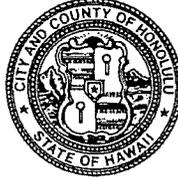


DEPARTMENT OF PARKS & RECREATION  
**CITY AND COUNTY OF HONOLULU**

1000 Uluohia Street, Suite 309, Kapolei, Hawaii 96707  
Phone: (808) 768-3003 • Fax: (808) 768-3053  
Website: www.honolulu.gov

KIRK CALDWELL  
MAYOR



MICHELE K. NEKOTA  
DIRECTOR

JEANNE C. ISHIKAWA  
DEPUTY DIRECTOR

July 27, 2015

**RE: APPLICATION DEADLINES – 2015-2016 AND 2016-2017  
NORTH SHORE SURF SEASON**

Enclosed are the newly adopted Title 19, Chapter 4, City and County of Honolulu Administrative Rules entitled "Shore Water Events" ("Rules") effective July 26, 2015 for your information and reference.

A. **2015-2016 NORTH SHORE SURF SEASON**

All permits to conduct shore water events shall be issued in accordance with the new Rules. All persons and organizations interested in obtaining a park use permit to hold a surf event at Ehukai Beach Park, Haleiwa Alii Beach Park, Mokuleia Beach Park, Sunset Beach Park or Waimea Bay Beach Park during the period from **September 1, 2015, through May 31, 2016 ("2015-2016 North Shore Surf Season")** must submit a completed Application for Use of Park Facilities and Application Supplement (collectively "Application") for each event to the Department of Parks and Recreation ("Department") by **Monday, August 10, 2015** in the manner described below. The Rules define a "surf event" to mean a water sport contest, competition, exhibition or organized event involving any form of wave riding.

Applications shall be reviewed in accordance with the procedures set forth in the Rules.

Each applicant must comply with the following requirements.

1. All persons and organizations interested in obtaining a park use permit during the 2015-2016 North Shore Surf Season shall submit to the Director, Department of Parks and Recreation the following:
  - a. Completed Application for Use of Parks Facilities form; and
  - b. Completed Application Supplement form

2. Applications shall be **hand-delivered or mailed** to the Director, Department of Parks and Recreation, 1000 Uluohia Street, Suite 309, Kapolei, Hawaii, 96707. **APPLICATIONS WHICH ARE FAXED OR EMAILED WILL NOT BE ACCEPTED AND SHALL BE RETURNED TO THE APPLICANT.**
  - a. Applications must be **received** at the above-mentioned address by **Monday, August 10, 2015**. Deliveries will be accepted only during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding State holidays. Applications that are post marked by August 10, 2015, but are received by the Department AFTER August 10, 2015, shall not be accepted and will be returned to the Applicant.
  - b. **DO NOT MAIL OR DELIVER APPLICATIONS TO THE PARKS PERMIT SECTION OFFICE.**
3. Applicant and Application must comply with the requirements of the Rules and City ordinances.
4. Each application may request use of **ONLY ONE PARK** for **ONE EVENT** and **ONE BLOCK OF DATES** for the event.
5. Each application shall specify the number of competition days requested, **which shall NOT exceed four days.**
6. In the event the City receives multiple applications requesting use of the same park or same dates, the City shall provide the applicants with a list of events, dates and location requested by all applicants in order for the applicants to mediate these conflicts pursuant to Rule § 19-4-12. The City shall apply the resolution process set forth in the Rules to resolve any conflict remaining after mediation by applicants.
7. **INCOMPLETE APPLICATIONS, APPLICATIONS THAT ARE RECEIVED AFTER AUGUST 10, 2015, APPLICATIONS THAT ARE SUBMITTED WITHOUT REQUIRED DOCUMENTATION AND APPLICATIONS REQUESTING MORE THAN FOUR COMPETITION DAYS SHALL NOT BE PROCESSED AND WILL BE RETURNED TO THE APPLICANT.**
8. Enclosed Application for Use of Park Facilities and Application Supplement forms. Additional Applications may be obtained from the Parks Permit Section, 650 S. King Street, Honolulu, or Department of Parks and Recreation, 1000 Uluohia Street, Suite 309, Kapolei, Hawaii 96717.
9. **All documents submitted with your Application become the property of the Department and will not be returned unless provided otherwise. All documents are subject to public disclosure pursuant to Hawaii Revised Statutes Chapter 92F.**

B. **2016-2017 NORTH SHORE SURF SEASON**

Applications to obtain a park use permit to hold a surf event at Ehukai Beach Park, Haleiwa Alii Beach Park, Mokuleia Beach Park, Sunset Beach Park, and/or Waimea Beach Park during the period from **September 1, 2016**, through **May 31, 2017** ("**2016-2017 North Shore Surf Season**") shall be accepted by the Department during the period from September 7, 2015 through September 25, 2015. Any application received by the Department before the beginning of the period or after the end of the period will not be processed and shall be returned to the Applicant.

All persons and organizations interested in obtaining a park use permit for a surf event during the 2016-2017 North Shore Surf Season shall submit to the Director, Department of Parks and Recreation the following:

- a. Application for Use of Parks Facilities; and
- b. Application Supplement

The Application and Application Supplement may be obtained from the Parks Permit Section, 650 S. King Street, Honolulu, or Department of Parks and Recreation, 1000 Uluohia Street, Suite 309, Kapolei, Hawaii 96717.

All applications and required documents for the 2016-2017 North Shore Surf Season must be received by the Department by **September 25, 2015**, following the procedures described in the preceding paragraphs.

Should you have any questions, please contact Ronald Schwalbaum, Permits Section at 768-3439. We look forward to working with you and hope for a successful shore water event season.

Sincerely,



Michele K. Nekota  
Director

MKN:lw

cc: DPR Permit Section

Enclosures: Application for Use of Parks Facilities  
Application Supplement  
Title 19, Chapter 4, City and County of Honolulu Administrative Rules entitled  
"Shore Water Events" effective July 26, 2015