

## Free access permits for horse riders

The Macetown Rd Managed Access System, including a locked gate, a CCTV camera system with remote monitoring and number plate recognition capability, and an online permit system is now operational. Horse riders will use the locked vehicle gate and use the online permit system to get the current padlock code by email. Horse riders will not pay for permits but the relevant terms and conditions in the permits will apply to horse riders.

A one-time registration process is in place to help us ensure eligible users have access to a horse rider permit and collect initial information to ensure they can use a short version Horse Rider permit type to gain free access.

The process for horse riders to get free-access permits is:

1. Register on the permit system and create a user profile. A system administrator then assigns access to the restricted Horse Rider permit type and advises the applicant by email.
2. The horse rider goes online to the permit website, completes a login, selects the Macetown Rd track to start a permit application, selects the Horse Rider permit type and completes the application process.

### Step 1 The Registration Process:

*This is a one-time process to ensure you have free access using the Horse Rider permit type.*

- a) Go to <https://permit.nzfwda.org.nz/> and select 'Login' (button at top right of screen)
- b) Click on the 'Register' link (below the login credentials fields).
- c) Enter First Name, Last Name and Email address then click the Create Account button.
- d) **Before you Login** - Check your email in-box for an email from the permit system [nzfwda.bookings@mustard.co.nz](mailto:nzfwda.bookings@mustard.co.nz). Click on Verify to confirm your email address.
- e) The system will take you back to the login screen. If not go to <https://permit.nzfwda.org.nz/> and Login. Then enter your email address and password and click on the Login button.
- f) Enter user profile information and save your information at each step then exit. Entering your profile information here allows the system to pre-populate information for you in future permit applications.
- g) Send an email to [macetownaccess@gmail.com](mailto:macetownaccess@gmail.com) and advise us that you have completed a registration for a Horse Rider permit. If you have access to any of the local clubs (Wakatipu Riding Club, Wakatipu Pony Club, Upper Clutha Riding Club or Dunstan Adult Riding Club) please ask them for the Promo Code that has been provided to them and include that in your email. If you don't have access to a Promo code send your email without a code.
- h) A system administrator will assign Horse Rider permit access to your profile and send a confirmation email back to you. You can then apply for free access permits in Step 2 below.

### Step 2 Applying for a permit for a specific entry date and get the gate code

*This process requires prior registration and assignment of the Horse Rider permit to your user profile.*

- a) Go to <https://permit.nzfwda.org.nz/> and select 'Login' (button at top right of screen)
- b) Enter your email and password and click the Login button
- c) Select the Macetown Track and click on Start Application.
- d) On the next screen, under Book this Track in the 'Select Permit Type' drop down list you should see Horse Rider as an option. (You won't see this option if you haven't logged in first). Follow the steps and select the Complete Order button on the last page. You will see a permit confirmation on your screen
- e) If the permit is for a same day entry, you will receive an email with permit confirmation and the gate code for the combination padlock. If the permit is for a future date, you will get a

permit confirmation straight away but the gate code will come in a separate email the day before the date of entry.

### **Other information**

As the gate code will change frequently, you will need to use the online permit system each time you wish to ride past the locked gate to get the current gate code for the combination padlock. You will be able to apply for permits online either in advance at <https://permit.nzfwda.org.nz> , or on the day of travel at that link or using the QR code on signage on the track. There are two signs, one at the start of the track and a second sign approximately 500m into the track to accommodate riders who park floats at Wilcox Green, ride up on the other side of the river and would miss the first sign.

### **Special terms for horse riders:**

The project team have invested in additional software development to provide timely free access for horse riders:

1. When registering on the permit system some personal details will be collected and retained in the live permit system. Once registered, you will be able to use a 'Login' function to complete the permit process and get a gate access code free of charge.
2. Minors may accompany adults on an adult permit. This can cater for family groups or an instructor or adult with younger riders. The permit will need to identify number and names of riders gaining access. The permit holder will be responsible for the behaviour and safety of the riders gaining access on the permit.
3. The gate codes must be kept confidential. Permit holders must not share the gate codes or allow any vehicles or motorcycles to pass through the gate behind them.
4. The permit holder will be responsible for ensuring the gate is closed and the padlock locked after they pass through the gate.
5. If riders see an area of Macetown Rd they consider is unsafe or requires maintenance work, we ask they contact us with details of the location and issue and, if possible, a photograph and GPS coordinates.
6. Horse riders are expected to shift their horse's poo off the formed track.

### **Optional donation to support the annual work programme**

Access for verified horse riders is free of charge. The Macetown Road 4WD Access Advisory Group has incurred additional software development costs to incorporate free access permits for horse riders in the permit system.

The group estimates up to \$18,000 is required each year to support the annual work programme of track inspections, maintenance and safety improvements. We also need to build a contingency fund in the event of a significant slip occurring.

The group needs donations in addition to permit fees to fund the annual work programme for the benefit of all users. All donations are gratefully received. You can donate to the Arrowtown Charitable Trust's dedicated Macetown Rd account using a secure online payment gateway by clicking on [this payment link](#).

A receipt will be sent to your email address. Thank you.

**Contact us:** Email to [macetownaccess@gmail.com](mailto:macetownaccess@gmail.com)