



## NEW ZEALAND CYCLEWAY

2009 - 2012

### **Stage Two – Feasibility Study and High Level Business Case Guidance Notes**

Version 2.0

(February 2010)

# Document Control

## Revision History

Version	Date	Author	Description of changes
1.0	2 Oct 2009	Cycleway Project Team	Final
2.0	24 February 2010	Cycleway Technical Assessment Group	Minor amendments and additional guidelines enabling planning work to be carried out earlier

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## 1.0 Purpose

These guidance notes have been prepared to provide direction to applicants on the type of information required for Stage Two of the funding process for the New Zealand Cycleway Project.

## 2.0 Introduction

### Vision and Objectives

The vision for the Cycleway Project is to generate lasting economic, social and environmental benefits for our communities through a network of world-class cycling experiences.

The objectives of the cycleway project are to:

- deliver short and long-term economic benefits to regions;
- provide high-quality assets that offer a world-class cycling experience and enhance New Zealand's competitiveness as a visitor destination;
- maximise complementary benefits, e.g. for health, the environment, commuters, and the events sector; and
- engage communities.

This document sets out, in broad terms, the requirements of a feasibility study and a high level business case. It includes:

- explanation of the information required in each section of the feasibility study and a high level business case
- tables showing the desired layout of some of the financial and economic information required to support this feasibility study and a high level business case.

**Table 1:** Cycle Trail Visitor Number Estimates - Input Sheet

**Table 2:** Summary of Design and Construction Costs

**Table 3:** Estimated Employment Throughout Construction Phase

**Table 4:** Estimated Direct Economic Benefits (Automatic Calculations)

**Table 5:** Estimated Annual Income and Expenditure of Cycle Trail Operation

**Table 6:** Status of Land Access

Note: copies of these tables are included at the end of this Microsoft Word document however we request that this information is also provided electronically in the Microsoft Excel Workbook entitled: Feasibility Study Calculation Templates.

These guidance notes have been updated on the Ministry of Tourism website. All Applicants that progress to Stage Two will be advised of any further updates as they are made.

The New Zealand Cycleway Technical Assessment Group (TAG) can provide technical advice throughout the process of completing this stage. Applicants should contact Ministry of Tourism staff in the first instance.

A glossary of terms used in this document is contained in the Guide to the Funding Process available on the Cycleway Website, at [www.tourism.govt.nz/cycleway](http://www.tourism.govt.nz/cycleway).

## **The Funding Process**

The process to apply for funding will occur in three stages:

- Stage one requires the completion of a concept proposal
- Stage Two requires completion of a feasibility study and high level business case
- Stage three required the submission of an implementation plan
- These guidance notes are in relation to Stage Two – feasibility study

The timeframes for proposals selected to progress to feasibility study are:

**11 February 2010** – Notification of selection for feasibility study

**31 May 2010** – Feasibility Study and high level Business Case completed.

## 3.0 Information to be provided in the Feasibility Study

### 3.1 Executive Summary

Provide an Executive summary of the findings of the feasibility study.

The executive summary is to be limited to 1,000 words.

### 3.2 Table of Contents

Provide a table of contents.

Provide a list of figures and a list of tables (if applicable).

### 3.3 Introduction

Provide an introduction to the report including a description of how visitors are likely to use the new cycle trail and the trail's distinctive characteristics / features. This could include:

- Outlining a potential multi-day itinerary likely to be popular with visitors including trail highlights each day (please include photos where possible)
- The name of the cycle trail including whether a trademark and / or website has been registered
- Synergies with other proposed tourism infrastructure or related developments in the region

Also state major assumptions that you have made.

### 3.4 Market Assessment

Provide an assessment of how your cycle trail (as described in the introduction above) will meet the needs of a particular market segment or market segments. Document the range of attributes that demonstrates this match, such as access points, accommodation, degree of challenge (or ease of riding), scenery, history, other activities, etc.

The market research report by Tourism Resource Consultants<sup>1</sup> should form the basis for this work. However, at the micro level, localised market information driven by proximity to a large urban population, existing tourist flows to existing facilities, unique and iconic attractions and attributes that will drive demand will also need to be considered.

The resulting trail needs to meet the trail criteria and characteristics for the appropriate trail grade as per the Guide to the Funding Process.

Estimate of demand for the trail (or separate parts of it) in terms of numbers of users per year (considering both "end to end" multi-day riders and day riders). Please refer to the Feasibility Study Calculation Templates **Table 1 Cycle Trail Visitor Number Estimates - Input Sheet** for the type of information required.

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<sup>1</sup> Available on the Cycleway Website [www.tourism.govt.nz/cycleway](http://www.tourism.govt.nz/cycleway)

### 3.5 Engineering Methodology

Outline the methodology that has been adopted for the preparation of the feasibility study including documenting the type of site visits (walking, driving, helicopter, etc) and listing the major steps in undertaking the work.

It is suggested to utilise GPS waypoints at points where trail treatment types change, bridges and significant culverts are required, boardwalks start and finish, landmarks are located and structures need to be provided.

### 3.6 Route Description

- Give an overview of the whole trail on a detailed map in a scale 1:50,000. Provide a north point and a graphic scale as well as topographical information showing major bridges and structures, toilet locations, restaurants / cafes and communities near the trail and car parks.
- Provide detailed maps showing the proposed trail alignment, waypoints, trail types in a scale of 1:10,000. Provide north points and a graphic scale. Indicate the proposed structures on the map.
- Provide a weather analysis, including monthly rainfall, wind, and temperature data (available from NIWA).
- Where the trail uses formed public roads, state the Average Annual Daily Traffic (AADT) estimate<sup>2</sup> and whether the road is sealed or unsealed. Where roads with an AADT above 1,000 vehicles per day are to be crossed, describe the proposed shoulder width and any crossing facilities.

### 3.7 Trail Specification

- Identify different trail types to be constructed.
- Provide a construction methodology outlining how different sections of the trail can be built to different specifications in order to offer riders more variety (and to save on initial construction costs). Identify suitable sources of base-course and top course materials.
- State the average and maximum gradient for each major climb and decent.

Trail types could include:

- Existing road
- Existing cycle path
- Former railway embankment in good condition
- Former railway embankment in poor condition
- New trail on weak sub-grade
- New trail on swampy ground
- New trail cut into sloping ground
- New trail on road shoulder
- Structures (show location only – detail to be provided in section 3.10)
- State the average and maximum gradient for each major climb and descent.

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<sup>2</sup> Average Annual Daily Traffic (AADT) estimates can be obtained from a Council's RAMM (Road Assessment and Maintenance Management) database or from NZTA's traffic volume database covering State Highways on [www.nzta.govt.nz/resources/state-highway-traffic-volumes/index.html](http://www.nzta.govt.nz/resources/state-highway-traffic-volumes/index.html)

Include proposed section lengths, gradients, widths of path, and surfaces, in a table format, for example:

Section	Length	Grade	Av Gradient	Max Gradient	Width	Surface
From A to B	10km	2	<3 degrees	6 degrees (150m)	1.5m	Gravel track on swampy ground
From B to C	39km	1			2.0m	Existing road shoulder
From C to D	5km	1			2.5m	Railway embankment

### 3.8 Major Structures and Works

Provide an engineering assessment and costs of the major structures that need to be provided. This includes:

- Bridges
- Clip-ons to existing bridges
- Large culverts
- Tunnels
- Board walks
- Stairways or viewing platforms (if any)
- Toilets
- Shelters (if any)
- Car and bike parks
- Significant earthworks/ retaining
- Fencing / safety barriers/ cattle stops
- Signs/ interpretation facilities.

Please provide detailed costings of all structures to be constructed and refer to the Feasibility Study Calculation Templates **Table 2: Summary of Design and Construction Costs** for a summary the type of information required.

### 3.9 Land Ownership and Consultation with Landowners

The feasibility assessment of your cycle trail will focus on whether or not all landowners will agree to grant an access right to the cycle trail land that is *sufficiently certain* to justify funding.

For all of the access rights to be *sufficiently certain* they will each need to be for a continuous term that:

- Is long enough to justify public and private investment in the cycle trail;
- Can not be terminated easily by the landowner; and
- Is binding on future landowners.

In the case of private landowners, it is therefore considered that the most appropriate land access right will be a right of way easement. Note that the specific

form of a preferred right of way easement template document is being worked on by TAG and will be notified later in the process. All that is required for feasibility is confirmation that all private landowners have agreed (in writing) to grant a right of way easement.

In the case of Crown bodies (such as DoC and ONTRACK), the nature of the right will need to fit in with their statutory constraints. Work is also being carried out by TAG at a central level to develop and agree standard forms of access templates with these bodies. These forms will also be notified later in the process.

Therefore, to assist the assessment of feasibility of your cycle trail, provide the following:

- Outline land ownership for each section of the trail and show on the 1:50,000 scale map.
- Where land access is not secured in principle, this needs to be explicitly stated. Outline alternate routes where various options are being considered (if any) for the purpose of mitigating potential issues with securing land for the cycle trail).
- Supply written agreements (in the form of letters or written agreements) from all private landowners to provide access by way of a right of way easement over the Cycle Trail route through their property.
- In the case of other landowners (for example, DoC or ONTRACK), supply their written agreement to provide access over the Cycle Trail route through their property.
- State what consultation has been undertaken with land owners and iwi. Please refer to the Feasibility Study Calculation Templates Table 6: Status of Land Access for a summary the type of information required.
- Note that this table includes a column for the length of the term of the access right. It will be critical that the access right is sufficiently long enough to justify funding. In the case of right of way easements for private land it is recommended that these be obtained without a definite term, i.e. in perpetuity. In all other cases, a minimum term of 35 years is recommended.

Given the limited contestable nature of the Cycle Way Fund, external advisory costs in relation to land access issues (whether yours or of landowners and such as surveying and legal costs) will not be met from the Cycle Way Fund.

However, TAG guidance will be available and is encouraged to ensure that you approach your landowner negotiations in a manner that will produce an access outcome that is consistent with the New Zealand Cycle Way funding requirements. Your recourse to external advisers should be kept as efficient as possible. As mentioned above, template documents are being worked on and will be notified later in the process.

### **3.10 Statutory Approvals and Assessment of Effects**

- Identify the resource consents, concessions and any other statutory approvals that will need to be obtained.
- Provide an outline of the scope of the Assessment of Environmental Effects to support any application(s) for statutory approvals.
- If preliminary discussions with consenting authorities or key stakeholder groups have been held in respect of the statutory approval(s) required, please state the outcome and provide copies of relevant documentation.

- Identify sites of ecological significance. Undertake preliminary consultation with Department of Conservation. Give an assessment of issues and options to overcome these.
- Identify sites of landscape significance. Undertake preliminary consultation with local authority. Give an assessment of issues and options to overcome these.
- Identify sites of heritage or archaeological significance. Undertake preliminary consultation with the New Zealand Historic Places Trust. Give an assessment of any issues and options to overcome these.
- Identify sites of cultural significance. Undertake preliminary consultation with iwi. Give an assessment of issues and options to overcome these.

### 3.11 Design and Construction Cost Estimates

Provide a project cost estimate:

- Provide a construction cost estimate. Use unit costs for the construction costs of the different trail types.
- Give an estimate for detailed design and contract supervision costs.
- Provide cost estimates of the proposed major structures.
- Give estimates of costs for obtaining easements etc.
- Make an allowance for obtaining statutory approvals and undertaking mitigating measures resulting from the impact assessments.
- State your assumptions.
- Allow for contingency sums.

Please provide detailed costings of all structures to be constructed and refer to the Feasibility Study Calculation Templates **Table 2: Summary of Design and Construction Costs** for a summary the type of information required.

While the applicant will be expected to fund the following items, please provide an estimate of each item including:

- the costs of its own efforts, including staff and costs of its related entities;
- the purchase of, or securing rights over, land required for the cycleway;
- marketing or website development to promote local or regional cycleways;
- development of region-specific or local branding of cycleways;
- any costs incurred prior to an applicant completing a concept proposal or any costs incurred developing or submitting a concept proposal;
- ongoing operating costs (e.g. rent for land leases) and all cycleway management, repair, maintenance and regional promotion costs (except where cycleways are located on land already owned by the Crown and the Ministry has agreed to pay these costs as part of a final funding agreement);
- costs already contemplated by any existing or notified plans, including any Long Term Community Consultation Plans; and
- costs that are more appropriately met by another Government agency.

### 3.12 Significant issues to be resolved prior to construction

Applicants must be able to identify and clearly demonstrate how they intend to resolve risks prior to construction. This will include:

- High level issue resolution plan

- Written agreements from all landowners to provide easements/access. Please also refer to the Feasibility Study Calculation Templates **Table 6: Status of Land Access** for a summary of the type of information required
- Consent schedule
- Details of potential/actual conflicts
- Operational capacity issues e.g. limited accommodation availability in remote parts of the trail
- Funding for ongoing trail maintenance
- Protecting any brand name or other intellectual property associated with the trail.
- Other aspects that may impede the construction e.g. legal entity status.

## 4.0 Information required to be included in the High Level Business Case

### 4.1 Objectives of the Cycle Trail

Define the major objectives of the new cycle trail. These may build on the objectives of the New Zealand Cycleway that were considered in your concept proposal (refer to section 6.0 of the Concept Proposal).

### 4.2 Governance Structure and Partnerships

A governance structure will need to be determined as part of the feasibility study and high level business case.

The following criteria need to be considered when putting the governance structure in place. They are:

- The ability to gain legal access to Crown land. The applicant must be an entity that meets the criteria for this (i.e Legal Entity such as a Trust). As many of these projects will have issues of access to Crown land to address it is essential that the entity has the ability to access Crown land.
- It needs to be robust enough to be able to project manage a potential multi million dollar construction project.
- Is able to maximise wider business opportunities that will result from investment in the trail.
- The cycleway project is long term. Therefore the structure needs to be sound, with strong prudential control and be representative of the community and wider stakeholder groups.
- The governance structure can be established as a partnership.

#### 4.2.1 Organisation Structure

The structure must allow effective decision-making and efficient communication flows around the various members of the project team. The nature and size of the project will influence the design of an appropriate organisation structure. The structure will need to integrate with, and operate alongside, the existing management structures of the organisation(s). The organisation structure should reflect the management levels appropriate to the visibility and significance of the project.

Define the structure required to run the project during construction, it is acknowledged that this may change during the life of the project. Also provide detail of the management structure required to sustain the cycle trail in the long term.

#### **4.2.2 Detailed Roles and Responsibilities**

Detail the specific accountabilities, responsibilities and tasks of each role, as well as the specific skills and competencies, including the individual where appropriate identified for that role, and whether a role is expected to be filled externally.

#### **4.2.3 Key Partner Organisations**

Outline the various organisations that will support the cycle trail during the construction phase and those organisations essential to partner with to ensure its ongoing sustainable operation e.g. marketing alongside the Regional Tourism Organisation or tourism businesses, maintenance services contractors and management and administration services etc.

#### **4.3 Marketing Strategies (High Level)**

Provide an outline of how cycleway is proposed to be marketed, in both the short and long term. This will include:

- Naming / branding of the trail (including trademarking)
- A situation analysis (building on the Market Assessment in section 3.4 of the Feasibility Study) e.g. a SWOT Analysis (of strengths, weaknesses, opportunities and threats) to identify key issues and opportunities relating to differentiating the proposed new cycle trail and building demand for it
- Distribution of information on the new cycle trail online (website development and promotion) and in other traditional channels such as brochures in i-SITEs
- Indicative promotional activities including advertising, media hosting and direct marketing
- An indicative high level budget for the marketing of the trail in the first five years.

Please refer to the Feasibility Study Calculation Templates **Table 5: Estimated Annual Income and Expenditure of Cycle Trail Operation** for a summary the type of information required.

#### **4.4 Consultation and Stakeholder Management (Communications Plan)**

The Communications Plan for the project should cover information flows outward (from the project) and inward (into the project). The project will need input from stakeholders to inform and influence the project during its design and implementation. The Communications Plan indicates when, what, how, and with whom, information flows between the project and its stakeholders will be established and maintained.

- **Communication Purpose**

Description of key messages and project information to be communicated, and the objectives for delivering the information.

- **Communication Responsibilities**

Responsibilities for delivering key messages and other information about the project.

- **Communication Channels**

Description of channels to be used, also identifying whether feedback will be encouraged and what will be done as a result of the feedback?

- **Activities**

Schedule of communications activities, including target audiences for each.

## 4.5 Assessment of Economic Costs and Benefits

Summarise the direct economic costs and benefits of the development of the cycleway in the region(s). It is expected that this section will draw on information from other sections of the feasibility study, in particular the Market Assessment and Cost Estimate sections.

This section only requires the relevant information to be set out. Please complete **Table 3: Estimated Employment throughout Construction Phase** and incorporate the automatically calculated results from **Table 4: Estimated Direct Economic Benefits** into your report.

### 4.5.1 Costs

Please complete **Table 5: Estimated Annual Income and Expenditure of Cycle Trail Operation**. Summarise the expected annual costs of the project, over the first five years of operation including:

- Annual operating, marketing and maintenance costs (e.g. trail repair and maintenance (including signs), vegetation trimming, waste disposal).
- Annual depreciation of capital/construction costs.

Also summarise separately any indirect costs such as environmental impacts or other costs associated with the development of the Cycle Trail. Other costs should include any negative impacts on competing tourism infrastructure.

### 4.5.2 Benefits

Set out the timing and value of the expected annual benefits of the project, including:

- Referring back to **Table 1: Cycle Trail Visitor Number Estimates - Input Sheet** (relating to the Market Assessment in section 3.4) to ensure existing visitor numbers to the region, and the estimated change in visitor numbers as a result of the Cycleway Project are shown. Also provide an estimated proportion of international visitor numbers. Estimated additional visitor spend in the region will be calculated automatically in **Table 4: Estimated Direct Economic Benefits**.
- How many jobs will the cycleway create? Show separately the direct jobs from the cycleway construction (including workers via the Ministry of Social Development). Discussion of local labour market conditions is required. Please complete **Table 3: Estimated Employment throughout Construction Phase**. Estimated additional jobs created in the long-term by the ongoing operation and maintenance of the trail will be calculated automatically in **Table 4: Estimated Direct Economic Benefits**.
- Provide the estimated annual income relating to the cycle trail operation (as a separate legal entity) to cover its ongoing maintenance and other costs and sustain the trail in the medium to long term. Please complete **Table 5: Estimated Annual Income and Expenditure of Cycle Trail Operation** showing a summary of income sources over the first five years of the cycle trail's operation. Costs can be itemised as shown or provided as totals per annum.

### 4.5.3 Wider Benefits

We are also interested in the wider benefits the cycleway will create in the region(s). Please provide a brief description of the following complementary benefits:

- Spill over's, e.g. for health, recreation and events

- Commuter benefits
- Environmental benefits

Also indicate how the cycleway contributes to the objectives of your Regional Economic Development Agency's development/growth strategy.

#### **4.6 Funding Sources**

Summarise the amount sought from the National Cycleway Fund for design and construction of the cycle trail and list the amounts to be contributed from other sources (do not include in kind contributions).

Please refer to **Table 2: Summary of Design and Construction Costs** as the total funding contributed outside the National Cycleway Fund should align with the various funding sources listed in this section.

Note: All applicants must disclose to the Ministry details of any other financial contributions towards the proposal and the cycleway, and any pending applications for funding, from any other organisation, including other central government agencies. The applicant must also disclose details of any declined applications from other sources, including details of declined applications from other central government agencies. Failure to disclose this information is a breach of the standard terms and conditions of Ministry funding agreements and may result in the termination of any funding agreement or final funding agreement awarded to the applicant.

## 5.0 Checklist and Declaration

### 5.1 Checklist

Please ensure you have supplied the following information as part of your Feasibility Study and High Level Business Case:	Please tick
<ul style="list-style-type: none"> <li>Provide an overview of the whole trail on a detailed topographical map in a scale 1:50,000, show land owners boundaries (refer section 3.6 and 3.9)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provide maps showing the proposed trail alignment, waypoints, trail types in a scale of 1:10000 (refer section 3.6)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provide a summary table of trail distances, grade and surface (refer section 3.7)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Complete <b>Table 1:</b> Cycle Trail Visitor Number Estimates - Input Sheet (refer sections 3.4 and 4.5)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Complete <b>Table 2:</b> Summary of Design and Construction Costs (refer section 3.8, 3.11 and 4.6)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Complete <b>Table 3:</b> Estimated Employment Throughout Construction Phase (refer section 4.5)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Review and include the results from <b>Table 4:</b> Estimated Direct Economic Impact (Automatic Calculations) – refer section 4.5</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Complete <b>Table 5:</b> Estimated Annual Income and Expenditure of Cycle Trail Operation (refer section 4.3 and 4.5 – both benefits and costs on an annual )</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Complete <b>Table 6:</b> Status of Land Access (refer to sections 3.9 and 3.12)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Complete the declaration in section 5.2</li> </ul>	<input type="checkbox"/>

Note: Tables 1 to 6 above are contained in the Microsoft Excel file entitled NZCT Feasibility Study Calculation Templates. Please resave this file after it has been completed and email it to [John.Dunn@Tourism.govt.nz](mailto:John.Dunn@Tourism.govt.nz) at the same time as submitting your Feasibility Study and High Level Business Case.

## 5.2 Declaration

The declaration must be signed by an authorised representative of the applicant.  
Please print a copy of this declaration and attach it to the feasibility study.

I declare on behalf of the Applicant that:

- I have read the Guide to the Funding Process and these Guidance notes for submitting a Stage Two feasibility study and high level business case under the New Zealand Cycleway project and fully understand and accept the procedures, terms, conditions and criteria; and
- all existing or potential conflicts of interest have been disclosed to the Ministry of Tourism.

Sign:

Print Name:

Title / Position:

Date:

Please send the feasibility study to:

Postal address:

New Zealand Cycleway Project  
Ministry of Tourism  
PO Box 5640  
Wellington

Courier / physical address:

New Zealand Cycleway Project  
Ministry of Tourism  
33 Bowen Street  
Wellington

Office Use Only

Date received:

Date acknowledged:

Proposal Number:

## 6.0 Tables to support the Feasibility Study and High Level Business Case

**Table 1: Cycle Trail Visitor Number Estimates - Input Sheet**

Please enter data in the Excel Spreadsheet entitled "Feasibility Study Calculation Templates"

Enter Name of Trail:	Enter Cycle Trail Name Here
----------------------	-----------------------------

### Estimated Cycle Trail Visitor Numbers

#### Realistic Estimates:

	Year One	Year Five
Multi night visitors on cycle trail (per annum)		
Single day visitors (per annum)		
Total Estimated Visitors (per annum)	0	0
Proportion of International Visitors (%)		
Estimated average nights per multi night visitor		
Additional night(s) in region prior to departure		
Additional night(s) in region after riding the trail		

#### Optimistic Estimates:

	Year One	Year Five
Multi night visitors on cycle trail (per annum)		
Single day visitors (per annum)		
Total Estimated Visitors (per annum)	0	0
Proportion of International Visitors (%)		
Estimated average nights per multi night visitor		
Additional night(s) in region prior to departure		
Additional night(s) in region after riding the trail		

#### Pessimistic Estimates:

	Year One	Year Five
Multi night visitors on cycle trail (per annum)		
Single day visitors (per annum)		
Total Estimated Visitors (per annum)	0	0
Proportion of International Visitors (%)		
Estimated average nights per multi night visitor		
Additional night(s) in region prior to departure		
Additional night(s) in region after riding the trail		

#### Other Cycle Trail Users

	Year One	Year Five
Local Commuters (per annum)		
Local Leisure Cyclists (per annum)		
Local Walkers (per annum)		
Total other users		

**Table 2: Summary of Design and Construction Costs (refer to section 3.8 & 3.11)**  
Please enter data in the Excel Spreadsheet entitled "Feasibility Study Calculation Templates"

Enter Cycle Trail Name Here

Descriptions	Section 1	Section 2	Total
Enter start and end locations/points for each section	e.g. From Walter Peak to Mavora		
Track length (metres)			-
<b>Estimated Costs (not all will apply)*</b>			
Design costs (incl surveying)			\$ -
Project Management			\$ -
Track construction (incl earthworks and culverts)			\$ -
Bridge construction (incl clip on structures)			\$ -
Tunnel construction / upgrades			\$ -
Fencing / Gate / Cattle Stop costs			\$ -
Boardwalk costs			\$ -
Other buildings e.g. toilets, shelters			\$ -
Parking areas			\$ -
Signage			\$ -
Other Costs (a) - please specify if any			\$ -
Other Costs (b) - please specify if any			\$ -
<b>Subtotal (Excl GST)</b>	\$ -	\$ -	\$ -
Contingency (20%)	\$ -	\$ -	\$ -
<b>Total Est Design and Construction Costs (Excl GST)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Funding contributed outside the NZ Cycleway Fund			
Funding requested from the NZ Cycleway Fund			\$ -

**Table 3: Estimated Employment Throughout Construction Phase**

Please enter data in the Excel Spreadsheet entitled "Feasibility Study Calculation Templates"

**Enter Cycle Trail Name Here**

	2010			2011				
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Estimated Full Time Equivalent (FTE) Workers</b>								
MSD Workers								
Other Workers								
Project Management (excl existing staff)								
<b>Monthly Total Workers on Construction</b>	0	0	0	0	0	0	0	0
Maximum MSD Workers during construction	0							
Maximum Other Workers during construction	0							

	2011						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Estimated Full Time Equivalent (FTE) Workers</b>							
MSD Workers							
Other Workers							
Project Management (excl existing staff)							
<b>Monthly Total Workers on Construction</b>	0	0	0	0	0	0	0

	2012							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Estimated Full Time Equivalent (FTE) Workers</b>								
MSD Workers								
Other Workers								
Project Management (excl existing staff)								
<b>Monthly Total Workers on Construction</b>	0	0	0	0	0	0	0	0

**Table 4: Estimated Direct Economic Benefits (Automatic Calculations)**

**Enter Cycle Trail Name Here**  
**Estimated Direct Benefits - Realistic Scenario**

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Visitor Numbers</b>					
Multi night visitors	0	0	0	0	0
Single day visitors	0	0	0	0	0
Total visitors (International and Domestic)	0	0	0	0	0
Average number of nights on the trail	0.0	0.0	0.0	0.0	0.0
<b>Estimated Direct Benefits (Realistic)</b>					
Multi night visitor spend	\$ -	\$ -	\$ -	\$ -	\$ -
Additional accommodation prior to ride	\$ -	\$ -	\$ -	\$ -	\$ -
Additional accommodation post ride	\$ -	\$ -	\$ -	\$ -	\$ -
Day visitor spend	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Visitor Spend	\$ -	\$ -	\$ -	\$ -	\$ -

**Estimated Direct Benefits - Optimistic Scenario**

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Visitor Numbers</b>					
Multi night visitors	0	0	0	0	0
Single day visitors	0	0	0	0	0
Total visitors (International and Domestic)	0	0	0	0	0
Average number of nights on the trail	0.0	0.0	0.0	0.0	0.0
<b>Estimated Direct Benefits (Optimistic)</b>					
Multi night visitor spend	\$ -	\$ -	\$ -	\$ -	\$ -
Additional accommodation prior to ride	\$ -	\$ -	\$ -	\$ -	\$ -
Additional accommodation post ride	\$ -	\$ -	\$ -	\$ -	\$ -
Day visitor spend	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Visitor Spend	\$ -	\$ -	\$ -	\$ -	\$ -

**Estimated Direct Benefits - Pessimistic Scenario**

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Visitor Numbers</b>					
Multi night visitors	0	0	0	0	0
Single day visitors	0	0	0	0	0
Total visitors (International and Domestic)	0	0	0	0	0
Average number of nights on the trail	0.0	0.0	0.0	0.0	0.0
<b>Estimated Direct Benefits (Pessimistic)</b>					
Multi night visitor spend	\$ -	\$ -	\$ -	\$ -	\$ -
Additional accommodation prior to ride	\$ -	\$ -	\$ -	\$ -	\$ -
Additional accommodation post ride	\$ -	\$ -	\$ -	\$ -	\$ -
Day visitor spend	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Visitor Spend	\$ -	\$ -	\$ -	\$ -	\$ -

**Other Calculations**

Potential Growth in Visitor Nights to the Region	%	%	%	%	%
Estimated Potential Return on Total Investment	%	%	%	%	%
Potential Maximum MSD Workers for Construction	-				
Potential Maximum Other Workers for Construction	-				
Potential Incremental Employment (FTEs) Longer Term	0.0	0.0	0.0	0.0	0.0
Potential Accommodation Bottlenecks	MAX LIMIT	MAX LIMIT	MAX LIMIT	MAX LIMIT	MAX LIMIT

## Table 5: Estimated Annual Income and Expenditure of Cycle Trail Operation

Please enter data in the Excel Spreadsheet entitled "Feasibility Study Calculation Templates"

Enter Cycle Trail Name Here

### Estimated Income (not all will apply)

	Year 1	Year 2	Year 3	Year 4	Year 5
Commissions from operators					
Hire income					
Transport fees e.g. for baggage or up hills on rivers etc					
Trail Usage / Guiding Fees					
Events					
Sponsorships					
Other Government Agency Funding					
Local Council Contributions					
Other Funding (1)					
Other Funding (2)					
Other Funding (3)					
<b>Total Estimated Income</b>	\$ -	\$ -	\$ -	\$ -	\$ -

### Estimated Costs (not all will apply)

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Expenses</b>					
Trail maintenance including signs, weed trimming etc					
Bridge, structures and building maintenance					
Consultancy Fees					
<b>Marketing Expenses</b>					
Commissions (to tour operators, i/SITEs)					
Advertising					
Website					
Salaries / wages					
<b>Administration Expenses</b>					
Interest / bank fees					
Management salaries					
Staff wages					
<b>Overhead Expenses</b>					
Accounting					
ACC Levies					
Computer Expenses					
Electricity					
Equipment hire					
General Expenses					
Insurance					
Legal Fees					
Vehicle Expenses					
Printing, Stationary & postage					
Rent					
Repairs and maintenance (office)					
Training					
Subscriptions					
Telephone and IT (web hosting etc)					
Travel					
Other Cost item (please specify)					
<b>Non-Cash Items</b>					
Depreciation					
<b>Total Estimated Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Estimated Surplus / (Deficit)</b>	\$ -	\$ -	\$ -	\$ -	\$ -

