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 land based 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 Summer Full day	Mangatepopo & Ketetahi Huts Long Drop toilets. Mangatepopo & Ketetahi Carpark facilities	October - May	2-10 Including Guide.	Potentially 7 days, Average 3 days pw	8-9 hours
Tongariro Alpine Crossing	Guided Walk Summer Half day Interpretive	Mangatepopo & Ketetahi Huts Long Drop toilets. Mangatepopo & Ketetahi Carpark facilities	October – May	2-9 Including Guide	Potentially 7 days, Average 3 days pw	1-4 hours
Tongariro Alpine Crossing	Guided Walk Winter Full Day Safety Management & Guiding to keep travellers safe	Mangatepopo & Ketetahi Huts Long Drop toilets. Mangatepopo & Ketetahi Carpark	June – September	2– 30 Including Guides NOTE – Max party size 9 Including Guide. We always	Operates daily – Weather & Safe conditions dependent. Potentially 7 days,	8-9 hours

	through the winter season.	facilities		break down into small groups We never go all in one group. We allow at least 400mtrs space in between groups for safety & this is in line with our Safe Operations plan..	Average 3 days pw	
Tongariro Alpine Crossing	Guided Walk Winter Half Day	Mangatepopo & Ketetahi Huts Long Drop toilets. Mangatepopo & Ketetahi Carpark facilities	June – September	2-9 Including Guide	Operates daily – Weather & Safe conditions dependent. Potentially 7 days, Average 3 days pw	1-4 hours
Tongariro Alpine Crossing	Guided Walk – Summer Full Day Safety Management & Geography Field Trips - School groups Full day	Mangatepopo & Ketetahi Huts Long Drop toilets. Mangatepopo & Ketetahi Carpark facilities	October – May	20 – 80 NOTE – Max party size 12 Including teachers and guides, We always break down into small groups We never go all in one group. We allow at least 400mtrs space in between groups and allow freedom travellers	2 -3 days pw average On demand	8-9 hours

				space to enjoy their day.		

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 and the Parks surrounding area	Te Spiritual and cultural significance & values to Maori	Misleading and incorrect stories significant & relevant to the spiritual and cultural stories & beliefs of Maori. (Negative) Unawareness / disrespecting tikanga & protocols of Tangatawhenua & for protection of the land &	All Staff are aware of and respect the parks spiritual and cultural significance to Maori, surrounding hapu and Te Tangata o te Kahui Maunga. We are honoured to work so closely with our local people and hold this is the highest regard and appreciation. We ensure All staff have an understanding and genuine interest in Tikanga Maori and practise Te Reo kupu and

		waterways (Negative) We can and will create awareness and enlighten our guests as to how & why our Maunga its people & te whenua is/are so special & sacred to all. (Positive)	pronunciation often. All Staff (Guides, Drivers & Office) acknowledge The establishment of the National Park stemmed from the gift of the three peaks of Ruapehu, Ngauruhoe and Tongariro by the Maori owners to the nation in 1887. All Staff are trained and are aware of the sacredness of the land & waterways and follow all protocol to protect / appreciate & preserve for ourselves and all who are to arrive. Adventure Outdoors aim to seek education through Iwi & Hapu to ensure any story telling relating to is correct.
Ketetahi Springs	Ketetahi springs Scared & culturally significant area. Private Land.	Entering the private land (Negative)	No access. All staff stay on the main formed track of the Tongariro Alpine Crossing.
Lakes & Waterways	Natural / scenic / cultural values	Touching / swimming in the waterways (Negative)	Company Policy – Keep out of the waterways, No swimming or touching the lakes, No eating or drinking around the Blue Lake.
Ketetahi forest	Natural/scenic/landscape values Native birds, native bush.	Going off track . Feeding the birds, Leaving rubbish & food scraps (Negative)	We ensure no none of our guided party go off track, leave rubbish, smoke cigarettes, leave human waste. Always use toilet facilities Carry out rubbish & food scraps and pick up any rubbish / food scraps we see.
Tongariro Alpine Crossing and the Parks surrounding area	Dual World Heritage Status Outstanding natural features. Spiritual & cultural	Not appreciating the parks status and damaging the reputation by not leading by	Appreciate our gift, Take care of our land & its people. Hold in awe & interpret to our guests the importance of keeping Tongariro Special and keeping it for our

	importance & values.	example. (Negative) Increase knowledge of the parks world heritage status through guiding interpretation (positive)	generations to come. Smoking not allowed on any of our tours.
Tongariro Alpine Crossing and the Parks surrounding area Mangatepopo Valley to South Crater Blue Lake – Ketetahi Carpark	Flaura & Fauna – Alpine herb fields Tussock lands Native birds Podocarp forest	Increase knowledge of native species through guiding interpretation (positive) Keep the environment free of human waste and rubbish. (Positive)	Ensure all participants stay on the formed trail. No one cuts corners so we do not upset plant life. Toilet facilities are pointed out the start of the day, Toilet facilities are used. Leave No Trace – Follow suggestions & policy Flaura and Fauna is respected We educate our participants in its uniqueness and special character, We encourage all participants to adopt this attitude to all Flaura fauna throughout Aotearoa. Care for our environment – Lead by example, We pick up rubbish left by others. We encourage the freedom walkers to stay on track and take rubbish with them. Water ways & lakes – Prestige. We keep out of water ways and encourage freedom walkers to do the same. Cultural sensitivity and acknowledgement of our sacred Taonga.

Tongariro Alpine Crossing and the Parks surrounding area	Social & Recreation Value –	Over congested track Litter & Human waste	Suggest starting earlier or later to travellers / New Zealanders to avoid overcrowding. Promote the Tongariro Alpine Crossing as such an achievement / Get outdoors / Get some exercise Experience the challenge. Groups sizes we keep small to avoid overcrowding on the track. At the start of the walk tell participants where the toilets are and only ever use the provided toilets. Guides pick up rubbish along the whole of the track. Some rubbish is dropped accidently – We pick it up, Some rubbish is dropped intentionally – We tell that freedom walker t pick it up !
Mangatepopo Carpark – South Crater & Blue Lake – Ketetahi	Alpine Flaura - Mangatepopo Valley Uninterrupted lowland to alpine vegetation sequence, Over 550 species of native plants are found in the park and at least 80% of these are endemic to New Zealand. Such diversity includes alpine herbs, flax, tussock, dense shrubs, and forest.	Increase knowledge of this significance through guiding interpretation (positive)	We take care of the environment, We follow recommendations from – Leave No Trace & the environmental care code. We ensure our guided guests and any freedom walkers are educated to stay on the tracks Stay on the formed trails. Take care of our Flaura & Fauna, No food is to be dropped and left for the birds to eat. Keep the nature ecosystem alive. Destroy any pests ! No smoking allowed on any of our tours.

South & Central craters, Blue Lake North face section.	Pathway of the Tongariro Alpine Crossing – Un built structures - Natural tracks (South Crater Central Crater Red Crater descent etc	Potential for walkers to further erode the track where there are un-built structures. (Negative)	Areas of the track on un-built structures has the potential for erosion. We stick to the formed part of this and stay in the middle, No short cuts & we ensure we do not walk to wide to create further erosion. Educate freedom walkers to do the same.
Tongariro Alpine Crossing and the Parks surrounding area	Geological features Natural/scenic/landscape values	Increase awareness of its uniqueness by providing interpretive guided walks, Walkers may erode natural features if going off track.	Staff and participants are instructed to stay on the main track, No sidewalks. Avoid eroding natural features by staying on track. Keep the Tongariro Alpine Crossing track clean & free of human waste and rubbish.

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.

5 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.

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.