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Wai 2358: National Fresh Water and Geothermal Resources Inquiry

Attending events form

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| When to use this form  Fill in this form to request that the Ministry for the Environment book and pay for travel and accommodation to attend an event for the Waitangi Tribunal’s Wai 2358 inquiry.  You can request travel and accommodation for:   * a claimant in Wai 2358 * a member of a claimant group or their support people. Up to three support people per claimant or claimant witness for the claimant group participating in a Tribunal event can be funded * interested parties in Wai 2358 (including their witnesses and support people). |

Email your completed form, and any queries about claimant funding to claimantfunding@mfe.govt.nz.

## Privacy statement

We collect personal information from you, including your name, contact and bank account details. We collect this so we have all the information we need to process your application. We will use this information only for the purpose of processing your claim for reimbursement.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you’d like to ask for a copy of your information, or to have it corrected, please email [claimantfunding@mfe.govt.nz](mailto:claimantfunding@mfe.govt.nz).

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| Applicant details | |
| **Title** | Click to enter text. |
| **Name** | Click to enter text. |
| **Address** | Click to enter text. |
| **Phone number** | Click to enter text. |
| **Email address** | Click to enter text. |

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| Claim details | |
| **Are you a:** | Member of a claimant group  An interested party  Lawyer acting on behalf of a claimant |
| **Wai number** | Click to enter text. |
| **Name of interested party** | Click to enter text. |
| **Law firm acting on your behalf, or note if you are representing yourself** | Click to enter text. |

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| Waitangi Tribunal event details | |
| **What is the event?** | Tūāpapa hearing  Research hui  Judicial conference  Hearing  Other – please provide further information  Click to enter text. |
| **Date/s of the event** | Click to enter a date. |
| **Event location** | Click to enter text. |

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| Size of group | |
| **Are others travelling with you?** | Yes  No |
| **If yes, complete a copy of this form for each traveller, and list their names here** | Click to enter text.  Click to enter text.  Click to enter text. |

## Travel requirements

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| Traveller contact details | |
| **Title** | Click to enter text. |
| **Name** | Click to enter text. |
| **Address** | Click to enter text. |
| **Phone number** | Click to enter text. |
| **Email address** | Click to enter text. |

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| Flight | |
| ☐ Flight required | |
| **From** | Click to enter text. |
| **To** | Click to enter text. |
| **Return or one-way** | Return  One-way |
| **Departure date** | Click to enter a date. |
| **Return date** | Click to enter a date. |
| **Preferred departure time** | Click to enter text.  *If there is no flight available at your preferred time, we will book the nearest one available* |
| **Do you require special assistance?** | Click to enter text. |
| **Transportation to and from the airport** | Shuttle – fill out shuttle section.  Taxi – reimbursement available post-event. See note below.  Private car – reimbursement for parking and mileage available post-event.  Public transport – reimbursement available post-event. |

*Note: We will book Air New Zealand Flexi tickets, which include one piece of carry-on luggage, and two pieces of checked luggage totalling 23 kilograms for each traveller.*

*Note: The Ministry can provide taxi cards, dependent on travel dates and postage/courier requirements. Taxi cards are also available from Ministry staff present at hearing events.*

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| Airport shuttle | |
| Airport shuttle required | |
| **Return or one-way** | Return  One-way |
| **Pick-up location** | Click to enter text. |
| **Second pick-up location (if required)** | Click to enter text. |
| **Drop-off location at destination** | Click to enter text. |
| **Flight number (only if the flight booking is made by the travellers themselves)** | Click to enter text. |
| **Other special requirements** | Click to enter text.  *The default pick-up time is two hours before your flight departure time. The drop-off time is within an hour of your flight arrival time.* |

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| Intercity bus | |
| Intercity bus required | |
| **From** | Click to enter text. |
| **To** | Click to enter text. |
| **Return or one-way** | Return  One-way |
| **Departure date** | Click to enter a date. |
| **Other special requirements** | Click to enter text.  *Limited bus trips run each day; if there is no bus available on the date given, we will contact you to pick a new date or another mode of transport.* |

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| Ferry | |
| Ferry required | |
| **From** | Click to enter text. |
| **To** | Click to enter text. |
| **Return or one-way** | Return  One-way |
| **Departure date** | Click to enter a date. |
| **Other special requirements** | Click to enter text.  *Limited ferry trips run each day; if there is no ferry available on the date given, we will contact you to pick a new date or another mode of transport.* |

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| Intercity train | |
| Intercity train required | |
| **From** | Click to enter text. |
| **To** | Click to enter text. |
| **Return or one-way** | Return  One-way |
| **Departure date** | Click to enter a date. |
| **Other special requirements** | Click to enter text.  *Limited train trips run each day; if there is no train available on the date given, we will contact you to pick a new date or another mode of transport.* |

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| Children or infant(s) | |
| **Are you traveling with any children (2–12 years old) or infants (under 2 years old)?** | Yes  No |
| **How many children/infants?** | 1  2  3 |

Infants under two years of age travel on an adult’s lap on all flights. The Ministry for the Environment can advise on travelling with children.

***Please complete the booking details below for each accompanying child or infant.***

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| Traveller contact details – child/infant 1 | |
| **Title** | Click to enter text. |
| **Name** | Click to enter text. |
| **Phone number** | Click to enter text. |
| **Date of birth** | Click to enter a date. |

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| Traveller contact details – child/infant 2 | |
| **Title** | Click to enter text. |
| **Name** | Click to enter text. |
| **Phone number** | Click to enter text. |
| **Date of birth** | Click to enter a date. |

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| Traveller contact details – child/infant 3 | |
| **Title** | Click to enter text. |
| **Name** | Click to enter text. |
| **Phone number** | Click to enter text. |
| **Date of birth** | Click to enter a date. |

## Accommodation requirements

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| Accommodation required | |
| **Check-in date** | Click to enter a date. |
| **Check-out date** | Click to enter a date. |
| **Special requirements (eg, ground floor room)** | Click to enter text. |
| **Name** | Click to enter text. |
| **Phone number** | Click to enter text. |
| **Email address** | Click to enter text. |

*Note: The Ministry is not able to book private rental accommodation, such as Air BnB properties.*

## Meals

The daily allowance for meals is $83.95 including GST ($73 excl. GST).

Many meals can be charged back to rooms booked by the Ministry for the Environment (MfE). Charge back excludes alcohol and minibar purchases. If charge back is not available, keep your receipts for meals for reimbursement. Lunch is often provided at Waitangi Tribunal events.

* Breakfast
* Hotel buffet (charge back to MfE)
* External (provide receipt for reimbursement)
* Lunch
* External (provide receipt for reimbursement)
* Dinner
* Hotel restaurant (charge back to MfE)
* External (provide receipt for reimbursement)

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