be installed either side of the road crossing. These are proposed to be bespoke designed to give a high-quality feel to the entrance of the plazas and provide cover from sun and rain. Currently there is no protection other than the entrance to the subway on the eastern side. The shelters are an opportunity to engage with local artists to incorporate cultural elements into the design (the images are indicative concepts only).





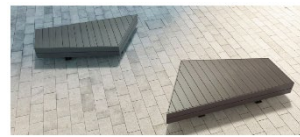
### E-bike charging station

Council is working with the company Big Street Bikers to offer a secure bike storage and charging station. Providing these facilities is critical to support users of the district's bike trails travelling by train. There is currently no public charging station available for e-bikes. Big Street Bikers will maintain the facility, while Council will contribute to the installation cost and shelter upgrade (as pictured).



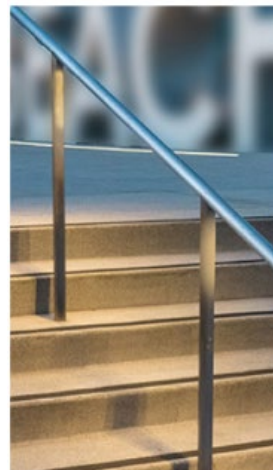
### Seating

Visitors to the area will require seating around the plazas and this is another opportunity to give a high-quality feel to the area.



### Lighting – health and safety

High-quality lighting installations are proposed, which aim to make the area as safe as possible for users, including lighting on steps and handrails, and lighted bollards to alert pedestrians to vehicle access points.



### Cultural art elements

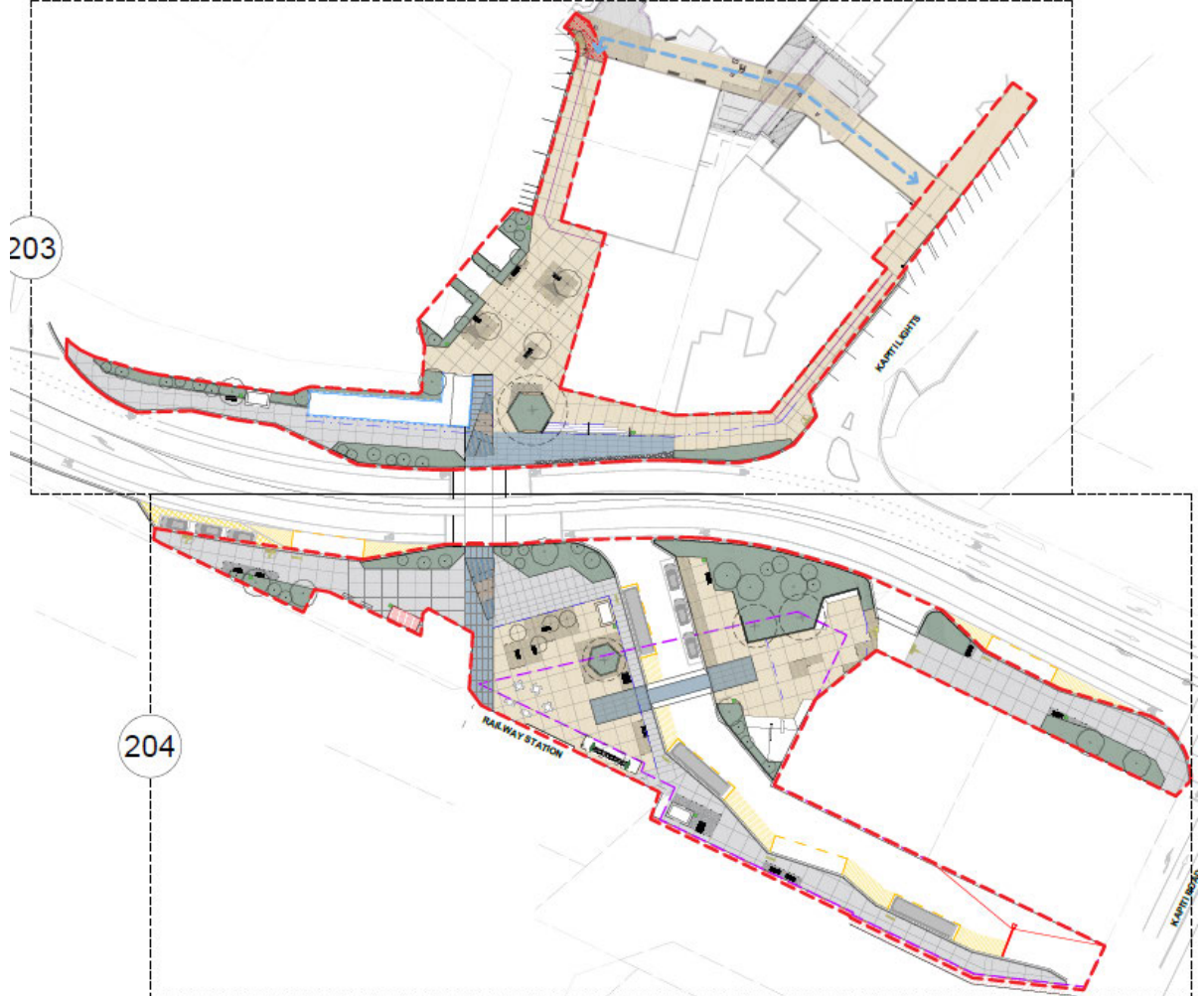
The Council is collaborating with the Public Arts Panel and local iwi to involve local artists in the design. Where relevant, artworks will draw visitors' attention to the significant relationship that mana whenua have to the area.

This project is fit for purpose as it aims to improve the integration with the Paraparaumu rail inter-change and transform the existing State Highway One within the Paraparaumu town centre area into a Local Road ensuring its legibility and identity as a town centre.

This project will also substantially improve the amenity values for and safety of pedestrians that utilise the public realm, promote commercial building development within the Paraparaumu Town Centre. A focus of this project is to provide active road frontages and improving pedestrian amenity, and provide legibility, through signage and intuitive path finding, as to the destination of the main shopping area for Paraparaumu town centre for passengers arriving at the railway station. This project will provide the best value for money in terms future growth of Kapiti Coast as a whole and to entice future tourism.

To fund the above items, Council has assumed that 50% of the benefits will accrue to tourism, and 50% to residents. This application requests a 50% contribution to the tourism related costs from TIF (therefore, 25% of the total cost of these items.)

This project is an opportunity for Council to upgrade the areas around the Paraparaumu Transport Hub in conjunction with the Waka Kotahi revocation works. This is one of the key projects of the Paraparaumu Town Centre Masterplan, developed to respond to the construction of the new Expressway and Waka Kotahi/NZ Transport Agency's project to change the old State Highway 1 into a fit-for-purpose local road. General overview of the proposed improvements:



Indicative render of the western side (area 203 above):

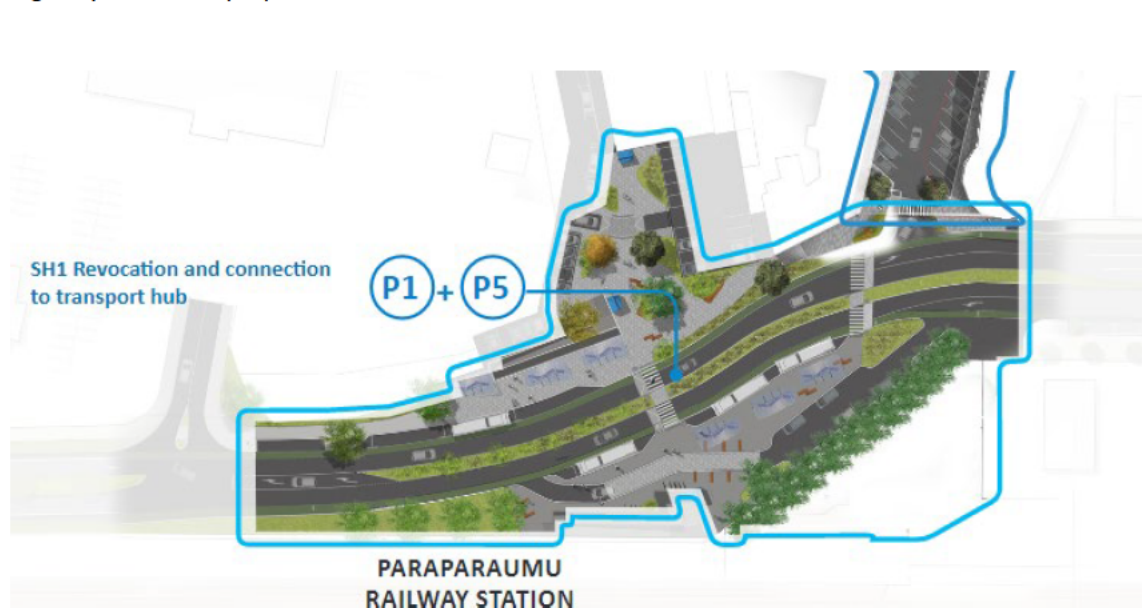


**3.2.2 Please demonstrate that the proposed project has the support of the local community (e.g., has gone through some type of consultative process), and has support from the local economic development agency or regional tourism organisation.**

Please Note: During the project recipients will be asked to keep the Ministry aware of any subsequent consultation process which could result in the project either not proceeding or requiring significant change from the original proposal.

The project is part of the wider Town Centres and Connectors Transformation, a 14-year programme which was consulted on with the community and approved as part of the 2015 Long Term Plan. Concept designs for the Transport Hub featured in the consultation and have undergone iterations since that time which have involved input from stakeholders including the wider Kāpiti Coast community, local iwi, landowners, government agencies (Greater Wellington Regional Council and NZTA) and interest groups.

The following image is a snapshot from the masterplan for Paraparaumu contained in the Town Centres and Connectors Transformation documentation from June 2016 used for a follow up consultation with the community on concept designs. This shows the Transport Hub (P5) and the SH1 Revocation work (P1) referred to involves changes in the roading corridor currently being undertaken by Waka Kotahi to convert the old highway to a fit-for-purpose local road.



**Mana Whenua support**

The project has support from Te Ātiawa Town Centres Working Group which was established in 2015 to ensure that local iwi Te Ātiawa ki Whakarongotai maintained a voice in the design of each project. Through the town centres projects, the working group hopes to educate visitors and our community on the cultural threads of local iwi history, sense of place and sites of significance in the future town centre.

The Council has continued to consult the Working Group on each design iteration and the final design will include cultural elements in the built infrastructure such as pedestrian shelters.

**Local and regional economic development support**

The project has had support from the group previously known as the Kapiti Economic Development Leadership Group when it was involved in the consultation phase of the project and provided feedback on the overall intentions of the Town Centres Transformation. The group included representation from the Wellington Regional Economic Development Agency.

**3.2.3 List all the benefits that you expect will flow from your proposed project (focusing particularly at the visitor benefits).**

Expected benefits include:

- Making facilities safe, easily accessible and hygienic for use by visitors and locals alike with the improved integration with Paraparaumu rail inter-change.
- Facilities that meet the immediate needs of visitors today and prepare in advance for the future increase in international tourists as the country opens its borders again and in domestic, once the Covid threat has passed.
- Facilities located in these active recreation and tourist destinations will be fit for purpose (in terms of quality, accessibility and size) and future-proofed to meet current and anticipated visitor growth through promoting commercial building development within the Paraparaumu Town Centre, with a focus on providing active road frontages and improving pedestrian amenity.
- Reduction in carbon emissions by encouraging use of public transport and provision of bike storage and charging facilities.
- Be accessible and accommodate diverse visitor groups, including older and younger users by providing legibility to the destination of the main shopping area for Paraparaumu town centre for passengers arriving at the railway station.
- Provide essential infrastructure to support partnership projects between DoC, Council, iwi and the community concerning the cycle/bridle and walkways on the Kapiti Coast.
- Improved experience for visitors to the Kapiti Coast by substantially improving the amenity values for and safety of pedestrians / visitors.

### 3.3 Funding the project

#### 3.3.1 Briefly describe the current financial situation of your organisation and why TIF co-funding is required for the proposed project.

To support your application, please provide the following information:

- How the proposed project will be funded if TIF co-funding is not received (from debt, cash flow, or some other source)
- If funded from rates, what will be the impact be on ratepayers? Will the impact be on a specific group or general ratepayers? If this will impact on a specific group, please identify the financial impact and which group this will be.
- Brief analysis of the Council's unallocated reserves (what are these, forecast levels, and proposed use over the period of the LTP)

#### How the proposed project will be funded if TIF co-funding is not received (from debt, cash flow, or some other source)

In order to progress, the projects would need to be reduced in scope and quality which would significantly limit the benefits to tourism. If the projects are co-funded by the TIF, the full scope of the project could be delivered

#### If funded from rates, what will be the impact be on ratepayers? Will the impact be on a specific group or general ratepayers? If this will impact on a specific group, please identify the financial impact and which group this will be.

Kāpiti Coast District Council (KCDC) has a rating base of around 25,500 rateable units. If funded through rates, the cost of toilet blocks is met through the districtwide general rate which is allocated across all ratepayers.

#### Brief analysis of the Council's unallocated reserves (what are these, forecast levels, and proposed use over the period of the LTP)

To accommodate growth within the district and support the continued recovery from the effects of COVID, KCDC has through its 2021-41 Long Term Plan (LTP) embarked on a significant programme of investment across all activity areas. This programme will see capex rise from typically \$20-30 million per annum to \$70-80 million, with a corresponding increase in net debt levels towards the LGFA limit of 280% over the first five years of the LTP.

The increased work programme is focused on core infrastructure and key community facilities. Projects currently underway are experiencing escalating project, supply, and material costs (currently sitting around 30% over and above original budgets) due to Covid19 supply chain issues. This unfortunately leaves little room for additional funding for the full scope of the project sought through this application.

<p><b>3.3.2 Describe what alternative sources of funding were explored before this co-funding request was made.</b></p>
<p>Some elements of the project will be contributed by others; Greater Wellington Regional Council will provide bus shelters for instance and are investigating improvements to the façade of the train station; Big Street Bikers are contributing to the provision and ongoing maintenance of the bike rack and charging station.</p> <p>No alternative funding sources have been explored in detail. At the time of inception, the project was not included in the Council’s funding bid to Waka Kotahi. That agency is fully funding their upgrade to the road corridor to convert to a fit-for-purpose local road, and it is unlikely that substantial transport funding could be applied to this project.</p> <p><b>Procurement</b></p> <p>A Request for Proposals for a lead contractor to construct the Transport Hub was issued on 11 March 2022 and closes 1 April. We expect to have a contract in place by the end of April 2022. This procurement process will provide a more accurate cost to complete the project.</p>
<p><b>3.3.3 Please list any other active TIF funded projects and provide an update on progress.</b></p> <p><b>Please Note: strong preference will be given to applications from councils that have completed previously approved projects.</b></p>
<p>NIL</p>

### 3.3.3 Financials for proposed project

Provide a breakdown of the tasks and associated costs required to complete the project. All costs should exclude GST. Use the 'insert row' function if you wish to add more milestones/tasks.

Marginal operating and maintenance costs for the first 2 years may be taken into consideration by the TIF Panel when assessing an appropriate level of funding. i.e. the additional operational and maintenance costs when the proposed project is completed.

Note: In most circumstances TIF co-funding will not be available of obtaining land access, resource consents, building consents, staff resourcing or on-going servicing of existing infrastructure.

Note: The TIF decision-making process could take up to 2-3 months from the closing date of applications. Please take this into account when planning your project timeline, especially if the project start date is contingent on TIF funding being secured.

Milestones and Project Tasks	Estimated Start Date	Estimated Completion Date	Total cost	TIF funding sought	Applicant co-funding	Key assumptions made in estimating costs
Boffa Miskell Design Work	24 Sept, 2021	8 April, 2022	\$132,100	-	\$132,100	Actual costs incurred
Legal & planning issues	1 Nov, 2021	29 April, 2022	\$11,891	-	\$11,891	Actual costs incurred
Pre- Construction Site Activities	21 March, 2022	25 March, 2022	\$38,733	-	\$38,733	Actual costs incurred
Construction Works	18 April, 2022	25 October, 2022	\$2,538,000	-	\$2,538,000	Estimate from developed designs – includes demolition, civil works, concrete structures
Paving, Kerbs and Edging	July 2022	November 2022	\$1,073,000	\$268,250	\$804,750	Estimate from developed designs
Public toilet	October 2022	November 2022	\$160,000	\$40,000	\$120,000	Based on similar toilet for a recent project
Lighting	July 2022	November 2022	\$84,000	\$21,000	\$63,000	Based on draft Lighting Plan
Shelters	July 2022	December 2022	\$92,000	\$23,000	\$69,000	Estimate from concept plan

Street furniture	July 2022	December 2022	\$156,000	\$39,000	\$117,000	Estimate from concept plan
Landscaping	July 2022	December 2022	\$171,000	\$42,750	\$128,250	Estimate from concept plan
Art elements	July 2022	December 2022	\$26,000	\$6,500	\$19,500	Estimate from concept plan
<b>Sub-Totals (do <u>not</u> include Annual operating / maintenance):</b>			<b>\$4,482,724</b>	<b>\$440,500</b>	<b>\$4,042,224</b>	
<b>Annual operating / maintenance cost only:</b>			<b>\$10,000</b>			Regular cleaning and emptying of rubbish bins by Council depot; energy costs of lighting etc
			<b>Total Cost</b>	<b>TIF funding sought</b>	<b>Applicant co-funding</b>	
<b>Totals (do <u>not</u> include Annual operating / maintenance): (Must equate to the project cost detailed in Section 1.1)</b>			<b>\$4,482,724</b>	<b>\$440,500</b>	<b>\$4,042,224</b>	
<b>Total Annual operating / maintenance costs only:</b>			<b>\$10,000</b>			

### 3.4 Risks and Mitigations

Describe any risks associated with this project that you have identified and list the mitigations for each risk.

	Risk	Mitigation
1	Construction cost inflation	Contract for construction needs to be specific around costs. Contingency is built into budget.
2	Availability of contractors and equipment to complete the build impacting on timeframe not being met	Alert MBIE as early as possible to renegotiate timeframes.
3	Discovery of contaminated soil at the site	A Contaminated Site Management Plan has been prepared. Ensure contractor includes costs of handling and disposing potential contaminants
4	Insufficient funding to proceed with the project	The only option is to reduce scope and quality if funding is not secured from TIF. The project must proceed as a connection with the current at-

		grade crossing is necessary for the safety of users of the site and to maintain a continuous look and feel.
5	Late project delivery by contractors	Establish robust project management processes to manage delivery. If appropriate, construction contract contains penalties for late delivery. Timeframe for project delivery is set with due consideration for unexpected delays, the project can slip right if necessary.
6	Ineffective project management causing cost overruns, missed deadlines and project errors	KCDC Project Management Office has contracted an experienced project manager to lead the project.
7	Planning issues with the old Mana Bus Depot site can cause possible delays to project with the requirement for resource applications.	Have planning consultant review the scope of works and the District Plan to identify issues and take necessary actions.
8	Proposed build does not meet community requirements	Appropriate measures to have efficient community and stakeholder engagement. Regular design reviews have been held with key stakeholders.



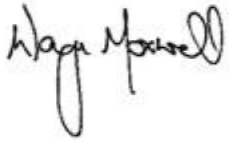
## Section 4: Declaration by lead applicant

I declare on behalf of the applicant(s), that:

- I have read this form, and the Guidance for Applicants, and fully understand the procedures, terms, conditions and criteria for TIF co-funding;
- this application form outlines the basis on which this application is made;
- I have read, understand and accept MBIE's standard form contract, including the terms and conditions, a copy of which is attached as Schedule 1 in the Guidance for Applicants;
- the statements in this application are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentation made;
- I understand MBIE and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the applicant(s) or project for the purposes of gaining or providing information related to the processing and assessment of this application;
- the applicant(s) will, if requested by MBIE or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel;
- I understand MBIE may undertake due diligence checks as needed to meet government requirements, and I consent to checks required being carried for those purposes;
- I consent to the public release, including publishing on the Internet, of the name of the applicant(s), the amount of grant sought, contact details of the applicant(s) and a general statement of the nature of the activity/project, and undertake to cooperate with MBIE on communications relating to this application;
- I understand MBIE's obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this application, the provisions of this Act apply to all of the information provided in this application;
- the application involves an activity/project that is a lawful activity that will be carried out lawfully;
- the applicant(s) is not in receivership or liquidation nor will the project be managed by an undischarged bankrupt or someone prohibited from managing a business;
- where external providers are being employed as part of the project/activity, the relevant providers will not be employees or directors of the applicant, and nor do they have any other direct or indirect interest in the applicant, whether financial or personal unless specifically stated in the application;
- I am authorised to make this application on behalf of the applicants identified in section 1;
- I understand that MBIE may withdraw its offer of funding should the proposed project fail to be completed within the agreed timeline (detailed in Section 3.2.4).

**Signature of lead applicant**

This acknowledgment must be signed by a person with the legal authority to commit your organisation to a transaction (e.g. Chief Executive or Mayor)

<b>Name</b>	Wayne Maxwell
<b>Title</b>	Chief Executive
<b>Organisation</b>	Kāpiti Coast District Council
<b>Signature</b>	
<b>Date</b>	28.3.2022

## Section 5: Attachments

[Attach here, as a PDF, any additional information you consider necessary to support your application. Note that there is a 20MB size limit]

1. Transport Hub Visual Material
2. KCDC Open Space Strategy



## Support for Application of Funding

- Increased popularity of the Kapiti Cycle route (Eway path) and Waikanae River Trail – likely to increase further when Otaki extension opens next year
- Visitor attraction and potential for more visitors
- Need for drinking water and toilets on the trails (currently no drinking water and only toilet on the trail is at Paekakariki)

1. As the owner of Ebikes and Mobility, we have seen a big increase in ebike hire and ebike/etrike sales and with this comes the need to increase facilities available to riders.

2. Kapiti E-Bike Group

I established the Kapiti E-Bike Group over four years ago, fundamentally recognizing the need for customers to have the support, social interaction, an environment to upskill and to provide security that a group encompasses.

The group rides are regularly seeing 30+ riders every Tuesday (Peka Peka) and Thursday (Paekakariki), in all weathers.

The group also actively organises out-of-town rides  
Weekly on a Wednesday Hutt River  
Currently away on a north island tour – Linton Palmerston through to Waihi

They are eagerly awaiting the opening of the Otaki extension next year with riders investing in bigger battery options.

The medium group age would average 70-75year and the need for addition 'bathroom' stops and facilities would be greatly appreciated.

3. On a personal note currently training for cycle Aotearoa, I would have found extra bathroom and water facilities on the trails very useful.

Kind Regards





Department of  
Conservation  
*Te Papa Atawhai*

DOCCM-6947149

14 March 2022

Janice Hill  
Cycleways, Walkways & Bridleways Programme Manager  
Kapiti Coast District Council  
175 Rimu Road,  
Paraparaumu 5032

Dear Janice,

**Subject: Support for Tourism Infrastructure Fund bid**

The Department of Conservation (DOC) supports the Kapiti Coast District Council's Tourism Infrastructure Fund bid for funding for three new toilet and drinking water amenities in your region.

DOC is specifically interested in plans for a new toilet facility at the Hemi-Matenga Scenic Reserve entrance – a need that we have previously identified. We are planning to co-fund the building of this facility with the Council as part of an internal capital bid to upgrade the walking track facilities in this Reserve and re-route Te Araroa through the Reserve.

Hemi-Matenga is home to several popular walks through one of the last best remnants of lowland kohekohe forest. We estimate there are 20,000-25,000 walkers using these tracks each year.

DOC has plans to upgrade the Parata and Kohekohe Walking Tracks and install a new destination viewing platform and pou at the top of the Parata Track where there are great views. A new toilet at the Tui Crescent entrance is also part of this capital bid – made stronger as a joint bid working with KCDC.

Please use this letter to help support your bid.

Faithfully yours,

A handwritten signature in blue ink that reads "Robert Ashe".

Robert Ashe  
Senior Ranger, Visitor & Heritage  
[Redacted] | rashe@doc.govt.nz



21 March 2022

To Whom it May Concern.

The Friends of the Otaki River (FOTOR) volunteer environmental care group has over the last twenty one years created a recreational paradise within the Otaki river corridor for everyone to enjoy.

FOTOR is very proud of its outstanding work having planted over 100,000 trees along 12 kilometres of walkways, complete with bridges, seats, picnic tables, board walks, a viewing platform, a green field recreation area, extensive signage, an Arboretum and more. All with the back drop of stunning river views and/or the mighty Tararua mountain range and more recently linking into the man made Otaki Lake.

The upcoming opening of the express highway brings with it a wonderful new shared path alongside its length which will attract tourists to visit Otaki and enjoy this recreational paradise.

This exemplar care group FOTOR supports KCDC in its application to the Tourism Infrastructure Fund to assist with the installation of the proposed toilet at Chrystals Bend to service the FOTOR walking tracks and recreational groups in the area such as canoe polo, which is just one of many users of the Otaki lake.

This wheel chair accessible toilet will be identical to the one FOTOR saw installed at the Otaki Estuary. That toilet was funded by the Philipp Family Foundation, and this generous family trust has again made funds available to purchase a second facility. We trust that KCDC can secure the funds for its installation and water connection.

FOTOR along with Otaki's multicultural community hopes this application is successful not only for its own benefit but to also help promote tourism in our town.

Many thanks

Max Lutz, Chairman, Friends of the Otaki River



## To Whom it May Concern

The Friends of the Waikanae River are very supportive of the application of the Kapiti Coast District Council to the Tourism Infrastructure Fund for putting a toilet near to both the Shared path beside the Kapiti Expressway and the Waikanae River Shared Path.

The Friends of the Waikanae River have been requesting toilets on the Waikanae River Shared Path for over 10 years. The Friends made submissions to the Kapiti Coast District Annual Plans in 2010 and in subsequent years. At several of the Friends of the Waikanae River Annual Meetings Motions have been passed requesting Greater Wellington, the Regional Council, to address the issue of Toilets We have had complaints from the public of people relieving themselves in the bushes and of evidence of such activity left behind.

The Waikanae River Shared Path is part of Te Araroa, the Long Pathway from Cape Reinga to the Bluff. In 2018/19 Summer 1200 people walked the full trail so would have walked the Waikanae River Shared Path. Monitoring by Kapiti Coast District indicates that over 200,000 people per year use at least some portions of the Waikanae River Shared Path; this figure does not include those who use the Expressway Shared Path, a toilet near to both is a necessity.

At present there are toilets in only 3 places near to or on the Waikanae River Shared Path, (a 10km loop) and there are none on the Expressway shared path, so a toilet in the vicinity of both Paths may provide relief to many!

Feriel Falconer, Former Chair of the Friends of the Waikanae River Inc

Current member of the committee

Former Member of the KCDC Cycleways, Walkways and Bridleways Group

Member of the Community Liaison Group for the Expressway (now disbanded)

## **To Whom it May Concern: Kāpiti Coast District Council Application for Tourism Infrastructure Funding**

I am writing in my capacity as Chair of Kāpiti Coast District Council's Cycleways, Walkways, Bridleways Advisory Group. This is an independent Group comprising representatives of key sectors including the three named; and Older Persons, Youth, Disabilities, Open Spaces and Environmental Care. The Group includes designated Councillors and is administered by Council staff. Māori are represented in this context directly with Council under a Memorandum of Partnership.

The role of the Advisory Group is to liaise with Council on development and maintenance of the Kāpiti "Stride 'n Ride" path and trail network, which extends throughout the district and increasingly has links to similar networks both north and south. Where appropriate it has a relationship with Greater Wellington Regional Council and the Department of Conservation.

In recent years the popularity of the Stride 'n Ride network has increased rapidly with the opening of the multi-use path alongside the Kāpiti expressway from Mackays Crossing to Peka Peka; this will be extended north from Peka Peka to north of Ōtaki with the opening of the second part of the expressway. Together these form the "spine" of the network, with connecting paths and trails leading east toward the Tararuas and west to the sea. The network has become a recreational destination in its own right as well as being a means of moving between transport hubs and local attractions.

In July 2021, Council published the **Kāpiti Destination Management Plan**, which provides a framework within which walking and riding become a key element in the district's future and provides direction for further development of the network. Feedback from users indicates that the provision of support infrastructure -parking, amenities, signage -is important in enhancing the user experience.

It is in this context that the current application is being made. Key locations that provide maximum availability of toilet facilities for users of the trails network, have been identified:

**The intersection of the Kāpiti expressway multi-use path (Kāpiti Cycle Route) and the Waikanae River trail.** This location is at a mid-point of both these trails, both of which have high levels of use by walkers, equestrians and cyclists.

**Chrystall's Bend (north bank, Ōtaki River).** This is a rapidly-developing location, with Chrystall's Lagoon becoming a popular walking, riding and picnicking destination with exciting prospects for expansion in the near future. It will also provide facilities for a growing water recreational facility on the adjacent lake and will have direct access from the expressway shared path as described above.

**Hemi Matenga Reserve, (Tui Rd entrance), Waikanae.** Hemi Matenga is a prime walking destination in the Waikanae area; Tui Road is the key entrance to easy (Kohekohe Walk) and more challenging (Parata and Te Au) tracks. There are currently no public toilet facilities within 1.5km of the park entrance.

Each of these can confidently be expected to enhance the visitor experience for users of the Kāpiti walking and riding trails network. Please feel free to contact me should you require further information.

*Bruce Henderson*

Chair, Kāpiti Coast District Council Cycleways, Walkways, Bridleways Advisory Group





George Hickton  
Chair  
Kapiti Coast Tourism Advisory Group

Tourism Infrastructure Fund Panel  
Ministry of Business, Innovation and Employment

23 March 2022

**Re: Support for Application to the Tourism Infrastructure Fund for Public Amenities on Strategic Kapiti Coast trails**

The Kapiti Coast has long been a beach-side bach destination for Wellingtonians, and while it is emerging as a tourism market, there has been little investment in tourism infrastructure over many decades. As consumer expectations of quality destinations rise, for the Kapiti Coast to compete effectively in the tourism landscape, it must be able to provide facilities and necessities that today's (and future) visitors require and expect.

Last year, with assistance of STAPP funding through Wellington NZ (the Kapiti Coast's RTO), the Kapiti Coast District Council led the development of a Destination Management Plan. Widespread community engagement identified that there is an ambition from the sector, iwi, community to leverage the Kapiti Coast's natural assets for sustainable tourism, in order to provide economic, social and cultural and environmental benefits.

However, the Kapiti Coast has a long way to go. Compared to other regions such as the Hawkes Bay, the Kapiti Coast is over a decade behind in developing its proposition, infrastructure and sector. Colmar Brunton research into the demand of domestic travellers undertaken as part of the DMP process showed that the Kapiti Coast currently has one 'experience' in greater Wellington's top 15 – Kapiti Island tours. It also has very low appeal as a destination (5% of domestic market) due to low awareness. However, the research also highlighted the potential, as once respondents were shown what the district offered, appeal climbed significantly. In particular, there is high appeal for its beaches, nature walks and scenery.

The Kapiti Coast Tourism Advisory Group was formed after the DMP was adopted by Council, to assist and support the development of the tourism sector by ensuring the implementation of the Destination Management Plan. Key to this was the appointment of a resource within Council to bring focus to this activity, to engage with the sector, to identify barriers and to bring forward development opportunities such as contained in this application. Major projects such as the imminent opening of Transmission Gully (which will make the road journey to the Coast quicker and more reliable) and the Peka Peka to Otaki Expressway (which will mean that SH1 bypasses the Otaki township) will have significant impacts on the Kapiti Coast. Transmission Gully will bring it closer to its traditional market, Wellington, whilst the Expressway means that it must work harder to provide reasons for travellers to turn off the highway.

The Council is already financially supporting two major tourism infrastructure projects, Te Uruhi (Kapiti Gateway) and the Mahara Gallery. Council is also facing an unprecedented period of

sustained population growth and has a high proportion of ratepayers on fixed incomes meaning that its ability to fund tourism infrastructure from rates increases is constrained.

The Kapiti Coast is a fantastic place to ride a bike, walk or run. And is still mostly rural with plenty of horse-riding opportunities. With over 38km of stunning sandy beaches, leafy river and stream corridors which connect to the Tararua and Akatarawa Forest Parks and hills close behind it, the opportunities for active recreation – whether easy or epic – are a key natural advantage for the Coast. This application is for amenities which support these activities, on three strategic locations and each help to tell the Kapiti Coast's unique story:


- The intersection of the Kapiti Cycle Route and the Waikanae River – this intersection point is on Te Araroa Trail and hopefully soon will be on the Kapiti Coast Heartland Ride route (application in progress), This amenity will provide a good reason for people to stop, to learn about the bird corridor from Kapiti Island to the Tararua ranges and Ki Uta Kit Tai project (mountains to sea kaitiakitanga) and to appreciate the special place they are in.
- The base of Hemi Matenga Scenic Reserve – this scenic reserve provides a sudden transition from suburbia to ancient forest. It is one of the largest remaining areas of kohekohe forest in New Zealand and is also part of the bird corridor ecosystem linking the Island to the Mountains. The reserve itself is managed by DoC who wish to undertake track upgrades and install a viewing platform. The view of Kapiti Island from the 455m summit is superlative and with a viewing platform in the midst of migrating kaka could quickly become a unique visitor attraction.
- At the Otaki lakes on the edge of the Otaki River. Made-made fresh water lakes which are developing as a sport location for canoe polo, waka ama, open water swimming and other sports which are already attracting visitors and locals alike. The Kapiti Cycle Route will deliver many cyclists, walkers and riders when it opens in early 2023. This amenity will provide not only a community facility but encourage and support visitors to enjoy this facility too.

You will see from the many letters accompanying this application how widely it is supported by the community. The TIF funding will kick-start this project which, supported by Council, will provide much-needed infrastructure for the development of sustainable, meaningful tourism on the Kapiti Coast.

Sincerely,

George Hickton  
Chair, Kapiti Coast Tourism Advisory Board

16 March 2022

c/- Janice Hill  
Kapiti Coast District Council  


## TOURISM INFRASTRUCTURE FUND - SUPPORT LETTER FOR KAPITI COAST DISTRICT COUNCIL

### INTRODUCTION

WellingtonNZ, the Regional Economic Development Agency for the Wellington Region (WREDA), supports economic performance throughout the region to enhance prosperity and liveability. We market Wellington as a destination for visitors, migrants and investors; help businesses grow and innovate; advocate for Wellington's economy; attract and promote major events and run Wellington city's major civic venues.

As the agency responsible for promoting and developing Wellington as a visitor destination, WellingtonNZ believes it is important to make its views known in relation to proposed activity that could influence its operations, as well as Wellington region's destination development and marketing in the future.

### OUR SUBMISSION

WellingtonNZ is pleased to support Kapiti Coast District Council's bid to the Tourism Infrastructure Fund as they seek funding to develop amenities for users of trails in the area.

The *Wellington Regional Trails For The Future* Experience Plan provides a framework whereby eight local and city territorial authorities across our region, plus GWRC and DOC work together. This framework provides a structured, coordinated and sustainable approach to providing world-class recreational trails across the region, marketed to users under the Find Your Wild brand.

Approval of this infrastructure bid will provide for the development of three new toilet and drinking water amenities strategically positioned on two key trails on the Kapiti Coast. Trail usage has increased significantly due to Covid and the significant infrastructure developments made in Kapiti district. Cycling has also seen extraordinary growth in popularity. Kapiti's drive-time proximity to a large population base means better facilities for current and future users; this is important as good amenities provide sustainable and well managed access for all.

We believe the developments proposed by Kapiti Coast District Council would enhance the experience for those using the Kapiti Coast Trails and will enable KCDC to provide appropriate services to a growing visitor market. The bid aligns with the established regional Trails strategy, enhances the investment made by KCDC to date in trails for the local community and will also enhance facilities for local, Domestic and international visitors.

This is the type of infrastructure development that supports access to nature outcomes identified in the Kapiti Coast Destination Management Plan and in the Wellington & Wairarapa Region Destination Development Plan which will be delivered shortly.

Thank you for considering our submission.

Yours sincerely



Jo Heaton  
Manager Tourism & Visitor Economy

**By email:** [Janice.Hill@kapiticoast.govt.nz](mailto:Janice.Hill@kapiticoast.govt.nz)

17<sup>th</sup> March 2022

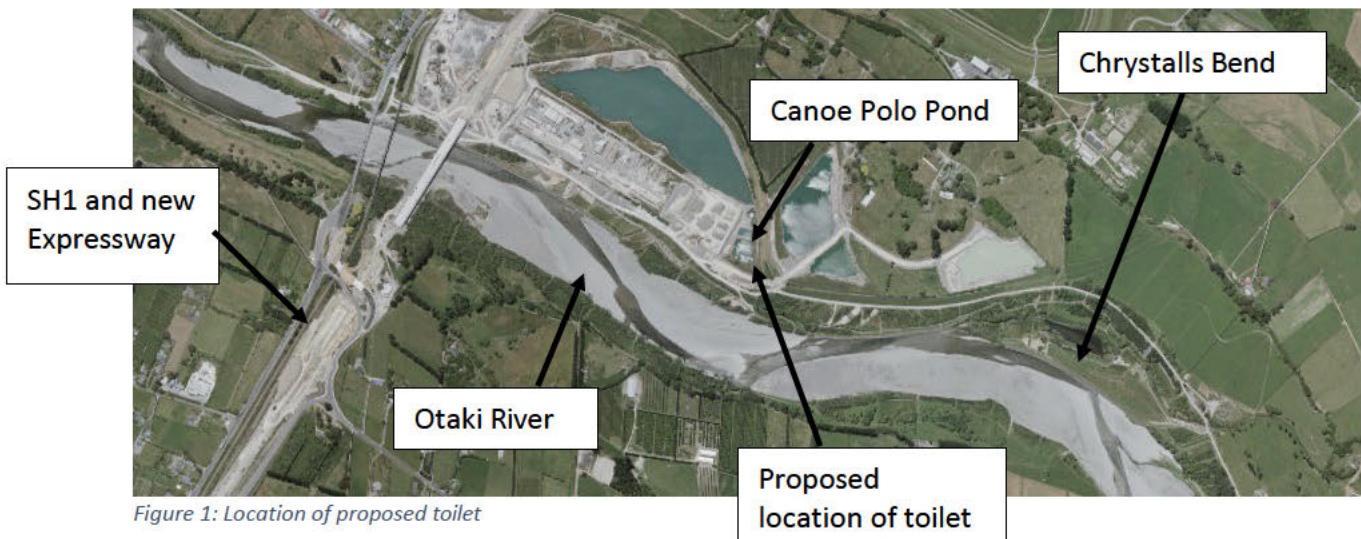
100 Cuba Street  
Te Aro, Wellington 6011  
PO Box 11646  
Manners Street  
Wellington 6142  
T 04 384 5708  
F 04 385 6960

Kāpiti Coast District Council  
C/O Janice Hill  
175 Rimu Road  
Paraparaumu

Dear Janice,

## Toilet on Greater Wellington land, Otaki River, near the Canoe Polo Ponds

In principle, Greater Wellington supports KCDC's proposal to locate a toilet on Greater Wellington land located on the right bank of the Otaki River next to the canoe polo ponds (see Figure 1 and Figure 2 below) and subject to the conditions listed below.



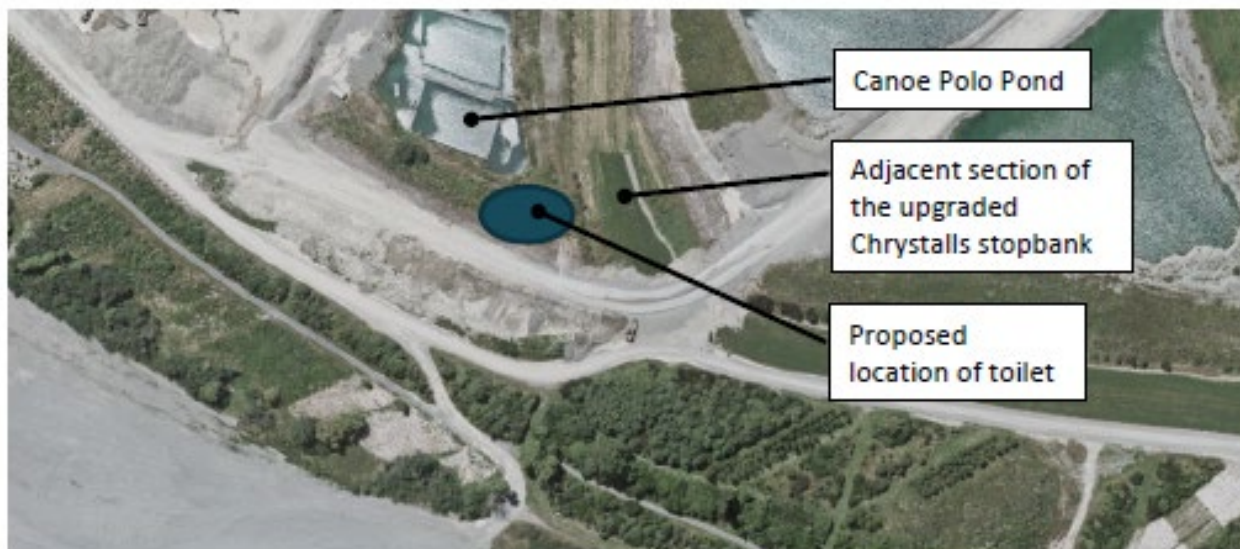


Figure 2: Location of proposed toilet (zoomed in)

- That Ngā Hapū o Ōtaki as Kaitiaki of the Otaki River support the concept and the detail of this proposal.
- That the formation level of the ground that the toilet is to be placed on is, or is raised to, higher than the 1% AEP plus climate change to 2130 (i.e. the height of an adjacent section of the upgraded Chrystalls stopbank). This includes the level of any access points to the septic tank (or similar system).
- That KCDC or their agents gain all necessary consent and permissions, with detailed plans and/specifications submitted to Greater Wellington's Flood Protection Department for review and comment prior to consents being lodged.
- A 'licence to occupy' will be required for the toilet facility site and associated infrastructure. The final terms and conditions of the licence will need to be agreed between the parties and will be subject to the final approval of GW's General Manager, Corporate Services.
- That the route of any associated utilities (water, power etc) as proposed by KCDC, or their agents, is satisfactory to Greater Wellington.
- That KCDC, or their agents, obtain written approval from Winstone Aggregates and Stresscrete as needed.
- That the toilet is purchased, installed, operated, and maintained at no cost to Greater Wellington. The completed facility and associated infrastructure will be an asset of KCDC.
- That KCDC provides a commitment to cover all ongoing costs.

- That the toilet and any ancillary services are removed, and the land made good at no cost to GW, on the toilet ceasing to be required.

We trust this letter of support is sufficient for you to progress with your funding application for the facility.

Ngā mihi



**Andy Brown**  
Acting Manager  
Flood Protection  
Greater Wellington

[Andy.brown@gw.govt.nz](mailto:Andy.brown@gw.govt.nz)



CC  
Graeme Campbell, Manager Flood Protection.

Ōtaki Canoe Club  
PO Box 82  
Ōtaki  
Email: Ōtakicanoeclub@gmail.com



20 March 2022

To Whom It May Concern

The Ōtaki Canoe Club are writing to support the KCDC application to the Tourism Infrastructure Fund to assist with the install of the proposed toilet at Chrystals Bend in Ōtaki.

The toilet facility, situated within 80m of FOTOR's Arboretum, would also be great for those using the Friends of the Ōtaki River walkway, which in our estimation numbers thousands of people over a year. The Canoe Polo venue is a shared facility that Fish and Game New Zealand uses to hold trout fishing events for children, the nearby model yacht enthusiasts for their sail boats. The proposed site for the toilet facility will also be situated close to the track for the runners and walkers for the 5 km Ōtaki River Park Run . A toilet facility is always in need and would help dispel any environmental issues that may arise from a lack of toilet facilities being available.

Currently our club hosts an Annual Regional Canoe Polo Competition for clubs in the lower North Island, this attracts up to 200 players and supporters to our venue and town, the hope for the future is that our club will be able to host New Zealand National Competitions, this could attract up to 500 people to our venue.

The Ōtaki Canoe Club hopes this application is successful not only for its benefit to current users of this area, but also to assist local small business that may benefit from the spend that visitors and tourists may bring.

Thank you for your consideration and time.

Yours faithfully

A handwritten signature in black ink, appearing to read 'PH', with a stylized flourish at the end.

Peter Housiaux  
Ōtaki Canoe Club





22 March 2022

Tēnā koe Janice,

100 Cuba Street, Te Aro,  
Wellington 6010  
PO Box 11646  
Manners Street  
Wellington 6142  
T 04 384 5708  
F 04 385 6960  
[www.gw.govt.nz](http://www.gw.govt.nz)

## **Proposed public toilet on surplus Waka Kotahi land**

I am writing to express our letter of support to the Kapiti Coast District Council's (KCDC) proposed public toilet block and potable water bottle filling station/community defibrillator site at the intersection of the Waikanae River Trail and the Kapiti Coast Cycle route - Expressway shared track.

The site is currently owned by Waka Kotahi but is proposed to be transferred to Greater Wellington (GW) as land surplus to the M2PP Expressway Project. Once transferred, the site would come under the management and control of our Flood Protection Department at GW. Assuming the land containing the facility is transferred to GW, a licence to occupy would be granted to KCDC.

GW endorses the principal of granting KCDC a license to occupy and development of a public amenity at this desirable location for several reasons;

Placing a public toilet on the intersection of the Waikanae River Trail and the Kapiti Coast Cycle route (expressway shared track) would provide a toilet stop on both routes, as we seek to both increase the tourism potential for both tracks, and to reduce adverse effects to the environment from trail users who are 'caught short'.

For Health and Safety this concept clearly makes sense. Riders of all ages come from far and wide to use this track network. Not only as a local and regional trail friendly network but also for long-distance cycle tourists using the length of NZ to see the country. We have a very active local dog-walking user group in this area which would also see the benefit from a safe pit-stop & public convenience operated by the KCDC with our full support.

Kapiti has a diverse demographic range-span with families and whanau and so we feel a community access defibrillator at this site is additionally useful in providing a quick & open response in this somewhat special & natural river scape for swimmers, picnics, walkers, bikers and horse riders for example.

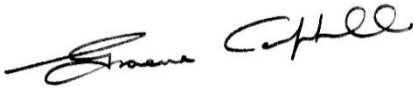
El Rancho's services run under the land and they're happy for KCDC to connect into them. If and when GW take ownership of this land we would invoke a lease arrangement with KCDC for the toilet area in regards to access for the build and regular servicing. KCDC would own the asset and be

responsible for all the upfront costs and ongoing maintenance. The positioning of the toilet block is also subject to final approval with GW.

We strongly believe that the proposed amenity block would become a valuable asset to the community in the region protecting and upholding the natural landscape whenua values and providing welcome relief and hydration for those active user groups.

Please consider these points in any application for partnership funding.

Ngā mihi



Graeme Campbell  
Manager, Flood Protection



## Rating Unit Ratio Workings

For 12 months ending Jan 22:

Total stay unit nights (Accommodation Data Service) = 96.2k

Total room nights booked (AirDNA data, just entire place + studios) = 109.6k

(NB AirDNA only captures those units booked on the Air BnB platform, not other platforms, so is understated)

Total stay unit nights = 205,800

Total Rating units 2021/22 = 25,500

$205,800/25,500 = 8.07$



**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
HĪKINA WHAKATUTUKI



# **TOURISM INFRASTRUCTURE FUND**

**Application Form**

**March 2022**



# Tourism Infrastructure Fund

## Completing this form

This form is designed to be completed in association with the 'Guidance for Applicants' document. If you need any assistance with completing this form, please contact the TIF secretariat on [tif@mbie.govt.nz](mailto:tif@mbie.govt.nz).

Please complete the form in full, and submit it electronically to [tif@mbie.govt.nz](mailto:tif@mbie.govt.nz). Completed proposals must be received by the TIF secretariat no later than 5pm on the deadline date. All deadlines are available on the TIF website and are subject to change.

MBIE reserves the right to accept late proposals in the following situations:

- if it is MBIE's fault that the proposal was received late
- in exceptional circumstances, where MBIE considers that there is no material prejudice to other applicants. MBIE will not accept a late proposal if it considers that there is risk of collusion on the part of an applicant, or the applicant may have knowledge of the content of any other proposal.

There is no scope within the TIF process to assess out-of-round applications (including for feasibility studies). Applications submitted to the TIF Secretariat between funding rounds will be returned to the applicant for resubmission at the next funding round.

## Proposal checklist

**Before you apply be sure to complete the following:**

- Check the TIF website to ensure you have downloaded the most recent version of each document.
- Read the 'Guidance for Applicants' document available on the website.
- Read the supporting information on the TIF website

**When filling out this form please ensure:**

- All answers are typed into the space provided for each section in font no smaller than size 10 point.
- You provide the information required for each question. This is outlined clearly within the TIF 'Guidance for Applicants' document.
- You have read and understood the declaration details outlined in Section 4 and have signed the declaration.

Once you have completed this form, email a copy to the TIF secretariat at [tif@mbie.govt.nz](mailto:tif@mbie.govt.nz) and ensure that you attach any supporting information you wish to provide.

**Note:** There is a 20MB size limit for emails. For larger applications, please separate them into different emails.

### **Evidence**

When MBIE assesses proposals against the eligibility and/or the assessment criteria, we will consider whether the evidence provided supports the claims, as well as the quality of that evidence. Where questions ask for evidence to support claims, it is highly recommended that you provide reference sources that attest the accuracy and quality of the evidence.

MBIE will assess the application using the information provided by the applicant.

## Section 1: Eligibility and project overview

### 1.1 Eligibility checklist

<p><b>Do you meet AT LEAST one of the eligibility criteria below:</b></p> <p>Annual tourism revenue in your territorial authority less than \$1 billion (<b>\$110m in 2022</b>)</p> <p>Visitor to rating unit ratio of 5 or more (96.2K total guest night in Year to Jan 22)</p> <p>Local Government Finance Agency lending limits have been reached</p> <p><b>Project eligibility:</b></p> <p>Is your project for publicly available infrastructure used significantly by visitors?</p> <p>Is your project for new facilities or enhancements?</p> <p>Have you ensured your project is not for the development of new attractions, accommodation or commercial activities?</p> <p>Have you ensured your project will not compete with local private commercial activities?</p> <p>Are you seeking co-funding of \$25,000 or more?</p> <p>Is your project financially sustainable?</p> <p>Have you ensured your project is not receiving NZTA funding?</p> <p><b>NOTE:</b> If you do not answer 'Yes' to the project eligibility questions above, your project is unlikely to be eligible for TIF co-funding.</p>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes
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### 1.2 Project overview

a. Is your project addressing a need that is current or anticipated?	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Anticipated
b. Will your project deliver visitor benefits and also benefits to your local community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is TIF co-funding critical to the project starting, happening sooner, or being of better quality [Tick all relevant boxes]	<input checked="" type="checkbox"/> Starting <input checked="" type="checkbox"/> Happen sooner <input type="checkbox"/> Better quality
d. Is your proposed co-funding the maximum you can commit to the project, and in monetary form only?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Do you have certainty of land access over the expected life of the proposed infrastructure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does your organisation have systems in place to ensure the proposed project complies with health and safety regulations? (You will need to demonstrate this prior to contracting)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Do your procurement processes require all external contractors involved in construction projects to have valid health and safety processes/plans in place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Section 2: Proposal and applicant key details

Please enter answers in the right-hand column.

2.1 Proposal key details	
Name of project [A short title that describes your proposed project.]	Improved Visitor Amenities for several iconic Kapiti Coast trails
Short description of proposed project to be co-funded	<p>This project entails the development of 3 x new Toilet, drinking water and AED amenities strategically positioned on key trails on the Kapiti Coast:</p> <ol style="list-style-type: none"> <li>1. The intersection of the Waikanae River Trail and the Kapiti Cycle Route (Expressway shared path)</li> <li>2. <u>Chrystal's Bend</u> – (formerly known as Winstone's Lake and referred to as Canoe Polo Ponds by Greater Wellington Regional Council) on the Ōtaki River north bank</li> <li>3. Hemi Matenga Reserve, (Tui Rd entrance) - entrance to the Parata Track, Kohekohe Walk and the Te Au tramping Track.</li> </ol>
Estimated total cost of project	\$586,000
Amount of TIF co-funding sought – this must exceed \$25,000 (excl. GST)	\$293,000
Is this a discrete project or a bundle of projects?	<input type="checkbox"/> Discrete project <input checked="" type="checkbox"/> Bundle of projects

2.2 Applicants' key details	
Applicant Organisation name	Kāpiti Coast District Council
Applicant address, including postcode	175 Rimu Road Private Bag 60601 Paraparaumu 5254
Contact person	Paraparaumu 5254
Job title or Role	Kelvin Irvine
Contact phone	Property and Facilities Maintenance Manager
Contact email address	Tel 04 296 4783
Contact postal address (including postcode)(if different to applicant address)	 <a href="mailto:Kelvin.Irvine@kapiticoast.govt.nz">Kelvin.Irvine@kapiticoast.govt.nz</a>



## Section 3: Project Description

### 3.1 Problem definition and need for additional infrastructure

**3.1.1 Briefly describe the challenge(s) you are facing as a result of current or anticipated visitor growth that underpin this application. Where possible, please provide qualitative and/or quantitative evidence to indicate the scale of challenge(s).**

#### 1. Increase in Trail Users:

##### Residents

The Kapiti Coast <sup>1</sup>has seen a dramatic increase in residents (population grew 9.3% between 2013 and 2018, and it is predicted to grow by 52% or 30,000 pax by 2050), many of whom have moved to the district for its open spaces, especially cycling and walking. Bike sales, particularly Electric Bike sales, have grown exponentially since the Covid 2020 lockdown and this trend is expected to continue. Retirees who previously were resigned to not riding again because of their fitness level or physical capability are able to enjoy this activity again. The physical and mental health of the country was prioritised during Covid-times and our community listened. A high proportion of our resident community work in Government positions in Wellington. Government agencies have encouraged work/life balance, working from home and the benefits of physical activity.

##### Tourism

The visitor economy of the Kapiti Coast is currently small (tourism makes only 4.9% of the district's GDP, compared to approximately 8% of NZs in total<sup>2</sup>), but the 2021 Kapiti Coast Destination Management Plan identifies there is "significant potential for the Kapiti Coast to see strong growth in the visitor economy, while protecting the natural environment for future generations". The Plan also identifies that the district's Hero experience are its natural environment, Kapiti Island and the coast, whilst supporting themes are cycling, walking, horse-riding and outdoor activities.

The Kapiti Coast has long been a bolthole for Wellingtonians, and particularly so between the Covid19 lockdowns. Wellingtonians have helped to fill the void of international visitors; in 2021, tourism spending for the Kapiti Coast declined 17.5% compared to a decline of 32.8% for NZ in total<sup>3</sup>. Many of our key international travel markets experienced greater deprivation of movement during the pandemic than we did here in New Zealand, so it is expected that active tourism is likely to rebound quickly.

Council have recently appointed an independent advisory board to guide the implementation of the Destination Management Plan, the Kapiti Coast Tourism Advisory Board. The Board have identified that cycling and walking are key attractions for visitors to the Kapiti Coast and has plans to promote trails more widely as a reason to visit the Coast.

To support this, and in response to the needs of current users, we seek to provide an improved visitor experience and greater protection for the environment through improved facilities for several key tracks and touring routes.

#### 2. Environmental impact of increased trail users:

All three locations proposed for improved facilities have sensitive environments: the banks of the Otaki and Waikanae rivers and at the entrance to the Hemi Matenga Scenic Reserve, which is on the fringe of a residential area.

<sup>1</sup> Source: Kapiti Coast Destination Management Plan 2021

<sup>2</sup> Source: Kapiti Coast Destination Management Plan 2021

<sup>3</sup> Source: Infometrics Quarterly Economic Monitor

Protection against contamination by human waste - There is currently evidence that some trail users are being 'caught short' in these areas. There have been sightings of human waste and even toilet paper in the vicinity of the Waikanae River Trail/Kapiti Cycle Route junction<sup>4</sup> and at the base of Hemi Matenga<sup>5</sup>. Both areas are sensitive ecological areas. With these areas already heavily used trails and likely to be even more so in the future, there will be increasing impacts on the environment from humans. There are no toilets in the immediate vicinity of any of the locations.

Plastics Reduction – Water-bottle filling stations and dog drinking bowls will be built into each site. Dogs (on-lead) are welcome on all the tracks included in this application. The Waikanae River site also borders the Greendale Dog Park, so this will be welcome for four-legged walkers too. Reducing reliance on single-use plastic bottles by providing water filling stations will be an important win for the environment as well as improving the customer experience as there is no drinking water available on any of these trails, and the Waikanae River frequently suffers from algal bloom in the summer months which is toxic to dogs. The Waikanae River Trail is also on Te Araroa Trail and is part of the route of a Heartland Ride application so this service will be appreciated by the (largely) international trampers and bike-packers. Hemi Matenga may also become part of Te Araroa Trail (longer term)<sup>6</sup>.

Reduced Carbon Emissions – Although Hemi Matenga is a fantastic walk close to the urban centre of Waikanae, unless you live very close by, walkers must drive there because there is no bus service or bike parking facilities. Council has committed to carbon reduction goals and actively promotes biking as a means to reduce short journeys via a connected transport network (Cycleway/Walkway/Bridleway). Providing quality amenities for walkers to secure their bikes to at the base of the walk would encourage many to ride to the start. For visitors, this option would provide an improved customer experience and mean that their bike (or hire bike) can be a viable transport option to experience the beautiful nikau forest and amazing views of the Kapiti Coast from the summit of the Parata and Te Au tracks.

3. The Kapiti Coast Destination Management Plan 2021 identifies significant potential for increased Trail Users (cycling, walking and horse-riding)

The region is considered to have significant potential to grow its visitor economy and recent Colmar Brunton demand research showed that activities that take place in the natural environment will dramatically increase the appeal of the destination<sup>7</sup>. "The depth and breadth of access available for visitors and locals to engage with the environment presents a range of opportunities for paid experiences throughout the region."

Cycling, walking and horse-riding have been identified as key supporting themes, to be marketed to the Explore Nature and Relaxation and Wellbeing DGIT market segments<sup>8</sup>. The Destination Management Plan identifies that the existing network of track provides the "canvas" for potential monetisation through development of support and guided services. The plan further highlights that the cycleways, walkways and bridleways are recognised opportunities for future product development, to better engage visitors with the people and place. In addition to the trail, product development in relaxation and wellbeing and nature tourism were also recognised gaps, which would be supported by the facilities in this application.

It is imperative to have a good standard of supporting infrastructure, amenities and services for growth. This application seeks to improve the quality of the customer experience by providing essential services to increase the enjoyment by trail users for visitors and locals alike. In

<sup>4</sup> Source: Letter of support from the Friends of the Waikanae River

<sup>5</sup> Source: Letter of support from the Department of Conservation

<sup>6</sup> Source: Letter of support from Department of Conservation

<sup>7</sup> Source: Kapiti Coast Destination Management Plan – Hero Experiences

<sup>8</sup> Source: DGIT domestic market segmentation, Tourism NZ

particular, the improvements to the supporting infrastructure at the key points highlighted in this application will increase the potential for sustainable growth in visitor numbers.

#### 4. Council has limited ability to afford additional tourism infrastructure

The Kāpiti Coast district is in a time of unprecedented change and population growth requiring major investment in infrastructure, plus responding to climate change. Council is currently co-funding two major tourism infrastructure projects, Te Uruhi and the Mahara Gallery. Council had planned to spend \$2.3m and \$2.8m respectively to co-fund these projects, but due to construction prices rising due to Covid19, the final investment will be larger than this.

Located on the foreshore at Paraparaumu Beach, Te Uruhi (the Kapiti Gateway) is expected to open in 2023 and will help to tell the stories within the district, provide a location for visitors to discover what there is to do within the district. As well as providing the visitor centre and biosecurity function for the Coast's premiere attraction, Kapiti Island, it will provide relevant and up to date tourism information to maximise the opportunity for visitor to stay longer and spend more while they are here.

The Mahara Gallery rebuild, which is expected to open in early 2023, will be a gallery of regional significance. It will be the district's main gallery, will house the Field Collection (including 24 paintings by Frances Hodgkins), add additional space for exhibitions, storage, workshops and enable to Gallery to show significant touring exhibitions and collections from other galleries.

The Kāpiti Expressway (Mackays to Peka Peka) and upcoming Peka Peka to Ōtaki Expressway (opening early 2023), two of the Roads of National Significance, run directly through the district. This improved infrastructure is expected to increase visitor numbers to the region by making travel from Wellington to the Kapiti Coast more reliable. Guided by its Destination Management Plan, the Council intends to actively leverage the Wellington opportunity.

#### Projected growth in Tourism

Forecasting growth in the Covid era is an inexact science, to say the least. However, all indicators point to active tourism, including walking and biking (which are strong across NZ) continuing to grow. Transmission Gully is about to open which will make the trip to the Kapiti Coast more reliable and is likely to boost visitor numbers, especially day-trips from Wellington.

E-bike tourism in particular, has grown quickly internationally over the last 3 years and this trend is expected to continue<sup>9</sup>. E-bike sales and rental on the Kapiti Coast has followed this trend<sup>10</sup>. Our mild maritime climate, abundance of flat coastal landscape, off-road trails and quiet country roads are ideal for retirees and children. Combined with many coastal eateries and coffee stops, the Kapiti Coast is gaining recognition as an ideal location for relaxed biking. Providing improved amenities will enable the Council to actively pursue and attract e-bike tourism operators to advance the economic recovery of the district's tourism sector.

### 3.2 Proposed infrastructure

**3.2.1 Briefly describe the infrastructure you propose to construct, and how it addresses the challenge(s) you have identified above. Please also list the other options considered and explain why the proposed project is fit-for-purpose and offers value for money.**

This project seeks to strike a balance between affordability and design aligned and sympathetic to the local environment, while at the same time developing quality facilities that will meet the needs of visitors to our district in the long term.

There are three amenities' projects within this application:

<sup>9</sup> [E-Bike Market Analysis & Trends | Industry Growth 2021 to 2026 - Mordor Intelligence](#)

<sup>10</sup> See letter of support from Gaye Rose, Kapiti E-Bikes and Mobility

- **Project one:** The intersection of the Waikanae River Trail and the Kapiti Cycle Route – intersects with the existing State Highway Bridle/cycle/walkway

Specifics:

- Landowner: Currently NZTA land (surplus from M2PP) but about to be transferred to Greater Wellington Regional Council. Evidence of permission to build is provided in the supporting documents.
- Toilet Type: Jupiter Silver Twin Exeloo unit with two accessible toilet cubicles
- Grey and Fresh water supply - plumbed into water and sewer from the end of Kauri Rd (El Rancho's lines – evidence of permission to tap into supply, supplied in supporting documents)
- Additional services:
  - Water bottle filling station
  - Refilling doggy water bowl
  - Community defibrillator (AED)
- Financials: Capital 50% TIF / 50% KCDC, plus KCDC to fully fund the on-going upkeep, cleaning, depreciation and maintenance costs



**The why:**

Currently there is only 1 toilet on the entire Kapiti Cycle Route (KCR), (the Expressway shared path) at Paekakariki (at the entrance to Queen Elizabeth Park). The nearest toilet is on the Waikanae River Trail, over 1km away. As noted above, the number of people cycling (especially e-biking) is rapidly growing the number of visitors and local users on the KCR. The proposed location is on the Te Araroa Trail route (some 1200 pax per annum) and will also be on Kapiti Coast Heartland Ride Application (Paramata to Waikanae, then over Akatarawa Saddle to join Rimutaka Cycle Trail). It also supports the regionally significant shared path around the Waikanae River Trail.

Through the Wellington Regional Trails Framework (RTF), which includes Greater Wellington Regional Council, DoC and all district Councils as partners, the Waikanae River Trail has been classified as a Regional Trail. There is potential for the Trail to be upgraded to a Signature Trail for the region if (amongst other things such as improved signage) the need for more toilets and

drinking water on the trail (there currently isn't any) is addressed. There are currently five Signature Trails in the greater Wellington region of which the Kapiti Coast (shared with Porirua) has the Paekakariki Escarpment. The Escarpment currently receives around 30,000 visitors per year, whereas the Waikanae River Trail received between 70,000 and 200,000 visitors per annum! (counts taken at differing points on the trail).





- **Project two:** Chrystall's Bend (referred to as Canoe Polo Ponds by Greater Wellington Regional Council in their attached letter of support) – Winstone's Lake (Ōtaki River north bank) - will intersect with the State Highway 1 Bridle/cycle/walkway from Peka Peka to north of Ōtaki once complete (early 2023).

This project will be at the intersection of the Kapiti Cycle Route (expressway shared path) from Peka Peka to north of Ōtaki once open in 2023, and the Otaki River Trail to Chrystalls Bend. Also supports a growing water recreational facility which already houses canoe polo, waka ama and open-water swimming activities.

Specifics:

- Landowner: GWRC (evidence of permission to build and support included in the supporting documentation)
- Toilet Type: Jupitor Silver Twin Exeloo unit with two accessible toilet cubicles
- Grey and Fresh water supply - Sewerage tank and freshwater tank and supply (trickle feed)
- Additional services:
  - Water bottle filling station
  - Refilling doggy bowl
  - Community AED defibrillator
- Financials: 50% TIF / 50% KCDC (less \$29,000 fundraised by The Friends of the Otaki River) plus KCDC 100% of on-going maintenance, upkeep and depreciation costs



**The why:**

Once the Kapiti Cycle Route extension (shared pathway) is open from Peka Peka to Otaki (due to be completed March 2023), this will be part of a completely off-road route from Ōtaki to Paramata and will form part of an application for it to be listed as a Heartland Ride (NZ Cycle Trails), which connect with the Remutaka Cycle Trail. There is also significant opportunity for this to be marketed as a viable touring/bike-packing route North/South.

This project seeks to provide an improved visitor experience for the increasing number of visitors to Kāpiti Coast and users of the Ōtaki River Trail, and future users of northern section of the Kapiti Cycle Route (Bridle/cycle/walkway) - KCR.

The KCR will bypass the Ōtaki township where the only public toilets are currently located. If toilets are not placed on this bridle/cycle/walkway prior to its opening, there could be adverse impacts on the environment caused by a lack of toilets.

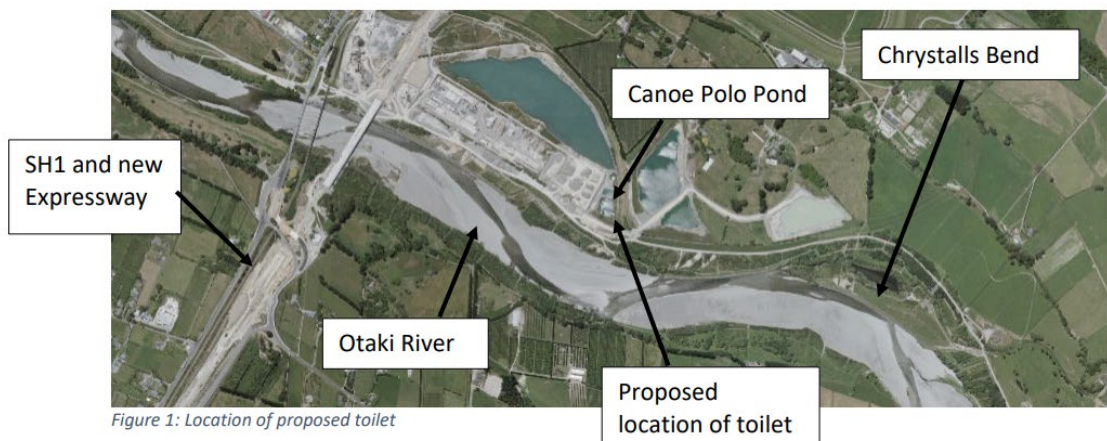


Figure 1: Location of proposed toilet



Image above: Chrystall's Bend

- **Project three:** Hemi Matenga Reserve, (Tui Rd entrance) is located at the entrance to the Hemi Matenga Scenic Reserve and the Parata Track, Kohekohe Walk and the Te Au Track.

Specifics:

- Landowner: Kapiti Coast District Council
- Toilet Type: Baring Head Permaloo, (cost \$42,000 plus GST)
- Grey and Fresh water supply - plumbed into water and sewer from Tui Rd
- Additional services:
  - Water bottle filling station
  - Refilling doggy water-bowl
  - Community AEDdefibrillator
  - Bike parking stands
- Financials: 50% TIF / 50% KCDC plus KCDC 100% on-going maintenance, up-keep and depreciation costs.





The toilet block proposed is a Permaloo prefabricated structure. Permalooos are constructed of precast concrete and high-quality fittings, are robust, vandal-resistant and easy to clean and maintain. Features include:

- Gloss white tiled walls with epoxy grout
- Stainless steel toilet pans
- All fixtures are stainless steel
- Cleaners' taps and sloping floors to strip drains for easy cleaning
- LED lighting
- Good use of natural ventilation/lighting where possible
- Solid precast concrete construction
- Design with clean modern lines
- Solid core door with stainless steel manually operated hardware

### **The Why:**

Many recognise the special nature of these popular, historic tramping and walking tracks so close to the urban environment. They are popular with many locals who enjoy the forest for wellbeing-walks through to tramping-training and even mountain running. The Parata and Te Au Tracks provide spectacular views and may one-day be part of Te Araroa Trail (avoiding a road route). The Hemi Matenga reserve preserves a large forest remnant of the Coastal low-land forest which originally covered the Kapiti Coast. It was gifted as a reserve by Wi Parata, a local Maori farmer and landowner) in the late 1800's to recognise and protect its outstanding values.

Entering through a forest of nikau palms and kohekohe trees, through which babbles a stream, the urban environment is quickly exchanged for a peaceful bush covered hillside. As tui, bellbird and piwakawaka call, walkers rise swiftly to over 450m to view the township of Waikanae and Waikanae River, and across to Kapiti Island. Viewers at this point are amidst the 'bird corridor' between Kapiti Island and the Tararua Forest Park and may even spot kaka fly between the two.

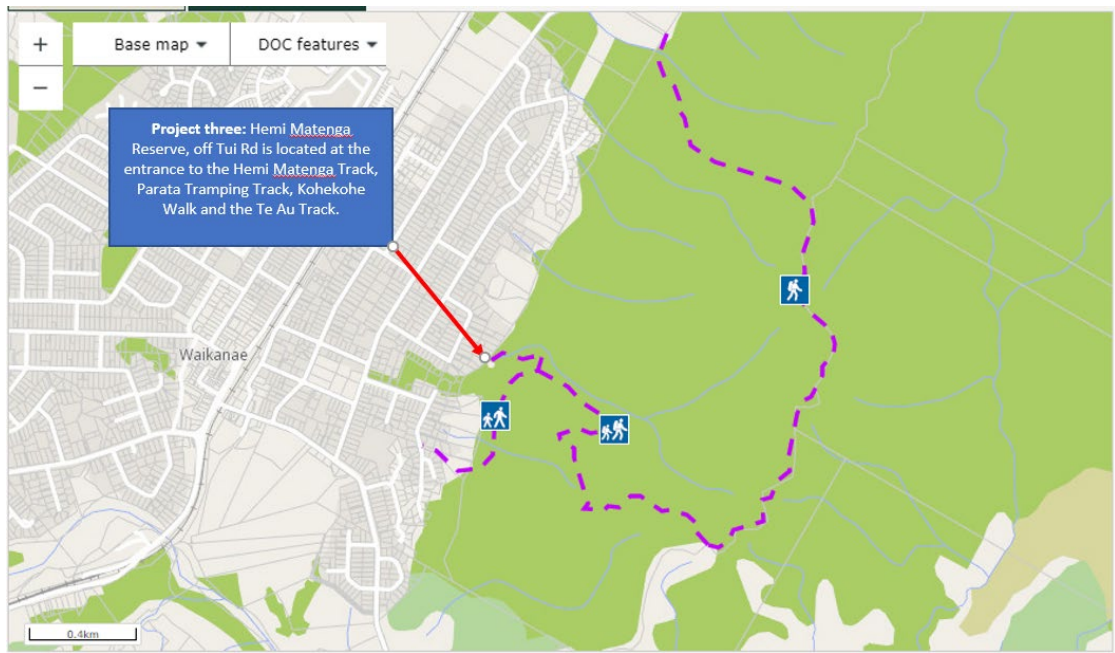
The Department of Conservation is the conservator of the scenic reserve, whilst KCDC owns and manages the entranceway at Tui St, where a town supply reservoir tank is located, on a residential street. DoC is making a Capital fund bid to significantly upgrade the lower Kohekohe Track so that it is more accessible and can provide a mature-bush experience for those who are not able to make the climb. They are also applying for funds for further pest control, interpretation and to add a viewing platform to the Parata Track. Combined, these enhancements will make the Hemi Matenga reserve into a fantastic place for visitors to experience the Kapiti Coast, including many stories of this place and will increase visitor numbers.

To reduce the carbon footprint of the walkers (who currently drive there) we wish to install bike parking racks for this site. This will also reduce the impact of the increased visitation/parking (on-street only) on the surrounding neighbours. There is currently no-where to chain a bike up at this site.

The proposed toilet block is of modern design and will address the issue of the lack of toilets at this site. The location is set at the back of the site so as not to be visible to neighbours. The design will ensure health and safety standards are met and protect this special environment. The option selected is cost-effective (but not accessible) and is easy to clean and maintain. Accessibility is not deemed to be important for this site due to the steep slope atop which it will be placed and the steep, stepped nature of the walks in the reserve.

This project seeks to provide an improved visitor experience for the increasing number of visitors to Kāpiti Coast and users of the trails, which is likely to increase even further once the DoC improvements are made and the trails (and viewing platform) become a 'must-do'.

The nearest public toilets are in the Waikanae approx. 2km and 100vm from the Reserve. We have had repeat requests for toilets at this location and suspect walkers have been forced to 'use' the surrounding bush area off the tracks.



### Needs analysis

Research into the various options and associated costs has been undertaken to determine a fit-for-purpose, cost effective and sustainable solution.

Following an analysis of the options and community consultation during the placement of similar structures, and feedback from user groups, Council believes the options selected are appropriate for the different areas and will cater to the needs of users.

Comments from the community particularly focused on the need for good ventilation, visibility of the toilets, and access to drinking water. The options selected are fit-for-purpose, value for money and address the community's concerns about cleanliness, accessibility, and durability of the facilities.

The units selected will have pedestrian space around the toilets, natural light to reduce running cost and improve safety, accessible and appropriately lit facilities.

The facilities on the Cycleway/Walkway/Bridleway (Project one and two) will be highly visible to users on the tracks. The selected toilet (Jupiter Silver Twin Exeloo) will be a quality structure that will blend into the surrounding environment – which is appropriate for the residential environment. The facility at Hemi Matenga does not require an accessible toilet as the tracks it will service are not accessible tracks.

Bike parking at Hemi Matenga is expected to be well-used by the fit users (especially trampers and mountain runners) who use the track regularly for fitness. They also add options for sustainable transport for locals and visitors alike.

**Alternative options:**

**Status Quo** – Currently, there are no toilets, drinking water nor AEDs in the immediate vicinity of all three locations. There are no bike parking facilities nor public transport at Hemi Matenga, meaning that all users currently drive to the base of the walk.

**Portable Toilets** - Styling is not aligned with the image demands of a quality tourist destination and are not adequately wheelchair accessible. Also raises issues of impacts on the highly sensitive environments.

**Traditional Concrete Block** - Large construction footprint can cause unsightly and lengthy disruption. The building aesthetics also do not align with future thinking nor user wishes. Modern and light design footprints that are more preferred in the design of public spaces.

**Prefabricated Intelligent Toilet** - Prefabricated structures make commissioning efficient and fast and reduced the construction disruption. Designed to aligned closely with the local environment.

**3.2.2 Please demonstrate that the proposed project has the support of the local community (e.g., has gone through some type of consultative process), and has support from the local economic development agency or regional tourism organisation.**

Please Note: During the project recipients will be asked to keep the Ministry aware of any subsequent consultation process which could result in the project either not proceeding or requiring significant change from the original proposal.

Individually these projects have not been subject to public consultation as the community has only recently been consulted through the Long-Term Plan consultation phase. Feedback on the need for public facilities features regularly.

However, local user groups, several of whom have requested these facilities for many years, have provided letters of support for the project. The Friends of Otaki River and Waikanae River groups have lobbied Council for many years to provide facilities on these tracks and in these locations.

The Department of Conservation (DoC) and Greater Wellington Regional Council are supportive of the concept – see attached letters of support.

Council has engaged with Te Ātiawa ki Kapiti. Waikanae and Otaki River have strong cultural significance for both Te Ātiawa ki Kapiti and Ngāti Raukawa.

The Kapiti Coast District Council Open Spaces Strategy (adopted 24 March 2022) went through a rigorous community consultation process.

The consultation process identified that the district's open space is one of the many reasons residents decide to live in Kāpiti. Consultation during the development of the strategy identified that:

- 67% of respondents were satisfied with the district's open spaces.
- 20% described their favourite park or open space in Kāpiti as 'wild', 'natural' and 'unspoiled'.
- 74% visit the Kāpiti's natural areas and trails.
- 80% use open space to walk.
- 52% do beach activities.

The following priorities were identified (Points 2, 4, 5 and 8 are of particular note for this application):

## Our Ten Priorities

The future growth and management of the network will be guided by Our Ten Priorities. These priorities are non-hierarchical and will be used in future to inform implementation plans developed in conjunction with Iwi.

<p><b>1</b> Continuing protection, restoration, connection and enhancement of the natural environment, including the restoration of the ecology and biodiversity of the District and the remediation of contamination in open spaces.</p> <p><b>2</b> Enhancing connections across our open space network, including improving cycleway, walkway and bridleway (CWB) routes and ecological corridors.</p> <p><b>3</b> Planning and managing our open space network following a partnership approach, to ensure iwi values are expressed throughout Kāpiti's open space network.</p> <p><b>4</b> Designing and developing a network that enhances use and visitor experience, and maximises efficiencies. This includes designing a network for all ethnicities, ages and abilities that has multiple functions (where possible), and ensuring open spaces are affordable and compatible with their surrounding environments.</p>	<p><b>5</b> Mitigating the effects of climate change through the management and development of the open space network.</p> <p><b>6</b> Ensuring Kāpiti residents have adequate and equitable access to open space now and in the future. This includes working closely with developers, the community and other agencies as our district grows.</p> <p><b>7</b> Involving the community through best practice community engagement, and enriching the network through a sustainable volunteer programme.</p> <p><b>8</b> Actively promoting our open space network to encourage enduring connections to the whenua and supporting community identity. This will include environmental education, encouraging responsible use, events and attracting visitors to Kāpiti.</p> <p><b>9</b> Providing diverse open space types to support a good quality of life, the wellbeing of Kāpiti's communities and the health of the natural environment.</p> <p><b>10</b> Collating, creating and sharing of knowledge to inform future decision-making.</p>
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Note: these priorities are not stated in order of importance but are numbered for reference purposes.

The Strategy identifies the outcomes expected of the strategy:

### Strategy outcomes

- Upholding the values of, and commitment to, Te Tiriti o Waitangi.
- Providing direction to protect and restore our environment for future generations.
- Providing safe places and spaces that enhance social opportunities and community cohesion.
- Developing a well-connected network (enhancing active transport and ecological connections).
- Establishing criteria for decisions on the protection, acquisition, development and management of open space.
- Supporting economic development within Kāpiti.
- Telling the Kāpiti story.
- Aligning our open space outcomes with Council's LTP vision, community outcomes, and strategies and policies both active and in development

The Open Spaces Strategy points to national and international trends and have developed aspirations for levels of service in the areas of Accessibility and new/emerging Technology:

**Accessibility:**

We will plan for and deliver an open space network that is suitable for people of all ages and abilities to enable access, equity and inclusion in our open spaces. Everyone should be able to easily enjoy open space.

**Aspirational actions**

- Provide wheelchair/mobility aid access to open spaces.
- Provide audio maps through a phone-based app. (Toilet facilities will be identified within this tool)
- Provide web-based trail mapping tools for navigation and interpretation. (Toilet facilities will be identified within this tool)
- Provide play equipment for all ages and abilities. (Council is undertaking a separate project around the provision of all-terrain wheelchairs and e-bike taxis)
- *Provide accessible facilities including car parks, toilets and drinking fountains.* (Council is undertaking a separate project around the provision of high needs changing rooms and toilets at Maclean Park)

**Technology**

We need to adjust to changing technology needs and embrace technology in our open spaces to enhance experiences and bring people together. We need to recognise the potential for technological innovation to rapidly change the way open spaces are used.

**Aspirational actions**

- Investigate and implement smart mapping technology to support wayfinding and landscape interpretation. (Toilet facilities will be identified within this tool)
- *Support renewable technology through provision of solar-powered charging stations for devices such as e-bikes.*
- *Support newer modes of transport, such as e-bikes and e-scooters, through the provision of appropriate paths, charging stations, signage and guidance.*

**3.2.3 List all the benefits that you expect will flow from your proposed project (focusing particularly at the visitor benefits).**

Expected benefits from installing toilet facilities at these sites include:

- Making facilities safe, easily accessible and hygienic for use by visitors and locals alike.
- Provide facilities that meet the immediate needs of visitors today and prepare in advance for the future increase in international tourists as the country opens its borders again and in domestic, once the Covid threat has passed.
- Ensure facilities located at in these active recreation and tourist destinations are fit for purpose (in terms of quality, accessibility and size) and future-proofed to meet current and anticipated visitor growth.
- Reduce the health and safety and environmental impacts of visitors and locals defecating on or near our trails and walkways.
- Reduction in single-use plastics through encouraging re-useable bottles in high traffic areas.
- Reduction in carbon emissions by reducing short car trips to Hemi Matenga.
- Strengthen the quality of the trails as a tourism experience or the Kapiti Coast district, which will help to stimulate the potential for economic benefit from domestic and international tourists.
- Strengthen the potential for the Waikanae River Trail to become a Signature trail for the region, encouraging more people to be active in the outdoors.
- Be accessible and accommodate diverse visitor groups, including older and younger users

- Provide essential infrastructure to support partnership projects between DoC, Council, iwi and the community concerning the cycle/bridle and walkways on the Kapiti Coast.
- Improved experience for visitors to the Kapiti Coast – especially to Ōtaki and Waikanae.

The Government’s tourism strategy looks to establish sustainable tourism growth in the regions in a way that enhances the overall wellbeing of the local communities economically, socially and environmentally. Kāpiti Coast has significant tourism potential, which is still largely untapped.

Improved tourism sector productivity is one of the outcomes identified in the NZ – Aotearoa Government Tourism Strategy. The extensive network of cycle/bridle and walkways throughout the district is a catalyst to lifting the productivity and economic potential of the district through the growing cycle and trail walking tourism sector.

The amenities block projects fit within the region’s strategic positioning of an improved tourism offering. The project reflects the Council’s / wider Kāpiti tourism industry’s vision to improve the visitor experience for visitors to the region.

These projects, whilst stand-alone projects, are considered in a broader district strategic context (such as the Economic Development Strategy, the Kāpiti Coast Destination Management Plan). One of the goals of the Economic Development Strategy is to build on the natural assets of Kāpiti and its recreational facilities to attract more visitors to Kāpiti. Having better amenities is a key area which needs to improve to move towards in achieving this goal.

### 3.3 Funding the project

#### 3.3.1 Briefly describe the current financial situation of your organisation and why TIF co-funding is required for the proposed project.

To support your application, please provide the following information:

- How the proposed project will be funded if TIF co-funding is not received (from debt, cash flow, or some other source)
- If funded from rates, what will be the impact be on ratepayers? Will the impact be on a specific group or general ratepayers? If this will impact on a specific group, please identify the financial impact and which group this will be.
- Brief analysis of the Council’s unallocated reserves (what are these, forecast levels, and proposed use over the period of the LTP)

- How the proposed project will be funded if TIF co-funding is not received (from debt, cash flow, or some other source)

Kāpiti Coast District Council is facing growing resident and tourism numbers. Kāpiti Coast is unable to prioritise these toilet blocks for some years, yet the demand for better ablution facilities (and environmental consequences of not providing them) is immediate.

In order to progress, the projects would need to be prioritised against other projects in future Long Term Plan cycles, and given other required investment are unlikely to progress for a number of years. If the projects are co-funded by the TIF, the projects could be introduced into the following years capital works programme.

- If funded from rates, what will be the impact be on ratepayers? Will the impact be on a specific group or general ratepayers? If this will impact on a specific group, please identify the financial impact and which group this will be.

Kāpiti Coast District Council (KCDC) has a rating base of around 25,500 rateable units. If funded through rates, the cost of toilet blocks is met through the districtwide general rate which is allocated across all ratepayers.

- Brief analysis of the Council’s unallocated reserves (what are these, forecast levels, and proposed use over the period of the LTP)

To accommodate growth within the district and support the continued recovery from the effects of COVID, KCDC has through its 2021-41 Long Term Plan (LTP) embarked on a significant programme of investment across all activity areas. This programme will see capex rise from typically \$20-30 million per annum to \$70-80 million, with a corresponding increase in net debt levels towards the LGFA limit of 280% over the first five years of the LTP.

The increased work programme is focused on core infrastructure and key community facilities. Projects currently underway are experiencing escalating project, supply, and material costs (currently sitting around 30% over and above original budgets) due to Covid19 supply chain issues. This unfortunately leaves little scope for additional funding for the projects sought through this application.

**3.3.2 Describe what alternative sources of funding were explored before this co-funding request was made.**

**Hemi Matenga** – We have explored DoC's ability to fund.

Toilets are rated very low in their capital funding priorities (so as a fully funded DoC activity it would be unlikely to succeed, whereas a co-funded project has greater chance), and the only suitable land for a toilet at Hemi Matenga is on Council land. DoC does not have any other toilets to service in the local area, so it is more economical for Council to provide the management and servicing to its local contracts. This requires it to be a Council asset. DoC is making a Capital fund bid to significantly upgrade the lower Kohekohe Track so that it is more accessible and can provide a mature-bush experience for those who are not able to make the climb. They are also applying for funds for further pest control, interpretation and to add a viewing platform to the Parata Track. They will include in their bid, a contribution of \$20,000 toward the toilet but success of the bid is not guaranteed.

**Otaki River** – The Friends of the Otaki River (volunteer group) have fundraised extensively to fund the toilet at this location and have achieved an admirable sum of \$29,000. The proposed location is a long way from services, which will need to be connected, plus installation costs, tanks etc. They will require Council to provide services and servicing on an ongoing basis.

**3.3.3 Please list any other active TIF funded projects and provide an update on progress.**

**Please Note:** strong preference will be given to applications from councils that have completed previously approved projects.

NIL

### 3.3.3 Financials for proposed project

Provide a breakdown of the tasks and associated costs required to complete the project. All costs should exclude GST. Use the 'insert row' function if you wish to add more milestones/tasks.

Marginal operating and maintenance costs for the first 2 years may be taken into consideration by the TIF Panel when assessing an appropriate level of funding. i.e. the additional operational and maintenance costs when the proposed project is completed.

Note: In most circumstances TIF co-funding will not be available of obtaining land access, resource consents, building consents, staff resourcing or on-going servicing of existing infrastructure.

Note: The TIF decision-making process could take up to 2-3 months from the closing date of applications. Please take this into account when planning your project timeline, especially if the project start date is contingent on TIF funding being secured.

Milestones and Project Tasks	Estimated Start Date	Estimated Completion Date	Total cost	TIF funding sought	Applicant co-funding	Key assumptions made in estimating costs
<b>Waikanae River/Kapiti Cycle Route Pathway Toilet</b>						
Exeloo Twin unit	September 2022	October 2022	\$136,000	\$68,000	\$68,000	
Concrete foundations and services	August 2022	September 2022	\$77,500	\$38,750	\$38,750	Services will be connected to the El Rancho foul sewer and potable water connection and power supply – managed through a MOU with Council
Drinking fountain for public and dogs	October 2022	October 2022	\$6,000	\$3,000	\$3,000	
Site works and landscaping - pathways, bike racks, seat	September 2022	October 2022	\$10,000	\$5,000	\$5,000	
AED	October 2022	October 2022	\$3,500	\$1,750	\$1,750	
Signage	October 2022	October 2022	\$3,000	\$1,500	\$1,500	
<b>Sub-Totals (do not include Annual operating / maintenance):</b>			<b>\$236,000</b>	<b>\$118,000</b>	<b>\$118,000</b>	



<i>Annual operating / maintenance cost only:</i>			\$7,000			Cleaning and R&M
<b>Crystall's Bend Otaki River Toilet</b>						
Exeloo Twin unit	October 2022	December 2022	\$136,000	\$68,000	\$68,000	The Friends of Otaki River have been actively fundraising to contribute to this application. Their fundraising efforts have contributed \$29,000 to the project. All three toilets will be delivered at the same time and stored at the Council depot until installation.
Concrete foundations and services	November 2022	November 2022	\$82,000	\$41,000	\$41,000	This site will require underground fresh water and foul water storage tanks. Solar power and water pump will be required.
Drinking fountain for public and dogs	November 2022	December 2022	\$6,000	\$3,000	\$3,000	
Site works and landscaping - pathways, bike racks, seat	December 2022	December 2022	\$10,000	\$5,000	\$5,000	
AED	December 2022	December 2022	\$3,500	\$1,750	\$1,750	
Signage	December 2022	December 2022	\$3,000	\$1,500	\$1,500	
<b>Sub-Totals (do not include Annual operating / maintenance):</b>			\$240,500	\$120,250	\$120,250	
<i>Annual operating / maintenance cost only:</i>			\$7,000			
<b>Hemi Matenga Reserve</b>						

Baring Head Permaloo (single unit)	October 2022	December 2022	\$42,000	\$21,000	\$21,000	DoC has indicated they are making a capital bid for urgent repairs and upgrades plus a new viewing platform at the top of the track and will also ask for \$20,000 to co-fund KCDCs application for the toilet. While it will be included in the bid they cannot fund a contribution in their annual operating budget.
Concrete foundations and services	November 2022	November 2022	\$45,000	\$22,500	\$22,500	For toilet unit and water tank. Purchase of separate water tank for potable water supply and piping into foul sewer.
Drinking fountain for public and dogs	November 2022	December 2022	\$6,000	\$3,000	\$3,000	
Site works and landscaping - pathways, bike racks, seat	December 2022	December 2022	\$10,000	\$5,000	\$5,000	
AED	December 2022	December 2022	\$3,500	\$1,750	\$1,750	
Signage	December 2022	December 2022	\$3,000	\$1,500	\$1,500	
<b>Sub-Totals (do not include Annual operating / maintenance):</b>			\$109,500			
<b><u>Annual</u> operating / maintenance cost only:</b>			\$7,000			
			<b>Total Cost</b>	<b>TIF funding sought</b>	<b>Applicant co-funding</b>	
<b>Totals (do not include Annual operating / maintenance):</b>			<b>\$586,000</b>	<b>\$293,000</b>	<b>\$293,000</b>	

(Must equate to the project cost detailed in Section 1.1)				
<b>Total Annual operating / maintenance costs only:</b>	\$21,000			

### 3.4 Risks and Mitigations

Describe any risks associated with this project that you have identified and list the mitigations for each risk.

	Risk	Mitigation
1	Construction cost inflation	Contract for construction needs to be specific around costs. Contingency is built into budget.
2	Availability of contractors and equipment to complete the build impacting on timeframe not being met	Alert MBIE as early as possible to renegotiate timeframes.
3	The project assumes existing underground infrastructure is available and adequate for the ablution block water and wastewater requirements is available for two out of three of the projects. Any additional supporting infrastructure spend would impact the total cost/scope of the project.	Establish the required facility needs and available capacities prior to commencing build. Undertake an infrastructure capacity assessment prior to commencing the build. Ensure contingency in budget for unexpected additional spend.
4	Insufficient funding to proceed with the project	The only option is to delay the project by as much as 10 years if funding is not secured from TIF. There are no other funders that we can think of that will fund public infrastructure such as toilets.
5	Late project delivery by contractors	Alert MBIE of any delay in delivery of projects as soon as it is known. Establish robust project management processes to manage delivery. If appropriate, construction contract contains penalties for late delivery. Timeframe for project delivery is set with due consideration for unexpected delays, the project can slip right if necessary.

6	Ineffective project management causing cost overruns, missed deadlines and project errors	Property Manager has sufficient experience and capability to oversee and deliver the project. At this stage this would likely be KCDC Property Division who will have a nominated project manager from within the Property Team
7	Construction works affect toilet use/disrupt public service	There are no existing public services therefore there will be no impact.
8	Proposed build does not meet community requirements	

## Section 4: Declaration by lead applicant

I declare on behalf of the applicant(s), that:

- I have read this form, and the Guidance for Applicants, and fully understand the procedures, terms, conditions and criteria for TIF co-funding;
- this application form outlines the basis on which this application is made;
- I have read, understand and accept MBIE's standard form contract, including the terms and conditions, a copy of which is attached as Schedule 1 in the Guidance for Applicants;
- the statements in this application are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentation made;
- I understand MBIE and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the applicant(s) or project for the purposes of gaining or providing information related to the processing and assessment of this application;
- the applicant(s) will, if requested by MBIE or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel;
- I understand MBIE may undertake due diligence checks as needed to meet government requirements, and I consent to checks required being carried for those purposes;
- I consent to the public release, including publishing on the Internet, of the name of the applicant(s), the amount of grant sought, contact details of the applicant(s) and a general statement of the nature of the activity/project, and undertake to cooperate with MBIE on communications relating to this application;
- I understand MBIE's obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this application, the provisions of this Act apply to all of the information provided in this application;
- the application involves an activity/project that is a lawful activity that will be carried out lawfully;
- the applicant(s) is not in receivership or liquidation nor will the project be managed by an undischarged bankrupt or someone prohibited from managing a business;
- where external providers are being employed as part of the project/activity, the relevant providers will not be employees or directors of the applicant, and nor do they have any other direct or indirect interest in the applicant, whether financial or personal unless specifically stated in the application;
- I am authorised to make this application on behalf of the applicants identified in section 1;
- I understand that MBIE may withdraw its offer of funding should the proposed project fail to be completed within the agreed timeline (detailed in Section 3.2.4).

**Signature of lead applicant**

**This acknowledgment must be signed by a person with the legal authority to commit your organisation to a transaction (e.g. Chief Executive or Mayor)**

<b>Name</b>	Wayne Maxwell
<b>Title</b>	Chief Executive
<b>Organisation</b>	Kāpiti Coast District Council
<b>Signature</b>	
<b>Date</b>	

## Section 5: Attachments

[Attach here, as a PDF, any additional information you consider necessary to support your application. Note that there is a 20MB size limit]