



The Department recommends that you contact the [Department of Conservation Office](#) closest to where the activity is proposed to discuss your 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 is to hold a sporting event on public conservation land. It 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.

Please complete this application form, attach Form 1a or Form 1b, 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 additional documents and label according to the relevant section.

A. Description of Activity

Please describe the proposed activity in detail, including the specific sites of public conservation land under application and explain why the particular areas have been chosen. Please give details of how the route will be marked on public conservation land and detail any support activities planned.

Please provide a map showing the route of the proposed activity, clearly showing the public conservation land proposed to be used attach and label Attachment 6a:A1. If available, please attach a copy of the entry form and label Attachment 6a:A2

Expected maximum number of participants involved:

Officials:

Competitors:

Approximate date for event:

Maximum length of time on public conservation land:

B. Facilities/Structures

If you wish to build, extend or add to any **permanent or temporary structures** on public conservation land (e.g. toilets, sets, storage facilities). Please include any details of construction e.g. location, building dimensions, materials, purpose, number of people and vehicles involved etc. Please also provide the following details:

- Could this structure or facility be reasonably undertaken outside public conservation land? Provide details of other sites/areas considered.
- Could any potential adverse effects be significantly less (and/or different) in another conservation area or another part of the conservation area to which the application relates? Give details/reasons.

Please attach a site and construction plan showing location of proposed structures and label Attachment 6a:B

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.

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 refer to the Department's website for further information [Safety Plan](#)¹.

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. Ongoing Activity Returns and Billing

This activity will likely require you to provide an annual activity return to determine ongoing activity fees. As a default, these are aligned with your concession term dates. However, in some cases it may be preferable to align this with the end of your financial or trading year. Please indicate below your preferred billing dates for this concession.

Preferred Activity Return and Billing Dates	Tick
In line with the concession term dates	<input type="checkbox"/>
In line with your financial year end	<input type="checkbox"/>
<i>Please state your financial year end</i>	
In line with your trading year end	<input type="checkbox"/>
<i>Please state your trading year end</i>	

Note: if the ongoing activity fees do not require an annual activity return (e.g., are a fixed fee) then the billing dates will remain in line with the concession term dates.

G. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 6a:F.

¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>