

Applicant Information Form 1b One-Off Process



Department of
Conservation
Te Papa Atawhai

[New Zealand Government](#)

Is this the right application form for me?

This form is to be used for one off activities on public conservation land.

One-off concessions are only available for activities that:

- Have minor effects that can be easily managed.
- Comply with the relevant legislation, conservation management strategy and conservation management plans.
- Have clearly defined limits (e.g. numbers of trips/landings to be authorised by the permit).
- Do not involve permanent structures.
- Do not have a duration of more than 3 months.
- Do not take place in the same location more than once in a 3 year period.

How do I complete this application form?

If the application meets the one-off-concession criteria:

- Complete all sections of this **applicant information form**.
- Complete the **activity application form** for the activity that you wish to undertake.
- DOC encourages electronic applications (e.g. typed Word document), rather than handwritten applications. Electronic applications are easier to read and less likely to be returned to you for clarification.
- If you need extra space, attach or include extra documents and label them according to the relevant section. Record all attachments in the table at the back of the application form section **G Attachments**.

How do I submit my application?

Email the following to permissions@doc.govt.nz:

- **Completed applicant information form**
- **Completed activity application form**
- Any other attachments

If I need help, where do I get more information?

- Check the [DOC webpage for the activity you are applying](#)¹ for.
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)² closest to where the activity is proposed. You can use [DOC](#)

¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/>

² www.doc.govt.nz/footer-links/contact-us/office-by-name/

[maps](#)³ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁴ – choose the one closest to where the activity is proposed.

- If your application covers multiple districts, contact the office nearest most of the locations you are applying for, or nearest to locations you have a specific question about.

What happens next?

Once your application forms are received, your application will be assessed by DOC. If your application is complete, DOC will begin processing.

If your application is incomplete it will be returned to you for more information.

Why does DOC ask for this information?

The questions in this application form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- Your most up-to-date details so that DOC can contact you about your application.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness will help determine whether DOC should extend credit to you and set up a DOC customer accounts receivable credit account for cost recovery. To make this assessment DOC will supply your information to a credit checking agency.

Note:

- Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)⁵.
- Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

What fees will I pay?

You may be required to pay a **processing fee** for this application regardless of whether your application is granted or not. In addition, if you are granted a guiding concession on public conservation land you may be required to pay annual **activity and management fees**. These fees are listed on the [DOC's webpage for the activity you are applying](#)⁶ for.

DOC will invoice your processing fees after your application has been considered. If you withdraw your application DOC will invoice you for the costs incurred up to the point of your withdrawal.

Your application will set up a credit account with DOC. See the checklist at the end of the form for the terms and conditions you need to accept for a DOC credit account.

³ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁵ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

⁶ <https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/>

What does DOC require if my application is approved?

If your application is approved DOC requires:

- **Insurance** to indemnify the Minister of Conservation against any claims or liabilities arising from your actions. The level of insurance cover will depend on the activity.
- A copy of your **safety plan** audited by an external expert (e.g. Health and Safety in Employment (Adventure Activity) Regulations 2011 audit or a DOC listed organisation). See the [Safety Plan](#)⁷ information on the DOC website for further information.

Note: DOC/Minister can vary the concession if the information on which the concession was granted contained material inaccuracies. DOC may also recover any costs incurred.

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to 1)	
	<input type="checkbox"/> Registered company (Go to 2)	<input type="checkbox"/> Trust (Go to 2)
	<input type="checkbox"/> Incorporated society (Go to 2)	<input type="checkbox"/> Other e.g. Educational Institutes (Go to 2)

1	Applicant name (individual)		
	Phone	Mobile phone	
	Email		
	Physical address	Postcode	
	Postal address (if different from above)	Postcode	

2	Applicant name (full name of registered company, trust, incorporated society or other)		
	Trading name (if different from applicant name)		
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)		
	Company phone	Company website	
	Contact person and role		
	Phone	Mobile phone	
	Email		
	Postal address	Postcode	
	Street address (if different from Postal address)	Postcode	

B. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

- If yes record the:

Date of DOC pre-application meeting	
Name of DOC staff member	
Name of person in applicant organisation who had the pre-application meeting with DOC	

C. One-off criteria

This form can only be used for activities that meet certain criteria – tick the following criteria that this application meets:

Criteria:	TICK
The activity has minor effects that can be easily managed	<input type="checkbox"/>
The activity complies with the relevant legislation, conservation management strategy, and conservation management plans	<input type="checkbox"/>
The activity has clearly defined limits (e.g. numbers of trips/landings to be authorised by the permit)	<input type="checkbox"/>
The activity does not involve permanent structures	<input type="checkbox"/>
The activity does not have a duration of more than 3 months	<input type="checkbox"/>
The activity has not been applied for in the same location more than once in a 3 year period	<input type="checkbox"/>

Note: If all these criteria are not met you are not eligible for a one-off concession. You will need to apply for a longer term concession. Check for the longer term concession application forms on the [DOC activity webpage you are applying](https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/)⁸ for.

⁸ <https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/>

D. Activity applied for

Tick the **activity application form** applicable to the activity you wish to undertake on public conservation land. Complete the applicant information form and the activity application form and email them with any attachments to permissions@doc.govt.nz

ACTIVITY APPLICATION FORM	FORM NO.	TICK
Guiding/Tourism/Recreation: Walking/Hiking/Tramping/Hunting/Fishing/Horses/4WD activities etc	4a	<input type="checkbox"/>
Guiding/Tourism/Recreation: Watercraft activities	4b	<input type="checkbox"/>
Guiding/Tourism/Recreation: Aircraft activities (excluding recreational drone use*)	4c	<input type="checkbox"/>
Filming	5a	<input type="checkbox"/>
Sporting Events	6a	<input type="checkbox"/>
Other (activities that may not be sufficiently covered in the above forms)	7a	<input type="checkbox"/>

* For recreational drone use applications fill out the [recreational drone use application form and recommended location form/s](#)⁹

E. Are you applying for anything else?

Are you submitting any other application forms in relation to this application?

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

If yes, state which application forms:

F. Background experience of applicant

Provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations, and relevant qualifications).

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/recreational-drone-use/>

G. Attachments

Attachments should *only* be used if there is:

- Not enough space on the form to finish your answer
- You have additional information that supports your answer
- You wish to make an additional request of DOC regarding the application.

Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document title	Document format (e.g. Word, PDF, Excel, jpg etc.)	Description of attachment
<u>Correct example ✓</u> D	Locations	PDF	Trust Deed
<u>Incorrect example X</u> Table	Doc1	Word	Table

H. Checklist

Application checklist	Tick
I have completed all sections of this applicant information form relevant to my application and understand that the form will be returned to me if it is incomplete.	<input type="checkbox"/>
I certify that the information provided in this applicant information form, and any attached additional forms is, to the best of my knowledge, true and correct.	<input type="checkbox"/>
I have completed the activity application form .	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section G Attachments to match.	<input type="checkbox"/>
I will email permissions@doc.govt.nz my: <ul style="list-style-type: none"> • Completed applicant application form • Completed activity application form/s • Any other attachments. 	<input type="checkbox"/>

I. Terms and conditions for a credit account with the Department of Conservation

Have you held an account with the Department of Conservation before?	Tick
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
If "yes" under what name	
Does your organisation require a purchase order number for invoicing purposes?	<input type="checkbox"/>
If yes, please provide the number here:	

All invoices related to this Permission will be coded to this purchase order number unless otherwise advised. It is the applicant's responsibility to advise the Department if the purchase order needs to change through the lifetime of the Permission.

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to these terms and conditions for an account with the Department of Conservation

Terms and conditions	Tick
I/We agree that the Department of Conservation can provide my/our details to the Department's Credit Checking Agency to enable it to conduct a full credit check.	<input type="checkbox"/>
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.	<input type="checkbox"/>
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	<input type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input type="checkbox"/>
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	<input type="checkbox"/>
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 (as above) of the credit account are not met.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Typed applicant name/s	Date

For Departmental use

Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	