

Information for Annual Pass holders

Residents living within the QLDC local authority boundaries are eligible for a discounted Annual Pass. The pass will apply for the period from 1 April to the following 31 March each year and allow unlimited trips during the annual period. The Annual Pass is not transferable and applies to a specific registered vehicle only. The Annual Pass will start from the date of payment and continue to the 31st March 2027.

To get an Annual Pass, please:

1. Pay \$100 to our Macetown Rd Access account with **Arrowtown Charitable Trust** – Account number 02-1265-0020909-010
2. Make sure you include your surname and Annual Pass in the available particulars and reference fields.
3. Register on the permit system (see steps below), and
4. Send an email to macetownaccess@gmail.com

Step 1 One-time Registration Process:

This is a one-time process to ensure you have free access to use your restricted user 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 from sender nzfwda.bookings@mustard.com. (Check your spam / junk email folders if you don't see this email). 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. Enter your email address and password and click on the Login button.
- f) Click on the Profile button (top right of screen) and enter user profile information. 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 and advise us that you have completed a registration for your permit type.
- h) A system administrator will assign access to your permit type to your account profile and send a confirmation email back to you. You can then apply for your permits in Step 2 below.

Step 2 Applying for a permit and getting the gate code

This process requires prior registration and assignment of the Annual Pass 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 your restricted user permit type as an option. (You won't see this option if you haven't logged in first). Select your permit type then 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.

As the gate code will change frequently, you will need to use the online permit system each time you wish to drive past the locked gate to get the current gate code. 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 gain a permit with no additional charge, Annual Pass holders will need to go to the permit system, login, complete the requested details and submit the application. The application is an abbreviated form for you and some fields in the application may be pre-populated with details from your profile to speed up the process. For advance permits, the gate code will be sent to your email within 24 hours of your stated start time and date. For same day permits, the gate code will be sent to your email shortly after you submit the permit request.

At the gate, you will need to unlock the combination padlock using the gate code provided. After passing through the gate you must close the gate and lock the padlock turning the combination dials away from the current gate code numbers.

The gate codes must be kept confidential. Permit holders must not share the gate codes or allow other vehicles or motorcycles to pass through the gate behind them. As an interim measure, if the online permit system development Annual Pass holders has not been completed in time gate codes will be sent to the email addresses supplied in the pre-registration process.

If Annual Pass holders 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.

Contact email: macetownaccess@gmail.com