



# Kāipātiki Codes & Conditions

Te Poari o Kāipātiki ki Kaipara

May 2023 2022, Version 1.1



**Te Poari o Kaipātiki ki Kaipara**  
(Formerly Parakai Recreation Reserve Board)

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# General Codes and Conditions for all sites

## Legislation compliance

- By entering this Agreement, the Hirer warrants and confirms to comply with all legislation, statutory rules, regulations and bylaws in force and as updated from time to time. Decisions on how to comply with legislative requirements are for the Hirer, however, where applicable the Hirer must comply with any policies or requirements of Council in relation to legislative requirements. The Hirer understands and accepts that Auckland Council may immediately terminate this Agreement if the Hirer breaches any legislative requirements.

## Permit use

- This permit can only be used for the purpose designated on the permit. It is not able to be used for other activities, or to gain access to sites for other purposes.
- The permit is not transferable to another party or person.

## Group organisers

- Are responsible to ensure all members in their group are informed and aware of all the conditions codes and rules on this permit.
- Vehicle entry/exit to park:
  - Main park entrance gate are open 24/7.
  - Please ensure your group is aware of the gate opening and closing times.
  - They are sign posted at the main entrance to the park.
  - Times are printed on the front of this permit.
  - Vehicle entry is prohibited after closing time.

## Kauri Dieback

- Ensure all footwear has been cleaned of all visible soil both prior to entry and exiting the park or natural areas.
- Ensure you or your group do not introduce any plant material (including foliage and seeds)
- Ensure vehicles that have travelled in the Waitākere ranges and other known Kauri PTA infected areas are free of dirt including on tyres and undercarriages. Vehicles should be cleaned prior to entry on to park land
- Footwear must be cleaned at every hygiene station that you cross.
- Further information regarding the disease and measures to be taken is available online at [www.kauri-dieback.co.nz](http://www.kauri-dieback.co.nz). Should you require further assistance on how to obtain materials for these purposes please call 09 301 0101.

## Animals

- Dogs, other pets and animals are prohibited at all Te Poari o Kaipātiki ki Kaipara bookable sites and accommodation. The only exception is registered aid dogs. Please advise staff at time of booking if you have a registered aid dog for an exemption.
- Respect the rights of other park users.

**Noise:**

- Please ensure your activities, e.g. music and ball games etc. are not unduly heard off site and do not disturb other park users or local community residents. Generators and machinery are prohibited unless prior approval is granted.

**Alcohol and Drugs**

- Alcohol and drugs are prohibited within the campground. Any form of drugs and alcohol is not allowed on the park. Any consumption will result in you and your group being asked to leave the park and have your booking terminated.

**Smoke free Te Poari o Kaipātiki ki Kaipara**

- Te Poari o Kaipātiki ki Kaipara is now smoke free. Please observe this while staying on/using our Te Poari o Kaipātiki ki Kaipara whenua.

**Vehicle parking**

- Please park vehicles in authorised areas or as instructed by the Kaipatiki staff.

**Boats**

- Boats are restricted to hand carried craft, kayaks, canoes and dinghies under 4 metres in length. There are boat launching facilities at some parks, check the Auckland Council web site <https://www.aucklandcouncil.govt.nz/parks-recreation/get-outdoors/coastal-marine/find-boat-ramp/Pages/default.aspx>

**Pest control stations**

- May be located around some sites. For your safety and effectiveness of the pest control station please keep children away and do not touch.

**Safety**

- Please instruct your group to care for their own safety. If you are entering a remote area please ensure you are adequately equipped, experienced and aware of potential hazards.

**Swim Safe**

- Enjoying the beach and rivers should be both safe and fun, especially if you follow a few basic safety tips. On patrolled beaches, swim between the flags.
  - Never swim alone.
  - Always swim under supervision.
  - If in doubt stay out. Know your limits.
  - Read and obey the safety signs.
  - Learn to recognise rip currents.
  - Always use safe equipment.
  - Never swim or surf when tired or cold.
  - Consider other users.
  - Think about safety first!
  - Always supervise children near water.
- Check the [safeswim.org.nz](https://safeswim.org.nz) website for up-to-date and forecasted water quality and beach safety information ahead of your visit or event. If the water quality droplet indicates red, the hirer must inform participants that there is moderate to high risk of infection from contact with the water and the water quality is considered unsuitable or unsafe for swimming.
- Drinking and driving / host responsibility: The individual or group utilising a camp site will be requested to practice Host Responsibility by providing food and non- alcoholic drinks, and designated drivers and /or alternative transport options.

- Please instruct your group to care for their own safety. If you are entering a remote area please ensure you are adequately equipped, experienced and aware of potential hazards.
- No access to Watercare Dams or within 20metres of the high-water mark is permitted.

### **Outdoor Safety Code**

- Remember to be safe in the bush and follow these simple rules
  - Plan your trip – Know your route and/or destination
  - Tell someone - Always tell someone where you are going
  - Be aware of the weather - Don't start your walk too late in the day as it gets dark earlier in the forest because of the dense canopy
  - Know your limits – Know your ability and skills.
  - Take sufficient supplies - Carry a track map, warm clothing, food and drink, carry antihistamine as wasps can be a problem in summer/autumn
  - Information on which tracks are open in the Waitakere and Hunua Ranges visit <https://www.aucklandcouncil.govt.nz/environment/plants-animals/pests-weeds/protect-our-kauri-trees/Pages/default.aspx>

### **Liability**

- The permit holder shall reimburse the Auckland Council the full costs, including any associated Auckland Council staff time, to remedy, restore or replace any part of the facility and or chattels, resulting from any omission, negligence or act of wilful damage by the permit holder.

### **Booking amendments**

- Customers can make unlimited amendments or reschedules for the following products free of charge up to midnight 2 days prior to arrival time for campgrounds, CSC parking areas , regional park glamping, baches, lodges, tiny homes and bookable picnic sites
- If rescheduling or amending bookings within the 2 days time a 20% amendment fee will apply to the full value of the booking.
- Rescheduling and amendments to dates and numbers are subject to availability.
- Once the original booking date has passed the booking cannot be rescheduled

### **Cancellations**

- Customers can cancel up to midnight 2 days prior to the date of arrival and receive a 100% refund for campgrounds, CSC parking areas , regional park glamping, baches, lodges, tiny homes and bookable picnic sites
- Cancellation within 2 days of the arrival date for campgrounds, CSC parking areas , regional park glamping, baches, lodges, tiny homes and bookable picnic sites will result in 100% of the booking value being retained by council.
- Education groups are the only exception for weekday (excluding public holidays) reservations.
- No refunds for bookings made on the same day.
- Application fees are non-refundable.

### **Refunds**

- Refunds will only be paid to the householder account used to make the booking.
- Products such as camping passes and vouchers are non-refundable once used. For all other products the Auckland Council will meet its obligations under the relevant acts.
- Refunds will be applied as per the booking amendment and cancellation rules.

- Consideration may be given to refund requests that do not meet the above criteria on a case-by-case basis where the following circumstances exist:
  - Where the park or facility was unavailable, closed or shutdown prior to the booking commencing or during the booking.
  - Metservice Orange / Red Warning
  - In cases of demonstrated hardship or illness.
  - In such cases, customer/s must lodge a request for refund within 5 working days of booking cancellation.
- Applications for refunds may be approved by authorised staff only via [regionalparks@aucklandcouncil.govt.nz](mailto:regionalparks@aucklandcouncil.govt.nz)

**Bond Fee (if appropriate)**

- All conditions have been met.
- No damage or additional costs incurred from conditions not been followed.

# Accommodation

## General Codes and Conditions for all baches and tiny homes.

### General Conditions

- The facility operates on a self-clean basis: Please leave it clean on your departure. The facility maybe inspected after your visit.
- Accommodation door access, Alarm code, Campground gate and Rubbish & Recycle Centre Combination Numbers:
  - You will need to call the Auckland Council Contact Centre on 09 366 2000, three to five days prior to your stay to receive ALL access codes to the bach, bach alarm, campground gates and Rubbish & Recycle centre is situated at the black building behind the bach
- Day visitor times are restricted to main park entrance gate opening hours.
- Check-in time is 2.00pm. Check-out time is 10.00am
- Maximum length of stay: Seven consecutive nights.
- Kaipātiki staff & Campground monitors have the authority to direct bach users to move or remove vehicles, any equipment, stop inappropriate activities and to terminate the permit.

### Emergency procedures and contact numbers

- Are located on the wall in the bach. Please ensure you locate these procedures.
- Read and understand emergency procedures and contact numbers.
- They are also in the facility information folder. If you have any questions, please contact the Park Duty Ranger.

### Persons under the age of 18

- Persons under the age of 18 will not be granted a permit.
- Persons under the age of 18 are not allowed to stay in or use baches lodges or homesteads or designated sites without appropriate supervision.

# Baches & Tiny Home

## Mahana Tiny Home

### Kaipātiki Codes and Conditions

#### **Park gate open hours**

- It is your responsibility to arrive prior to the main park gate closing hours.
- Daylight Saving: 6am - 9pm
- Non-Daylight Saving: 6am - 7pm
  - Codes provided upon confirmation of booking only give access to the booked site, not the main gate.
  - No codes are given for automatic gates located at the park entrance.
  - No access will be provided outside of the park gate opening hours.
  - Automatic gates open at any time when exiting the park, but do not allow for re-entering after hours.

#### **Fires:**

- All open fires are prohibited.

#### **Portable solid fuel barbecues**

- Cannot be used during a restricted or prohibited fire season.
- The restricted fire season is set by Fire & Emergency NZ. Dates may change. Visit <https://www.checkitsalright.nz/>
- Check fire conditions prior to booking date.
- Please provide all fuel for your barbecue.
- Ensure ashes are cold and take them home as part of your rubbish.

#### **Portable gas barbecues**

- Allowed at all times.

### Mahana Tiny Home Codes and Conditions

#### **Access - access driveway gate**

- Campground gate is always locked, but operational 24 hours / 7 days per week.
- Gates only accessible by campground users with an access code.

#### **Check in and check out times**

- Check in time from 2.00pm
- Check out time 10.00pm on the day of departure.

#### **Maximum capacity**

- Total of 4 persons permitted to stay in the tiny home. Person numbers are not to exceed the tiny home capacity.



### **Day visitor numbers**

- Visitor numbers are restricted. Maximum number of persons (booked and visitors) is not to exceed 8 persons, double the maximum permitted sleeping capacity of the tiny home.

### **Shared access driveway within Kaipātiki CSC Parking area & Mahana Tiny Home:**

- The Tiny home access is also the vehicle access within the campground.
- Approved vehicles are allowed access to the campground as per conditions on their permit. Please be considerate of other guests.
- Keep the access drive in the campground clear at all times.

### **Vehicles access rules and conditions**

- The Tiny home access is also the vehicle access within the campground.
- Approved vehicles are allowed access to the campground as per conditions on their permit. Please be considerate of other guests.
- Keep the access drive in the campground clear at all times.
- Only persons with the appropriate FULL or RESTRICTED driving license are permitted to drive vehicles in this area.
- Maximum vehicle speed: 10kms at all times.
- For the safety of children and others, other tiny home user and park operations vehicles, please drive with care.

### **Prohibited areas**

- On or over any picnic area.
- On any reserve grass areas at all times

### **Water**

- Potable water supply. Water is precious so please conserve.

### **Tents and camping**

- Prohibited at all times.

### **Rubbish Free Parks**

- The tiny home and surrounding site must be kept clean and tidy during your stay and left clean on your departure.
- Bin in the tiny home. Please Use the AC Parks rubbish bags provided in the tiny home.
- Please dispose of your rubbish and recycling at the rubbish & recycle centre located within a special enclosure across from the public toilets. (Black building at rear of bach)

### **Amenities**

Water	Town supply, potable drinking water.
Number of bedrooms	2
Bedroom configuration	Room 1 - Queen bed sleeps 2 (Upper level) Room 2 - One bunk bed sleep 2 (Lower Level).
Bathroom	Combined shower, vanity and toilet.
Toilets	One flush toilet in bathroom.
Kitchen facilities	Fridge/freezer, oven, gas hobs, toaster, kettle, cooking utensils, crockery and cutlery provided. (inventory list in information book located in Tiny Home)
Power supply	Standard domestic.

Heating	Electric column heater.
Parking	One parking space within Tiny Home site.
Cleaning	The person/people booking the Tiny Home are responsible for leaving it in a clean and tidy condition on check-out, ready for your next guest. Charges will apply if additional cleaning is required NB: There is no cleaning service included in your booking fee
Entertainment	Private outdoor area Picnic table
Security	A locked access gate is accessible using the access code provided with your campground booking. Gate is locked at all times. To Access home: Tiny home <b>key box</b> located next to front door (code will be provided when you contact 09 366 2000 see 3.1)
WIFI	Not available
Smoking	No Smoking Inside the Tiny Home. If smoking outside, please dispose of all cigarette butts responsibly in the outside rubbish bins.
Alcohol	Prohibited at all times.
Outdoor fires	Prohibited at all times.
You need to supply	Bed linen, blankets, duvets, sleeping bags, additional pillows, towels, tea towels, food, personal items etc.

# Pukoro Bach

## Kaipātiki Codes and Conditions

### Park gate open hours

- It is your responsibility to arrive prior to the main park gate closing hours.
- Daylight Saving: 6am - 9pm
- Non-Daylight Saving: 6am - 7pm
  - Codes provided upon confirmation of booking only give access to the booked site, not the main gate.
  - No codes are given for automatic gates located at the park entrance.
  - No access will be provided outside of the park gate opening hours.
  - Automatic gates open at any time when exiting the park, but do not allow for re-entering after hours.

### Fires:

- All open fires are prohibited.

### Portable solid fuel barbecues

- Cannot be used during a restricted or prohibited fire season.
- The restricted fire season is set by Fire & Emergency NZ. Dates may change. Visit <https://www.checkitsalright.nz/>
- Check fire conditions prior to booking date.
- Please provide all fuel for your barbecue.

- Ensure ashes are cold and take them home as part of your rubbish.

### **Portable gas barbecues**

- Allowed at all times.

## **Pukoro Bach Codes and Conditions**

### **Access - access driveway gate**

- This bach is accessible at all times.

### **Check in and check out times**

- Check in time from 2.00pm
- Check out time 10.00am on the day of departure.

### **Maximum capacity**

- Total of 8 persons permitted to stay in the bach. Person numbers are not to exceed the bach capacity.

### **Day visitor numbers**

- Visitor numbers are restricted: Maximum number of persons (booked and visitors) is not to exceed 16 persons, double the maximum permitted sleeping capacity of the bach.
- For safety and to avoid congestion in the campground, visitor vehicles must park outside of the campground and visitors must walk from the locked gate.

### **Vehicles access rules and conditions**

- Maximum of three vehicles allowed to park at the bach.
- Excess vehicles must park in public car park next to the playground
- Vehicle access into the campground:
- Keep the access driveway into campground clear at all times.
- Park in the parking area provided, behind the bach
- Only persons with the appropriate full or restricted driving license are permitted to drive vehicles in this area on the access driveway.
- Maximum vehicle speed: 10kms at all times.
- For the safety of children and others please drive with care.

### **Shared access driveway within Kaipātiki CSC Parking area & Mahana Tiny Home:**

- Access to the bach is also the vehicle access within the CSC Parking area and Tiny Home.
- Approved vehicles are allowed access to the campground as per conditions on their permit. Please be considerate of other guests.
- Keep the access drive in the campground clear at all times. (No parking)

### **Vehicles are prohibited:**

- On or over any picnic area.
- On any reserve grass areas at all times

### **Water**

- Potable water supply. Water is precious so please conserve.

### **Tents and camping**

- Prohibited at all times.

## Rubbish

- The bach and surrounding site must be kept clean and tidy during your stay and left clean on your departure.
- Bin provided in the bach.
- Please dispose of your rubbish and recycling at the rubbish & recycle centre located within a special enclosure across from the public toilets. (Black building at rear of bach)

## Amenities

<b>Number of bedrooms</b>	3
<b>Bedroom configuration</b>	Room 1 - Two single beds (can be combined to make a Super King sleeps 2) Room 2 – One Two bunk beds sleeps 4 Room 3 – Queen bed sleeps 2
<b>Bathroom</b>	Shower, bath and vanity.
<b>Toilets</b>	One flush toilet in separate room.
<b>Kitchen facilities</b>	Fridge/freezer, oven, gas hobs, toaster, kettle, cooking utensils, crockery and cutlery provided.
<b>Power supply</b>	Standard domestic.
<b>Heating</b>	Heat pump in lounge, other smaller heaters available.
<b>Parking</b>	Two parking spaces within bach site.
<b>Cleaning</b>	The person/people booking the bach are responsible for leaving it in a clean and tidy condition on check-out, ready for your next guest. Charges will apply if additional cleaning is required NB: There is no cleaning service included in your booking fee
<b>Entertainment</b>	Private deck and outdoor area BBQ
<b>Security</b>	A locked access gate is accessible using the access code provided with your campground booking. Gate is locked at all times. Completely fenced Bach access code provided with campground access code
<b>WIFI</b>	Not available
<b>Smoking</b>	No Smoking inside the bach. If smoking outside, please dispose of all cigarette butts responsibly in the outside rubbish bins.
<b>Alcohol</b>	Prohibited at all times.
<b>Outdoor fires</b>	Prohibited at all times.
<b>You need to supply</b>	Bed linen, blankets, duvets, sleeping bags, additional pillows, towels, tea towels, food, personal items etc.

# Campgrounds

## General Codes and Conditions for all Campgrounds and Certified Self-contained Certificate (CSC) Vehicles Areas

The following conditions apply, as appropriate, to:

### Remote / back country campgrounds

#### Vehicle-based campgrounds

##### Designated Certified Self-contained Certificate (CSC) Parking areas (DCSCPA)

- Must have a current NZS 5465: Self-Containment certificate that is issued by an authorised person of the Ministry for the Environment.
- Are multi-nights stays in a designated parking area.

##### Designated Certified Self-contained Certificate (CSC) Overnight Parking Areas (DCSCOPA)

- Must have a current NZS 5465: Self-Containment certificate that is issued by an authorised person of the Ministry for the Environment.
- Are designated overnight parking areas in car parks.

### Freedom camping

- In [Kaipātiki Reserve](#) vehicles are prohibited to Freedom Camp in accordance with the Auckland Council [Te Ture ā-Rohe mō te Puni Mataraharaha ki rō Waka 2022 / Freedom Camping in Vehicles Bylaw 2022](#)

### Camping on Kaipātiki Reserve

- Only allowed at designated camping areas and people must book and pay a fee. More information about camping in Te Poari o Kaipātiki ki Kaipara can be found on council's website.

### Public Safety and Nuisance Bylaw 2013

- must be adhered to at all times:  
Obstructions in any public place
- 1) Except with the prior written approval of the council or a council-controlled organisation, a person must not use a public place to:
    - (1) place or leave any material, object, thing or structure.
    - (2) erect, construct, or place a building, structure, tent or projection of a building structure or tent or any part thereof, on, under, over or across a public place.
    - (3) store or pack goods on a public place.

### Fire

- All solid, wood and charcoal fires, heaters and BBQ's are prohibited in all campground types; irrespective of the main park condition.

### Portable gas barbecues

- Allowed at all times.

### Camping modes

- Based on the appropriate mode and size conditions allowed for that camping category and location.
- There may be some restrictions to vehicle-based areas because of ground conditions, access conditions, or the site not being suitable for the size and / or weight of some units and access type.

- Camping in containers and portacombs is prohibited.

### **Allocated / designated sites**

- You must camp only in the approved area/s within the designated campground.
- Vehicle-based campgrounds and CSC Parking areas have no allocated or designated sites within the designated activity area.

### **Length of stay**

- Maximum nights in a vehicle-based and remote /backcountry campground 7 nights. Exceptions may apply.
- Maximum nights Designated CSC Parking areas is 7 nights, however the owner is required to dispose of waste in accordance with the CSC conditions off-park.
  - The law requires you to properly dispose of the human waste and grey water (such as sink and shower water) stored in your vehicle.
  - Look out for the blue dump station symbol, or search for dump stations on the [Camper Mate app](#) or the [Camping NZ app](#).
- In summer (daylight savings period): maximum of one consecutive night at all Designated CSC Overnight parking areas.
- In winter (non- daylight savings period): maximum of 3 consecutive nights at all Designated CSC Overnight parking areas where the vehicle-based campground is closed.

### **Departure / arrival for campgrounds and all CSC Parking areas**

- Must be vacated by 11:00 am on the day of departure.
- Provided there is space in the campground, campers can arrive from the main park entrance at gate opening time.
- If other campers have yet to vacate, please wait until space is available at 11:00 am departure time.

### **Vehicles**

- **Not to be driven** around the campground or designated CSC parking area during main park gate closure hours, unless in an emergency or if authorised by staff.

### **Campgrounds and CSC Parking Areas access**

- Online bookings will receive the gate code on booking confirmation for vehicle-based campground and CSC area. You can to call Auckland Council Contact Centre on 09 366 2000, **three to five days** prior to your stay to receive access codes.
- Are inaccessible after main park entrance gate closing times
- Combination codes do not provide access through the main park entrance gate.
- **Combination locks** are provided at campgrounds and CSC Parking Areas for your safety and security. Please keep the gate closed and locked at all times.

### **Visitors' vehicles parking**

- For safety and to avoid congestion in campgrounds, visitors' vehicles must park outside the campground and visitors walk from the locked gate, unless prior arrangement with the Park Duty Ranger.

### **Marquees**

- Marquees are allowed in vehicle-based campgrounds and must comply with Te Poari o Kaipātiki ki Kaipara conditions and have appropriate consents to comply with all council requirements including those for temporary buildings, noise and electrical safety codes. Check prior to bookings regarding size.

**Group bookings**

- Maximum of more than 10 will not be accepted from 17th December to the last day January.
- No more than 50% of full capacity outside this time. (Exception in place)

**Day visitors**

- Times are restricted to the main park entrance gate opening hours.
- Visitor numbers are restricted to a maximum of 20% of the group size.
- The campground is not to be used as a day-use area.

**Rubbish free parks**

- Your site must be kept clean and tidy during your stay and on your departure.
- Rubbish and recycling moloks, compost bins and/or worm farms are only provided at vehicle-based campgrounds.
- There are no bins or rubbish disposal facilities in the CSC Parking areas and remote / back country campgrounds.
- Take all rubbish with you.

**Kaipātiki staff.**

- Have the authority to direct campers to specific areas, request campers to move tents, vehicles or camping equipment, stop inappropriate activities, and to terminate camping.
- Camp passes must be produced on request by a park ranger or authorized council officer and / or visible on the vehicle at all times.

**Persons under the age of 18**

- Persons aged 16 years and 17 years are not permitted to have a permit granted or use a campground site without prior consent, including an [Unsupervised persons under the age of 18 form](#) completed and signed by their legal guardian.
- Persons aged 15 years and under are not permitted on, or to use, a campground site without appropriate supervision.

# Designated CSC Parking Areas

## Kaipātiki CSC Parking Area

### Kaipātiki Codes and Conditions

#### **Park gate open hours**

- It is your responsibility to arrive prior to the main park gate closing hours.
- Daylight Saving: 6am - 9pm
- Non-Daylight Saving: 6am - 7pm
  - Codes provided upon confirmation of booking only give access to the booked site, not the main gate.
  - No codes are given for automatic gates located at the park entrance.
  - No access will be provided outside of the park gate opening hours.
  - Automatic gates open at any time when exiting the park, but do not allow for re-entering after hours.

#### **Fires**

- All open fires are prohibited.

#### **Portable solid fuel barbecues**

- Cannot be used during a restricted or prohibited fire season.
- The restricted fire season is set by Fire & Emergency NZ. Dates may change. Visit <https://www.checkitsalright.nz/>
- Check fire conditions prior to booking date.
- Please provide all fuel for your barbecue.
- Ensure ashes are cold and take them home as part of your rubbish.

#### **Portable gas barbecues**

- Allowed at all times.

### Kaipātiki CSC Parking Area Codes and Conditions

#### **Maximum vehicles per booking.**

- There is a maximum of one CSC Vehicle per customer booking.

#### **Length of Stay**

- The Kaipātiki CSC Parking area offers up to **SEVEN** nights stay for self- contained vehicles.

#### **Camp Modes**

- Must have a current NZS 5465: Self-Containment certificate that is issued by an authorised person from Ministry for the Environment
- Up to 8 meters in length: - Only caravans, 5th Wheelers, campervans and small buses.



**Rubbish**

- The CSC parking area and surrounding site must be kept clean and tidy during your stay and left clean on your departure.
- Please dispose of your rubbish and recycling at the rubbish & recycle centre located within a special enclosure across from the public toilets. (Black building at rear of bach)