Department of Conservation
Te Papa Atawhai

Concession Application Form 4a – Guiding/Tourism/Recreation: Walking, Hiking, Tramping, Hunting, Fishing, Horses, 4WD Activities etc

The Department recommends that you contact the Department of Conservation Office closest to where the activity is proposed to discuss the application prior to completing the application forms. Please provide all information requested in as much detail as possible. Applicants will be advised if further information is required before this application can be processed by the Department.

This form is to be used when the proposed activity involves landbased guiding of clients on public conservation land. Examples may include hiking, walking, hunting, fishing, horse treks, or 4WD activities. This form is to be completed in conjunction with either Applicant Information Form 1a (longer term concession) or Applicant Information Form 1b (one-off concession) as appropriate.

- If your application involves transportation on public conservation land eg kayaking, boat transfers, aircraft landings, please also fill in Form 4b and/or Form 4c as applicable.
- If your application includes building, extending or adding to any permanent or temporary structures or facilities on public conservation land, please also fill in Form 3b,
- If your application includes tenancy of any DOC managed buildings (other than overnight usage of huts) please also fill in Form 3a.

Please complete this application form, attach either Form 1a or Form 1b (as appropriate) and any other applicable forms and information and send to permissions@doc.govt.nz. The Department will process the application and issue a concession if it is satisfied that the application meets all the requirements for granting a concession under the Conservation Act 1987.

If you require extra space for answering please attach and label according to the relevant section.

A. Location(s) and Activity(ies)

List the areas of your operation, please use NZTM GPS coordinates where possible, and attach a map and label Attachment 4a:A. If you are unable to identify the areas or you do not know them, please seek the assistance of Departmental staff.

Name of Conservation Area and track	**Activity**	**DOC Facilities (eg huts) or informal campsites**	**Proposed months/season**	**Max. Party Size (incl. guides)**	**Frequency of Use (trips)**	**Duration of Visit: less than 1 hour; 1 – 4 hours; 4 – 24 hours**
EG: Matiu/Somes Scientific Reserve: Matiu Circuit Track	*Guided walk and nature interpretation*	*n/a*	*October - April*	*6 pax*	*6 trips per week Saturdays and Sundays*	*1 – 4 hours*
Tongariro National Park, Tongariro Alpine Crossing	Guided walk	n/a	October - May	15	2 trips per week	4-24 hours

B. Environmental Impact Assessment

This section is one of the most important factors that will determine the Department's decision on the application. Please answer in detail.

In column 1 please list all the locations of your proposal, please use NZTM GPS coordinates where possible. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects noted in column 3. Please add extra information or supporting evidence as necessary and label Attachment 4a:B.

Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

Location on public conservation land	Special feature or value	Potential effects of your activity on the feature or value (positive or adverse)	Methods to remedy, mitigate or avoid any adverse effects identified
EG: Matiu/Somes Island Matiu Circuit Track	*Endemic geckos, skinks, tuatara*	*Damage to habitat when walking (adverse)* *Increase knowledge of native species through guiding interpretation (positive)*	*Ensure all clients stay on paths*
Tongariro Alpine Crossing	Fragile alpine flora	Damage to plants from walking	Ensure all clients and guides stay on formed tracks
	Cultural heritage	Adverse effects on cultural values (adverse). Increased knowledge of cultural values through interpretation (positive)	Identify wahi-tapu sites, respect cultural values & sites (eg. peaks & waterways), ensure cultural interpretation is correct & consistent with values of tangata whenua.
	Other track users	Disturbance of other track users (adverse). Assisting and educating non-guided walkers as required (positive)	Avoid starting the track at the peak times, eg. between 6:30-7:30am. Provide assistance & advice to non-guided walkers when required.
	Car parking at track ends	Overcrowding carparks, heavy traffic (adverse)	Driver does drop off & pick up from track ends without parking vehicle for extended periods. Follow DOC & NZTA parking rules. Avoid peak start times of track.
	Fragile volcanic soils	Damage to soil and landscapes from walking	Ensure all clients and guides stay on formed tracks
	UNESCO dual World Heritage Area	Damage to Natural & Cultural values as above (adverse). Increasing knowledge of natural & cultural values through guiding interpretation (positive)	Methods as listed above & below
	Fragile alpine & volcanic waterways	Pollution (adverse)	Follow the "leave no trace" policy. Use DOC provided toilets

C. Term

Please detail the length of the term sought (i.e. number of years or months) and why. If you are applying for a one-off permit please state the specific dates and/or times sought.

Note: An application for a concession for a period over 10 years must be publicly notified, an application for a concession up to 10 years will not be publicly notified unless the adverse effects of the activity are such that it is required, or if an exclusive interest in the land is required.

10 years

D. Bulk fuel storage

Under the Hazardous Substances and New Organisms Act 1996 (HSNO Act) 'Bulk fuel storage' is considered to be any single container, stationary or mobile, used or unused, that has a capacity in excess of 250 litres of Class 3 fuel types. This includes petrol, diesel, aviation gasoline, kerosene and Jet A1. For more information on Hazardous Substances, go to: http:/www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996

Do you intend to store fuel in bulk on the land as part of the activity? ~~YES~~ / **NO**

If you have answered yes, then please provide full details of how and where you intend to store the fuel, and label any attachments including plans, maps and/or photographs as Attachment 4a:D. If your concession application is approved you will be required to provide a copy of your HSNO compliance certification to the Department before you begin the activity.

E. Safety Plan

The Department requires that all concessionaires holding concessions for recreation or tourism activities have a safety plan which has been audited by an external expert.

If your activity is covered by the Health and Safety in Employment (Adventure Activity) Regulations 2011 proof of that audit is sufficient. If your activity is **not** covered by the Adventure Activity Regulations, please read the *Guidelines on the Requirements for Concessionaire Safety Plans* on the Department's website. If you are unsure please go to the WorkSafe website and read their guidance.

If your concession application is approved, you will be required to provide a copy of an independent auditor's approval of your safety plan to the Department before you begin the activity.

F. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 4a:F.