



**ROTORUA
LAKES COUNCIL**
Te Kaunihera o ngā Roto o Rotorua

ATTACHMENTS

Council Meeting

Under Separate Cover

Wednesday, 10 December 2025

Table of Contents

10.1	Local Alcohol Policy 2025 Amendment	
	Attachment 1 Clean - Draft Local Alcohol Policy 2025.....	4
	Attachment 2 Tracked change - Draft Local Alcohol Policy 2025	19
	Attachment 3 Draft Statement of Proposal Local Alcohol policy Amendment	34
10.2	Draft Parking - Policy, Bylaw and Inner-City parking reviews	
	Attachment 1 Draft Performance Based Parking Management Practices - Policy Tracked changes.....	38
	Attachment 2 Draft parking policy Clean	53
	Attachment 3 Draft Traffic Bylaw 2025 Tracked changes.....	58
	Attachment 4 Draft Traffic Bylaw Clean.....	76
	Attachment 5 Draft Parking Management Guidelines Clean.....	92
	Attachment 6 Draft Statement Of Proposal Parking - Policy, Bylaw and Inner-City Parking reviews	98



Local Alcohol Policy 2025

1. Preliminary Provisions

1.1 Intent and objective

- 1.1.1 This is the Rotorua Lakes Council Local Alcohol Policy 2025 (Policy). It is made under the Sale and Supply of Alcohol Act 2012 (Act).
 - 1.1.2 This Policy was adopted by resolution of Council on the **Insert Date**. This policy enters into force on **Insert Date**.
 - 1.1.3 Clause 3.4.1 will come into effect on **Insert Date**.
 - 1.1.4 This Policy is intended to set a clear framework which will be applied to all applications for on, off, club and special licences within the Rotorua District.
 - 1.1.5 The Policy was adopted following an amendment to the Rotorua Lakes Council Local Alcohol Policy 2025, under section 95 of the Act.
 - 1.1.6 The objective of this Policy is to balance the reasonable needs of the residents of Rotorua District regarding the safe and responsible sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012, including the object of the Act to minimise the harm caused by excessive or inappropriate consumption of alcohol.
- ### 1.2 Statutory context
- 1.2.1 The object of the Act is that:
 - (a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
 - (b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

- 1.2.2 The harm caused by the excessive or inappropriate consumption of alcohol includes –
- (a) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and
 - (b) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).
- 1.2.3 Section 75 of the Act enables a territorial authority to have a local alcohol policy (LAP) relating to the sale, supply or consumption of alcohol within its district. A LAP may:
- (a) provide differently for different parts of the district;
 - (b) apply to only part of the district;
 - (c) apply differently to premises for which licences of different kinds are held or have been applied for.
- 1.2.4 Section 77 of the Act provides that some or all of the following matters relating to licensing can be included in a LAP:
- (a) location of licensed premises by reference to broad areas;
 - (b) location of licensed premises by reference to proximity to premises of a particular kind or kinds;
 - (c) location of licensed premises by reference to proximity to facilities of a particular kind or kinds;
 - (d) whether further licences (or licences of a particular kind or kinds) should be issued for premises in the district concerned, or any stated part of the district;
 - (e) maximum trading hours;
 - (f) the issue of licences, or licences of a particular kind or kinds, subject to discretionary conditions;
 - (g) one-way door restrictions.
- 1.2.5 A LAP must not include any other matters relating to licensing and must not include policies on any matters not related to licensing.
- 1.2.6 Under section 93 of the Act, a LAP may contain a policy more restrictive than the Council's district plan, however a LAP cannot authorise anything forbidden by the district plan.
- 1.2.7 This Policy does not contain all provisions that may apply to alcohol licensing matters and should be read in conjunction with the Act (and other relevant legislation including, but not limited to, the Resource Management Act 1991).

- 1.2.8 It is the responsibility of the licence applicant to ensure that all relevant requirements are met, including the requirements under the Rotorua District Plan and this Policy, before filing an application.
- 1.2.9 There are 4 kinds of alcohol licences under the Act:
- (a) On-licences: these are issued for premises where the licensee can sell and supply alcohol for consumption on-site. They can also be endorsed under section 37 of the Act which gives restaurants the ability to allow 'bring your own' alcohol. Common on-licence examples include cafés, restaurants, taverns, bars and hotels.
 - (b) Off-licences: these are issued for premises where the licensee can sell alcohol for consumption elsewhere. Common off-licence examples include bottle stores, grocery stores and supermarkets.
 - (c) Club licences: these are issued for premises where the licensee can sell and supply alcohol only to authorised customers (who are members or visitors of that club) for consumption there.
 - (d) Special licences: these are issued to allow the sale and consumption of alcohol at events or occasions on premises that are unlicensed, or premises for which the event timing would be outside their normal licence conditions.
- 1.2.10 To obtain a new or renewed licence, the applicant must apply to the Rotorua District Licensing Committee (RDLC). The decision on any application may be appealed to the Alcohol Regulatory and Licensing Authority (ARLA).
- 1.2.11 Once in force, the RDLC and ARLA must have regard to this Policy before deciding whether to issue a licence or its renewal.
- 1.2.12 A licence or its renewal may be refused if it is inconsistent with this Policy.
- 1.2.13 In addition, conditions may be imposed by the RDLC and ARLA on any licence or its renewal to ensure consistency with this Policy.
- 1.2.14 The Rotorua Lakes Council Local Alcohol Policy 2019 applied to the determination of all licensing applications prior to this Policy coming into force. This Policy will apply to the determination of a licensing application after this Policy comes into force, notwithstanding that the relevant licensing application was filed prior to this date.

2. Interpretations

Alcohol-related harm

Has the meaning given by section 5(1) of the Act, which is:

- a) means the harm caused by the excessive or inappropriate consumption of alcohol; and
- b) includes— i. any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and ii. any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in subparagraph (i).

Club Licence

These are issued for premises where the licensee can sell and supply alcohol only to authorised customers (who are members or visitors of that club) for consumption there.

Crime Prevention Through Environmental Design

Is a crime prevention strategy based on proper design and effective use of the built environment to reduce the opportunity for crime.

Education Facilities

Includes learning activities such as pre-school, primary, secondary and tertiary institutions and institutions delivering educational services for groups such as unemployed people, youth, elderly or groups with special educational needs.

Host responsibility policy

Means a policy the licensee and/or premises manager composes, that outlines steps they will take to ensure they are acting as a responsible host.

- a) prevent intoxication;
- b) not serve alcohol to minors;
- c) provide and actively promote low and non-alcoholic alternatives;
- d) provide and actively promote substantial food;
- e) serve alcohol responsibly or not at all;
- f) arrange safe transport options, and
- g) actively manage the premises at all times.

Inner City

The Inner City is the area outlined in the Appendix 1.

New club licence

A club licence (or proposed club licence) in respect of a premises that is subject to a club licence for the first time or a premises that has not been subject to a club licence in the twelve (12) months prior to the relevant licence application.

New on-licence

An on-licence (or proposed on-licence) in respect of a premises that is subject to an on-licence for the first time or a premises that has not been subject to an on-licence in the twelve (12) months prior to the relevant licence application.

New off-licence

An off-licence (or proposed off-licence) in respect of a premises that is the subject to an off-licence for the first time or a premises that has not been subject to an off-licence in the twelve (12) months prior to the relevant licence application.

Marae

Community meeting place or surrounds. Marae customarily means the open space in front of a meeting house upon which various ceremonial occasions are centred. For the purpose of this district plan, Marae also consists of a wharehau (Māori meeting house) and/or a wharekai hall together with the surrounding area of open ground. It includes such buildings normally used in conjunction with the meeting house or hall, the whole being located on a defined parcel or parcels of land and administered by legally appointed trustees of a trust body for the common use or benefit of a defined group of Māori people.

One-way door restriction

Has the meaning given by section 5(1) of the Act, which means in relation to a licence, is a requirement that, during the hours stated in the restriction,— a) no person is to be admitted (or re-admitted) into the premises unless he or she is an exempt person; and b) no person who has been admitted (or readmitted) into the premises while the restriction applies to the licence is to be sold or supplied with alcohol.

On-Licence

These are issued for premises where the licensee can sell and supply alcohol for consumption on-site. They can also be endorsed under section 37 of the Act which gives restaurants the ability to allow 'bring your own' alcohol. Common on-licence examples include cafés, restaurants, taverns, bars and hotels.

Off-Licence

These are issued for premises where the licensee can sell alcohol for consumption elsewhere.

Common off-licence examples include bottle stores, grocery stores and supermarkets. There are several categories of Off-Licence, including:

- **Supermarket:** Premises defined in section 32(1)(e) of the Act;
- **Grocery store:** Premises defined in section 33(1) of the Act;
- **Bottle Store:** Premises where the main product for sale is alcohol of any type - e.g. wine, beer, spirits, ciders etc. Usually these premises are stand-alone. They cannot be situated wholly or partially within another shop, unless part of a hotel or tavern style on licence where alcohol can be sold either in a separate store or over the bar.
- **Remote seller:** Premises defined in section 40 of the Act;
- **Auctioneer:** Premises defined in section 39 of the Act;
- **Complementary sale:** Premises defined in section 35 of the Act;

Remote sale

Has the meaning given by section 5(1) of the Act, which is, in relation to alcohol, means a sale pursuant to a contract that—

a) has been entered into (using the Internet, by telephone or mail order, or in any other way) between—

- i. a seller who holds an off-licence; and
- ii. a person (whether the buyer or a person acting on the buyer's behalf) who is at a distance from the premises where the seller entered into the contract; and

b) contains a term providing for the alcohol to be delivered to the buyer (or to a person or place nominated by the buyer) by or on behalf of the seller.

Sensitive facility

Include: educational facilities and marae.

Social Responsibility Policy

Means a policy the licensee and/or premises manager composes, that outlines steps they will take to ensure they are acting in a socially responsible manner. The matters to be covered are the steps that will be taken to:

- (a) not serve alcohol to minors;
- (b) not serve alcohol to intoxicated persons;
- (c) actively manage the premises at all times;
- (d) ensure the premises contributes to the amenity and good order of the locality;
- (e) ensure that the buyer and receiver of remotely bought alcohol are not minors; and
- (f) ensure any alcohol promotions are run responsibly.

Special Licence

Special licences: these are issued to allow the sale and consumption of alcohol at events or occasions on premises that are unlicensed, or premises for which the event timing would be outside their normal licence conditions.

There are two kinds of special licence, for the purpose of this LAP:

- **On-site special licence** means a premises licensed to sell and supply alcohol for consumption, to people attending an event (as described in the special licence) at those premises;
- **Off-site special licence** means a premises licensed to sell alcohol for consumption elsewhere, to people attending an event described in the special licence, and the supply of alcohol free (as a sample), for consumption on the premises (see section 22 of the Act).

3. Off-Licences

3.1 Introduction

3.1.1 Off-licences are those licences that meet the requirements under sections 17, 18, 19 and 20 of the Act (such as bottle stores, grocery stores and supermarkets).

3.2 Location of premises holding off-licences by reference to proximity to sensitive facilities

3.2.1 No new off-licence applications will be granted if the premises are to be located outside the Inner City and within a 200 metre radius of any education facility or marae, unless the RDLC or ARLA is satisfied, that it is appropriate to do so. This restriction does not apply to supermarkets or grocery stores.

Guidance note: Distances are measured in a direct line 'as the crow flies'.

3.3 Prohibitions and restrictions on issuing further off-licences

3.3.1 No new off-licence may be issued for 36 months from the date this Policy comes into force within the Rotorua District. This prohibition does not apply to:

- (a) any new off-licence that has notified Council through regulatory processes e.g. resource or building consent of its intention to open, prior to the adoption of the policy.
- (b) off-licence types defined under section 35 (complementary sales), 39 (auctioneer) and 40 (remote seller) of the Act.

3.3.2 From the date after 36 months from the date this Policy comes into force, the presumption is any new off-licence applications should be refused within the Rotorua District. This presumption may be rebutted by the applicant. In deciding whether the presumption is rebutted by the applicant, the RDLC and ARLA should have regard to information provided, and representations made, by the applicant as well any reports on the application made by the Police, Medical Officer of Health and/or the Inspector and any objections to the application.

3.3.3 Transfer of ownership of an existing off-licence is permitted throughout the entire period.

3.4 Maximum trading hours for premises holding off-licences and deliveries

3.4.1 Pursuant to sections 77(1)(e) and 45 of the Act, the maximum trading hours for off-licences in the Rotorua District are 7am to 9pm, Monday to Sunday.

3.4.2 In accordance with section 49 of the Act, the maximum trading hours specified under clause 3.4.1 do not apply to remote sales, but the delivery of remote sales must comply with sections 48 and 59(1) of the Act.

3.5.1 Discretionary conditions of off-licences

3.5.2 In accordance with sections 116 and 117 of the Act, the RDLC and ARLA may impose discretionary conditions (in addition to the conditions required by sections 112 and 116(2) of the Act) on any new off-licence or renewed off-licence. The following conditions should be applied by the RDLC, unless there is a good reason to not do so:

- provision of a Social Responsibility Policy that the licensee must develop, display and maintain to demonstrate the measures in place at the premises to minimise alcohol-related harm;
- signs detailing statutory restrictions on the sale of alcohol to minors and intoxicated persons adjacent to every point of sale;
- the maintenance of an alcohol-related incidents book;
- application of Crime Prevention Through Environmental Design (CPTED) principles;
- external signage will be limited to displaying the store name and logo only;
- no external display of alcohol products or pricing on the building façade as well as any flags, sandwich boards or any mobile signage and
- no alcohol sales relating to method of payment using a BNPL Contract, as that term is defined under the Credit Contracts and Consumer Finance Regulations 2004.

Optional conditions

- the installation and operation of CCTV cameras on the exterior of, and within, premises;
- provision of effective exterior lighting;
- restrictions on single sales;
- restrictions on single sales of shots or premixed shots;
- restrictions on the display of RTDs at the principal entrance to the store or within 3 meters of the front window, where practically possible;
- restrictions on the marketing and promotion of non-alcoholic products that pose a high risk of alcohol-related harm, such as drinking games.

4. On-Licences

4.1 Introduction

- 4.1.1 On-licences are licences that meet the requirements of sections 14, 15 and 16 of the Act (such as cafes, restaurants, taverns, bars and hotels).

4.2 Maximum trading hours for premises holding on-licences

- 4.2.1 Subject to sections 46 and 47 of the Act, no on-licence may be issued or renewed within the Inner City (see Appendix 1) with trading hours that exceed Monday to Sunday 8.00am to 3:00am the following day.
- 4.2.2 Subject to sections 46 and 47 of the Act, no on-licence may be issued or renewed outside the Inner City with trading hours that exceed Monday to Sunday 8.00am to 1:00am the following day.

4.3 Discretionary conditions of on-licences

- 4.3.1 In accordance with sections 110(1) and 117 of the Act, the RDLC or ARLA may impose discretionary conditions (in addition to conditions required by section 110(2) of the Act) on any new on-licence or renewed on-licence, including about the following matters:

- Implementation of Crime Prevention through Environmental Design Principles
- Host responsibilities policy

Implementation of Crime Prevention through Environmental Design Principles

- 4.3.2 Crime Prevention through Environmental Design provides three approaches to managing the physical environment in ways that will reduce the opportunity for crime:

Natural - the integration of security and behavioural concepts into how human and physical resources are designed and used (e.g. border definition, windows);

Organised - the introduction of labour-intensive security (e.g. security guards, Police, security patrols);

Mechanical - the introduction of capital or hardware-intensive security (e.g. locks, closed circuit television, lighting)

4.3.3 As a result of these approaches, there are four key overlapping CPTED principles

- Surveillance - people are present and can see what is going on;
- Access management - methods are used to attract people and vehicles to some places and restrict them from others;
- Territorial reinforcement - clear boundaries encourage community ownership of the space; and
- Quality environment - good quality, well maintained places attract and support surveillance.

4.3.4 Consistent with the object of the Act, RDLC considers that it may be appropriate for licensees to be required to implement the CPTED principles.

Host responsibilities

4.3.5 On-licences may be issued or renewed subject to a requirement that the premises has a host responsibility policy and that such policy be an integral part of the day-to-day operations of the premises. All host responsibility policies should include but not be limited to:

- staff training in place;
- preventing intoxication;
- not serve alcohol to minors;
- provide and actively promote low and non-alcoholic alternatives;
- provide and actively promote substantial food;
- serve alcohol responsibly or not at all;
- clear signage displayed within the premise setting out available transportation options;
- actively manage the premises at all times and
- be easy to read and visible to customers.

4.4 One-way door restrictions

4.4.1 A one-way door restriction may be applied any on-licence premises within the Inner City where those premises have a closing time later than midnight, effective 1 hour prior to the end of the licensed hours for the premises.

5. Club Licences

5.1 Introduction

5.1.1 Club licences are those licences that meet the requirements under section 21 of the Act.

5.2 Maximum trading hours for premises holding club licences

5.2.1 Subject to section 46 of the Act, no club licence may be issued or renewed with trading hours that exceed:

- Sunday to Friday 8.00am to 12 midnight
- Saturday and Public Holidays 8.00am to 1.00am the following day.

5.3 Discretionary conditions of club licences

5.3.1 In accordance with sections 110(1) and 117 of the Act, the RDLC and ARLA may impose discretionary conditions (in addition to those required by section 110(2)) on any new club licence or renewed club licence, including about the following matters:

- Implementation of Crime Prevention through Environmental Design Principles
- Host responsibilities policy

Implementation of Crime Prevention through Environmental Design Principles

5.3.2 Consistent with the object of the Act, RDLC considers that it may be appropriate for licensees to be required to implement the CPTED principles. See above 'Discretionary conditions of on-licences' for further information.

Host responsibilities

5.3.3 Club licences may be issued or renewed subject to a requirement that the premises has a host responsibility policy and that such policy be an integral part of the day-to-day operations of the premises. All host responsibility policies should include but not be limited to:

- staff training in place;
- preventing intoxication;
- not serve alcohol to minors;
- provide and actively promote low and non-alcoholic alternatives;
- provide and actively promote substantial food;
- serve alcohol responsibly or not at all;

- clear signage displayed within the premise setting out available transportation options;
- actively manage the premises at all times and
- be easy to read and visible to customers.

5.4 One-way door restrictions

- 5.4.1 A one-way door restriction may be applied any club licence premises within the Inner City where those premises have a closing time later than midnight, effective 1 hour prior to the end of the licensed hours for the premises.

6. Special Licences

6.1 Introduction

- 6.1.1 Special licences are those licences that meet the requirements under section 22 of the Act.

6.2 Discretionary conditions of special licences

- 6.2.1 In accordance with sections 146 and 147(1), and in addition to the conditions required by section 147(3), the RDLC and ARLA may impose discretionary conditions on any special licence, including about the following matters:

- Implementation of Crime Prevention through Environmental Design Principles
- Food requirements

Implementation of Crime Prevention through Environmental Design Principles

- 6.2.2 Consistent with the object of the Act, RLC considers that it may be appropriate for licensees to be required to implement the CPTED principles. See above 'Discretionary conditions of on-licences' for further information.

Requirement for food to be available during the event

- 6.2.3 The types of food which must be available, as appropriate to the duration and type of event as follows:

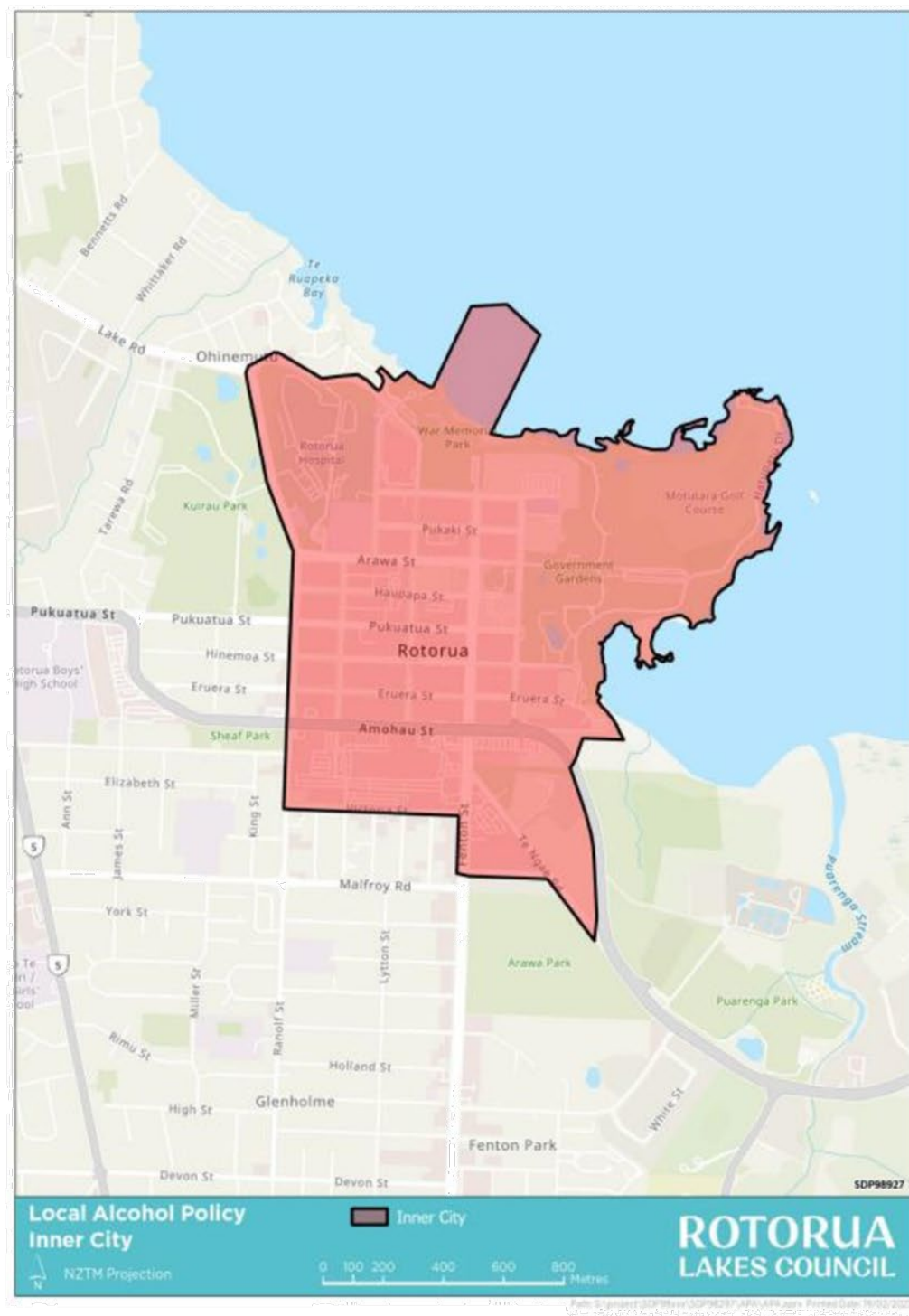
- (a) events up to two hours duration (a minimum of snack food);
- (b) events up to five hours duration (a minimum of light food); and
- (c) events in excess of five hours duration (substantial food).

- 6.2.4 Snack, light and substantial food are food the RDLC and ARLA to define.

6.3 One-way door restrictions

- 6.3.1 A one-way door restriction may be applied any special licence premises within the Inner City where the premises have a closing time later than midnight, effective 1 hour prior to the end of the licensed hours for the premises.

Appendix 1 – Map of the Inner City



Appendix 2 – Document History

Version	Adopted	Approved by
Version 1	18 February 2019	Council meeting
Version 2	25 June 2025	Council meeting
Version 3	xxx	xxx



Local Alcohol Policy 2025

1. Preliminary Provisions

1.1 Intent and objective

- 1.1.1 This is the Rotorua Lakes Council Local Alcohol Policy 2025 (Policy). It is made under the Sale and Supply of Alcohol Act 2012 (Act).
- 1.1.2 This Policy was adopted by resolution of Council on the XXX. This policy enters into force on XXX.
- 1.1.3 Clause 3.4.1 will come into effect on XXX.
- 1.1.4 This Policy is intended to set a clear framework which will be applied to all applications for on, off, club and special licences within the Rotorua District.
- 1.1.5 The Policy was adopted following an amendment to the Rotorua Lakes Council Local Alcohol Policy 2025, under section 95 of the Act.
- 1.1.6 The objective of this Policy is to balance the reasonable needs of the residents of Rotorua District regarding the safe and responsible sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012, including the object of the Act to minimise the harm caused by excessive or inappropriate consumption of alcohol.

1.2 Statutory context

- 1.2.1 The object of the Act is that:
 - (a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
 - (b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.
- 1.2.2 The harm caused by the excessive or inappropriate consumption of alcohol includes –

- (a) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and
- (b) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).

1.2.3 Section 75 of the Act enables a territorial authority to have a local alcohol policy (LAP) relating to the sale, supply or consumption of alcohol within its district. A LAP may:

- (a) provide differently for different parts of the district;
- (b) apply to only part of the district;
- (c) apply differently to premises for which licences of different kinds are held or have been applied for.

1.2.4 Section 77 of the Act provides that some or all of the following matters relating to licensing can be included in a LAP:

- (a) location of licensed premises by reference to broad areas;
- (b) location of licensed premises by reference to proximity to premises of a particular kind or kinds;
- (c) location of licensed premises by reference to proximity to facilities of a particular kind or kinds;
- (d) whether further licences (or licences of a particular kind or kinds) should be issued for premises in the district concerned, or any stated part of the district;
- (e) maximum trading hours;
- (f) the issue of licences, or licences of a particular kind or kinds, subject to discretionary conditions;
- (g) one-way door restrictions.

1.2.5 A LAP must not include any other matters relating to licensing and must not include policies on any matters not related to licensing.

1.2.6 Under section 93 of the Act, a LAP may contain a policy more restrictive than the Council's district plan, however a LAP cannot authorise anything forbidden by the district plan.

1.2.7 This Policy does not contain all provisions that may apply to alcohol licensing matters and should be read in conjunction with the Act (and other relevant legislation including, but not limited to, the Resource Management Act 1991).

- 1.2.8 It is the responsibility of the licence applicant to ensure that all relevant requirements are met, including the requirements under the Rotorua District Plan and this Policy, before filing an application.
- 1.2.9 There are 4 kinds of alcohol licences under the Act:
- (a) On-licences: these are issued for premises where the licensee can sell and supply alcohol for consumption on-site. They can also be endorsed under section 37 of the Act which gives restaurants the ability to allow 'bring your own' alcohol. Common on-licence examples include cafés, restaurants, taverns, bars and hotels.
 - (b) Off-licences: these are issued for premises where the licensee can sell alcohol for consumption elsewhere. Common off-licence examples include bottle stores, grocery stores and supermarkets.
 - (c) Club licences: these are issued for premises where the licensee can sell and supply alcohol only to authorised customers (who are members or visitors of that club) for consumption there.
 - (d) Special licences: these are issued to allow the sale and consumption of alcohol at events or occasions on premises that are unlicensed, or premises for which the event timing would be outside their normal licence conditions.
- 1.2.10 To obtain a new or renewed licence, the applicant must apply to the Rotorua District Licensing Committee (RDLC). The decision on any application may be appealed to the Alcohol Regulatory and Licensing Authority (ARLA).
- 1.2.11 Once in force, the RDLC and ARLA must have regard to this Policy before deciding whether to issue a licence or its renewal.
- 1.2.12 A licence or its renewal may be refused if it is inconsistent with this Policy.
- 1.2.13 In addition, conditions may be imposed by the RDLC and ARLA on any licence or its renewal to ensure consistency with this Policy.
- 1.2.14 The Rotorua Lakes Council Local Alcohol Policy 2019 applied to the determination of all licensing applications prior to this Policy coming into force. This Policy will apply to the determination of a licensing application after this Policy comes into force, notwithstanding that the relevant licensing application was filed prior to this date.

2. Interpretations

Alcohol-related harm

Has the meaning given by section 5(1) of the Act, which is:

- a) means the harm caused by the excessive or inappropriate consumption of alcohol; and
- b) includes— i. any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and ii. any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in subparagraph (i).

Club Licence

These are issued for premises where the licensee can sell and supply alcohol only to authorised customers (who are members or visitors of that club) for consumption there.

Crime Prevention Through Environmental Design

Is a crime prevention strategy based on proper design and effective use of the built environment to reduce the opportunity for crime.

Education Facilities

Includes learning activities such as pre-school, primary, secondary and tertiary institutions and institutions delivering educational services for groups such as unemployed people, youth, elderly or groups with special educational needs.

Host responsibility policy

Means a policy the licensee and/or premises manager composes, that outlines steps they will take to ensure they are acting as a responsible host.

- a) prevent intoxication;
- b) not serve alcohol to minors;
- c) provide and actively promote low and non-alcoholic alternatives;
- d) provide and actively promote substantial food;
- e) serve alcohol responsibly or not at all;
- f) arrange safe transport options, and
- g) actively manage the premises at all times.

Inner City

The Inner City is the area outlined in the Appendix 1.

New club licence

A club licence (or proposed club licence) in respect of a premises that is subject to a club licence for the first time or a premises that has not been subject to a club licence in the twelve (12) months prior to the relevant licence application.

New on-licence

An on-licence (or proposed on-licence) in respect of a premises that is subject to an on-licence for the first time or a premises that has not been subject to an on-licence in the twelve (12) months prior to the relevant licence application.

New off-licence

An off-licence (or proposed off-licence) in respect of a premises that is the subject to an off-licence for the first time or a premises that has not been subject to an off-licence in the twelve (12) months prior to the relevant licence application.

Marae

Community meeting place or surrounds. Marae customarily means the open space in front of a meeting house upon which various ceremonial occasions are centred. For the purpose of this district plan, Marae also consists of a wharenuī (Māori meeting house) and/or a wharekai hall together with the surrounding area of open ground. It includes such buildings normally used in conjunction with the meeting house or hall, the whole being located on a defined parcel or parcels of land and administered by legally appointed trustees of a trust body for the common use or benefit of a defined group of Māori people.

One-way door restriction

Has the meaning given by section 5(1) of the Act, which means in relation to a licence, is a requirement that, during the hours stated in the restriction,— a) no person is to be admitted (or re-admitted) into the premises unless he or she is an exempt person; and b) no person who has been admitted (or readmitted) into the premises while the restriction applies to the licence is to be sold or supplied with alcohol.

On-Licence

These are issued for premises where the licensee can sell and supply alcohol for consumption on-site. They can also be endorsed under section 37 of the Act which gives restaurants the ability to allow 'bring your own' alcohol. Common on-licence examples include cafés, restaurants, taverns, bars and hotels.

Off-Licence

These are issued for premises where the licensee can sell alcohol for consumption elsewhere.

Common off-licence examples include bottle stores, grocery stores and supermarkets. There are several categories of Off-Licence, including:

- **Supermarket:** Premises defined in section 32(1)(e) of the Act;
- **Grocery store:** Premises defined in section 33(1) of the Act;
- **Bottle Store:** Premises where the main product for sale is alcohol of any type - e.g. wine, beer, spirits, ciders etc. Usually these premises are stand-alone. They cannot be situated wholly or partially within another shop, unless part of a hotel or tavern style on licence where alcohol can be sold either in a separate store or over the bar.
- **Remote seller:** Premises defined in section 40 of the Act;
- **Auctioneer:** Premises defined in section 39 of the Act;
- **Complementary sale:** Premises defined in section 35 of the Act;

Remote sale

Has the meaning given by section 5(1) of the Act, which is, in relation to alcohol, means a sale pursuant to a contract that—

a) has been entered into (using the Internet, by telephone or mail order, or in any other way) between—

- i. a seller who holds an off-licence; and
- ii. a person (whether the buyer or a person acting on the buyer's behalf) who is at a distance from the premises where the seller entered into the contract; and

b) contains a term providing for the alcohol to be delivered to the buyer (or to a person or place nominated by the buyer) by or on behalf of the seller.

Sensitive facility

Include: educational facilities and marae.

Social Responsibility Policy

Means a policy the licensee and/or premises manager composes, that outlines steps they will take to ensure they are acting in a socially responsible manner. The matters to be covered are the steps that will be taken to:

- (a) not serve alcohol to minors;
- (b) not serve alcohol to intoxicated persons;
- (c) actively manage the premises at all times;
- (d) ensure the premises contributes to the amenity and good order of the locality;
- (e) ensure that the buyer and receiver of remotely bought alcohol are not minors; and
- (f) ensure any alcohol promotions are run responsibly.

Special Licence

Special licences: these are issued to allow the sale and consumption of alcohol at events or occasions on premises that are unlicensed, or premises for which the event timing would be outside their normal licence conditions.

There are two kinds of special licence, for the purpose of this LAP:

- **On-site special licence** means a premises licensed to sell and supply alcohol for consumption, to people attending an event (as described in the special licence) at those premises;
- **Off-site special licence** means a premises licensed to sell alcohol for consumption elsewhere, to people attending an event described in the special licence, and the supply of alcohol free (as a sample), for consumption on the premises (see section 22 of the Act).

3. Off-Licences

3.1 Introduction

3.1.1 Off-licences are those licences that meet the requirements under sections 17, 18, 19 and 20 of the Act (such as bottle stores, grocery stores and supermarkets).

3.2 Location of premises holding off-licences by reference to proximity to sensitive facilities

3.2.1 No new off-licence applications will be granted if the premises are to be located outside the Inner City and within a 200 metre radius of any education facility or marae, unless the RDLC or ARLA is satisfied, that it is appropriate to do so. This restriction does not apply to supermarkets or grocery stores.

Guidance note: Distances are measured in a direct line 'as the crow flies'.

3.3 Prohibitions and restrictions on issuing further off-licences

3.3.1 No new off-licence may be issued for 36 months from the date this Policy comes into force within the Rotorua District. This prohibition does not apply to:

- (a) any new off-licence that has notified Council through regulatory processes e.g. resource or building consent of its intention to open, prior to the adoption of the policy.
- (b) off-licence types defined under section 35 (complementary sales), 39 (auctioneer) and 40 (remote seller) of the Act.

3.3.2 From the date after 36 months from the date this Policy comes into force, the presumption is any new off-licence applications should be refused within the Rotorua District. This presumption may be rebutted by the applicant. In deciding whether the presumption is rebutted by the applicant, the RDLC and ARLA should have regard to information provided, and representations made, by the applicant as well any reports on the application made by the Police, Medical Officer of Health and/or the Inspector and any objections to the application.

3.3.3 Transfer of ownership of an existing off-licence is permitted throughout the entire period.

3.4 Maximum trading hours for premises holding off-licences and deliveries

3.4.1 Pursuant to sections 77(1)(e) and 45 of the Act, the maximum trading hours for off-licences in the Rotorua District are 7am to 9pm, Monday to Sunday.

3.4.2 In accordance with section 49 of the Act, the maximum trading hours specified under clause 3.4.1 do not apply to remote sales, but the delivery of remote sales must comply with sections 48 and 59(1) of the Act.

3.5 Discretionary conditions of off-licences

3.5.1 In accordance with sections 116 and 117 of the Act, the RDLC and ARLA may impose discretionary conditions (in addition to the conditions required by sections 112 and 116(2) of the Act) on any new off-licence or renewed off-licence. The following conditions should be applied by the RDLC, unless there is a good reason to not do so:

- provision of a Social Responsibility Policy that the licensee must develop, display and maintain to demonstrate the measures in place at the premises to minimise alcohol-related harm;
- signs detailing statutory restrictions on the sale of alcohol to minors and intoxicated persons adjacent to every point of sale;
- the maintenance of an alcohol-related incidents book;
- application of Crime Prevention Through Environmental Design (CPTED) principles;
- external signage will be limited to displaying the store name and logo only;
- no external display of alcohol products or pricing on the building façade as well as any flags, sandwich boards or any mobile signage and
- no alcohol sales relating to method of payment using a BNPL Contract, as that term is defined under the Credit Contracts and Consumer Finance Regulations 2004.

Optional conditions

- the installation and operation of CCTV cameras on the exterior of, and within, premises;
- provision of effective exterior lighting;
- restrictions on single sales;
- restrictions on single sales of shots or premixed shots;
- restrictions on the display of RTDs at the principal entrance to the store or within 3 meters of the front window, where practically possible;
- restrictions on the marketing and promotion of non-alcoholic products that pose a high risk of alcohol-related harm, such as drinking games.

4. On-Licences

4.1 Introduction

- 4.1.1 On-licences are licences that meet the requirements of sections 14, 15 and 16 of the Act (such as cafes, restaurants, taverns, bars and hotels).

4.2 Maximum trading hours for premises holding on-licences

- 4.2.1 Subject to sections 46 and 47 of the Act, no on-licence may be issued or renewed within the Inner City (see Appendix 1) with trading hours that exceed Monday to Sunday 8.00am to 3:00am the following day.
- 4.2.2 Subject to sections 46 and 47 of the Act, no on-licence may be issued or renewed outside the Inner City with trading hours that exceed Monday to Sunday 8.00am to 1:00am the following day.

4.3 Discretionary conditions of on-licences

- 4.3.1 In accordance with sections 110(1) and 117 of the Act, the RDLC or ARLA may impose discretionary conditions (in addition to conditions required by section 110(2) of the Act) on any new on-licence or renewed on-licence, including about the following matters:

- Implementation of Crime Prevention through Environmental Design Principles
- Host responsibilities policy

Implementation of Crime Prevention through Environmental Design Principles

- 4.3.2 Crime Prevention through Environmental Design provides three approaches to managing the physical environment in ways that will reduce the opportunity for crime:

Natural - the integration of security and behavioural concepts into how human and physical resources are designed and used (e.g. border definition, windows);

Organised - the introduction of labour-intensive security (e.g. security guards, Police, security patrols);

Mechanical - the introduction of capital or hardware-intensive security (e.g. locks, closed circuit television, lighting)

4.3.3 As a result of these approaches, there are four key overlapping CPTED principles

- Surveillance - people are present and can see what is going on;
- Access management - methods are used to attract people and vehicles to some places and restrict them from others;
- Territorial reinforcement - clear boundaries encourage community ownership of the space; and
- Quality environment - good quality, well maintained places attract and support surveillance.

4.3.4 Consistent with the object of the Act, RDLC considers that it may be appropriate for licensees to be required to implement the CPTED principles.

Host responsibilities

4.3.5 On-licences may be issued or renewed subject to a requirement that the premises has a host responsibility policy and that such policy be an integral part of the day-to-day operations of the premises. All host responsibility policies should include but not be limited to:

- staff training in place;
- preventing intoxication;
- not serve alcohol to minors;
- provide and actively promote low and non-alcoholic alternatives;
- provide and actively promote substantial food;
- serve alcohol responsibly or not at all;
- clear signage displayed within the premise setting out available transportation options;
- actively manage the premises at all times and
- be easy to read and visible to customers.

4.4 One-way door restrictions

4.4.1 A one-way door restriction may be applied any on-licence premises within the Inner City where those premises have a closing time later than midnight, effective 1 hour prior to the end of the licensed hours for the premises.



5. Club Licences

5.1 Introduction

5.1.1 Club licences are those licences that meet the requirements under section 21 of the Act.

5.2 Maximum trading hours for premises holding club licences

5.2.1 Subject to section 46 of the Act, no club licence may be issued or renewed with trading hours that exceed:

- Sunday to Friday 8.00am to 12 midnight
- Saturday and Public Holidays 8.00am to 1.00am the following day.

5.3 Discretionary conditions of club licences

5.3.1 In accordance with sections 110(1) and 117 of the Act, the RDLC and ARLA may impose discretionary conditions (in addition to those required by section 110(2)) on any new club licence or renewed club licence, including about the following matters:

- Implementation of Crime Prevention through Environmental Design Principles
- Host responsibilities policy

Implementation of Crime Prevention through Environmental Design Principles

5.3.2 Consistent with the object of the Act, RDLC considers that it may be appropriate for licensees to be required to implement the CPTED principles. See above 'Discretionary conditions of on-licences' for further information.

Host responsibilities

5.3.3 Club licences may be issued or renewed subject to a requirement that the premises has a host responsibility policy and that such policy be an integral part of the day-to-day operations of the premises. All host responsibility policies should include but not be limited to:

- staff training in place;
- preventing intoxication;
- not serve alcohol to minors;
- provide and actively promote low and non-alcoholic alternatives;
- provide and actively promote substantial food;
- serve alcohol responsibly or not at all;

- clear signage displayed within the premise setting out available transportation options;
- actively manage the premises at all times and
- be easy to read and visible to customers.

5.4 One-way door restrictions

- 5.4.1 A one-way door restriction may be applied any club licence premises within the Inner City where those premises have a closing time later than midnight, effective 1 hour prior to the end of the licensed hours for the premises.

6. Special Licences

6.1 Introduction

- 6.1.1 Special licences are those licences that meet the requirements under section 22 of the Act.

6.2 Discretionary conditions of special licences

- 6.2.1 In accordance with sections 146 and 147(1), and in addition to the conditions required by section 147(3), the RDLC and ARLA may impose discretionary conditions on any special licence, including about the following matters:

- Implementation of Crime Prevention through Environmental Design Principles
- Food requirements

Implementation of Crime Prevention through Environmental Design Principles

- 6.2.2 Consistent with the object of the Act, RLC considers that it may be appropriate for licensees to be required to implement the CPTED principles. See above 'Discretionary conditions of on-licences' for further information.

Requirement for food to be available during the event

- 6.2.3 The types of food which must be available, as appropriate to the duration and type of event as follows:

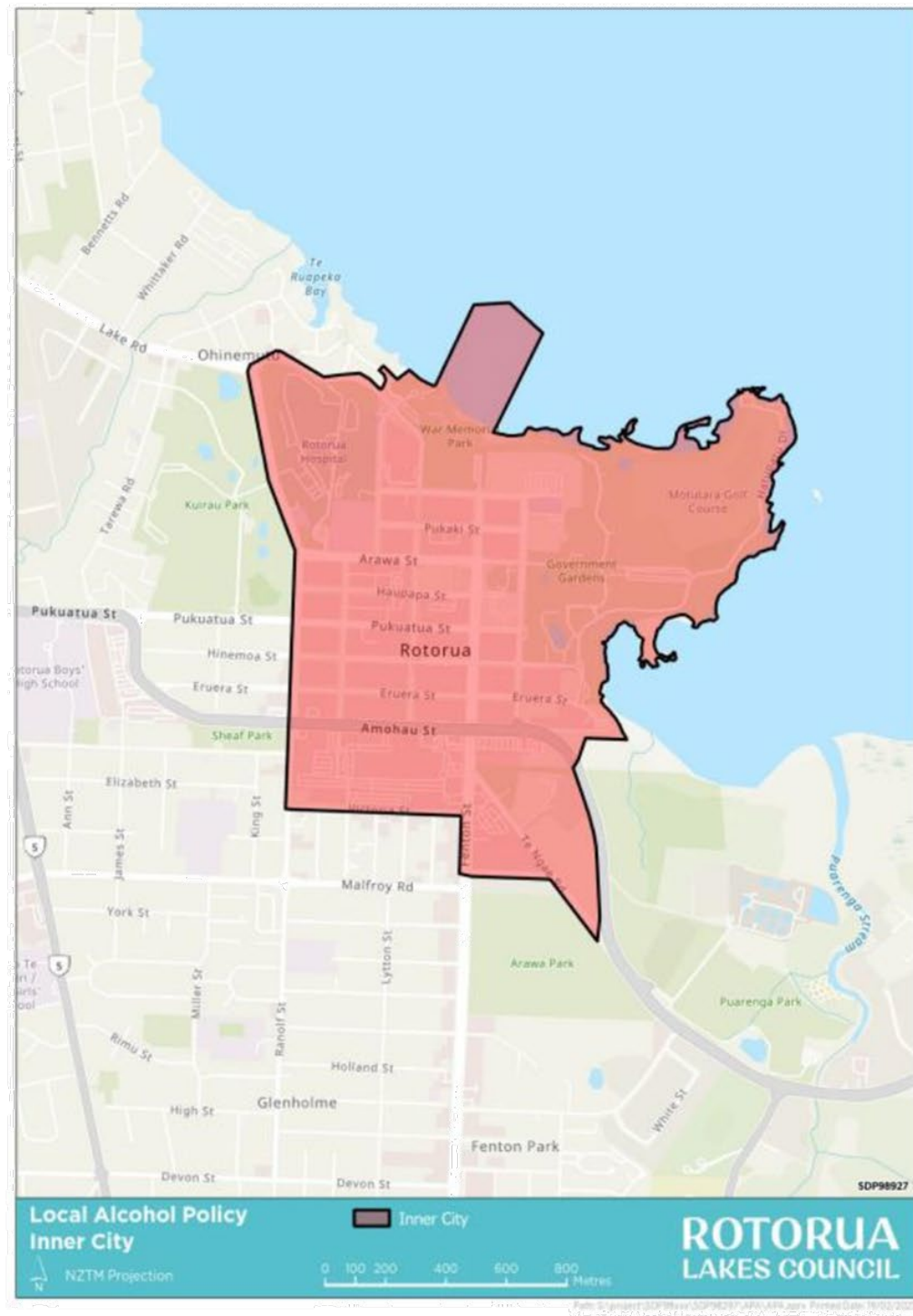
- (a) events up to two hours duration (a minimum of snack food);
- (b) events up to five hours duration (a minimum of light food); and
- (c) events in excess of five hours duration (substantial food).

- 6.2.4 Snack, light and substantial food are food the RDLC and ARLA to define.

6.3 One-way door restrictions

- 6.3.1 A one-way door restriction may be applied any special licence premises within the Inner City where the premises have a closing time later than midnight, effective 1 hour prior to the end of the licensed hours for the premises.

Appendix 1 – Map of the Inner City



Appendix 2 – Document History

Version	Adopted	Approved by
Version 1	18 February 2019	Council meeting
Version 2	25 June 2025	Council meeting
Version 3	xxx	xxx

Statement of Proposal:

Local Alcohol Policy Off-licence Trading Hours

ROTORUA
LAKES COUNCIL

Nov 2025



INTRODUCTION

Following feedback Rotorua Lakes Council is seeking further input from the community on changes to its Local Alcohol Policy (LAP) 2025. The purpose of the LAP is to manage the sale, supply and consumption of alcohol in a manner fit for Rotorua. This localised approach is an essential tool in minimising the harm caused by the excessive or inappropriate use of alcohol. The LAP is made under the Sale and Supply of Alcohol Act 2012 (the Act) which allows local authorities to develop alcohol policies tailored to the needs and context of their communities.

The Rotorua District Licensing Committee (DLC) considers the content of the LAP when deciding on every alcohol licence application received.

The Council would like feedback on changes that relate to how maximum trading hours are applied to off-licences such as supermarkets and bottle stores. Currently, different businesses are subject to different maximum trading hours depending on their individual licence renewal dates, and we would like to understand your views on whether the same maximum times should apply to all off-licenses regardless of when their licence is due to renew.



BACKGROUND

Any council can develop its own LAP, in consultation with its local community. A LAP can set rules around the number, location, and opening hours of licensed premises, such as bars, cafes and restaurants, supermarkets and bottle stores. These rules can apply across either the whole city and district or only in identified local areas. Rotorua has had its own LAP since 2019.

When producing a LAP, the Act requires Councils to have regard to:

- a. the objectives and policies of its district plan
- b. the number of licences of each kind held for premises in its district, and the location and opening hours of each of the premises
- c. any areas in which bylaws prohibiting alcohol in public places are in force
- d. the demography of the district's residents
- e. the demography of people who visit the district as tourists or holidaymakers
- f. the overall health indicators of the district's residents; and
- g. the nature and severity of the alcohol-related problems arising in the district.

A district's residents include people who have holiday homes there. The council must also consult with the Police, Alcohol Licensing Inspectors, and the Medical Officers of Health when developing a LAP. The Council has carefully considered these factors when implementing its LAP.



PROPOSED CHANGES

The Council would like feedback on ensuring that the 9pm maximum closing time applies to all off-licence holders, not just those renewing their licence

Currently, off-licences such as supermarkets, dairies, and bottle stores, are subject to different maximum trading hours. The maximum trading hours applicable to each premises depend on when their alcohol licence is due for renewal.

From 1st November 2025, existing off-licence premises that have to renew their alcohol licence can only apply for the maximum closing time of 9pm to align with the LAP. However, other premises who were granted an alcohol licence prior this time may have a later maximum closing time of 10:15pm. This time extends to 11pm during the Christmas period.

An off-licence renewal is typically issued for a maximum of three years; therefore, it may not be until 2028 that all off-licence premises are subject to the same maximum close time of 9pm if the LAP remains as it is currently.

It is important to note that not all off-licence premises are guaranteed these maximum trading hours as each application is considered by the DLC on its own merits. This depends on the nature of the business, its trading history and other factors considered by the DLC in deciding whether to grant an application to renew an off licence.

The current difference in maximum trading hours may not fully realise the anticipated harm minimisation benefits despite previously receiving a clear message from the community in support of shorter opening hours. Therefore, we are proposing to amend the wording of the policy to ensure that all off-licence premises are subject to the same maximum trading hours of 9pm, regardless of individual license renewal dates. If approved, the changes will take effect three months after the Policy is adopted.

The Council would like feedback on ensuring that the 9pm maximum closing time applies to all off-licence holders, not just those renewing their licence or whether the reduction in maximum trading hours from 10:15pm to 9pm should only apply during the individual licence renewal process.

Option 1 (Agree): I agree that all off-licences should be subject to the maximum trading hours of 21:00 - 3 months following public notification after adoption.

Option 2 (Disagree): I disagree and believe that the reduction in maximum trading hours from 22:15 to 21:00 should apply during the renewals process.



HAVE YOUR SAY

NEXT STEPS

Community Consultation period:

Submissions open: Tuesday 6 January 2026

Submissions close: Friday 13 February 2026

Late February 2026 – Hearings and Council Deliberates and decides on the way forward

Late March 2026 – Council adopts the final LAP

MAKING A SUBMISSION

We want feedback from as many people in our community as possible. Give us your feedback through whatever channel is the easiest for you:

Visit our website www.rotorualakescouncil.nz

Write to us: send your feedback to Rotorua Lakes Council, 1061 Haupapa Street: attention LAP

Drop off or fill out a hard copy form available at the Council Customer centre or the Library

Phone us: Call us on 07 348 4199 (8am-5pm Monday to Friday)

Email us: send your thoughts to participate@rotorualc.nz with the subject line LAP

Leave a comment on Facebook Posts related to LAP on @rotorualakescouncil

You are welcome to share your views in any way that suits you.



ROTORUA
LAKES COUNCIL



Parking Policy

Date Adopted	Next Review	Officer Responsible
X 2026	X 2029	Inner City Manager

Policy Purpose:

1. The Purpose of this Policy is to:

1.1 Ensure that the right amount of parking is available, in the right location and at the right price.

- A) Provide both a framework and guiding principles for decisions on parking management in Rotorua.
- B) Enable a performance-based parking management approach.
- C) To efficiently utilise the City's parking supply
- D) To improve parking user quality, convenience, service and information
- E) To ensure that the limited supply of public parking is allocated in an equitable way

1.2 Policy Scope

- a) This policy applies to: The management of on and off-street public parking in Rotorua All types of public parking places (as defined in the Rotorua District Council Traffic Bylaw) including but not limited to, parking for: cars, motorcycles, bikes, micro-mobility devices, servicing and loading spaces, and mobility parking spaces

This policy does not apply to:

- a) Privately owned off-street parking; or
- b) Any parking outside of the Rotorua parking map boundary

1.3 Relevant Documents and legislation

The following documents are relevant to this policy:

- Rotorua Traffic Bylaw 2025
- Rotorua Parking Restrictions and Regulations

- Rotorua Urban Design Framework
- Rotorua Council Parking Management Guidelines
- NZTA National Parking Management Guidance
- Local Government Act 2002
- The Rotorua Future Development Strategy
- The Rotorua Lakes Council Transport Activity Management Plan
- Road Safety Action plan

In particular, the Rotorua Council Parking Management Guidelines set out the guidelines that support this policy.

1.4 Policy

- a) The Council has a role in shaping the form and function of parking in Rotorua City as a provider, facilitator, regulator, and enforcer
- b) Council decisions about parking provision will be made in accordance with the guiding principles outlined in this policy and will support the efficient and equitable use of public parking
- c) Council parking decisions will include, but are not limited to, the development of integrated plans and management of parking places
- d) While this policy provides guidance to parking decisions, other requirements in relation to decisions under legislation or other policy – including consultation requirements - will continue to apply

1.5 Context There is growing awareness of the important role played by parking in the transport system. Successful urban centres depend on having access to a well-managed parking supply. Therefore, it is essential that the local parking supply is managed in a way that contributes to the Council's strategic visions and goals. In the context of parking, this is to prioritise specific parking areas for short-stay parking, including visitors to the city centre, not long-stay parking. Suitable alternative areas are instead set aside to accommodate long-stay parking for CBD workers and similar.

The NZTA's National Parking Guidelines aim for a target occupancy of around 85%.

Current demand for parking in Rotorua is higher than the desired occupancy rate of 85% in some areas of the city centre. A 2006 study in relation to the high demand for all day parking by commuters is noted to be an ongoing issue.

Parking in the city centre is managed using a mix of time limited and free parking methods and is enabled through a pay by plate payment and enforcement system.

There are multiple payment options available including card, coins (in select locations), and via a parking app. Council also provides off-street parking in a parking building at the top of Pukuatua Street and an additional uncovered car park on Haupapa Street.

Moving away from a 'predict and provide' approach to parking (in which the demand for parking is predicted and provided for mainly through off-street parking requirements) to a parking management approach can have significant benefits for urban centres including:

- Improved public perceptions of parking
 - More consumer choice
 - Reducing unnecessary vehicle movements in the city centre
- 1.6 This policy may be amended, rescinded or reinstated by a further resolution of Council. The latest resolution of Council shall be deemed to be the operative resolution.

2 Principles Underlying the Policy

This section outlines the underlying principles that guide the management of on and off-street public parking. These principles support a performance-based approach to parking management.

Note that some of these underlying principles also have implications for, or in some cases, have more relevance to private parking areas. For example, principle 3 (sharing) is wholly applicable to non-public off-street parking areas.

Principle 1 - Choice

Parking management measures should be designed to influence people's travel choices in line with the aims of this policy, while also providing consumers with choices around where to park and how long to park for. Furthermore, policies must ensure that choices that reduce the demand for parking are rewarded. By way of an example of how people can be 'rewarded' see principle 2 which follows.

Principle 2 – Pricing

Users should pay directly for the parking they use other than in free-time limited parking areas. This reduces the costs for those people who choose to use less parking, through substitution (i.e., changing transport mode) or conservation (reducing travel). The parking management should aim to create accurate price signals for consumers which will enable more informed transport decisions about transport modes and trip management.

Principle 3 – Sharing

Parking facilities should serve multiple users and destinations. This will allow parking resources to accommodate variations in peak demand associated with different land uses. Price signals should encourage all organisations, particularly the private sector, to consider opportunities to share parking more efficiently.

Principle 4 - User Convenience

Consumers should be able to find a park where and when they need it. Consumers should be able to easily find information confirming the location, prices, availability, regulations and penalties associated with the use of parking facilities. Parking information needs to be provided in a clear and legible way.

Principle 5 – Quality Design

An emphasis on the quality of parking facilities is as important as the quantity of parking provided. Parking facilities should be designed to support urban design principles, passive surveillance, pedestrian accessibility, convenience, security, and user information.

Principle 6 – Peak Demand Management

Special measures will be implemented for large and infrequent events to deal with peak demands to attempt to reduce driver frustration, illegal parking, and traffic congestion. Special events should be managed using travel demand management measures such as free public transport and/or providing suitable areas to accommodate over-flow parking.

Principle 7 – Simplicity

The aim of parking enforcement is not to raise revenue, but to encourage compliance and parking availability. Parking regulations can be seen as difficult to understand or confusing, which leads to poor public perceptions of parking. It is important to regulate parking in a way that is as simple and legible as possible therefore contributing positively to user experience. .

Principle 8 - Prioritisation

The most convenient parking spaces should be managed to support regular turnover and high-priority users. This principle effectively seeks to establish a hierarchy of parking users based on their specific needs and support inner city vibrancy. .

A hierarchy of users will include provision for:

-
- Shoppers and Visitors
 - Mobility
 - Taxis
 - Buses
- Workers
- Recreational reserve users

Principle 9 – Effective Utilisation

Parking should be managed and enforced so that spaces are frequently occupied according to desired occupancy rates, encouraging frequent turnover and suitable availability of parking. By doing so, parking in each area is more likely to be occupied by the intended user base.

Principle 10 - Comprehensive Analysis

All costs, impacts and benefits should be considered when managing parking resources, with the most cost-effective strategy implemented first. Expansions in parking supply are not usually the most cost effective of future focused approaches when compared to demand management measures and effective enforcement.

2. PARKING MANAGEMENT GUIDELINES

This document provides an overview of the guidelines that support the Parking Policy.

These Parking Management Guidelines may be amended, rescinded or reinstated by a further resolution of Council. The latest resolution of Council shall be deemed to be the operative resolution.

2.1 Applicability

The Parking Management Guidelines are to be applied to public on and off-street parking in Rotorua with a focus on parking in the city centre, which, for the purposes of this document, is shown in Figure 1 below.

Figure 1: The Parking Guidelines area

There are approximately 3400 on-street parking spaces in the policy area. This includes all-day parking, time limited metered parking, mobility parking and motorcycle parking.

2.2 Priority of users

Priority for parking is given to visitors to the city centre and customers of local businesses. The use of on-street parking spaces for long stay commuter parking is seen as inappropriate. Off-street and specified CBD fringe parking is instead intended to appropriately provide for this user group given the low need for regular car park turnover.

The hierarchy of users, as set out at Principle 8 of the Parking Policy, is as follows:

- Shoppers and Visitors
 - Mobility
 - Taxis
 - Buses
- Workers
- Recreational reserve users

3. GUIDELINES

3.1 Occupancy

Council will manage demand for parking such that utilisation normally sits within 70-90% of the available parking supply during the working week. Council aims to have approximately 1 in every 7 parking spaces available for parking, with an average occupancy rate of around 85%. This occupancy

rate is in line with international best practice.

The target parking occupancy rate is not set at 100% as some spaces should always be available for drivers to find a space suitable for their intended activity, reducing the need for vehicles to circulate the city which negatively impacts traffic flow and the experience of the city centre. It is noted however, that some areas, such as long stay parking for example, may at times reach 100% occupancy. This may be desirable in helping to meet Council's transport ambitions such as, but not limited to, reducing the amount of single occupant trips into the city, rather than investing in expansion of car parking areas.

With the abovementioned exception, where average parking demand falls outside the 70-90% occupancy range, Council will consider the following possible actions:

- Demand falls below 70% - Council will consider relaxing time restrictions and/or reducing prices, if they apply, to increase demand. Where prices apply, they should be allowed to vary, depending on demand.
- Parking demand exceeds 90% - Where prices do not already exist, when demand exceeds 90% Council will implement prices for parking. Even in situations where P120 limits apply (and are enforced), then Council will consider implementing pricing. This will be targeted to areas of high demand rather than across a wider arbitrary area.
- Parking demand exceeds 90% - Where prices do already exist, when demand exceeds 90% Council will consider raising the price unless the occupancy rate is desirable (see above example regarding long stay areas for CBD workers/commuters).

Council shall provide a minimum of one mobility park on every street, bounded by intersections where feasible.

3.2 Pricing

Pricing will be the primary tool for managing the demand for public parking in the city centre. This will be done using demand responsive pricing. On-street parking may be priced where justified by demand (as per section 3.1).

When and where demand for parking is high (over 90% occupancy), prices may be raised. Inversely, when and where demand for parking is low (under 70% occupancy), prices may be reduced.

The pricing used will be at the lowest rate in order to manage demand. This means that in some areas where parking demand is particularly low, parking may not be priced at all.

Pricing in areas such as long stay/commuter areas may include additional options aimed at convenience to attract long-term parkers into this area. Non-refundable pricing may be tiered accordingly to reward users for parking in the most appropriate area for their activity and committing to longer periods of time.

Pricing may vary depending on the time of day and corresponding demand patterns. For example, if peak demand is between 10am and 4pm then the highest prices will apply and if demand is lowest between 10pm and 6am then no charge may apply. Prices will also vary across weekdays and weekends.

Refer also to section 3.4 below regarding Council's commitment to the monitoring of parking demand when prices are adjusted.

Parking prices shall be set as any multiple of \$0.50 and 0.5 hours starting with no charge and with no upper limit.

Price adjustments shall be delegated to the Director, Transport Services.

3.3 Time-Limits

A mixture of an initially free parking period followed by paid parking up to a maximum time limit is the primary method for managing parking in the city centre

Where prices cannot be justified, time limits considered suitable by Council to achieve the desired occupancy levels will be implemented.

3.4 Monitoring and Evaluation

Council will regularly monitor parking supply and demand patterns in order to make informed parking management decisions and assess their effectiveness. This will also ensure that Council is aware of the total parking supply in the city centre and how it is changing over time

For the purposes of managing the demand for parking in the city centre, the following performance measures will be used:

- Parking space occupancy rates
- Length of stay
- Number and location of infringements compared with the rate of people paying for parking
- User satisfaction

Occupancy should be in line with the desired occupancy set out in

3.1The data may be collected through:

- Licence Plate Reading technology
- Parking payment technology
- Parking infringement reporting
- User Satisfaction Surveys
- General feedback
- Enforcement and monitoring data and information

Data will be regularly reviewed.

Public on-street parking data collection

Linking parking stay durations to payment data will provide greater information on payment location and frequency trends, preferred payment channels, payment avoidance and parking overstay.

Parking occupancy and timing data is collected through a combination of License Plate Reading technology, parking payment and enforcement data to build a complete picture of trends.

The above information and occupancy data are used to identify behavioural patterns and to determine whether or not the policy objectives are being achieved.

Public Off-street parking data collection

In addition to the data collection methods employed for on-street public parking, off street public parking areas (e.g., parking building) use License Plate Reading technology to determine entry and exit time of each vehicle, and to determine

Whether payment has successfully been made for the duration parked.

- Car-park utilisation for each hour (car parks occupied as a proportion of total carparks)

Private off-street parking data collection

In order to fully understand the demand for public parking Council needs to assess the total parking supply in the city centre, including private off-street parking.

Collecting this information will help Council to ensure there is enough on and off-street parking supplied in the city centre by allowing Council to respond to any significant changes in supply of off-street parking accordingly.

Council will undertake an initial baseline survey of private off-street parking at the outset of the new approach to parking management. These results will then be compared to future surveys. These will be undertaken every two – three years at Council's discretion dependent on the rate of development in the city centre.

Council is aware that while it has knowledge of potential total occupancy, it has little to no influence on private landowner's decisions on whether to continue to participate in private parking activities so cannot rely on private parking as a long-term future solution to occupancy pressures.

3.5 Payment Technology

Council will provide opportunities for users to pay for parking using parking payment technology. The use of parking payment technology has the added advantage of providing data on utilisation without the need for manual surveys.

Council will ensure parking payment technology is provided that allows users greater flexibility to pay for parking in a modern fashion with increasing reliance on electronic transaction methods and mobile technology methods.

Costs associated with this approach will be measured against the expected revenue, expenditure and increased benefits and efficiencies for the public and the Council. Monthly reporting is used to monitor trends and make any adjustments deemed necessary.

The technology solution will allow for payment by debit or credit card, coins, and other mobile solutions such as but not limited to payment apps. Electronic 'permits' will also be provided in accordance with the relevant requirements of the Rotorua District Council's Traffic Bylaw.

3.6 Fees and Charging

These will vary in different parts of the city centre and will be based on demand and desired occupancy in accordance with sections 3.1 and 3.2.

3.7 Enforcement

The successful implementation of a performance-based approach to parking management is reliant on reliable data-based decision making and effective technology-based solutions for enforcement of parking regulations and restrictions. Parking enforcement practices will be reviewed monthly and updated where required to ensure best practice and efficiency.

Effective enforcement includes the following practices:

- Clearly established enforcement procedures and relevant training
- Enforcement that is consistent, efficient, legally robust and fair
- Educating the parking users and local businesses on the policy, parking management guidelines and bylaw as to the benefits of effective enforcement
- Frequent monitoring of parking using a blend of people and technology.
- Additional enforcement support for special events, schools etc.

3.8 Allocation of Parking Revenue

Pricing of parking is first and foremost about managing demand for parking and increasing compliant behaviour, rather than gathering revenue. Therefore, as much as practicable, parking revenue will be reinvested directly into the areas of the city from which it is raised.

This will be done by ring-fencing parking revenue. This revenue will be used to fund projects that benefit the community that will include, but is not limited to, streetscape upgrades, and safety improvements in the city centre.

Council will use notices and other media to inform the public that their parking fees are being reinvested into the community where it is being collected.

3.9 Parking Information

Council will develop communication and marketing material to ensure the community is informed about its approach to managing public parking.

Council will ensure that parking user information is available in the form of signage, maps, brochures and website information. This will indicate information on parking availability, prices, fines, penalties, regulations and how and where to pay or appeal an infringement notice.

Fees will be appropriately displayed on meters, payment apps and on the Council website.

Adequate parking user information will ensure all users are appropriately informed minimising the need for enforcement.

3.10 Peak Demand Parking Management

At times, a need arises to manage excessive parking demands due to one-off and/or seasonal special events such as concerts, sports events, cultural events and Christmas shopping. Managing parking peaks can help to mitigate the negative consequences associated with excessive demand such as congestion, unsafe/illegal parking, and driver frustration.

A peak demand management plan may be used if required and is essentially a combination of strategies seeking to manage peak demands for parking using existing parking facilities or makeshift areas, rather than increasing parking supply. This could include a combination of the following strategies for managing peaks in demand for parking:

- Signage to identify when parking areas are full, as well as to direct vehicles to alternative parking areas
- Identification of appropriate temporary parking that may be shared, such as opening up parking at a school or commuter park and ride for the period immediately before Christmas when demand for these uses is low.
- Including the cost of public transport passes in the ticket price for special events, such as sports and cultural events
- Retailer funded reimbursement of public transport travel costs

4.

ROTORUA LAKES COUNCIL

Te Kaunihera o ngā Roto o Rotorua

Parking Policy

Date Adopted	Next Review	Officer Responsible
Insert date 2026	Insert date 2029	Inner City Manager

Policy Purpose:

1.1 The Purpose of this Policy is to:

1.2 Ensure that the right amount of parking is available, in the right location and at the right price.

- a. Provide both a framework and guiding principles for decisions on parking management in Rotorua.
- b. Enable a performance-based parking management approach.
- c. To efficiently utilise the City's parking supply
- d. To improve parking user quality, convenience, service and information
- e. To ensure that the limited supply of public parking is allocated in an equitable way

1.3 Policy Scope

This policy applies to: The management of on and off-street public parking in Rotorua All types of public parking places (as defined in the Rotorua District Council Traffic Bylaw) including but not limited to, parking for: cars, motorcycles, bikes, micro-mobility devices, servicing and loading spaces, and mobility parking spaces

This policy does not apply to:

- a. Privately owned off-street parking; or
- b. Any parking outside of the Rotorua parking map boundary

HILDA KING

1

1.4 Relevant Documents and legislation

The following documents are relevant to this policy:

- Rotorua Traffic Bylaw 2025
- Rotorua Parking Restrictions and Regulations
- Rotorua Urban Design Framework
- Rotorua Council Parking Management Guidelines
- NZTA National Parking Management Guidance
- Local Government Act 2002
- The Rotorua Future Development Strategy
- The Rotorua Lakes Council Transport Activity Management Plan
- Road Safety Action plan

In particular, the Rotorua Council Parking Management Guidelines set out guidelines that support this policy.

1.5 Policy

- a. The Council has a role in shaping the form and function of parking in Rotorua City as a provider, facilitator, regulator, and enforcer
- b. Council decisions about parking provision will be made in accordance with the guiding principles outlined in this policy and will support the efficient and equitable use of public parking
- c. Council parking decisions will include, but are not limited to, the development of integrated plans and management of parking places
- d. While this policy provides guidance to parking decisions, other requirements in relation to decisions under legislation or other policy – including consultation requirements - will continue to apply

1.6 Context

There is growing awareness of the important role played by parking in the transport system. Successful urban centres depend on having access to a well-managed parking supply. Therefore, it is essential that the local parking supply is managed in a way that contributes to the Council's strategic visions and goals. In the context of parking, this is to prioritise specific parking areas for short-stay parking, including visitors to the city centre, not long-stay parking. Suitable alternative areas are instead set aside to accommodate long-stay parking for CBD workers and similar.

The NZTA's National Parking Guidelines aim for a target occupancy of around 85%. Current demand for parking in Rotorua is higher than the desired occupancy rate of 85% in some areas of the city centre. A 2006 study in relation to the high demand for all day parking by commuters is noted to be an ongoing issue.

Parking in the city centre is managed using a mix of time limited and free parking methods and is enabled through a pay by plate payment and enforcement system.

There are multiple payment options available including card, coins (in select locations), and via a parking app. Council also provides off-street parking in a parking building at the top of Pukuatua Street and an additional uncovered car park on Haupapa Street.

Moving away from a 'predict and provide' approach to parking (in which the demand for parking is predicted and provided for mainly through off-street parking requirements) to a parking management approach can have significant benefits for urban centres including:

- Improved public perceptions of parking
- More consumer choice
- Reducing unnecessary vehicle movements in the city centre

- 1.7 This policy may be amended, rescinded or reinstated by a further resolution of Council. The latest resolution of Council shall be deemed to be the operative resolution.

2 Principles Underlying the Policy

This section outlines the underlying principles that guide the management of on and off-street public parking. These principles support a performance-based approach to parking management.

Note that some of these underlying principles also have implications for, or in some cases, have more relevance to private parking areas. For example, principle 3 (sharing) is wholly applicable to non-public off-street parking areas.

Principle 1 - Choice

Parking management measures should be designed to influence people's travel choices in line with the aims of this policy, while also providing consumers with choices around where to park and how long to park for. Furthermore, policies must ensure that choices that reduce the demand for parking are rewarded. By way of an example of how people can be 'rewarded' see principle 2 which follows

Principle 2 – Pricing

Users should pay directly for the parking they use other than in free-time limited parking areas. This reduces the costs for those people who choose to use less parking, through substitution (i.e., changing transport mode) or conservation (reducing travel). The parking management should aim to create accurate price signals for consumers which will enable more informed transport decisions about transport modes and trip management.

Principle 3 – Sharing

Parking facilities should serve multiple users and destinations. This will allow parking resources to accommodate variations in peak demand associated with different land uses. Price signals should encourage all organisations, particularly the private sector, to consider opportunities to share parking more efficiently.

Principle 4 - User Convenience

Consumers should be able to find a park where and when they need it. Consumers should be able to easily find information confirming the location, prices, availability, regulations and penalties associated with the use of parking facilities. Parking information needs to be provided in a clear and legible way.

Principle 5 – Quality Design

An emphasis on the quality of parking facilities is as important as the quantity of parking provided. Parking facilities should be designed to support urban design principles, passive surveillance, pedestrian accessibility, convenience, security, and user information.

Principle 6 – Peak Demand Management

Special measures will be implemented for large and infrequent events to deal with peak demands to attempt to reduce driver frustration, illegal parking, and traffic congestion. Special events should be managed using travel demand management measures such as free public transport and/or providing suitable areas to accommodate over-flow parking.

Principle 7 – Simplicity

The aim of parking enforcement is not to raise revenue, but to encourage compliance and parking availability. Parking regulations can be seen as difficult to understand or confusing, which leads to poor public perceptions of parking. It is important to regulate parking in a way that is as simple and legible as possible therefore contributing positively to user experience.

Principle 8 - Prioritisation

The most convenient parking spaces should be managed to support regular turnover and high-priority users. This principle effectively seeks to establish a hierarchy of parking users based on their specific needs and support inner city vibrancy.

A hierarchy of users will include provision for:

- - Shoppers and Visitors
 - Mobility
 - Taxis
 - Buses
- Workers
- Recreational reserve users

Principle 9 – Effective Utilisation

Parking should be managed and enforced so that spaces are frequently occupied according to desired occupancy rates, encouraging frequent turnover and suitable availability of parking. By doing so, parking in each area is more likely to be occupied by the intended user base.

Principle 10 - Comprehensive Analysis

All costs, impacts and benefits should be considered when managing parking resources, with the most cost-effective strategy implemented first. Expansions in parking supply are not usually the most cost effective of future focused approaches when compared to demand management measures and effective enforcement.

3 Document History

Version	Adopted	Approved by
Version 1	September 2016	Council meeting
Version 2	Xxxx March 2026	Council meeting

HILDA KING

5



ROTORUA DISTRICT COUNCIL TRAFFIC BYLAW 2026

Part 1 Preliminary

1 Introduction

- 1.1 This Bylaw is made under the Land Transport Act 1998, Local Government Act 1974, the Local Government Act 2002, the Bylaws Act 1910. In addition, traffic and parking issues are also regulated by other Acts and regulations which should be referred to in conjunction with this Bylaw.
- 1.2 This Bylaw shall be referred to as the "Rotorua District Council Traffic Bylaw 2026".
- 1.3 This Bylaw shall come into force and take effect on date to be provided.
- 1.4 The Rotorua District Council Traffic Bylaw 2025 is hereby revoked.

2 Objective

- 2.1 The objective of this Bylaw is to set the requirements for the parking and associated control of vehicular or other traffic on any road in the District, including any state highways controlled by Council..

3 Interpretation

- 3.1 In this Bylaw, unless inconsistent with the context:

Authorised officer means any person appointed or authorised by the Council to act on its behalf and includes any Parking Warden appointed under section 128D of the Land Transport Act 1998 or enforcement officer authorised to carry out any of the duties provided for in this Bylaw.

Authorised period means:

- a) That period of time commencing when the prescribed parking fee is paid into a parking meter and ending when the parking meter indicates that the period has expired.
- b) That period of time commencing when a vehicle is parked within an area which Council by resolution has designated as a "time limited" area, and ending on the expiry of the time limit for the area as specified in sign(s) erected by Council in that area.

Authorised time in relation to any permit means that period of time, commencing when the permit is activated and subsequently expires, for which the permit authorises the parking of a vehicle in a particular permit parking area as determined by appropriate sign(s) displayed by Council in that area.

Bicycle – see cycle.

Bus has the same meaning as in the Land Transport (Road User) Rule 2004.

Bus lane has the same meaning as in the Land Transport (Road User) Rule 2004.

Council means the Rotorua District Council trading as Rotorua Lakes Council.

Cycle has the same meaning as in the Land Transport (Road User) Rule 2004.

Cycle lane has the same meaning as in the Land Transport (Road User) Rule 2004.

Cycle path has the same meaning as in the Land Transport (Road User) Rule 2004.

Designated means specified by Council by resolution.

District means the Rotorua District as from time to time constituted.

Driver has the same meaning as in the Land Transport (Road User) Rule 2004.

Enforcement officer has the same meaning as in the Land Transport Act 1998 and the Local Government Act 2002.

Footpath has the same meaning as in the Land Transport (Road User) Rule 2004.

Goods vehicle has the same meaning as in the Land Transport (Road User) Rule 2004.

Heavy motor vehicle has the same meaning as in the Land Transport Act 1998.

Loading zone has the same meaning as the Land Transport (Road User) Rule 2004.

Metered space means a parking space located in a parking meter area and includes areas where payment is required for part or all of the permitted parking period.

Mobility card means a card issued by the CCS Disability Action, or a similar organisation authorised by Council, which is to be appropriately displayed in vehicles operated by eligible persons with restricted mobility. .

Motorcycle has the same meaning as defined in the Land Transport (Road User) Rule 2004.

Motor vehicle has the same meaning as in the Land Transport Act 1998.

Parking has the same meaning as defined in the Land Transport (Road User) Rule 2004.

Parking fee means the fee/tariff payable for the parking of vehicle/s within a parking meter area for a permitted period. The term includes payment by any means approved by Council.

Parking meter means a device or system (including electronic or software based systems) that is used to facilitate the payment of parking fees in exchange for parking a vehicle in a parking meter area for a limited amount of time.

Parking meter area means any parking space or group of parking spaces (including within a building) declared by Council resolution to be a parking meter area.

Parking place has the same meaning as in section 591(6) of the Local Government Act 1974.

Parking space means a portion of a parking place marked out with painted lines or other method of differentiation for the specific purpose of accommodating a parked vehicle.

Parking warden means a parking warden appointed under section 128D of the Land Transport Act 1998.

Passenger service vehicle has the same meaning as in the Land Transport Act 1998.

Permit means a non-transferable electronic parking right linked to a particular vehicle license plate number entitling the holder to park within a defined parking area or other area as described in any conditions of use associated with the permit. Types of permits include but are not limited to:

- Emergency/Police business
- Contractor/Tradesperson
- Official Government/Local Government duties
- Not for profit charitable organisations
- Discretionary circumstances e.g. event preparation
- Reserved spaces e.g. selected Parking Building spaces

Note: 'Permit' does not include Mobility cards which are issued by CCS Disability Action (NZ). A permit only allows the parking of vehicle free of charge, and does not relieve the driver of the vehicle from the requirement to park in compliance with all other relevant rules.

Permit parking area means any area of land belonging to or under the control of Council which is authorised, by resolution of Council pursuant to clause 13 of this Bylaw, as a place where vehicles may be parked using parking permits.

Permit parking space means a parking space or section in a permit parking area indicated by

and located within appropriate markings made by Council for the parking of a motor vehicle.

Public holiday has the same meaning as in the Holidays Act 2003.

Public place means a public place owned by or under the control of Council and includes any road.

Public work means every activity which the Crown or Council (or their agents) are authorised to engage in and includes any investigation, enquiry, meeting or item required directly or indirectly for such activity.

Reserved parking space means any parking space which has been reserved by Council for letting to any person for reserved parking and which is clearly marked by a sign, road marking,

notice or number or otherwise as being not available for public parking. Reserved parking spaces are allocated by Council through the purchase of a permit.

Road has the same meaning as in the Land Transport (Road User) Rule 2004.

Shared path means a cycle path, a cycle track, a footpath, or some other kind of path that may be used by some or all of the following persons at the same time – (a) cyclists; (b) pedestrians; (c) riders of mobility devices; and (d) riders of wheeled recreational devices.

Shared zone means a length of roadway intended to be used by pedestrians and vehicles (including cyclists).

Shipping container means a standardised rectangular box or a similar container, typically used to transport freight by ship, rail and highway.

Skip bin means a bin or similar receptacle used for the removal of waste.

Special vehicle lane has the same meaning as the Land Transport (Road User) Rule 2004.

Storage charges are a fee as specified from time to time in the Land Transport Act 1998 or in Regulations or Notices made pursuant to that Act.

Structure means something made up or constructed of a number of parts that are held or put together in a particular way.

Towage fee is a fee as specified from time to time in the Land Transport Act 1998 or in Regulations or Notices made pursuant to that Act.

Vehicle has the same meaning as in the Land Transport Act 1998 and includes motor vehicles and heavy motor vehicles.

Verge includes every verge, flowerbed, grass verge or plot, shrubbery or planted area which is laid out to not form part of the road carriageway.

- 3.2 Words implying the singular include the plural and vice versa.
- 3.3 Headings and bolding are only for convenience and may be ignored.
- 3.4 Resolutions of Council may be amended, rescinded or reinstated by a further resolution of Council. The latest resolution of Council shall be deemed to be the operative resolution.

**Part 2
General
Scope**

4 Parking on roads

- 4.1 Council by resolution, and subject to the placing and maintenance of the appropriate signs or markings, may:
- 4.1.1 Limit, restrict or prohibit the parking or stopping of vehicles on any part of any public place.
 - 4.1.2 Permit the parking or stopping on any part of any public place of a particular class or classes of vehicles on such basis as may be designated.

**Part 3
Metered parking**

5 Creation of parking meter areas

- 5.1 Council by resolution, and subject to the placing and maintenance of the appropriate signs or markings, may:
- 5.1.1 Declare any part of a public place to be a parking meter area.
 - 5.1.2 Declare the number and position of metered spaces within a parking meter area.
 - 5.1.3 Declare the times and for how long vehicles may park in metered spaces within the parking meter area.
 - 5.1.4 Fix the fees payable for the parking of vehicles within metered spaces in parking meter areas.
 - 5.1.5 Declare the mechanism for collecting fees and managing parking meter areas.
- 5.2 In accordance with any resolution under clause 5.1 Council shall mark out metered spaces in parking meter areas.

6 When parking in metered spaces applies**6.1 Any resolution by Council concerning metered spaces will apply:**

6.1.1 Every day of the week except Sundays and public holidays; and

6.1.2 Between the hours of 8.00am and 10.00pm on those days

except where signs relating to those metered spaces indicate otherwise.

7 Parking in metered spaces

7.1 No vehicle shall be parked in a metered space other than completely within the lines defining that space.

7.2 Any vehicle may be lawfully parked in a metered space during the period which has been paid for or as otherwise authorised by Council.

7.3 No person shall park, or allow to be parked, any vehicle in any metered space in excess of the maximum time allowed for parking in that space. Unless the maximum authorised time is exceeded, it shall be lawful for the driver or person in charge of any vehicle, on the expiration of any authorised period of parking, to pay the prescribed parking fee and occupy the metered space for the further period indicated by the parking meter..

7.4 No vehicle shall be parked in a metered space which is already occupied by another vehicle, provided however that it shall be lawful for more than one motorcycle to occupy any metered space at the same time.

7.5 Where more than one motorcycle occupies a metered space, each must pay the prescribed parking fee. No motorcycle shall remain parked in the metered space while either the parking meter shows that the time has expired or the period authorised has expired.

7.6 Subject to clause 7.7, if the metered space is parallel to the kerb or footpath, the driver of any vehicle (except a motorcycle) shall park the vehicle so that it is headed in the general direction of the movement of traffic on the side of the street on which it is parked.

7.7 A motorcycle may be parked otherwise parallel to the kerb or footpath provided that during the hours of darkness it shall be sufficiently illuminated so as to be visible from at least 50 metres.

7.8 If a metered space is at an angle (other than 90° to the kerb or footpath) the driver of any vehicle (except a motorcycle) occupying such space shall park the vehicle in such a manner that it is headed substantially in the general direction of the legal flow of traffic on the side of the street on which such vehicle is parked. The front of any vehicle parked in such space shall be facing in towards the kerb or footpath

7.9 No person shall park or allow to be parked any vehicle in any metered space except as permitted by the provisions of this part of this Bylaw, or operate or attempt to operate any parking meter in a manner contrary to the method of required method of operation on any such device.

7.10 Council may issue a parking permit authorising the permit-holder to park in a metered space without paying the prescribed parking fee. Clauses 7.3, 8, and 10.2 do not apply to vehicles that have been issued a permit under this clause.

8 Payment of fees – parking meter areas

8.1 As soon as any vehicle parks in a metered space in a parking meter area, the driver or person in charge of the vehicle must immediately pay the prescribed fee through any one of the payment methods authorised by the Council in use within that parking meter area. A vehicle is lawfully parked in a metered space in a parking meter area for the period of time corresponding to the prescribed fee paid.

9 Temporary discontinuance of a metered space

9.1 Council may temporarily discontinue, by way of a physical barrier or traffic cones, the use of any metered space. No unauthorised person may then stand or park a vehicle in that space.

9.2 Council may temporarily discontinue a parking place if a sign or signs indicating "No Standing or No Parking" are displayed. No person may then stand or park a vehicle there while the sign or signs are displayed.

9.3 Council may, upon receipt of a Temporary Traffic Management Plan, allocate either metered and/or restricted parking for the exclusive use of that event or activity, for the duration of the Temporary Traffic Management Plan.

Part 4
Non-metered parking

10 General parking places

10.1 Council by resolution, and subject to the erection of the appropriate signs, or placement of markings, may:

10.1.1 Declare any public place to be a parking place.

10.1.2 Specify the vehicles which shall be permitted to park there.

10.1.3 State the days and hours within which parking shall be permitted there.

10.1.4 State the conditions of parking in a parking place.

10.1.5 Fix which part or parts of the parking place shall be available for public use and which part or parts may be available for permit or reserved parking.

10.1.6 Fix the prescribed fees.

10.2 It shall be unlawful for a driver or person in charge of a vehicle leaving a parking space to return to that parking space or any parking space within the same parking place until a period of 30 minutes, or any other time restriction on returning to any parking space within the same parking space as displayed on signs located in the parking place, has elapsed, from the time the vehicle has left the particular parking space to when it returns. For the avoidance of doubt, any time restriction on returning to any parking space as displayed on signs located in the parking place shall take precedence.

10.3 Mobility Concession

10.3.1 A mobility card holder may park for double the prescribed time limit by correctly displaying a mobility card. In metered areas, the parking fee shall only be payable for the first half of the parking duration.

11 Creation of permit parking areas

11.1 Council by resolution, and subject to the placing and maintenance of the appropriate signs or markings, may:

11.1.1 Declare any part of a public place to be a permit parking area.

11.1.2 Declare the number and position of parking spaces within a permit parking area.

11.1.3 Declare the times and for how long vehicles may park in parking spaces in a permit parking area.

11.1.4 Fix the fees payable for the parking of vehicles within parking spaces in a permit parking area.

11.1.5 Declare the mechanism for collecting fees and managing permit parking areas.

11.2 In accordance with any resolution under clause 11.1 Council shall mark out parking spaces in permit parking areas.

12 Parking in permit parking areas

- 12.1 No person shall park a vehicle in a parking space in any permit parking area at any time when parking by permit applies unless there is a valid permit linked to the registration plate number of the vehicle, sufficient to cover the entire period during which the motor vehicle is parked.
- 12.2 No vehicle shall remain parked in a parking space in any permit parking area in excess of the authorised time.
- 12.3 For the purposes of clause 12.1 a parking permit shall not be valid if:
- 12.3.1 The period of validity of the permit has expired; or
 - 12.3.2 Where the vehicle parked contains a different registration plate to the vehicle to which the permit was issued.
 - 12.3.3 Note: Permits are non-transferable and non-refundable.

**Part 5
Miscellaneous**

13 Creation of special vehicle lanes

- 13.1 Council by resolution, and subject to the placing and maintenance of the appropriate signs or markings, may declare any part of a road to be a special vehicle lane.

14 Parking of heavy motor vehicles

- 14.1 No person shall stop, stand or park a heavy motor vehicle, this includes trailers, for more than one hour in any public place where there is adjacent residential zoned land on either side of the road. It shall not be an offence to stop, stand or park such vehicle for such period as is reasonably required for the purpose of loading or unloading that vehicle in the course of trade.

15 Creation of loading zones

- 15.1 Council by resolution may, subject to the placement of appropriate signage:
- 15.1.1 Declare any part of a public place to be a loading zone.
 - 15.1.2 Declare the times and for how long vehicles may park in the loading zone.

16 Towaway

- 16.1 Any enforcement officer or authorised officer may have a vehicle moved or removed to some other position, including any appropriate premises designated by Council or the Police, if the vehicle:
- 16.1.1 Is left unattended in any public place so as to cause a nuisance or obstruction; or
 - 16.1.2 Fails to comply with the permitted use of the parking space.

16.2 Where any vehicle has been removed pursuant to clause 16.1 the owner or driver of that vehicle may be required to pay any or all of the following:

16.2.1 Any fine that may be imposed; and/or

16.2.2 A towage fee for the removal of the vehicle; and/or

16.2.3 Reasonable storage charges on a daily basis until the vehicle is uplifted.

17 Skip bins

17.1 No person shall place or cause to be placed skip bins on the road without the prior written consent of Council. Such consent may at any time be varied or revoked in writing by Council. The skip bin must also comply with the following:

17.1.1 The bin must be placed at least 1.0 m away from a traffic lane; and

17.1.2 The bin must be contained within an area on the road that has been fenced off with appropriate safety fencing.

17.2 No person shall place or cause to be placed skip bins in metered spaces without the prior written consent of Council. Such consent may at any time be varied or revoked in writing by Council.

17.3 In addition to receiving written consent from Council, any skip bin placed in a metered space must be contained wholly within the parking space

17.4 No skip bin shall be left on any road between half an hour after sunset of one day and half an hour before sunrise the following day unless properly lit by flashing amber lights on outer corners of the bin facing on-coming traffic.

17.5 Where any skip bin is placed on the road other than in accordance with clauses 17.1 to 17.4, such skip bin may be removed by Council.

17.6 Where any skip bin has been removed pursuant to clause 17.5, the owner or hirer of that bin may be required to pay any or all of the following:

17.6.1 Any fine that may be imposed; and/or

17.6.2 A towage fee for the removal of the bin; and/or

17.6.3 Reasonable storage charges on a daily basis until the bin is uplifted.

18 Shipping containers or other structures on roads

- 18.1 No person shall place or cause to be placed a shipping container or other structure/s on any road without the prior written consent of Council. Such consent may at any time be varied or revoked in writing by Council.
- 18.2 In addition to receiving written consent from Council any shipping container or other structure on a road shall also comply with the following:
- 18.2.1 The container or structure must be placed at least 1.0 m away from a traffic lane; and
- 18.2.2 The container or structure must be contained within an area on the road that has been fenced off with appropriate safety fencing.
- 18.3 No shipping container or other structure shall be left on any road between half an hour after sunset of one day and half an hour before sunrise the following day unless properly lit by flashing amber lights on outer corners of the bin facing on-coming traffic.
- 18.4 Where any shipping container or structure is placed on the road other than in accordance with clauses 18.1 to 18.3 such shipping container or structure may be removed by Council.
- 18.5 Where any shipping container or structure has been removed pursuant to clause 18.4, the owner or hirer of such container or structure may be required to pay any or all of the following:
- 18.5.1 Any fine that may be imposed; and/or
- 18.5.2 A towage fee for the removal of the container or structure; and/or
- 18.5.3 Reasonable storage charges on a daily basis until the container or structure is uplifted.

19 Caravans / camper vehicles

- 19.1 No person shall stop, stand or park any caravan, camper vehicle, house bus or mobile home on any road for any continuous period exceeding seven days without the prior written consent of Council.

20 Displaying vehicles on street

- 20.1 No person shall use any public place for the keeping, placing or parking of any vehicle whether for sale, exhibition, demonstration, advertisement, signage or storage, except where from time to time Council may determine by resolution an area set aside for that purpose.

21 Use of cranes

- 21.1 No person shall operate any crane, mobile crane, concrete pump truck, concrete truck, excavator or drill rig without the prior written consent of Council while parked or stopped on a road. Conditions may be imposed in granting such consent.

22 Vehicle repairs

- 22.1 No person shall park any vehicle on any road to carry out repairs unless those repairs are of both a minor and urgent nature.

23 Misuse of mobility cards

- 23.1 It shall be unlawful for the person who is the registered holder of a mobility card displayed not to be the driver of or a passenger in the vehicle displaying the mobility card.

24 Bus stops

- 24.1 Council by resolution, and subject to the placing and maintenance of the appropriate signs or markings, may:

24.1.1 Declare any part of a public place to be a bus stop or stand for passenger service vehicles;

24.1.2 Direct what type of passenger service vehicles may use any such bus stop or stand;

24.1.3 Define restrictions, stopping times, or change the type of passenger service vehicles that may use any such bus stop or stand.

- 24.2 Unless otherwise indicated by appropriate signage no passenger service vehicle shall remain stopped on a bus stop for any longer period than is necessary to pick up or set down passengers.

25 Leaving objects on roads

- 25.1 No person may place or leave objects on roads without reasonable excuse in circumstances that are reasonably deemed by Council to disregard the safety of other road users.

26 Nuisance Behaviours

- 26.1 A person must not use a public place or behave in a manner that, to any reasonable person would, be unsafe, obstruct, disturb, interfere with, alarm, distress, intimidate or harm any other person in their use or enjoyment of that public place.

27 Vehicle and road use

- 27.1 Council may by resolution:

27.1.1 Require vehicles on roads to travel in one specified direction only (one way); or

27.1.2 Prohibit vehicles turning from facing or travelling in one direction to facing or travelling in the opposite direction (performing a U-turn) on specified roads.

28 Shared paths

28.1 Council may by resolution:

28.1.1 Determine the length, route and/or location of a shared path; and

28.1.2 Determine priority for users on a shared path.

28.2 No person may use a shared path in a manner that contravenes a restriction made by the Council under this clause.

29 Shared zones

29.1 Council may by resolution specify any road or part of a road to be a shared zone.

29.2 Any resolution made under this clause may specify:

29.2.1 Whether the shared zone may be used by specified classes of vehicles;

29.2.2 The days and hours of operation of the shared zone (if they differ from 24 hours per day, 7 days per week); and

29.2.3 Any other restrictions on how the shared zone is to be used by the public, including how traffic and pedestrians will interact.

29.3 Except where the Council has by resolution specified otherwise, no person may stand or park a vehicle in a road or part of a road specified as a shared zone.

29.4 No person may use a shared zone in a manner that contravenes a restriction made by the Council under this clause.

30 Exemptions

30.1 The provisions of this Bylaw shall not apply to any vehicle parked, stopped or diverted by the direction of any authorised officer, enforcement officer or traffic control sign.

30.2 The provisions of this Bylaw shall not apply to any motor vehicle engaged on Council or other public work at that place where:

30.2.1 No other practicable alternative is available; and

30.2.2 The vehicle is being used with due consideration for other road users; and

30.2.3 The act which would otherwise be a breach of this part of this Bylaw is reasonably necessary for the purposes of the work.

31 Fees and charges

31.1 Council reserves the right to determine, by resolution, following the special consultative procedure provided for in the Local Government Act 2002, reasonable fees and charges for undertaking any inspection in terms of discharging its responsibilities under and in terms of this Bylaw.

Part 6 Offences

32 Offences

32.1 Every person commits an offence against this Bylaw who:

32.1.1 Causes or permits a vehicle to:

32.1.1.1 Straddle any lines defining a metered space; or

32.1.1.2 Encroach on more than one metered space unless his or her vehicle is of too great a length to be accommodated in one space. The person in charge of the vehicle requiring more than one metered space shall be liable for the parking fee in respect of each metered space encroached upon.

32.1.2 Parks any vehicle, which by reason of its condition or content causes an offensive odour in any public place.

32.1.3 Stops or parks, or permits the stopping or parking, of any vehicle on any footpath or verge.

32.1.4 Is in charge of any vehicle and fails to pay the applicable fee, or possess a valid permit as required by this Bylaw or allows any vehicle to remain in a parking space for any period longer than stipulated by signs or exceeding the timeframe paid for.

32.1.5 Operates or attempts to operate any barrier arm by any means other than as prescribed by the particular apparatus and/or by this Bylaw.

32.1.6 Parks a vehicle in a parking place during the time it is reserved by Council for some other person or is not permitted to be used at that time by any vehicle.

32.1.7 Leaves a vehicle in a parking space except entirely within any lines made by Council defining a parking space.

32.1.8 Parks in a parking space a vehicle that is not of the class or classes permitted to use that parking space.

32.1.9 Wilfully or negligently obstructs any parking space.

32.1.10 Unloads any vehicle so as to cause or, be likely to cause, damage to the pavement or any footpath.

32.1.11

32.1.12 Misuses, interferes, tampers, or attempts to tamper with the working or operation of any parking meter.

32.1.13 Without prior written consent of Council affixes or attempts to affix any placard, advertisement, notice, document or similar thing, or to paint, write upon or disfigure any parking meter or sign(s).

32.1.14 Commits, or causes to be committed, any act contrary to this Bylaw.

32.1.15 Omits, or knowingly permits to remain undone, any act required by this Bylaw.

32.1.16 Refuses or neglects to comply with any authorisation or any condition in any such authorisation, whether public or private, given pursuant to this Bylaw, or

32.1.17 Obstructs or hinders any authorised officer or enforcement officer in the performance of any power, or duty conferred upon him or her by this Bylaw.

32.1.18 Being the driver or person in charge of a vehicle, returns to the same parking space or any parking space within the same parking place, within a period of less than 30 minutes or any other alternative time restriction displayed on signs in the parking place, from the time the vehicle left the particular parking space. For the avoidance of doubt, any time restriction on returning to any parking space as displayed on signs located in the parking place shall take precedence.

33 Penalty

33.1 Subject to any provision to the contrary, any person convicted of an offence against a provision of this bylaw made under Part 8 of the LGA 2002 is liable for a fine not exceeding \$20,000.

33.2 Any person breaching a provision of this bylaw made under section 22AB of the Land Transport Act 1998 and in respect of which no other penalty provision applies is liable for a fine not exceeding \$1,000.

THIS BYLAW was duly made by the Rotorua Lakes Council by a resolution passed on [insert].

THE COMMON SEAL of the

ROTORUA DISTRICT COUNCIL

as hereto affixed in the presence of:

MAYOR

CHIEF EXECUTIVE

ROTORUA
LAKES COUNCIL
Te Kaunihera o ngā Roto o Rotorua

ROTORUA DISTRICT COUNCIL
TRAFFIC BYLAW
2026

DRAFT

Part 1 Preliminary

1 Introduction

- 1.1 This Bylaw is made under the Land Transport Act 1998, Local Government Act 1974, Local Government Act 2002, and the Bylaws Act 1910. In addition, traffic and parking issues are also regulated by other Acts and regulations which should be referred to in conjunction with this Bylaw.
- 1.2 This Bylaw shall be referred to as the "Rotorua District Council Traffic Bylaw 2026".
- 1.3 This Bylaw shall come into force and take effect on date to be provided.
- 1.4 The Rotorua District Council Traffic Bylaw 2025 is hereby revoked.

2 Objective

- 2.1 The objective of this Bylaw is to set the requirements for parking and associated control of vehicular or other traffic on any road in the District, including any state highways controlled by Council.

3 Interpretation

- 3.1 In this Bylaw, unless inconsistent with the context:

Authorised officer means any person appointed or authorised by the Council to act on its behalf and includes any Parking Warden appointed under section 128D of the Land Transport Act 1998 or enforcement officer authorised to carry out any of the duties provided for in this Bylaw.

Authorised period means:

- a) That period of time commencing when the prescribed parking fee is paid into a parking meter and ending when the parking meter indicates that the period has expired.
- b) That period of time commencing when a vehicle is parked within an area which Council by resolution has designated as a "time limited" area and ending on the expiry of the time limit for the area as specified in sign(s) erected by Council in that area.

Authorised time in relation to any permit means that period of time, commencing when the permit is activated and subsequently expires, for which the permit authorises the parking of a vehicle in a particular permit parking area as determined by appropriate sign(s) displayed by Council in that area.

Bicycle – see cycle.

Bus has the same meaning as in the Land Transport (Road User) Rule 2004.

Bus lane has the same meaning as in the Land Transport (Road User) Rule 2004.

Council means the Rotorua District Council trading as Rotorua Lakes Council.

Cycle has the same meaning as in the Land Transport (Road User) Rule 2004.

Cycle lane has the same meaning as in the Land Transport (Road User) Rule 2004.

Cycle path has the same meaning as in the Land Transport (Road User) Rule 2004.

Designated means specified by Council by resolution.

District means the Rotorua District as from time to time constituted.

Driver has the same meaning as in the Land Transport (Road User) Rule 2004.

Enforcement officer has the same meaning as in the Land Transport Act 1998 and the Local Government Act 2002.

Footpath has the same meaning as in the Land Transport (Road User) Rule 2004.

Goods vehicle has the same meaning as in the Land Transport (Road User) Rule 2004.

Heavy motor vehicle has the same meaning as in the Land Transport Act 1998.

Loading zone has the same meaning as the Land Transport (Road User) Rule 2004.

Metered space means a parking space located in a parking meter area and includes areas where payment is required for part or all of the permitted parking period.

Mobility card means a card issued by the CCS Disability Action, or a similar organisation authorised by Council, which is to be appropriately displayed in vehicles operated by eligible persons with restricted mobility.

Motorcycle has the same meaning as defined in the Land Transport (Road User) Rule 2004.

Motor vehicle has the same meaning as in the Land Transport Act 1998.

Parking has the same meaning as defined in the Land Transport (Road User) Rule 2004.

Parking fee means the fee/tariff payable for the parking of vehicle/s within a parking meter area for a permitted period. The term includes payment by any means approved by Council.

Parking meter means a device or system (including electronic or software based systems) that is used to facilitate the payment of parking fees in exchange for parking a vehicle in a parking.

Parking meter area means any parking space or group of parking spaces (including within a building) declared by Council resolution to be a parking meter area.

Parking place has the same meaning as in section 591(6) of the Local Government Act 1974.

Parking space means a portion of a parking place marked out with painted lines or other method of differentiation for the specific purpose of accommodating a parked vehicle.

Parking warden means a parking warden appointed under section 128D of the Land Transport Act 1998.

Passenger service vehicle has the same meaning as in the Land Transport Act 1998.

Permit means a non-transferable electronic parking right linked to a particular vehicle license plate number entitling the holder to park within a defined parking area or other area as described in any conditions of use associated with the permit. Types of permits include but are not limited to:

- Emergency/Police business.
- Contractor/Tradesperson.
- Official Government/Local Government duties.
- Not for profit charitable organisations.
- Discretionary circumstances e.g. event preparation.
- Reserved spaces e.g. selected Parking Building spaces.
-

Note: 'Permit' does not include Mobility cards which are issued by CCS Disability Action (NZ). A permit only allows the parking of vehicle free of charge and does not relieve the driver of the vehicle from the requirement to park in compliance with all other relevant rules.

Permit parking area means any area of land belonging to or under the control of Council which is authorised, by resolution of Council pursuant to clause 13 of this Bylaw, as a place where vehicles may be parked using parking permits.

Permit parking space means a parking space or section in a permit parking area indicated by and located within appropriate markings made by Council for the parking of a motor vehicle.

Public holiday has the same meaning as in the Holidays Act 2003.

Public place means a public place owned by or under the control of Council and includes any road.

Public work means every activity which the Crown or Council (or their agents) are authorised to engage in and includes any investigation, enquiry, meeting or item required directly or indirectly for such activity.

Reserved parking space means any parking space which has been reserved by Council for letting to any person for reserved parking and which is clearly marked by a sign, road marking, notice or number or otherwise as being not available for public parking. Reserved parking spaces are allocated by Council through the purchase of a permit.

Road has the same meaning as in the Land Transport (Road User) Rule 2004.

Shared path means a cycle path, a cycle track, a footpath, or some other kind of path that may be used by some or all of the following persons at the same time – (a) cyclists; (b) pedestrians; (c) riders of mobility devices; and (d) riders of wheeled recreational devices.

Shared zone means a length of roadway intended to be used by pedestrians and vehicles (including cyclists).

Shipping container means a standardised rectangular box or a similar container, typically used to transport freight by ship, rail and highway.

Skip bin means a bin or similar receptacle used for the removal of waste.

Special vehicle lane has the same meaning as the Land Transport (Road User) Rule 2004.

Storage charges are a fee as specified from time to time in the Land Transport Act 1998 or in Regulations or Notices made pursuant to that Act.

Structure means something made up or constructed of a number of parts that are held or put together in a particular way.

Towage fee is a fee as specified from time to time in the Land Transport Act 1998 or in Regulations or Notices made pursuant to that Act.

Vehicle has the same meaning as in the Land Transport Act 1998 and includes motor vehicles and heavy motor vehicles.

Verge includes every verge, flowerbed, grass verge or plot, shrubbery or planted area which is laid out to not form part of the road carriageway.

- 3.2 Words implying the singular include the plural and vice versa.
- 3.3 Headings and bolding are only for convenience and may be ignored.
- 3.4 Resolutions of Council may be amended, rescinded or reinstated by a further resolution of Council. The latest resolution of Council shall be deemed to be the operative resolution.

Part 2 General Scope

4 Parking on roads

- 4.1 Council by resolution, and subject to the placing and maintenance of the appropriate signs or markings, may:
- 4.1.1 Limit, restrict or prohibit the parking or stopping of vehicles on any part of any public place.
 - 4.1.2 Permit the parking or stopping on any part of any public place of a particular class or classes of vehicles on such basis as may be designated.

Part 3 Metered parking

5 Creation of parking meter areas

- 5.1 Council by resolution, and subject to the placing and maintenance of the appropriate signs or markings, may:
- 5.1.1 Declare any part of a public place to be a parking meter area.
 - 5.1.2 Declare the number and position of metered spaces within a parking meter area.
 - 5.1.3 Declare the times and for how long vehicles may park in metered spaces within the parking meter area.
 - 5.1.4 Fix the fees payable for the parking of vehicles within metered spaces in parking meter areas.
 - 5.1.5 Declare the mechanism for collecting fees and managing parking meter areas.
- 5.2 In accordance with any resolution under clause 5.1 Council shall mark out metered spaces in parking meter areas.

6 When parking in metered spaces applies

- 6.1 Any resolution by Council concerning metered spaces will apply:
- 6.1.1 Every day of the week except Sundays and public holidays; and
 - 6.1.2 Between the hours of 8.00am and 10.00pm on those days
- except where signs relating to those metered spaces indicate otherwise.

7 Parking in metered spaces

- 7.1 No vehicle shall be parked in a metered space other than completely within the lines defining that space.
- 7.2 Any vehicle may be lawfully parked in a metered space during the period which has been paid for or as otherwise authorised by Council.
- 7.3 No person shall park, or allow to be parked, any vehicle in any metered space in excess of the maximum time allowed for parking in that space. Unless the maximum authorised time is exceeded, it shall be lawful for the driver or person in charge of any vehicle, on the expiration of any authorised period of parking, to pay the prescribed parking fee and occupy the metered space for the further period indicated by the parking meter.
- 7.4 No vehicle shall be parked in a metered space which is already occupied by another vehicle, provided however that it shall be lawful for more than one motorcycle to occupy any metered space at the same time.
- 7.5 Where more than one motorcycle occupies a metered space, each must pay the prescribed parking fee. No motorcycle shall remain parked in the metered space while either the parking meter shows that the time has expired, or the period authorised has expired.
- 7.6 Subject to clause 7.7, if the metered space is parallel to the kerb or footpath, the driver of any vehicle (except a motorcycle) shall park the vehicle so that it is headed in the general direction of the movement of traffic on the side of the street on which it is parked.
- 7.7 A motorcycle may be parked otherwise parallel to the kerb or footpath provided that during the hours of darkness it shall be sufficiently illuminated so as to be visible from at least 50 metres.
- 7.8 If a metered space is at an angle (other than 90° to the kerb or footpath) the driver of any vehicle (except a motorcycle) occupying such space shall park the vehicle in such a manner that it is headed substantially in the general direction of the legal flow of traffic on the side of the street on which such vehicle is parked. The front of any vehicle parked in such space shall be facing in towards the kerb or footpath.
- 7.9 No person shall park or allow to be parked any vehicle in any metered space except as permitted by the provisions of this part of this Bylaw or operate or attempt to operate any parking meter in a manner contrary to the method of required method of operation on any such device.
- 7.10 Council may issue a parking permit authorising the permit-holder to park in a metered space without paying the prescribed parking fee. Clauses 7.3, 8, and 10.2 do not apply to vehicles that have been issued a permit under this clause.

8 Payment of fees – parking meter areas

- 8.1 As soon as any vehicle parks in a metered space in a parking meter area, the driver or person in charge of the vehicle must immediately pay the prescribed fee through any one of the payment methods authorised by the Council in use within that parking meter area. A vehicle is lawfully parked in a metered space in a parking meter area for the period of time corresponding to the prescribed fee paid.

9 Temporary discontinuance of a metered space

- 9.1 Council may temporarily discontinue, by way of a physical barrier or traffic cones, the use of any metered space. No unauthorised person may then stand or park a vehicle in that space.
- 9.2 Council may temporarily discontinue a parking place if a sign or signs indicating "No Standing or No Parking" are displayed. No person may then stand or park a vehicle there while the sign or signs are displayed.
- 9.3 Council may, upon receipt of a Temporary Traffic Management Plan, allocate either metered and/or restricted parking for the exclusive use of that event or activity, for the duration of the Temporary Traffic Management Plan.

**Part 4
Non-metered parking****1 General parking places**

- 1.1 Council by resolution, and subject to the erection of the appropriate signs, or placement of markings, may:
- 1.1.1 Declare any public place to be a parking place.
 - 1.1.2 Specify the vehicles which shall be permitted to park there.
 - 1.1.3 State the days and hours within which parking shall be permitted there.
 - 1.1.4 State the conditions of parking in a parking place.
 - 1.1.5 Fix which part or parts of the parking place shall be available for public use and which part or parts may be available for permit or reserved parking.
 - 1.1.6 Fix the prescribed fees.
- 1.2 It shall be unlawful for a driver or person in charge of a vehicle leaving a parking space to return to that parking space or any parking space within the same parking place until a period of 30 minutes, or any other time restriction on returning to any parking space within the same parking space as displayed on signs located in the parking place, has elapsed, from the time the vehicle has left the particular parking space to when it returns. For the avoidance of doubt, any time restriction on returning to any parking space as displayed on signs located in the parking place shall take precedence.
- 1.3 Mobility Concession
- 1.3.1 A mobility card holder may park for double the prescribed time limit by correctly displaying a mobility card. In metered areas, the parking fee shall only be payable for the first half of the parking duration.

2 Creation of permit parking areas

- 2.1 Council by resolution, and subject to the placing and maintenance of the appropriate signs or markings, may:
- 2.1.1 Declare any part of a public place to be a permit parking area.
 - 2.1.2 Declare the number and position of parking spaces within a permit parking area.
 - 2.1.3 Declare the times and for how long vehicles may park in parking spaces in a permit parking area.
 - 2.1.4 Fix the fees payable for the parking of vehicles within parking spaces in a permit parking area.
 - 2.1.5 Declare the mechanism for collecting fees and managing permit parking areas.
- 2.2 In accordance with any resolution under clause 11.1 Council shall mark out parking spaces in permit parking areas.

3 Parking in permit parking areas

- 3.1 No person shall park a vehicle in a parking space in any permit parking area at any time when parking by permit applies unless there is a valid permit linked to the registration plate number of the vehicle, sufficient to cover the entire period during which the motor vehicle is parked.
- 3.2 No vehicle shall remain parked in a parking space in any permit parking area in excess of the authorised time.
- 3.3 For the purposes of clause 12.1 a parking permit shall not be valid if:
- 3.3.1 The period of validity of the permit has expired; or
 - 3.3.2 Where the vehicle parked contains a different registration plate to the vehicle to which the permit was issued.
 - 3.3.3 Note: Permits are non-transferable and non-refundable.

**Part 5
Miscellaneous****4 Creation of special vehicle lanes**

- 4.1 Council by resolution, and subject to the placing and maintenance of the appropriate signs or markings, may declare any part of a road to be a special vehicle lane.

5 Parking of heavy motor vehicles

- 5.1 No person shall stop, stand or park a heavy motor vehicle, this includes trailers, for more than one hour in any public place where there is adjacent residential zoned land on either side of the road. It shall not be an offence to stop, stand or park such vehicle for such period as is reasonably required for the purpose of loading or unloading that vehicle in the course of trade.

6 Creation of loading zones

6.1 Council by resolution may, subject to the placement of appropriate signage:

6.1.1 Declare any part of a public place to be a loading zone.

6.1.2 Declare the times and for how long vehicles may park in the loading zone.

7 Towaway

7.1 Any enforcement officer or authorised officer may have a vehicle moved or removed to some other position, including any appropriate premises designated by Council or the Police, if the vehicle:

7.1.1 Is left unattended in any public place so as to cause a nuisance or obstruction; or

7.1.2 Fails to comply with the permitted use of the parking space.

7.2 Where any vehicle has been removed pursuant to clause 16.1 the owner or driver of that vehicle may be required to pay any or all of the following:

7.2.1 Any fine that may be imposed; and/or

7.2.2 A towage fee for the removal of the vehicle; and/or

7.2.3 Reasonable storage charges on a daily basis until the vehicle is uplifted.

8 Skip bins

8.1 No person shall place or cause to be placed skip bins on the road without the prior written consent of Council. Such consent may at any time be varied or revoked in writing by Council. The skip bin must also comply with the following:

8.1.1 The bin must be placed at least 1.0 m away from a traffic lane; and

8.1.2 The bin must be contained within an area on the road that has been fenced off with appropriate safety fencing.

8.2 No person shall place or cause to be placed skip bins in metered spaces without the prior written consent of Council. Such consent may at any time be varied or revoked in writing by Council.

8.3 In addition to receiving written consent from Council, any skip bin placed in a metered space must be contained wholly within the parking space

8.4 No skip bin shall be left on any road between half an hour after sunset of one day and half an hour before sunrise the following day unless properly lit by flashing amber lights on outer corners of the bin facing on-coming traffic.

8.5 Where any skip bin is placed on the road other than in accordance with clauses 17.1 to 17.4, such skip bin may be removed by Council.

8.6 Where any skip bin has been removed pursuant to clause 17.5, the owner or hirer of that bin may be required to pay any or all of the following:

8.6.1 Any fine that may be imposed; and/or

8.6.2 A towage fee for the removal of the bin; and/or
Reasonable storage charges on a daily basis until the bin is uplifted

9 Shipping containers or other structures on roads

9.1 No person shall place or cause to be placed a shipping container or other structure/s on any road without the prior written consent of Council. Such consent may at any time be varied or revoked in writing by Council.

9.2 In addition to receiving written consent from Council any shipping container or other structure on a road shall also comply with the following:

9.2.1 The container or structure must be placed at least 1.0 m away from a traffic lane; and

9.2.2 The container or structure must be contained within an area on the road that has been fenced off with appropriate safety fencing.

9.3 No shipping container or other structure shall be left on any road between half an hour after sunset of one day and half an hour before sunrise the following day unless properly lit by flashing amber lights on outer corners of the bin facing on-coming traffic.

9.4 Where any shipping container or structure is placed on the road other than in accordance with clauses 18.1 to 18.3 such shipping container or structure may be removed by Council.

9.5 Where any shipping container or structure has been removed pursuant to clause 18.4, the owner or hirer of such container or structure may be required to pay any or all of the following:

9.5.1 Any fine that may be imposed; and/or

9.5.2 A towage fee for the removal of the container or structure; and/or

9.5.3 Reasonable storage charges on a daily basis until the container or structure is uplifted.

10 Caravans / camper vehicles

10.1 No person shall stop, stand or park any caravan, camper vehicle, house bus or mobile home on any road for any continuous period exceeding seven days without the prior written consent of Council.

11 Displaying vehicles on street

11.1 No person shall use any public place for the keeping, placing or parking of any vehicle whether for sale, exhibition, demonstration, advertisement, signage or storage, except where from time to time Council may determine by resolution an area set aside for that purpose.

12 Use of cranes

- 12.1 No person shall operate any crane, mobile crane, concrete pump truck, concrete truck, excavator or drill rig without the prior written consent of Council while parked or stopped on a road. Conditions may be imposed in granting such consent.

13 Vehicle repairs

- 13.1 No person shall park any vehicle on any road to carry out repairs unless those repairs are of both a minor and urgent nature.

14 Misuse of mobility cards

- 14.1 It shall be unlawful for the person who is the registered holder of a mobility card displayed not to be the driver of or a passenger in the vehicle displaying the mobility card.

15 Bus stops

- 15.1 Council by resolution, and subject to the placing and maintenance of the appropriate signs or markings, may:

- 15.1.1 Declare any part of a public place to be a bus stop or stand for passenger service vehicles;
- 15.1.2 Direct what type of passenger service vehicles may use any such bus stop or stand;
- 15.1.3 Define restrictions, stopping times, or change the type of passenger service vehicles that may use any such bus stop or stand.

- 15.2 Unless otherwise indicated by appropriate signage no passenger service vehicle shall remain stopped on a bus stop for any longer period than is necessary to pick up or set down passengers.

16 Leaving objects on roads

- 16.1 No person may place or leave objects on roads without reasonable excuse in circumstances that are reasonably deemed by Council to disregard the safety of other road users.

17 Nuisance Behaviours

- 17.1 A person must not use a public place or behave in a manner that, to any reasonable person would, be unsafe, obstruct, disturb, interfere with, alarm, distress, intimidate or harm any other person in their use or enjoyment of that public place.

18 Vehicle and road use

- 18.1 Council may by resolution:

- 18.1.1 Require vehicles on roads to travel in one specified direction only (one way); or
- 18.1.2 Prohibit vehicles turning from facing or travelling in one direction to facing or travelling in the opposite direction (performing a U-turn) on specified roads.

19 Shared paths**19.1 Council may by resolution:**

19.1.1 Determine the length, route and/or location of a shared path; and

19.1.2 Determine priority for users on a shared path.

19.2 No person may use a shared path in a manner that contravenes a restriction made by the Council under this clause.**20 Shared zones****20.1 Council may by resolution specify any road or part of a road to be a shared zone.****20.2 Any resolution made under this clause may specify:**

20.2.1 Whether the shared zone may be used by specified classes of vehicles;

20.2.2 The days and hours of operation of the shared zone (if they differ from 24 hours per day, 7 days per week); and

20.2.3 Any other restrictions on how the shared zone is to be used by the public, including how traffic and pedestrians will interact.

20.3 Except where the Council has by resolution specified otherwise, no person may stand or park a vehicle in a road or part of a road specified as a shared zone.**20.4 No person may use a shared zone in a manner that contravenes a restriction made by the Council under this clause.****21 Exemptions****21.1 The provisions of this Bylaw shall not apply to any vehicle parked, stopped or diverted by the direction of any authorised officer, enforcement officer or traffic control sign.****21.2 The provisions of this Bylaw shall not apply to any motor vehicle engaged on Council or other public work at that place where:**

21.2.1 No other practicable alternative is available; and

21.2.2 The vehicle is being used with due consideration for other road users; and

21.2.3 The act which would otherwise be a breach of this part of this Bylaw is reasonably necessary for the purposes of the work.

22 Fees and charges**22.1 Council reserves the right to determine, by resolution, following the special consultative procedure provided for in the Local Government Act 2002, reasonable fees and charges for undertaking any inspection in terms of discharging its responsibilities under and in terms of this Bylaw.**

Part 6 Offences

23 Offences

23.1 Every person commits an offence against this Bylaw who:

23.1.1 Causes or permits a vehicle to:

23.1.1.1 Straddle any lines defining a metered space; or

23.1.1.2 Encroach on more than one metered space unless his or her vehicle is of too great a length to be accommodated in one space. The person in charge of the vehicle requiring more than one metered space shall be liable for the parking fee in respect of each metered space encroached upon.

23.1.2 Parks any vehicle, which by reason of its condition or content causes an offensive odour in any public place.

23.1.3 Stops or parks, or permits the stopping or parking, of any vehicle on any footpath or verge.

23.1.4 Is in charge of any vehicle and fails to pay the applicable fee, or possess a valid permit as required by this Bylaw or allows any vehicle to remain in a parking space for any period longer than stipulated by signs or exceeding the timeframe paid for.

23.1.5 Operates or attempts to operate any barrier arm by any means other than as prescribed by the particular apparatus and/or by this Bylaw.

23.1.6 Parks a vehicle in a parking place during the time it is reserved by Council for some other person or is not permitted to be used at that time by any vehicle.

23.1.7 Leaves a vehicle in a parking space except entirely within any lines made by Council defining a parking space.

23.1.8 Parks in a parking space a vehicle that is not of the class or classes permitted to use that parking space.

23.1.9 Wilfully or negligently obstructs any parking space.

23.1.10 Unloads any vehicle so as to cause or, be likely to cause, damage to the pavement or any footpath.

23.1.11

23.1.12 Misuses, interferes, tampers, or attempts to tamper with the working or operation of any parking meter.

23.1.13 Without prior written consent of Council affixes or attempts to affix any placard, advertisement, notice, document or similar thing, or to paint, write upon or disfigure any parking meter or sign(s)

23.1.14 Commits, or causes to be committed, any act contrary to this Bylaw.

23.1.15 Omits, or knowingly permits to remain undone, any act required by this Bylaw.

23.1.16 Refuses or neglects to comply with any authorisation or any condition in any such authorisation, whether public or private, given pursuant to this Bylaw, or

23.1.17 Obstructs or hinders any authorised officer or enforcement officer in the performance of any power, or duty conferred upon him or her by this Bylaw.

23.1.18 Being the driver or person in charge of a vehicle, returns to the same parking space or any parking space within the same parking place, within a period of less than 30 minutes or any other alternative time restriction displayed on signs in the parking place, from the time the vehicle left the particular parking space. For the avoidance of doubt, any time restriction on returning to any parking space as displayed on signs located in the parking place shall take precedence.

24 Penalty

24.1 Subject to any provision to the contrary, any person convicted of an offence against a provision of this bylaw made under Part 8 of the LGA 2002 is liable for a fine not exceeding \$20,000.

24.2 Any person breaching a provision of this bylaw made under section 22AB of the Land Transport Act 1998 and in respect of which no other penalty provision applies is liable for a fine not exceeding \$1,000.

THIS BYLAW was duly made by the Rotorua Lakes Council by a resolution passed on [insert].

THE COMMON SEAL of the
ROTORUA DISTRICT COUNCIL
as hereto affixed in the presence of:

MAYOR

CHIEF EXECUTIVE

DRAFT

There are approximately 3400 on-street parking spaces in the policy area. This includes all-day parking, time limited metered parking, mobility parking and motorcycle parking.

1.2 Priority of users

Priority for parking is given to visitors to the city centre and customers of local businesses. The use of on-street parking spaces for long stay commuter parking is seen as inappropriate. Off-street and specified CBD fringe parking is instead intended to appropriately provide for this user group given the low need for regular car park turnover.

The hierarchy of users, as set out in Principle 8 of the Parking Policy, is as follows:

- Shoppers and Visitors
 - Mobility
 - Taxis
 - Buses
- Workers
- Recreational reserve users

2. GUIDELINES

2.1 Occupancy

Council will manage demand for parking such that utilisation normally sits within 70-90% of the available parking supply during the working week. Council aims to have approximately 1 in every 7 parking spaces available for parking, with an average occupancy rate of around 85%. This occupancy rate is in line with international best practice.

The target parking occupancy rate is not set at 100% as some spaces should always be available for drivers to find a space suitable for their intended activity, reducing the need for vehicles to circulate the city which negatively impacts traffic flow and the experience of the city centre. It is noted, however, that some areas, such as long stay parking for example, may at times reach 100% occupancy. This may be desirable in helping to meet Council's transport ambitions such as, but not limited to, reducing the amount of single occupant trips into the city, rather than investing in expansion of car parking areas.

With the abovementioned exception, where average parking demand falls outside the 70-90% occupancy range, Council will consider the following possible actions:

- Demand falls below 70% - Council will consider relaxing time restrictions and/or reducing prices, if they apply, to increase demand. Where prices apply, they should be allowed to vary, depending on demand.
- Parking demand exceeds 90% - Where prices do not already exist, when demand exceeds 90% Council will implement prices for parking. Even in situations where P120 limits apply (and are enforced), then Council will consider implementing pricing. This will be targeted to areas of high demand rather than across a wider arbitrary area.
- Parking demand exceeds 90% - Where prices do already exist, when demand exceeds 90% Council will consider raising the price unless the occupancy rate is desirable (see above example regarding long stay areas for CBD workers/commuters).
- Council shall provide a minimum of one mobility park on every street, bounded by intersections where feasible.

2.2 Pricing

Pricing will be the primary tool for managing the demand for public parking in the city centre. This will be done using demand responsive pricing. On-street parking may be priced where justified by demand (as per section 3.1).

When and where demand for parking is high (over 90% of occupancy), prices may be raised. Inversely, when and where demand for parking is low (under 70% occupancy), prices may be reduced.

The pricing used will be at the lowest rate in order to manage demand. This means that in some areas where parking demand is particularly low, parking may not be priced at all.

Pricing in areas such as long stay/commuter areas may include additional options aimed at convenience to attract long-term parkers into this area. Non-refundable pricing may be tiered accordingly to reward users for parking in the most appropriate area for their activity and committing to longer periods of time.

Pricing may vary depending on the time of day and corresponding demand patterns. For example, if peak demand is between 10am and 4pm then the highest prices will apply and if demand is lowest between 10pm and 6am then no charge may apply. Prices will also vary across weekdays and weekends.

Refer also to section 3.4 below regarding Council's commitment to the monitoring of parking demand when prices are adjusted.

Parking prices shall be set as any multiple of \$0.50 and 0.5 hours starting with no charge and with no upper limit.

Price adjustments shall be delegated to the Director, Transport Services.

2.3 Time-Limits

A mixture of an initially free parking period followed by paid parking up to a maximum time limit is the primary method for managing parking in the city centre

Where prices cannot be justified, time limits considered suitable by Council to achieve the desired occupancy levels will be implemented.

2.4 Monitoring and Evaluation

Council will regularly monitor parking supply and demand patterns in order to make informed parking management decisions and assess their effectiveness. This will also ensure that Council is aware of the total parking supply in the city centre and how it is changing over time. For the purpose of managing the demand for parking in the city centre, the following performance measures will be used:

- Parking space occupancy rates
- Length of stay
- Number and location of infringements compared with the rate of people paying for parking
- User satisfaction

Occupancy should be in line with the desired occupancy set out in 3.1.

The data may be collected through:

- Licence Plate Reading technology
- Parking payment technology
- Parking infringement reporting
- User Satisfaction Surveys
- General feedback
- Enforcement and monitoring data and information

Data will be regularly reviewed.

Public on-street parking data collection

Linking parking stay durations to payment data will provide greater information on payment location and frequency trends, preferred payment channels, payment avoidance and parking overstay.

Parking occupancy and timing data is collected through a combination of License Plate Reading technology, parking payment and enforcement data to build a complete picture of trends. The above information and occupancy data are used to identify behavioural patterns and to determine whether or not the policy objectives are being achieved.

Public Off-street parking data collection

In addition to the data collection methods employed for on-street public parking, off street public parking areas (e.g., parking building) use License Plate Reading technology to determine entry and exit time of each vehicle, and to determine

Whether payment has successfully been made for the duration parked.

- Car-park utilisation for each hour (car parks occupied as a proportion of total car parks)

Private off-street parking data collection

In order to fully understand the demand for public parking Council needs to assess the total parking supply in the city centre, including private off-street parking.

Collecting this information will help Council to ensure there is enough on, and off-street parking supplied in the city centre by allowing Council to respond to any significant changes in supply of off-street parking accordingly.

Council will undertake an initial baseline survey of private off-street parking at the outset of the new approach to parking management. These results will then be compared to future surveys. These will be undertaken every two – three years at Council's discretion dependent on the rate of development in the city centre.

Council is aware that while it has knowledge of potential total occupancy, it has little to no influence on private landowners' decisions on whether to continue to participate in private parking activities so cannot rely on private parking as a long-term future solution to occupancy pressures.

2.5 Payment Technology

Council will provide opportunities for users to pay for parking using parking payment technology. The use of parking payment technology has the added advantage of providing data on utilisation without the need for manual surveys.

Council will ensure parking payment technology is provided that allows users greater flexibility to pay for parking in a modern fashion with increasing reliance on electronic transaction methods and mobile technology methods.

Costs associated with this approach will be measured against the expected revenue, expenditure and increased benefits and efficiencies for the public and the Council. Monthly reporting is used to monitor trends and make any adjustments deemed necessary.

The technology solution will allow for payment by debit or credit card, coins, and other mobile solutions such as but not limited to payment apps. Electronic 'permits' will also be provided in accordance with the relevant requirements of the Rotorua District Council's Traffic Bylaw.

2.6 Fees and Charging

These will vary in different parts of the city centre and will be based on demand and desired occupancy in accordance with sections 3.1 and 3.2.

2.7 Enforcement

The successful implementation of a performance-based approach to parking management is reliant on reliable data-based decision making and effective technology-based solutions for enforcement of parking regulations and restrictions. Parking enforcement practices will be reviewed monthly and updated where required to ensure best practice and efficiency. Effective enforcement includes the following practices:

- Clearly established enforcement procedures and relevant training
- Enforcement that is consistent, efficient, legally robust and fair
- Educating the parking users and local businesses on the policy, parking management guidelines and bylaw as to the benefits of effective enforcement
- Frequent monitoring of parking using a blend of people and technology.
- Additional enforcement support for special events, schools etc.

2.8 Allocation of Parking Revenue

Pricing of parking is first and foremost about managing demand for parking and increasing compliant behaviour, rather than gathering revenue. Therefore, as much as practicable, parking revenue will be reinvested directly into the areas of the city from which it is raised.

This will be done by ring-fencing parking revenue. This revenue will be used to fund projects that benefit the community that will include, but is not limited to, streetscape upgrades, and safety improvements in the city centre.

Council will use notices and other media to inform the public that their parking fees are being reinvested into the community where it is being collected.

2.9 Parking Information

Council will develop communication and marketing material to ensure the community is informed about its approach to managing public parking.

Council will ensure that parking user information is available in the form of signage, maps, brochures and website information. This will indicate information on parking availability, prices, fines, penalties, regulations and how and where to pay or appeal an infringement notice.

Fees will be appropriately displayed on meters, payment apps and on the Council website.

Adequate parking user information will ensure all users are appropriately informed, minimising the need for enforcement.

2.10 Peak Demand Parking Management

At times, a need arises to manage excessive parking demands due to one-off and/or seasonal special events such as concerts, sports events, cultural events and Christmas shopping. Managing parking peaks can help to mitigate the negative consequences associated with excessive demand such as congestion, unsafe/illegal parking, and driver frustration.

A peak demand management plan may be used if required and is essentially a combination of strategies seeking to manage peak demands for parking using existing parking facilities or makeshift areas, rather than increasing parking supply.

This could include a combination of the following strategies for managing peaks in demand for parking:

- Signage to identify when parking areas are full, as well as to direct vehicles to alternative parking areas
- Identification of appropriate temporary parking that may be shared, such as opening up parking at a school or commuter park and ride for the period immediately before Christmas when demand for these uses is low.
- Including the cost of public transport passes in the ticket price for special events, such as sports and cultural events
- Retailer funded reimbursement of public transport travel costs

Statement of Proposal:

Parking - Policy, Bylaw and Inner-City Parking reviews

ROTORUA
LAKES COUNCIL

Nov 2025



INTRODUCTION

Rotorua Lakes Council is reviewing the Performance Based Parking Management Practices – Policy, and Traffic Bylaw 2025, with the aim of supporting inner-city parking. Both will be consulted on at the same time under the same process as per the Local Government Act 2002. We are seeking your views on the proposed changes.

Council bylaws and policies are created to address specific issues or activities within a local area. More specifically a policy is a statement of the Council's position on a matter which guides the delivery of our services. Bylaws are rules made by each local authority and are typically enforced by the Council or Regional Council. They can be made for several reasons including:

- Provision of parking enforcement
- Safety of parking users
- A clear framework guiding parking

As part of improving parking within the inner-city of Rotorua there is one Policy and one Bylaw that are proposed to be updated, these are the:

- Performance Based Parking Management Practices (Policy)
- The Traffic Bylaw 2025 (Bylaw)

These are being updated for various reasons including:

- Reflecting current legislation
- Technology advancements
- Proposed parking layout
- To provide clarity for enforcement and compliance
- Considering safety with clear frameworks guiding parking layout



PROCESS OF AMENDING A BYLAW OR POLICY

When amending a bylaw or policy, the Council must use the special consultative procedure and comply with its requirements under the Local Government Act 2002, if the amendments are deemed to have significant interest by the public or may significantly impact on the public.

In this case, the Council considers the matters covered by the Policy and Bylaw to necessitate the special consultative procedure.



CONSULTATION TOPICS

PERFORMANCE BASED PARKING MANAGEMENT PRACTICES – POLICY REVIEW

Guided by sections 77-82 of the Local Government Act 2002 the primary purpose of the Policy is to ensure that the right amount of parking is available, in the right location, and at the right price by providing a framework and guiding principles for decisions on parking management in Rotorua by Council. Council is required under legislation to manage and ensure parking compliance for our district. The Policy also considers the National Parking Management Guidance issued by New Zealand Transport Agency (NZTA).

The Policy is currently comprised of the Policy itself (which outlines the Policy principles) and the Performance Based Parking Management Guidelines (Guidelines). The purpose of the Guidelines is to support the Policy by providing detailed guidance on how Council will give effect to the Policy principles.

PROPOSAL

It is proposed that the Guidelines be separated from the Policy to create two standalone, but interconnected, documents. This approach will clarify the distinction between a guideline and a policy, allowing each to be reviewed and updated individually as required.

Both are proposed to be renamed:

Performance Based Parking Management Practices Policy. New name - "The Parking Policy".

The Guidelines. New name - "Parking Management Guidelines".

GUIDELINE AMENDMENTS:

Amending wording within the principles to align with the NZTA National Guidelines.

Clause 3.5 - clarifying wording to support the scope and benefits of refreshed technology.

Clause 3.3 clarifying wording supporting a mixture of free parking periods followed by paid parking up to a maximum time limit as the primary method for managing parking in the city centre.

Updated parking layout map.

OTHER AMENDMENTS

Further minor amendments to improve clarity or wording and grammar improving word flow.

Do you agree or disagree with proposed amendments to the The Performance Based Parking Management Practices – Policy?

Option 1 (Agree): Adopt the amendments to The Performance Based Parking Management Practices – Policy Parking Policy. (This is Councils recommended option)

This option includes minor changes to the Policy and Guidelines and separates the Guidelines into a standalone document.

Option 2 (Disagree): Continue with the existing Performance Based Parking Management Practices – Policy.

This option would retain the current Policy and Guidelines without separation into standalone documents.

TRAFFIC BYLAW 2025 REVIEW

Under the Land Transport Act 1998 and the Local Government Act 2002, Councils can establish traffic bylaws. The main purpose of a traffic bylaw is to manage and regulate traffic flow, ensure public safety and promote efficient use of roads and parking facilities. The Bylaw also considers the National Parking Management Guidance issued by New Zealand Transport Agency. The current review of the Bylaw has a specific focus on the alignment of parking activities.

PROPOSAL

Amendments to the interpretations and parking sections of the Traffic Bylaw are intended to: update and modernise content, ensure alignment with the proposed Inner-City parking layout, accommodate design updates and technological progress while strengthening enforceability.

THE KEY CHANGES:

Interpretation section wording updated and reviewed.
Outdated content removed i.e. pay and display parking meter areas and meter hoods which are no longer used.
Clarification of terminology i.e. using permit rather than coupon.
Other Amendments:
Further minor amendments to improve clarity or wording and grammar improving word flow.

Do you agree or disagree with proposed amendments to the Traffic Bylaw 2025?

Option 1 (Agree): Adopt the amendments to the Traffic Bylaw 2025 (This is Councils recommended option)

This will include revised wording supporting the inner-city parking refresh.

Option 2 (Disagree): Roll over the existing bylaw

This will keep the current Bylaw as it is.

INNER-CITY PARKING REVIEW

Alongside the Policy and Bylaw review, Council is working on inner-city parking and how it is managed to ensure there is a solid foundation for the future. We have reviewed the suitability of parking locations and have developed a proposed new parking layout to ensure availability of spaces for different user types i.e. shoppers, visitors and inner-city workers. This is an important aspect to achieve the right balance of access for businesses as well as those people who need to work or visit the inner-city. Parking data collected, alongside feedback from the community, will help refine the proposed changes to the current parking layout.

PROPOSAL

Council is also proposing improvements to the parking system to make inner-city parking easier, quicker and more flexible. The proposed improvements include:

- review of technology: parking machines, apps, and meterless payment options
- Flexible permit options for inner-city workers
- Review of parking fees
- Parking layout, changes to parking zones and timings
- Refresh for the parking building

The next step is to gather your views so we can refine these proposals together. Your feedback will be carefully considered before Council makes any final decisions, helping ensure that the parking system is fair, effective and meets the needs of the Rotorua community now and into the future.

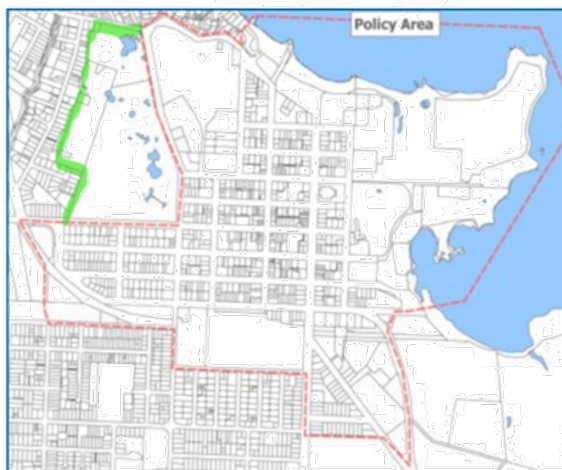
Do you agree or disagree with the proposed improvements to the inner-city parking- system including its layout?

Is there any feedback you would like to share with us?

Visit our website xxx for Q&A's and further information

We have provided maps below to show the current parking layout against the draft proposed layout. The draft map is provided for consultation purposes only and may be updated based on your feedback.

CURRENT LAYOUT



PROPOSED LAYOUT



HAVE YOUR SAY

NEXT STEPS

Community Consultation period:

Submissions open: Monday 15 Dec 2025

Submissions close: Friday 13 February 2026

Late February 2026 – Hearings and Council Deliberates and decides on the way forward

Late March 2026 – Council adopts the final Parking Policy and Traffic Bylaw

MAKING A SUBMISSION

We want feedback from as many people in our community as possible. Give us your feedback through whatever channel is the easiest for you:

Visit our website www.rotorualakescouncil.nz

Write to us: send your feedback to Rotorua Lakes Council, 1061 Haupapa Street: attention Parking

Drop off or fill out a hard copy form available at the Council Customer centre or the Library

Phone us: Call us on 07 348 4199 (8am-5pm Monday to Friday)

Email us: send your thoughts to participate@rotorualc.nz with the subject line Parking

Leave a comment on Facebook Posts related to PARKING POLICY on @rotorualakescouncil

You are welcome to share your views in any way that suits you.



ROTORUA
LAKES COUNCIL