



We recommend that you contact the Hokitika Permissions team to discuss the application prior to completing the application forms:

Permissions Advisor

Email: [permissionshokitika@doc.govt.nz](mailto:permissionshokitika@doc.govt.nz)

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. If extra space is required for answering please attach and label according to the relevant section.

Once you have filled in your application form, please ensure you have completed the checklist on page 3 to ensure that all components of your application are complete. This will help prevent any possible delays in the processing of your application.

Please tick

Have you read the section regarding the liability of the applicant for payment of fees?

**Have you signed your application?**

**All efforts in putting together a detailed application are greatly appreciated and will allow the Department to effectively and efficiently process your application.**

## A. Applicant Details

<b>Applicant Name</b> (full name of registered company or individual)							
<b>Legal Status of applicant (tick)</b>	<input type="checkbox"/> Individual	<input type="checkbox"/> Registered Company	<input type="checkbox"/> Trust	<input type="checkbox"/> Incorporated Society			
<b>Other (please specify full details)</b>							
<b>Please supply the company, trust or incorporated society registration number:</b>							
<b>If an individual please supply your date of birth (this is a unique identifier for you):</b>							
<b>Trading Name</b> (if different from Applicant name)							
<b>Postal Address</b>							
<b>Street Address (if different from Postal Address)</b>							
<b>Registered Office of Company or Incorporated Society (if applicable)</b>							
<b>Phone</b>				<b>Website</b>			
<b>Contact Person and role</b>							
<b>Phone</b>				<b>Cell Phone</b>			
<b>Email</b>							
<b>Alternative Contact Person and role</b>							
<b>Phone</b>				<b>Cell Phone</b>			
<b>Email</b>							

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## B. Crown Minerals Act Permit Details

You must hold a permit under the Crown Minerals Act to apply for access to public conservation land, access cannot be granted until a permit has been granted by NZ Petroleum & Minerals.

Permit/Application Number	Permit type (Mining/Exploration/Prospecting)	Permit Area km <sup>2</sup>

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## C. Application requirements

Please attach a detailed application including all the requested information below. Please complete the checklist to ensure all relevant details have been provided in your application.

**Copy of Crown Minerals Act Permit attached (if granted).**

**Clear map/plan of application area attached.**

**A description of the proposal, including:**

A description of the application area including location and features (i.e. water courses, roads, amenities, other features)

Summary of proposed activities (i.e. type of prospecting/exploration/mining methods, duration, scale of activity)

Detail of access for personnel, plant, equipment etc to and from the application area and within the site

Detail of any existing services in the application area and any to be installed

Detail of any accommodation to be established

Detail of any other surface structures to be constructed

Detail proposed water supply and disposal methods

Detail of how wastes will be managed and disposed of

Detail of any resource consents held, applied for or intended applications

The direct net economic and other benefits of the proposed activity in relation to which the access arrangement is sought (required as part of application under s59(2)(f) of the Crown Minerals Act 1991)

**Assessment of Environmental Effects, including:**

Description of existing natural environment in and around the application area (include flora, fauna, aquatic, landscape)

Description of any historic sites within the application area (position and significance)

Description of the social environment in and around the application area (include scenic qualities, recreation facilities and use)

Outline of consultation undertaken with relevant Iwi

Description of the effects your proposed activities will have on the above values

Description of the proposed safeguards and mitigation measures to be put in place (i.e. proposed rehabilitation, water management, management of flora/fauna/historic/cultural sites, management of any risks, bond assessment if relevant and proposed offer of compensation)

Detail of any other relevant information.

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## D. Fees and costs

### Processing fees

Section 60B of the Conservation Act contains the statutory provisions regarding processing fees.

The Department recovers all direct and indirect costs to process access arrangement applications regardless of whether an application is approved or declined. The cost of processing an access arrangement application depends on its complexity and the level of impact of the proposed activities.

Once your application is accepted and its complexity has been assessed, DOC will provide you with a fee estimate before processing begins. Estimates are not binding.

The Department will ordinarily invoice the Applicant for processing fees after a decision has been made on the application, but in some cases interim invoices will be issued. If at any stage an application is withdrawn the Department shall invoice the Applicant for the costs incurred by the Department up to that point. Applicants are required to pay the processing fees within 28 days of receiving an invoice. The Director-General is entitled to recover any unpaid fees as a debt.

The Department may obtain further information either from the applicant or from any other relevant source in order to process the application. The applicant will be advised of any information obtained from other sources. The cost of obtaining such information will be charged to and recovered from the applicant. The Applicant will be informed as soon as practicable from receipt of the application if further information is required before this application form can be fully processed by the Department.

### Bond

If your application is approved, you will be required to lodge a bond with the Department prior to carrying out any activities under your access arrangement

### Ongoing fees

If your application is approved, you will also be required to pay annual fees throughout the term of your access arrangement. These are:

- Compensation fee(s); and/or
- Monitoring fee(s) (if required) to cover the cost of monitoring the effects of your activity; and/or
- Cost recovery fee(s) for processing Annual Work Programme and/or Management Plan approvals, bond submission/release and general file administration.

Please contact the Hokitika Permissions team, as on page 1 of this document, to discuss the applicable bond, fee(s) and processing timeframe for the application.

### Terms and Conditions for an Account with the Department of Conservation:

Have you held an account with the Department before? (Please tick)  Yes  No

If yes, under what name:

1. I/We agree that the Department of Conservation can provide my details to the Department's Credit Checking Agency to enable it to conduct a full credit check.
2. I/We agree that any change which affects the trading address, legal entity, structure of management or control of the applicant's company (as detailed in this application) will be notified in writing to the Department of Conservation within 7 days of that change becoming effective.
3. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.

4. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
  5. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
  6. I/We agree that the credit account provided by the Department of Conservation may be withdrawn by the Department of Conservation, if any terms and conditions of the credit account are not met.
  7. I/We agree that the Department of Conservation can provide my details to the Department's Debt Collection Agency in the event of non-payment of payable fees.
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## Declaration

I certify that the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct.

**Note: The Minister can vary any access arrangement granted if the information given in this application contains inaccuracies.**

<b>Signature (Applicant)</b>		<b>Date</b>	
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This application is made pursuant to Section 59 of the Crown Minerals Act 1991.

Applicants should familiarise themselves with the relevant provisions of the Conservation Act 1987 and the Crown Minerals Act 1991.

The purpose of collecting this information is to enable the Department to process your application. The Department will not use this information for any reason not related to that purpose.

Applicants should be aware that provisions of the Official Information Act might require that some or all information in this application be publicly released.

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