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*Examples of Information Requirements to Accompany  
Consent Applications Made Under the Reserves Act 1977*

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**Leases and Licences (Vested Reserves)**

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- Copy of the draft lease or licence (including a plan) to be consented to (1).
- The authority for vesting of the reserve in the local authority (2).
- The current purpose and (if applicable) manner of classification of the reserve (3).
- Public notification information (4).
- Statement about how the proposal meets the requirements set in the Act (5).
- A physical description of the land.

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**Rights Of Way and Other Easements (Vested Reserves)**

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- Copy of the draft ROW or easement (including a plan) to be consented to (1).
- The authority for vesting of the reserve in the local authority (2).
- The current purpose and (if applicable) manner of classification of the reserve (3).
- Public notification information (4).
- Statement about how the proposal meets the requirements set in the Act (5)
- A physical description of the land.

(Numbers in brackets refer to the notes below.)

**Notes:**

1. Lease and licence terms and conditions must comply with the relevant parts of the First Schedule to the Reserves Act. If a Document has not yet been drafted the main terms and conditions should be set out in the application for consent.
2. The authority for control/vesting may be a reference to a *Gazette* notice (either attach a copy, or refer to the publication year and page number) where this is the manner of vesting, or to a statutory authority (eg s.26A of the Act), or to a CT. A copy of the parent CT/s (if there is one) should be provided to supplement evidence of the authority.
3. State the purpose and (if applicable) manner of classification under the Act. A reserve may be unclassified and managed for an existing purpose, be automatically classified under a provision of s.16 of the Act, have been classified by *Gazette* notice (either attach a copy, or refer to the publication year and page number), or classified by way of a resolution under s.16(2A) of the Act (attach a copy).
4. If advertised, state whether or not any submissions or objections were received. If any were received, provide a summary of the submissions and objections and state the extent to which they were allowed/disallowed or accepted/not accepted, as required under s.120(1)(e) of the Act. If not advertised, state the statutory authority for the exemption (eg s.54(2A)(b) of the Act). To the extent that doing so would be consistent with the provisions of the Reserves Act, the Department will have regard to the principles of the Treaty of Waitangi in considering whether or not to give consent or approval. If the Council has carried out consultation with Maori, the outcome should be written-up and provided. If the Council considered that consultation was not warranted, the reason/s should be stated.
5. The statement should explain how the proposal meets the standards set by the requirements of the Act, and why the proposed action is warranted. Some examples:
  - If seeking approval for a lease or licence, show how the activities to be allowed are consistent with the purpose of the reserve and the management plan (if any), and show that the relevant statutory requirements have met eg for a lease under s.54(1)(b) show how the proposed buildings are necessary and associated with the use of the reserve for outdoor sports, games or other recreational activities, or alternatively how the proposal is in the public interest.
  - If seeking approval for a ROW or other easement where public notice was not required to be given, by virtue of s.48(3) of the Act, show how the easement is unlikely to materially alter or permanently damage the reserve or permanently affect the rights of the public.