

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

Email: 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. Please attach all required information 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 possibly 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

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

B. Crown Minerals Act Permit Details

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

Permit/Application Number	Permit type (Mining/Exploration/Prospecting)	Permit Area km

C. Application requirements and information

Please attach a detailed application including all the requested information, and label according to the numbered section below. Please complete the checklist to ensure all relevant details have been provided in your application.

- C1: Copy of Crown Minerals Act Permit attached (if granted).**
- C2: Clear map/plan of application area attached.**
- C3: Proposed activities attached.**
- C4: Outline of consultation undertaken with whanau/hapu/iwi.**

Area sought for consent (include plan if required to define area)	km ² /ha
Description of area, location and land classification	

D. Fees

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 applications regardless of whether an application is approved or declined. The cost of processing an application depends on its complexity.

Once your application is accepted and its complexity has been assessed, the Department 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 may 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 may also be required to pay annual fees throughout the term of your permission. These may include:

- 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 ever 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.

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 minimum impact activities granted if the information given in this application contains inaccuracies.

Signature (Applicant):

Date:

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.
