Fish Passage Information Requirements

Information About Fish Passage Affected by Structures

FOR OFFICE USE ONLY
Date received: _____

PA No.: _____

Under the Resource Management National Environmental Standards for Freshwater Regulations 2020 (NES-F) a written notice is required to undertake [permitted and consented] activities relating to structures that affect fish passage. This written notice ensures compliance with the notification requirement as defined in Part 3, Subpart 3 of the NES-F. The information below is being collected by Greater Wellington for the purposes of obtaining information about structures and fish passage (see NES-F clauses 62 – 68).

The person(s) responsible for undertaking the activity must, within 20 working days of completing the activity, provide GRWC with the information contained within Section A and within Sections B-G as applicable. It is important to complete this form and provide all necessary information as required for the notification to be accepted. This information will be uploaded to the **New Zealand Fish Passage Assessment Tool.**

Key definitions are provided in Appendix 1 of this application form. Please refer to the National Environmental Standards for Freshwater, the National Policy Statement for Freshwater 2020 and the Resource Management Act for additional definitions.

If more than one activity is being carried out, please complete one form/section for each activity.

Please email the completed form and any associated documents to: **Notifications@gw.govt.nz**

If any amendments need to be made to the form or associated documents, please submit these to **Notifications@gw.govt.nz**

SECTION A

Requirement for all activities:
Regulation 62 - Information about Structures and Passage of Fish

1.0 Type of structure(s)

Select the structure type(s) that apply:	☐ Culvert(s)	Complete Sections A & B
	☐ Weir(s)	Complete Sections A & C
	☐ Flap gate(s) (passive/non-passive)	Complete Sections A & D
	☐ Dam(s)	Complete Sections A & E
	☐ Ford(s)	Complete Sections A & F
	☐ Apron(s) & Ramp(s)	Complete Sections A & G
Date of completion of physical works:		

2.0 Details of person/company giving notice

First & Middle Name(s):

Last Name/Company:

Contact Person:
(if company/organisation)

Postal Address

Number/Street Name:

Suburb:

City:

PO Box:

City:

Telephone No:

Email address:

3.0 Details of agent (consultant) if applicable

Company Name:

Contact number:

Contact Person:
(if company/organisation)

Number/Street Name:

Suburb:

City:

Email address:

4.0 Declaration of permitted activity notifier

I/We, the undersigned, acknowledge that the permitted activity is to be held in my/our name, as described above, and undertake to comply with all conditions of the permitted activity and accept liability for all charges associated with the monitoring of this permitted activity

Name:

Signature:

Date:

5.0 The geographical co-ordinates of the structure (NZTM):

Easting (E):

Northing (N):

6.0 River number or name

Provide the river number or name (if known):

7.0 River flow or connected area

Provide information on the river flow or connected area:

- ☐ No flow
- ☐ Low
- ☐ Normal
- ☐ High
- ☐ Unknown

8.0 Tidal information

Is the water tidal at the structure's location?

- ☐ Yes
- ☐ No
- ☐ Unknown

9.0 At the structure's location

Width of the river or connected area at the water's surface (wetted width) (m):

Width of the bed of the river or connected area (m):

Bankfull width of the river or connected area (the width of the channel at the bankfull* elevation) (m):

**Bankfull elevation is the river level just before water overtops the banks on to the flood plain.*

10.0 Protection of species

Does the structure protect native species/habitats?

- ☐ Yes
- ☐ No
- ☐ Unknown

Does structure provide protection to a key species or ecosystem area or prevent access for exotic species?

11.0 Improvement present

Is there fish passage improvement present?

- ☐ None observed
- ☐ Backwatering
- ☐ Rock Ramp
- ☐ Artificial ramp
- ☐ Spat ropes
- ☐ Weir baffles
- ☐ Spoiler baffles
- ☐ Fish passage
- ☐ Fish friendly flap gate
- ☐ Trap and transfer
- ☐ Removed
- ☐ Other: _____

Date of fish passage improvement (if present):

Fish passage improvement effectiveness (if present):

- ☐ High (highly likely to notably improve passage for most fish species)
- ☐ Moderate (moderate change of some improvement to passage for some fish species)
- ☐ Low (low likelihood of notable improved passage for most fish species)
- ☐ Not assessed

12.0 Risk to fish passage

- ☐ Very low risk *(movements are unimpeded for most or all fish species and life stages for most or all of the time)*
- ☐ Low risk *(some chance that movements of weaker swimming species are restricted some of the time)*
- ☐ Medium risk *(moderate chance that movements of some fish species and life stages are commonly restricted)*
- ☐ High risk *(high chance that the movements of many fish species and life stages will be restricted for much of the time)*
- ☐ Very high risk *(very high chance that most or all fish species will be blocked most or all of the time)*
- ☐ Not assessed *(if you are not confident or do not have the right knowledge to determine the likely risk)*

13.0 Visual evidence

Attach photographs showing both ends of the structure, viewed upstream and downstream

	Photograph Reference (file name, time, etc.)
☐ Upstream side of structure	
☐ Downstream end of structure	

SECTION B

1.0 Regulations 63 - Requirement for Culvert Activities: Information About Culverts

Date of information collection:

Time of information collection:

2.0 Asset ID

Asset ID (if known):

3.0 Asset owner

Asset owner:

- ☐ DOC
- ☐ KiwiRail
- ☐ NZTA
- ☐ Territorial Authority
- ☐ Regional Council
- ☐ Privately owned
- ☐ Unknown
- ☐ Other: _____

4.0 Barrels

[4] *If there is more than one barrel, complete a separate form for each barrel.*

Specify the number of barrels that make up the culvert:

5.0 Shape

Specify the culvert's shape:

- ☐ Pipe
- ☐ Box
- ☐ Arch
- ☐ Other: _____

6.0 Dimensions

Culvert length (m):

Measured from inlet to outlet

Culvert width/diameter (m):

Measured at its widest point

Culvert height (m):

Measured from the stream bed to the highest point at the outlet

Culvert drop (m):

From the bottom of the culvert bed to the downstream water surface level

Culvert undercut (m):

Measured from the lip of the culvert back to the furthest point

Average water depth (m):

Measured inside the culvert

Average water velocity through the culvert (m/s):

Culvert length (m) divided by time through culvert (seconds)

Culvert material:

- ☐ Concrete
- ☐ Plastic
- ☐ Metal
- ☐ Other: _____
- ☐ Wood

7.0 Low velocity zones

Are there any low-velocity reticulation zones down-stream of the culvert outlet:

- ☐ Yes
- ☐ Unknown
- ☐ No

8.0 Bed substrate

Specify the type of bed substrate that is in most of the culvert:

- ☐ Bare
- ☐ Weir Baffles
- ☐ Sand/silt
- ☐ Spoiler baffles
- ☐ Gravel
- ☐ Spat rope
- ☐ Cobbles
- ☐ Corrugated
- ☐ Boulders
- ☐ Not observed
- ☐ Bedrock
- ☐ Other: _____

9.0 Existing remediation features

Are there any remediation features (e.g. baffles or spat rope) in the culvert?

- ☐ Yes
- ☐ No

10.0 Margins

Does the culvert have wetted margins?

- ☐ Yes
- ☐ Unknown
- ☐ No

11.0 Slope

Culvert slope:

- ☐ Steeper than stream
- ☐ Less than stream
- ☐ Same as stream

12.0 Alignment

Culvert alignment:

- ☐ Straight in, straight out
- ☐ Curved in, straight out
- ☐ Straight in, curved out
- ☐ Curved in, curved out

13.0 Add-ons

Specify the structure addons:

Upstream Add-on	Downstream Add-on
☐ None	☐ None
☐ Apron Complete Section G	☐ Apron Complete Section G
☐ Headwall	☐ Headwall
☐ Wingwall	☐ Ramp Complete Section G
☐ Screen	☐ Screen
☐ Other: _____	☐ Wingwall
	☐ Other: _____

14.0 Regulation 70(2)

Does the culvert comply with the specific conditions outlined in regulation 70(2) of the NES-F 2020?
(Refer to the conditions provided on p16 below).

☐ Yes ☐ No

SECTION C

1.0 Regulation 64 - Requirement for Weir Activities: Information About Weirs

Date of information collection:

Time of information collection:

2.0 Asset ID

Asset ID (if known):

3.0 Asset owner

Asset owner:

- ☐ DOC
- ☐ KiwiRail
- ☐ NZTA
- ☐ Territorial Authority
- ☐ Regional Council
- ☐ Privately owned
- ☐ Unknown
- ☐ Other: _____

4.0 Details

Weir type:

- ☐ Broad crested
- ☐ V-notch
- ☐ Crump
- ☐ Stepped
- ☐ Sharp crested
- ☐ Other: _____

Weir crest shape:

- ☐ Sharp/angular
- ☐ Rounded/smooth
- ☐ Overhanging
- ☐ Other: _____

Weir height (m):

Weir width (m):

Specify the slope of the weir (°):

Weir material:

- ☐ Plastic
- ☐ Concrete
- ☐ Wood
- ☐ Metal
- ☐ Other: _____

Weir bed-substrate type present across most of the weir?

- ☐ Bare
- ☐ Sand/silt
- ☐ Gravel
- ☐ Cobbles
- ☐ Boulders
- ☐ Bedrock
- ☐ Spat rope
- ☐ Weir baffles
- ☐ Spoiler baffles
- ☐ Not observed
- ☐ Other: _____

Are there any remediation features (e.g. baffles or spat rope) in the weir?

5.0 Margins

Does the weir have wetted margins?

☐ Yes ☐ No ☐ Unknown

Are there wetted margins suitable for climbing fish on the weir?

6.0 Backwater

4 What is the backwater distance from the weir?

☐ < 10m ☐ 10 – 50m ☐ > 50m

The distance further upstream where the water level is influenced by the weir

7.0 Add-ons

Specify the structure add-ons:

Upstream Add-on	Downstream Add-on
☐ None	☐ None
☐ Apron Complete Section G	☐ Apron Complete Section G
☐ Headwall	☐ Headwall
☐ Wingwall	☐ Ramp Complete Section G
☐ Screen	☐ Screen
☐ Other: _____	☐ Wingwall
	☐ Other: _____

8.0 Regulation 72(2)

Does the weir comply with the specific conditions outlined in regulation 72(2) of the NES-F 2020?
(Refer to the conditions provided on p17 below).

☐ Yes ☐ No

SECTION D

1.0 Regulation 65 - Requirement for Flap Gate Activities: Information About Flap Gates

Date of information collection:	
Time of information collection:	

2.0 Asset ID

Asset ID (if known):	

3.0 Asset owner

Asset owner:	☐ DOC	☐ Regional Council	
	☐ KiwiRail	☐ Privately owned	
	☐ NZTA	☐ Unknown	
	☐ Territorial Authority	☐ Other: _____	

4.0 Details

Gate type:	☐ Top hung	☐ Automatic	☐ Other: _____
	☐ Side hung	☐ Sluice	
Gate height (m):			
	Measured from the bottom to the top of the gate		
Gate width (m):			
Gate material:	☐ Concrete	☐ Wood	☐ Other: _____
	☐ Metal	☐ Plastic	

5.0 Add-ons

	Upstream Add-on	Downstream Add-on
Specify the structure add-ons:	☐ None	☐ None
	☐ Apron Complete Section G	☐ Apron Complete Section G
	☐ Headwall	☐ Headwall
	☐ Wingwall	☐ Ramp Complete Section G
	☐ Screen	☐ Screen
	☐ Other: _____	☐ Wingwall
		☐ Other: _____

SECTION E

1.0 Regulation 66: Requirement for Dam Activities: Information About Dams

Date of information collected:	
Time of information collected:	

2.0 Asset ID

Asset ID (if known):	

3.0 Asset owner

Asset owner:

- ☐ DOC
- ☐ KiwiRail
- ☐ NZTA
- ☐ Territorial Authority
- ☐ Regional Council
- ☐ Privately owned
- ☐ Unknown
- ☐ Other: _____

4.0 Dam height

Specify the dam height (m):	

5.0 Spillway

Does the dam have a spillway?

☐ Yes ☐ No ☐ Unknown

A spillway is structure used to control the release of flows from the dam into a downstream area.

6.0 Add-ons

Specify the structure add-ons:

Upstream Add-on	Downstream Add-on
☐ None	☐ None
☐ Apron Complete Section G	☐ Apron Complete Section G
☐ Headwall	☐ Headwall
☐ Wingwall	☐ Ramp Complete Section G
☐ Screen	☐ Screen
☐ Other: _____	☐ Wingwall
	☐ Other: _____

SECTION F

1.0 Regulation 67 - Requirement for Ford Activities: Information About Fords

Date of information collected:

Time of information collected:

2.0 Asset ID

Asset ID (if known):

3.0 Asset owner

Asset owner:

- ☐ DOC
- ☐ KiwiRail
- ☐ NZTA
- ☐ Territorial Authority
- ☐ Regional Council
- ☐ Privately owned
- ☐ Unknown
- ☐ Other: _____

4.0 Details

Ford length (m):

Measured from the upstream side to the downstream side

Ford width (m):

Measured from one side of the stream to the other, perpendicular to the flow

For drop height (m):

Measured from the surface of the ford to the downstream end

Ford material:

- ☐ Concrete
- ☐ Metal
- ☐ Wood
- ☐ Plastic
- ☐ Other: _____

Ford substrate:

- ☐ Bare
- ☐ Sand/silt
- ☐ Gravel
- ☐ Cobbles
- ☐ Boulders
- ☐ Bedrock
- ☐ Weir baffles
- ☐ Spoiler baffles
- ☐ Spat rope
- ☐ Not observed
- ☐ Other: _____

5.0 Add-ons

Specify the structure add-ons:

Upstream Add-on	Downstream Add-on
☐ None	☐ None
☐ Apron Complete Section G	☐ Apron Complete Section G
☐ Headwall	☐ Headwall
☐ Wingwall	☐ Ramp Complete Section G
☐ Screen	☐ Screen
☐ Other: _____	☐ Wingwall
	☐ Other: _____

SECTION G

Regulations 68 - Requirement for Certain Structure Activities: Information About Aprons and Ramps

1.0 Apron

Apron length (m):	
Apron drop height (m):	*Measured from the surface of the apron to the downstream end*
Apron water depth (m):	
Apron average water velocity (m/s):	
Apron material:	☐ Plastic ☐ Wood ☐ Other: _____ ☐ Concrete ☐ Metal
Apron substrate:	☐ Bare ☐ Boulders ☐ Spoiler baffles ☐ Silt/sand ☐ Bedrock ☐ Corrugated ☐ Gravel ☐ Spat rope ☐ Not observed ☐ Cobbles ☐ Weir baffles ☐ Other: _____

2.0 Ramp

Ramp length (m):	*Measured from the top of the ramp to the water's surface*
Ramp slope (°):	
Ramp surface:	☐ Bare ☐ Rock ☐ Other: _____ ☐ Brush ☐ Gravel ☐ Miradrain ☐ Sand
Does the ramp have wetted margins?	☐ Yes ☐ No ☐ Unknown

APPENDIX 1

Key definitions as described in Regulation (3) 'Interpretation' of the NES-F 2020

For further definitions please refer to Regulation (3) "Interpretation" within the National Environmental Standards for Freshwater) Regulations 2020.

Apron
Apron means a hard (generally concrete) surface layer constructed at the entrance or outlet of a structure to protect the structure from erosion.

Culvert
Culvert means a pipe, box structure, or covered or arched channel that has an inlet and outlet that is in, and that connects the water or bed of, the same river or connected area.

Dam
Dam in subpart 3 of Part 3 (passage of fish affected by structures), means a structure—

(a) whose purpose is to impound water behind a wall across the full width of any river or connected area; and

(b) that is not a weir.

Flap Gate
Flap gate means a hinged gate that controls fluctuations in tidal or flood water, such as a tide gate or flood gate.

Ford
Ford means a structure that—

(a) is artificial, shallow, and designed for crossing any river or connected area; and

(b) is in contact with most of the width of the bed of the river or connected area.

Non-Passive Flap Gate
Non-passive flap gate means a flap gate whose opening and closing is controlled by an automated and

Passive Flap Gate
Passive Flap Gate means a flap gate whose opening or closing—

(a) is caused by a positive head differential on the upstream or downstream side, respectively; and

(b) is not controlled by an automated and powered system (for example, electric or hydraulic) when the water reaches certain levels.

Weir
Weir means an open-topped structure across the full width of any river or connected area that—

(a) alters the water level and the flow characteristics of the water; and

(b) allows water to flow passively through or over the top.