

# Land Use Change Process

## Purpose

Waimakariri Irrigation Ltd (WIL) have two key consents: to take Waimakariri River water and to discharge nutrients to the environment.

These consents allow the use of water and the discharge of nutrients to enable farming activities.

The consents are granted under the condition that WIL manages land use activities, environmental performance, nutrient loss and water use within their scheme.

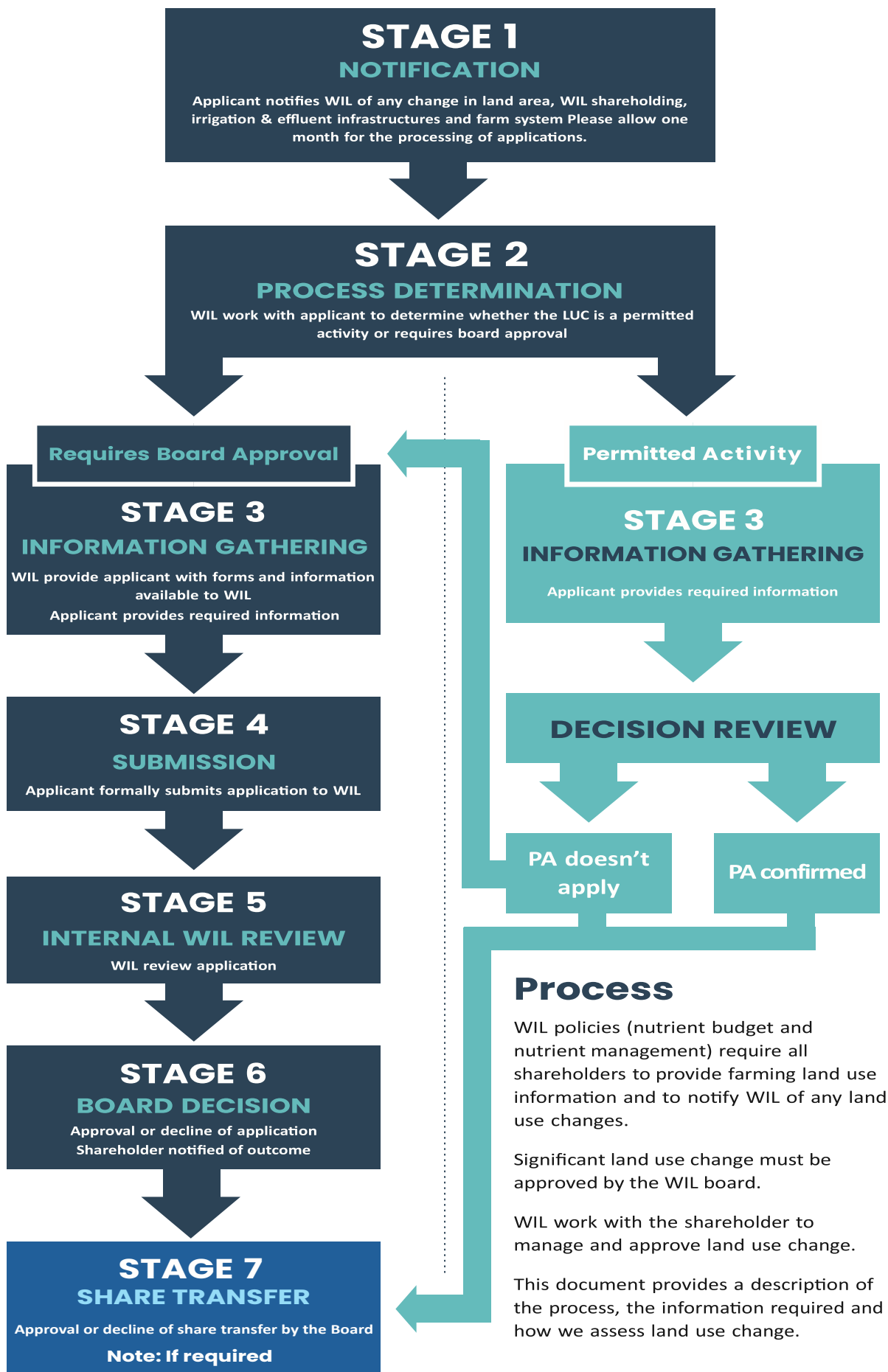
WIL use a Water Supply Agreement and policies to maintain consent compliance and satisfy Environment Canterbury and community expectations.

WIL are required to report on the scheme nitrogen loss and land use changes on a yearly basis. Therefore, all land use change must be assessed by WIL to ensure compliance with the consent conditions.

### Background: Why do we need this process?



# Process & Stages



# Stages 1 & 2: Notification and Process Determination

WIL needs to be notified about any changes in shares, land area, irrigation area, effluent discharge consent and/or land use and farm system.

Significant land use change thresholds that require board approval are set in the Nutrient Management Policy (NMP)<sup>1</sup>. The shareholders must ensure that their farming operation does not increase its nitrogen loss over its Nitrogen Baseline.

The table below describes the criteria whether a shareholder needs to actively contact WIL and/or requires board approval.

Before providing an application to the WIL board, the shareholder should notify and consult WIL management about the proposed changes.

Notification Trigger	Land Use Change	Communication by shareholder to WIL Environmental Manager	WIL Board approval required?
WIL shares	Reduction in WIL shares used on property	✓	✓
	Increase in WIL shares used on property	✓	✓
Land area	Any change in land area including purchase or sale an existing WIL shareholder block	✓	✓
Irrigation	Change in irrigated area up to 10 ha	✗	✗
	Change in application rate or volume affecting area up to 10ha	✗	✗
	Change in irrigated area > 10ha <sup>3</sup>	✓	✓
	Change in application rate or volume affecting area > 10ha <sup>3</sup>	✓	✓
Effluent	Application for effluent discharge consent	✓	✓
Farm system	Minor farm System Changes	✗	✗
	Major Farm System Changes <sup>2</sup> : long-term changes in stock numbers (+10%), cropping area (+10%), milking schedule or stockholding infrastructures; increase in nitrogen loss <sup>3</sup>	✓	✓

<sup>1</sup> Access to the WIL NMP Policy [here](#)

<sup>2</sup> Read "Farm system" on page 4 for details

<sup>3</sup> On a cumulative basis from 10 December 2025, being the commencement of the WIL Nutrient Discharge Consent (CRC252218)

## WIL Shares

- A shareholder is required to notify WIL of changes in WIL shares. This includes lease arrangements, sale or purchase.
- Board approval is required.

## Land area

- A shareholder is required to notify WIL of changes in land area. This includes lease arrangements, sale or purchase.
- Board approval is required.

## Irrigation

- A shareholder is required to notify WIL of any change in irrigated area or change in irrigation system that alters application rate or volume.
- A change in irrigation area or system by more than 10 ha requires board approval<sup>5</sup>.

## Effluent

- A shareholder is required to notify WIL of an application for an effluent discharge consent<sup>4</sup>.
- Board approval is required

## Farm system

Farm system changes are classified within the NMP. Farm system changes need to be notified and include:

- any increase in nitrogen loss on a property and/or long-term (more than 1 year) changes in a land use or farming system, including
  - a change of any type of stock or stocking intensity by +10% or more<sup>5</sup>;
  - a change in the area where cropping (cash or fodder) is undertaken by +10% or more<sup>5</sup>;
  - a change to winter milking on any dairy farm; or
  - a change to winter milking on any dairy farm; or
  - the addition of a feed pad or cow home

<sup>4</sup> No notification necessary when directly replacing an existing effluent discharge consent

<sup>5</sup> On a cumulative basis from 10 December 2025, being the commencement of the WIL Nutrient Discharge Consent (CRC252218)

# Stages 3 & 4: Information Gathering and Submission

When applying for a Land Use Change, the shareholder is asked to provide WIL with the following documents:

- Land Use Change Application Form
- Signed Declaration
- Map of any proposed changes (See “Map requirements” for details)
- Overseer nutrient budgets showing the nitrogen loss and system changes (including mitigation activities) of the proposed scenario. The overseer file names need to be clearly detailed in the application
- Any supporting documents

WIL is going to prepopulate some of the required fields in the LUC Application Form. The shareholder needs to confirm that this information is correct.

WIL will assist with advice and support.

Applications submitted to [ben.howden@wil.co.nz](mailto:ben.howden@wil.co.nz)

## Map requirements

Please provide a map of your current and proposed farm system, including

- Farm boundary

- Irrigated area and irrigation type
- Effluent area (and effluent application method)
- Winter grazing area
- Areas of different land use (if applicable)

Include environmental risk areas

- Waterways (wetlands, riparian areas, stream)
- Sites of cultural significance.

# Stages 5 & 6: Internal WIL review and Board Decision

Your application will be assessed against:

Criteria	Description
<b>Proposed mitigation and GMP<sup>6</sup> measures</b>	Mitigation of potential risks to catchments and nitrogen loss. GMP measures to improve environmental impacts
<b>Transition/development period risks</b>	Short term impacts on nitrogen loss and catchment
<b>Irrigation Management System connection</b>	Waterforce are now monitoring water use across the WIL scheme
<b>Shareholder history</b>	Previous audit and farming performance, demonstration of continuous improvement of environmental compliance
<b>Catchment risks</b>	Risks to groundwater, surface waterways and wetlands.
<b>WIL's Nutrient Management Policy (NMP)</b>	Sets out the nitrogen loss and/or offset expectations
<b>LWRP<sup>7</sup> Plan Change 7</b>	Sets out future nitrogen loss expectations

<sup>6</sup> Good Management Practice

<sup>7</sup> Environment Canterbury Land and Water Regional Plan

# Stage 7: Share Transfer

A shareholder is required to notify WIL and/or Burnt Hill Storage Limited (BHSL) of changes in WIL and/or BHSL shares. This includes lease arrangements, sale or purchase.

WIL share transfers require the following information from a Purchaser:

- A completed Share Transfer form
- A completed Water Supply Agreement in the attached form
- Payment of the Company's administration fee (\$172.50 including GST)
- Payment of any outstanding water supply or other charges
- A Direct Debit Authority for the payment of water charges to be completed by the purchaser

For WIL shares transfers, the completed Share Transfer form, Water Supply Agreement and Direct Debit Authority should be provided to Koller & Hassall within **two weeks** of the date on which the transaction was settled.

The Purchaser will have no right to take water from the irrigation scheme operated by the Company unless and until the above documentation is completed and approved by the Company, the fee is paid, and any other requirements of the Company have been met.

Please contact Alun Hassall to discuss BHSL share transfers, general enquires and obtain the necessary information:

## Alun Hassall

Company Secretary – Koller & Hassall

M 03 313 8103

E [alun.hassall@wil.co.nz](mailto:alun.hassall@wil.co.nz)

## WIL time frames

Once the shareholder submits a LUC application, please allow for 1 month to process the application from submission.

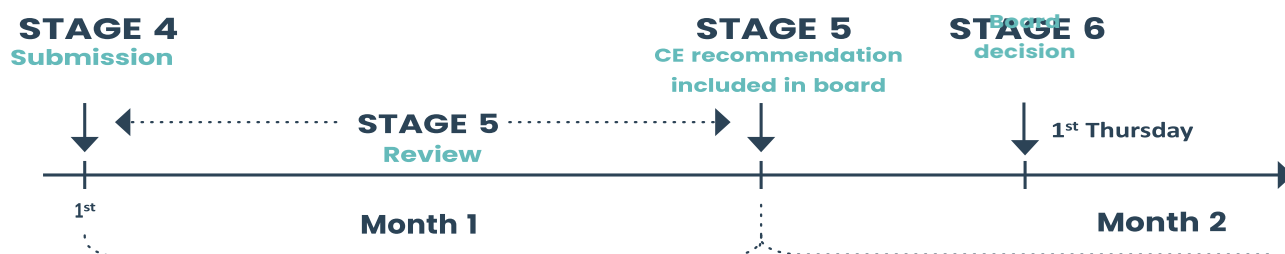
The application will be assessed by the WIL environmental manager and the CE. The applicant and their consultant will be contacted if further information and explanation is required.

Once the application has been assessed, the CE includes a recommendation in the WIL board papers. Board papers are compiled one week prior to the next board meeting. Board meetings take place every first Thursday of the month.

The application is then approved or declined at the board meeting and the applicant advised of the outcome.

## Notes

1. Please note that every LUC application is different and therefore, the duration of an application assessment can differ.
2. WIL will get approval from the applicant before requesting information from the applicants' advisors
3. All applicants are required to have signed a Water Supply Agreement (WSA) and water race easements in place.
4. If the proposal requires the use of 'leased' nutrient, a written agreement, signed by all parties and outlining the terms of nutrient use, must be supplied with the application.



	Application Stages	Actioner	Timeframe
1	Notification	Shareholder	
2	Process Determination	Shareholder/WIL	
3	Information Gathering	Shareholder/WIL	
4	Submission	Shareholder	Latest submission on the 1 <sup>st</sup> day of a month to get board decision the following month
5	Internal WIL Review: Processing	EM/CE	Allow for one month to process application
	Internal WIL Review: Recommendation by CE	CE	Must be included in board papers one week before next board meeting
6	Board decision on LUC	WIL Board	Board meeting every 1st Thursday of the next month.
7	Share transfer – WIL & BHSL	Shareholder/WIL Board/BHSL Board/ Koller & Hassall	Share transfers and other documentation must be submitted within two weeks of the date on which the transaction was settled.