

Central Otago Operator Application Form

Kia ora

Thank you for your interest in working alongside the Central Otago tourism team. A team consisting of two parts, Tourism Central Otago (TCO) and Central Otago i-SITEs, who together ensure the seamless promotion of, and visitation to, our local tourism operators.

TCO, as your official Regional Tourism Organisation (RTO), is responsible for coordinating and facilitating the marketing of Central Otago as a visitor destination, both within New Zealand and Internationally. This may take the form of a simple website listing on centralotagonz.com or extend to connecting you with Tourism New Zealand and other Trade or Media opportunities.

Central Otago i-SITEs form part of the official visitor information network of i-SITE New Zealand. They provide the local visitor interface in 'brick-and-mortar' facilities, manned by a team of friendly, well trained staff offering expert knowledge. This is where visitors can reach out to for impartial advice on activities, accommodation, travel plans and local communities; the on-the-ground team directly promoting your business to visitors entering Central Otago.

Our Regional Identity is a definition of who we are and what we value about our region. We know there are few parts of the world that will leave people with a lasting sense of difference. Central Otago is undoubtedly one of them, from its landscapes, its seasons, its people, its products, and experiences. Our part to play is to ensure we are promoting safe and lawful visitor experiences; therefore, it is vital we check key criteria has been met by the operators we work in collaboration with.

Central Otago tourism operators will find there are many additional advantages to forming this close working partnership with our tourism team and we look forward to acting on your behalf.

Please complete ALL information to enable efficient processing of your registration.

Ngā mihi

Applicant Details:

Name of person applying: _____ Position: _____
Owner of business: _____ Contact: _____

Business Details:

Business Trading Name: _____
Physical Address: _____
_____ Post Code: _____
Phone: _____
Email: _____
Website: _____

Nature of Business: Accommodation Activity Transport Other

Description of Product: _____

Days of operation: _____

Hours of operation: _____

Capacity:
(number you can cater for) _____

Additional Services /
Other information: _____

Central Otago District Council Requirements:

As both TCO and Central Otago i-SITEs are part of the Central Otago District Council (CODC) it is a requirement that all local operators promoted will comply with existing CODC regulations encompassing their business operations. We would very much appreciate if you could provide the requested information with your application. If not supplied, we can collate this information in-house, however, it may slow down the processing of your application.

CODC Rates Assessment (Valuation) Number:

Does operator require a Resource Consent?

Yes

No

Unsure

If yes, Resource Consent Number

RC:

Does operator require a Building Consent?

Yes

No

Unsure

If yes, Building Consent Number

BC:

Does operator require an Alcohol License?

Yes

No

Unsure

If yes, Alcohol License Number:

Does operator require a Food Business Registration?

Yes

No

Unsure

If yes, Food Registration Number:

Health and Safety Requirements:

Is the operator a Transport provider?	Yes			No	
If Yes, please provide:					
Transport Service License (TSL)	Yes	No	N/A	Expiry Date:	
Passenger Service License	Yes	No	N/A	Expiry Date:	
Current vehicle registration	Yes	No	N/A	Expiry Date:	
Current Warrant / Certificate of Fitness	Yes	No	N/A	Expiry Date:	

Is the operator an Accommodation provider?	Yes			No	
If Yes, please provide:					
Building Warrant of Fitness <i>(Homestay / Farmstay / B&B properties)</i>	Yes	No	N/A	Expiry Date:	
License of Operation <i>(Backpacker / Hotel / Motel businesses)</i>	Yes	No	N/A	Expiry Date:	
Qualmark License?	Yes	No	N/A	Expiry Date:	

Is the operator an Adventure Activity operator?	Yes			No	
If Yes, please provide:					
Worksafe Safety Audit Approval:	Yes	No	N/A	A00 Number:	
Amusement Devices Regulations Certificate:	Yes	No	N/A	Expiry Date:	

Is the operator involved in aviation activities or water activities ?	Yes	No
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If Yes, please provide:

Civil Aviation Authority (CAA) Certificate	Yes	No	N/A	Expiry Date:	
Maritime New Zealand Certificate	Yes	No	N/A	Expiry Date:	

Does the operator need a Department of Conservation (DOC) Concession?	Yes	No	N/A	DOC Concession Number:	
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Does the operator have a Health and Safety Plan/Policy?	Yes	No
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Does the operator have registered first aid staff?	Yes	No
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Has the operator had any serious harm incidents over the last 10 years or had an investigation by Health and Safety?	Yes	No
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If Yes, please provide additional details on a separate page.

Please read and sign:

- I hereby declare that the information provided is true and complete. I am aware that any missing or incomplete information, whether deliberate or the result of negligence, may adversely affect my registration.
- I agree to this information being held permanently on file from the date of application and used in future communications.
- I confirm I have in place the necessary Health and Safety systems and procedures to meet my duty under the **Health and Safety at Work Act 2015**. I am prepared to provide evidence of this when requested.
- I understand that I have an obligation to update and correct the supplied information as and when appropriate.
- I understand and consent to the information I have provided being shared with other departments of CODC.
- I consent to the information I have provided being shared with other organisations the CODC has a current MoU with for the provision of information services in Central Otago.

Signature: _____ **Date:** _____

Thank you for taking the time to complete this form.

To lodge your application please forward this form, along with any additional requested information, to:

	Physical Address	Postal Address	Contact Details
Central Otago i-SITEs	3 Charlemont Street	PO Box 73	P: 03 262 7999
	Ranfurly 9332	Ranfurly 9353	E: i-SITE@codc.govt.nz