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	Guided Walk/ ~~Transport~~	Tongariro Alpine Crossing	All year round as we have professional Alpine Guides	12pax	Up to 10 times a year	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	Delicate Alpine environment	None	Client will stay to the TAC for the purpose of this concession

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? **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.

ADVENTUREMARK
CERTIFICATE FOR CL

OUR SAFETY MANAGEMENT SYSTEM – OUR *TIKANGA ĀRAI HAUATA*

- TIER 1 – FUNDAMENTAL PRINCIPLES → - TIER 2 – INSTRUCTOR HANDBOOK → - TIER 3 – ACTIVITY MANAGEMENT PLANS

TIER 1 – Fundamental Principles of Safety Management at Hillary Outdoors

ASPIRATIONAL GOAL - no harm will occur to anyone while involved in Hillary Outdoors activities

Management	• Active systems	- All safety documentation and processes at Hillary Outdoors must be reviewed regularly to ensure they are relevant and adequate.
	• Legal	- Hillary Outdoors will comply with all relevant legal and compliance requirements and stay informed of legislative changes.
	• Hazards	- Hazards and risks must be identified and managed conservatively.
	• Access	- Land owners or manager permission must be sought; any conditions that are specified must be adhered to.
	• Staff	- Management will maintain a programme to support staff physical and mental well-being.
Employees	• Attitude	- Staff show a commitment to safety management that leads to constant improvement in our systems.
	• Compliance	- Staff must comply with all Hillary Outdoors policies, in particular the SMS and its Tier 1, Tier 2 and Tier 3 requirements.
	• Fit to work	- Staff are physically and mentally fit to perform their duties, and do not work under the influence of drugs or alcohol.
	• Skills	- Staff have the necessary skills and experience to ensure the safety of self and participants.
	• Stop	- Staff have the responsibility to call a stop if they feel that safety will be compromised.
	• Commitment	- Staff commit to reporting all Health and Safety incidents including "near misses".
	• Input	- All staff have a say on matters that may affect their or others' health and safety.
Clients	• Two-way communication and informed consent	- Clients have a duty to inform Hillary Outdoors of information needed to ensure their safety; Hillary Outdoors must seek this information prior to activity; - Clients must be informed of the risks and nature of the activity, and the expected behaviours to ensure safety. - Clients have the right to refuse participation. - Clients have the right to view Hillary Outdoors safety management systems;
	• Equipped	- Clients must have clothing and equipment to ensure comfort and safety for the conditions expected.
Environment	• Operational Area	- Staff must only operate in locations where detailed information is available.
	• Weather	- Forecasts must be monitored frequently, activities modified according to conditions.
Activities	• Planning	- Activities must: be covered by Instructor Handbook or/an Activity Management Plan; be appropriate to client group and have written objectives to satisfy any stake holder; be approved by a Duty Manager.
	• Communication	- Activities must have a plan to communicate with Hillary Outdoors Base or external agencies, and clients must be instructed on processes if the instructor is incapacitated.
	• Control	- Instructors must maintain control of self and clients in the environment, or be able to easily resolve any outcome. - When multiple instructors are working with one group, a lead instructor must be nominated.
	• Critical incident	- All activities must have an effective rescue plan; - Accompanying staff and/or parents must be kept informed during the management of critical incidents.
Equipment	• Fit for purpose	- Equipment is designed for the task and inspected to ensure it continues to meet design standards.
	• Use and care	- Equipment must be used when required and in accordance with its design. - Equipment must be maintained in a safe condition.

Graham Seatter	Jane Maxwell	Gemma Parkin	Darren Ashmore	Mark Copeland
CHIEF EXECUTIVE	CENTRE MANAGER TONGARIRO	CENTRE MANAGER GREAT BARRIER	EVENTS MANAGER	CHAIR SIR EDMUND HILLARY OUTDOORS EDUCATION TRUST

HILLARY OUTDOORS

JUNE 2018. To be reviewed annually

Activity 11	Alpine Scrambling In summer conditions	Location	Tongariro National Park	Updated by	L. Middleton. A Cook	
Activity Description	Extended hikes on rugged terrain above bush line where snow is not normally encountered	Camping	None	Water	Toilets	Iwikau, Mangatepopo road end and hut
Emergency Response	Refer Instructor Handbook and CMS Tongariro.	Access Permission Required?		DOC concession required		
Hazard Evacuations maps		Instructor requirements		L1, L2 Summer Mountain Comp and DM approval NZOIA Alpine 1 and DM approval		
Specific Equipment Required		Specific Policies		T1 Fundamental and T2 Handbook		
Other resources and notes	• areas of exposure to weather and steep terrain with many short scrambles • Many adventures possible without summiting • Long climbs with no water • Ngauruhoe map showing suitable ascent and descent routes • Tongariro S Ridge map • Limited cell phone coverage some places (including Ngauruhoe) • Iwi sensitive areas marked as blue on maps					
Previous Incidents	Fall into Red crater from track Rock-fall on Ngauruhoe caused by public Fall on ice from near ridge to Dome on Ruapehu causing fatality (1987) Student lost control on descent of Ngauruhoe. #hip and 10cm deep laceration. Heli vac. (2012)					

Safety Management

Code	Site specific	Hazard	Management Strategy
M3	Generic	Steep descent	Make sure all participants understand consequence of a fall. Keep group together and they must travel slowly. Consider instructor in front to monitor conditions and if there is a chance that someone may move too fast, the instructor must be in the front Regular communication with full group Use suggested descent on Ngauruhoe for smaller, less damaging rocks Consider helmets and protective clothing Ensure packs are fitted properly to avoid unexpected movement Gloves to be worn when descending Scree slopes (ie, Ngauruhoe, Red Crater)
M3		Loose rock from above	Helmets on for Ngauruhoe trip from Sth Crater, and Grand Gulley on Pukekaikiore. Consider helmets elsewhere. Disclose hazard, make sure no one climbs above others. (Zigzag). Watch for other users above and belowKeep group tight and keep eyes on terrain above. Where possible use informal tracks away from the main tourist routes
M3		Extreme weather conditions	Wear appropriate clothing. Take lots of spare and wind proof layers.
M2	Generic	Dehydration	Lots of water is to be carried within the group. Consider 2 litres each

AMP **Activity Management Plan –Alpine**

HILLARY OUTDOORS

Activity 12	Alpine – Winter	Location	Tongariro National Park			Updated by - L. Middleton A.Cook	
Activity Description	Day walks in a snow environment	Camping	Refer Overnight AMP	Water	Melt it	Toilets	None, LNT principles
Emergency Response	Refer Instructor Handbook and CMS Tongariro. Consider "Red" call above South Crater	Access Permission Required?	Yes, DOC concession				
Hazard Evacuations maps		Instructor requirements	Alpine Winter (L1)				
Specific Equipment Required	Refer Tier 2 handbook Avalanche page for equipment to be carried	Specific Policies	T1 Fundamental and T2 Handbook				
Other resources and notes	• www.avalanche.net.nz • Refer AMP15 Camping above the Bushline for map of poor communication areas.						
Previous Incidents	Fatal slide in rubber boots and PVC pants, Client hit by skier,						

Safety Management

Code	Hazard	Management Strategy
M3	Range of abilities on rough terrain creating group diversification and additional risk for safe travel	Individualise care for specific students. Use variety of travel techniques such as cutting steps, hand lines, confidence roping, belay and mutual support. Choose different route.
M3	Cold leading to hypothermia or frost bite. Putting whole group at risk	Ensure adequate clothing carried for worst possible conditions of the day. Have available spare clothing, mitts, hot drinks and shelter, foam mat, food
I3	Group or individuals caught in avalanche	Check avalanche forecast. Plan with the 5 A's: Aspect; Altitude: Angle; Anchoring; Appearance
M2	Heat problems: dehydration, sunburn, hyperthermia	Ensure adequate supply of sun screen available all day. Monitor and encourage fluid intake Ensure wearing of sunglasses in bright / snow conditions
M2	White out conditions creating difficult navigation with terrain choice; route; time commitments; emotional comfort of students.	Have map, compass and the ability to use them in these conditions. Consider altimeter and GPS
E2	Sliding due to poor boot traction	Use leather mountain boots with good soles. Be prepared to cut steps or use alternative terrain.
M1	Unsecure and un-proportional loading of packs causing balance and movement problems	Ensure packs loaded evenly and everything secure, preferably on the inside.
M1	Foot problems	Be mindful of blister development, ensure good fit of boots, try to keep feet dry
E1	Unable to access students or an area quickly in firm or icy conditions	Instructor carry crampons on snow days.
M2	Hard snow or darkness	2 o'clock pm, turn-around time at the latest.

Approved by	Jono Maxwell, Centre Manager	Date	10 / 07 / 2018	Review in	1 year	From date of approval	Signed

p 1 of 1

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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.