
Gate Code Information

Shortly, we will be rolling out the new gate code system. All communications regarding the “go live” date will be through our website and [Facebook page](#).

When you enter NEC you will be required to have your own personal gate code to enter (using the current pin pad). The “Onside” tool will no longer link you to our health and safety information. Instead, please use the scannable QR code located next to the pin pad as this will link you to the documents on the website. The gate will continue to open automatically from the inside when exiting.

How will it look for you?

NEC Staff, Committee members & Volunteers: Will be emailed a code by the Operations Manager.

Please contact the [Operations Manager](#) if you haven't received your code by the time the gate goes "live"*

NEC Members: Will be emailed their individual code for the remainder of the 2025-2026 membership year

- All members will be given their own individual code. Any member found to be sharing their code will have their membership revoked without a refund.
- When members reapply for their annual membership, they will be given a new code for that period.
- A condition of membership is that all members have read and agreed to the “health and safety” protocols at NEC on our website

Please contact the [Operations Manager](#) if you haven't received your code by the time the gate goes "live"*

Non NEC Members (casual users)

- All casual users will need to book to use the grounds via the “Casual Equine” booking form which will be on our website. They will be given a code for the 24 hours that they have booked and paid to use the grounds and then that code will expire (confirmation of payment will be required).
- A condition of your booking is that you have read and agreed to the “health and safety” protocols at NEC on our website

Casual Campers:

- Casual campers will need to book via the website “Casual Non Equine Camping and Motorhome” booking form. They will get a confirmation email with a gate code for the time that they are staying. If they wish to extend their stay they will need to email the operations manager.

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- A condition of your booking is that you have read and agreed to the “health and safety” protocols at NEC on our website

Events/ Shows:

- An event must first be booked through filling out the “NEC Event or Clinic” Booking enquiry form which will be available on our website
- A condition of your booking is that you have read and agreed to the “health and safety” protocols at NEC on our website
- When an event booking is confirmed the OC will be given a gate code for their booked times (for example Thursday-Sunday including event set up).
- There is an option to override the gate code for events: The gates can go back to auto open between pre arranged set hours (eg 6am until 4pm). Then it will go back to gate code access only after a set time. This will mean that there will be no backlog of vehicles when entering NEC. This can be arranged with the Operations Manager.
- Anyone from the OC wishing to come in out of their booked days will need to arrange to get a code with the Operations Manager (eg course designers/ working bees etc).

Clinics:

- A clinic must first be booked through filling out the “NEC Event or Clinic” Booking enquiry form which will be available on our website
- A condition of your booking is that you have read and agreed to the “health and safety” protocols at NEC on our website
- When a clinic booking is confirmed the clinic organiser will be given a gate code for their agreed booking times.

Contractors:

- Most have already communicated with NEC staff so will be given a code if needed.

What happens if someone forgets their code?

- If someone turns up and has forgotten to prebook they can contact NEC staff via a button on the pinpad. Times and days depending, NEC staff can open the gate remotely.

Communication:

- All current NEC members will shortly be emailed their code that will expire on the 1 August.
- All members who renew their membership for 2026-2027 will get a new code for the new membership year.
- Website: All new information will be posted on the website
- Facebook: All new information will be updated on our [Facebook page](#)
- Sign on the gate explaining how it will work

Further questions please email the Operations Manager: administrator@nec-chch.co.nz