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 Department of Conservation Office closest to where the majority of the activity is proposed. 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 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 Alpine Crossing	Guided walk	n/a	*October – May*	12 pax	1 or 2 trips per month	6 to 8 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. 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	World Heritage National Park, fragile volcanic area, Tussock on the way down. Maori Heritage place	-increase knowledge of National Park and the Maori influence to the French Market -bring safety to our clients thanks to our guides who will carry a VHF Radio and a first safety kit. -Stay on the path without any permission of walking on Ketetahi Springs	- Terres d'Aventure and Tirawa are the French leaders Tour Operators on the hiking market. They are a founding member of ATR (Act for a sustainable tourism) as we are as their Inbound (please see the Logo on our website). Their clients are very sensitive to the environment and will well behave on this World Heritage by staying on the path, keeping any rubbish with them and stay together as a group. -by walking personally TAC a couple of times, I have notice some papers, cans, cigarettes on the path, we offer DOC to walk the track with rubbish bags to clean it as possible by picking any rubbish. It would be clearly mentioned in French in their travel documents that it is part of our duty during the walk.

			-we will also mention, it is strictly forbidden to pick any lave stones up. -we will also make them sensitive to the Tussocks area and to stay on the main path at Ketetahi Spring

C. Term

Please detail the length of the term sought (i.e. number of years or months) and why.

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.

We would like to get a concession for 10 years. NZ is a very good market for France and TAC is a highlight of the country which helps to promote the destination.

E. Safety Plan

The Department requires that all concessionaires holding long term recreation concessions have a safety plan which has been audited by an external expert. Details of the requirements for safety plans as contained in *Guidelines on the Requirements for Concessionaire Safety Plans* are available on the Department's website.

If your concession application is for a long term concession and 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.