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 Alpine Crossing	Guided Walk	N/A	Jan – June Oct - Dec	20 pax	2 Trips per week either Tues, Wed or Thur depending on weather	7-9 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	**OTHER USERS** Tourists and other walk users enjoyment **VEGETATION** Lichens, mosses, flax, tussocks, Wood rose, beech & podocarp forests, NZ mistletoe, NZ orchids etc. **LAND** i.e. rock, soils, gorges, lava flows, the track itself Tongariro & Ngauruhoe Mountain's Summits -Taonga to local Iwi NB; Ruapehu & Ngauruhoe	Potential to positively interact with other users - Our staff are well trained in 1st aid and there are many examples where we have assisted injured or fatigued walkers off the crossing Potential to positively interact with the environment. • We teach all clients the value of looking after the environment and will actively pick up any rubbish we see. • We actively teach about the rare Flora and Fauna – providing greater understanding and	All clients are expected to show exemplary behaviour and to be courteous to all other parties encountered. We teach how to all move to one side when being passed by faster walkers and to be polite to all others. All of our clients will be monitored to remain on track minimising the damage potential. Toileting will be monitored with clients advised to use appropriate facilities – before they feel the urge!! As mentioned clients are actively encouraged to pick up any rubbish and ensure any rubbish they make is carried out Clients advised of special ecosystems in lakes and rivers and no rocks to be thrown

	are also active volcanoes Ketetahi Hot Springs (private land) **WATERWAYS** Crater Lake, Emerald Lakes, Blue Lake, rivers & river beds **NATIVE BIRDS & ANIMALS** North Island Brown Kiwi, Kereru, Fantail, North Island Robin, Kaka, Karearea Both Long and Short-tailed Bats Forest and common geckos Common skinks	ownership of the need to protect There is the potential for damage to be done to both Flora and fauna should clients be allowed to leave the track. Potential for damage from toileting in non-designated areas Potential for damage from littering Potential to damage of waterways from throwing rocks into lakes etc. Potential for damage to Iwi relations should students attempt to Summit the mountains or access Ketetahi Springs	We will not enter any area identified as culturally significant i.e. Ketetahi however we invite appropriate Iwi to facilitate discussion with clients regarding importance to local Maori and any myths or legends of the area

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.