

# Land Use Change Process

## Background: Why do we need this process?

# Purpose

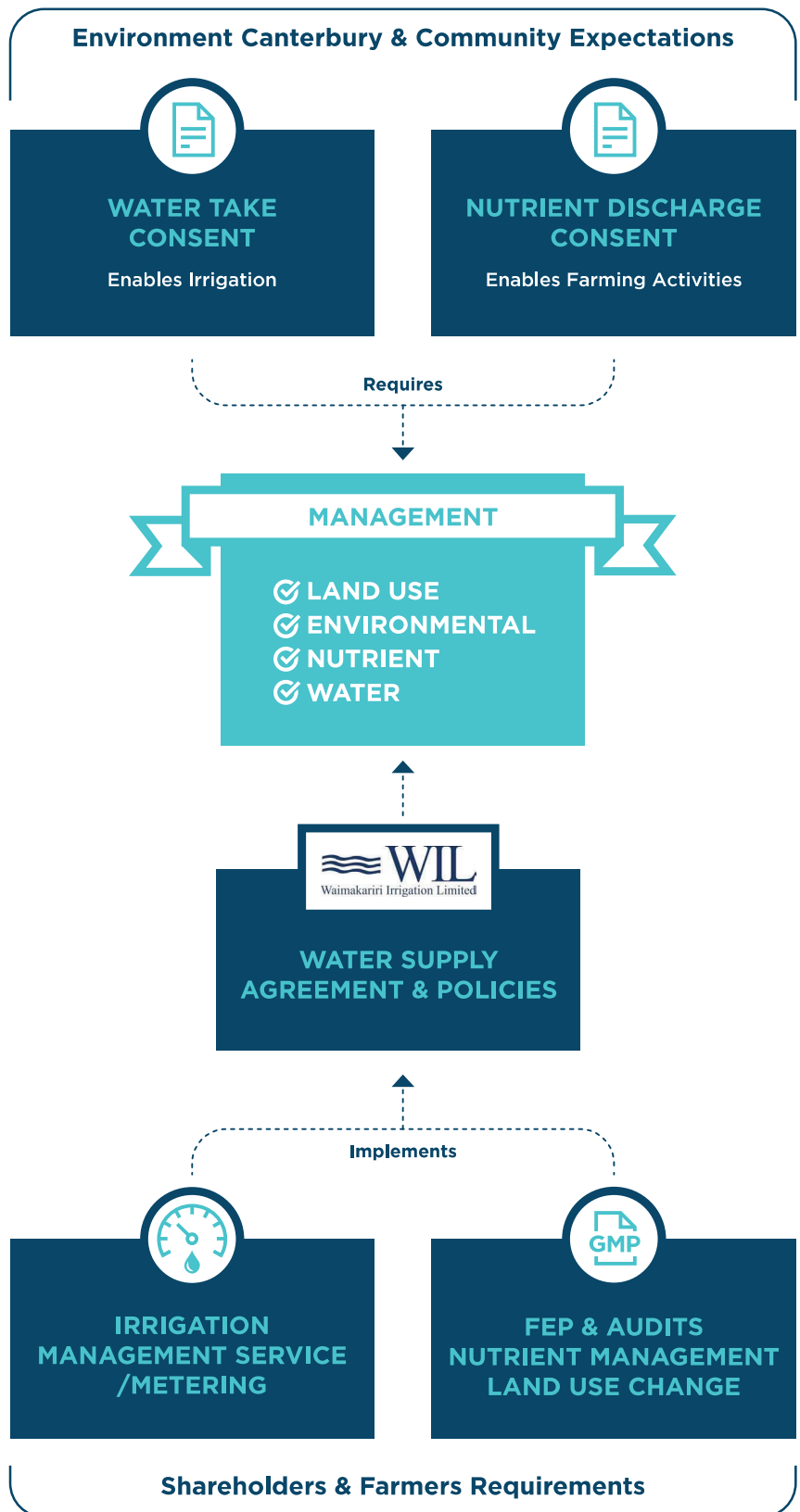
Waimakariri Irrigation Ltd (WIL) have two key consents: to take Waimakariri River water and to discharge nutrients to the environment.

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

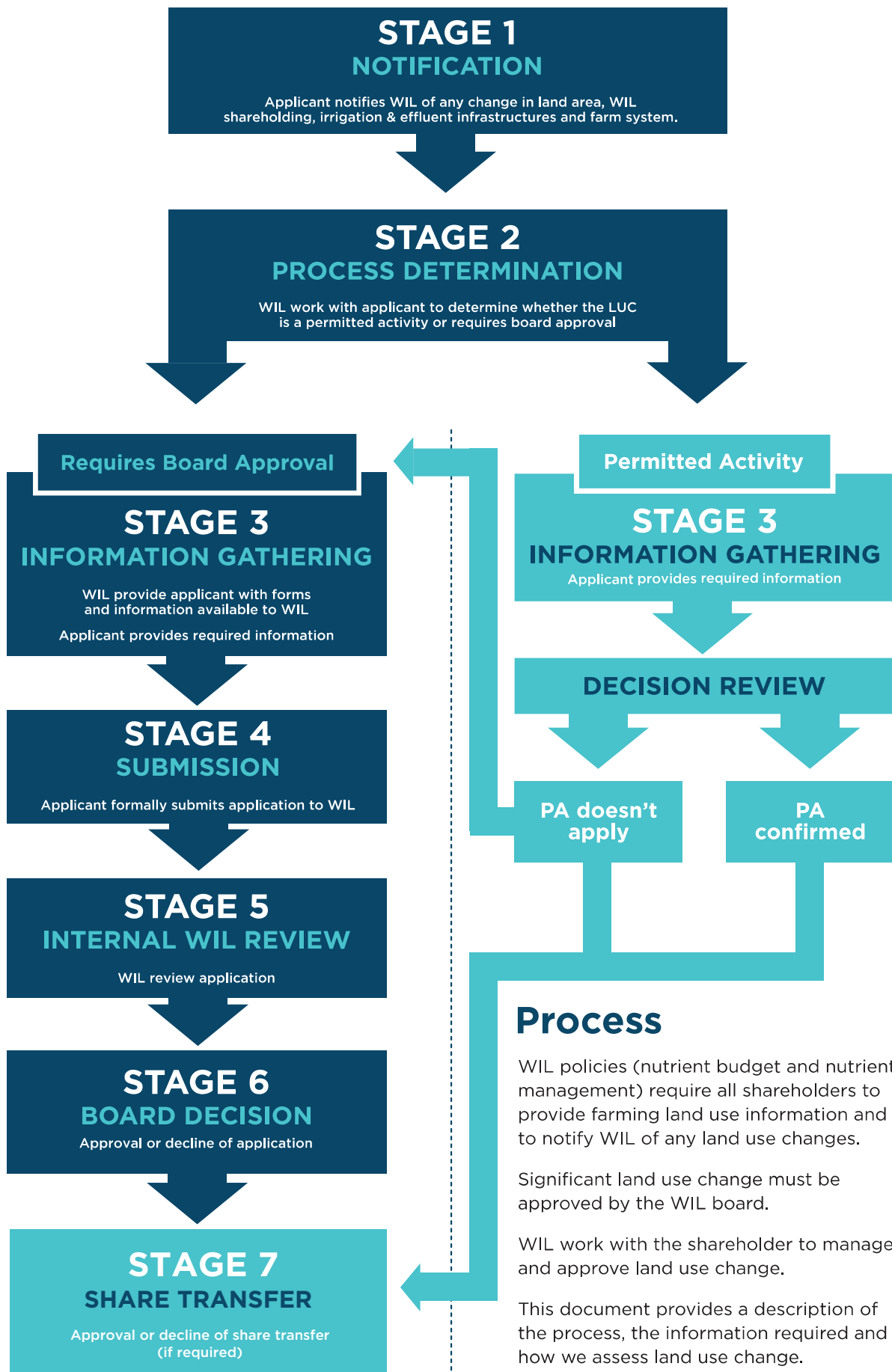
The consents are granted under the condition that WIL manages land use activities, environmental performance, nutrient loss and water use within their scheme.

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.



# Process and Stages



# Stage 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?
<b>WIL shares</b>	Reduction in WIL shares used on property	✓	✓
	Increase in WIL shares used on property	✓	✓
<b>Land area</b>	Any change in land area including purchase or sale an existing WIL shareholder block	✓	✓
<b>Irrigation</b>	Change in irrigated area <10 ha	✗	✗
	Change in application rate or volume affecting area <10 ha	✗	✗
	Change in irrigated area >10ha <sup>3</sup>	✓	✓
	Change in application rate or volume affecting area >10ha <sup>3</sup>	✓	✓
<b>Effluent</b>	Application for effluent discharge consent	✓	✓
<b>Farm system<sup>2</sup></b>	Minor farm System Changes	✗	✗
	Changes in stock numbers (<10%), cropping area of 5 ha for properties with 50 ha or less of winter grazing area, and >10% for properties with greater than 50 ha, milking schedule or stockholding infrastructure; 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 affecting <10 ha.
- 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%<sup>5</sup>;
  - a change in the area where cropping (cash or fodder) is undertaken by +10% or more<sup>5</sup>;
  - changes in cropping area of <5 ha for properties with 50 ha or less of winter grazing area, and >10% for properties with greater than 50 ha;
  - changes in milking schedule; or
  - the addition of stockholding infrastructure

<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
- 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)

Please note that Overseer file name(s) must be clearly detailed in the application.

## 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.

# Stage 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

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)

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.

## WIL time frames

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

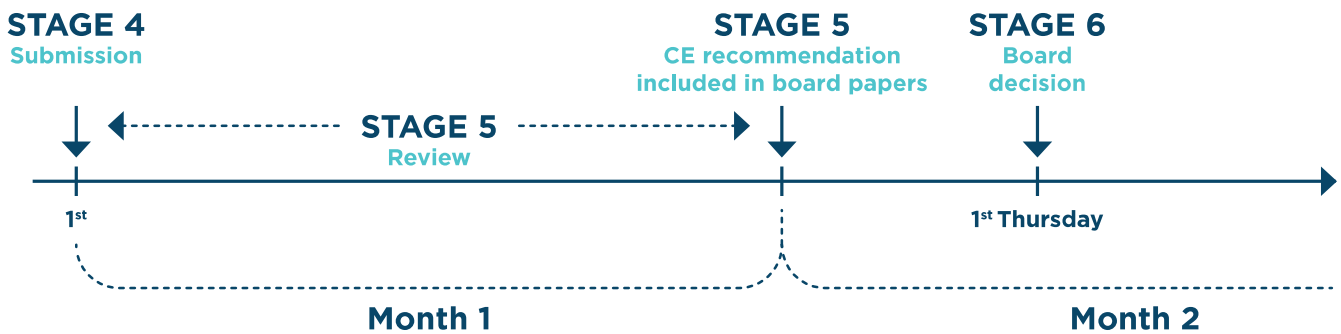
The application will be assessed by the WIL environmental manager and the CE. The applicant and their consultant will be contacted if further information and explanation is required.

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.

## 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.



	Application Stages	Actioner	Time frame
1	Notification	Shareholder	
2	Process Determination	Shareholder/WIL	
3	Information Gathering	Shareholder/WIL	
4	Submission	Shareholder	Latest submission on 1st of a month to get board decision the following month
5	Internal WIL Review: Processing	EM/CE	Allow for 1 month to process application
	Internal WIL Review: Recommendation by CE	CE	Must be included in board papers 1 week before next board meeting
6	Board decision	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.