



Application form for exemption for existing culvert or ford impeding fish passage

This form is to be used when requesting an exemption for an existing culvert or ford that impedes or will impede the passage of fish under regulation 42(1) of the Freshwater Fisheries Regulations 1983. It is to be completed in conjunction with Applicant Information Form 1a.

We recommend that you contact the Department of Conservation Office closest to the culvert or ford to discuss your application prior to completing the application forms. 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.

Complete this application form, attach Form 1a and any other applicable forms/information and send to permissions@doc.govt.nz.

If you require extra space for answering, attach and label according to the relevant section.

See guidance for explanation of required specific details.

A. Who determined that fish passage was or will be impeded?

- Applicant Someone other than applicant

If someone other than the applicant has determined that fish passage is impeded – provide their contact details.

Attach any documentation (letters, reports) and label as Attachment A.

Person			
Organisation			
Phone		Cell Phone	
Email			

B. Description of: culvert or ford (check one)

Describe the existing structure in detail including location (NZTM GPS coordinates where possible), type, design, and any current operating, monitoring and what maintenance is or would/be required to allow for fish passage. Include the name and status of the land where the structure is located.

Attach maps of the location and any detailed site plan, any drawings of existing structure and label as Attachment B.

See guidance for additional required details.

What features make this structure a barrier to fish passage?

C. Purpose of culvert / ford

To assist the Department in determining whether an exemption is appropriate, provide a description of the overall purpose of the structure and its role in any larger project or infrastructure scheme.

See guidance for additional required details.

D. Freshwater values of the area & assessment of impact of fish passage

Details here should include, but are not limited to, freshwater fish and/or other values using this waterway; recorded species upstream/downstream; and values protected by the ford/culvert.

See guidance for additional required details.

What species are recorded upstream of the structure? What species are recorded downstream of the structure?

E. Other

Is there any further information you wish to supply in support of your application? Attach if necessary and label as Attachment E.

E. Fees and costs

Processing Fees:

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

The Department recovers from Applicants all direct and indirect costs to process an application regardless of whether the application is approved or declined. The cost of processing an application depends on the complexity of the application and the work needed to assess the application. An Applicant will be sent an estimate after an application is received. Applicants are also entitled to request an estimate of costs at any point, but the Department may impose a charge for preparing such an estimate. 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 Director-General of Conservation has discretion to reduce or waive processing fees.

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.

Ongoing Fees:

If your application is approved, you will also be required to pay annual fees. These may include:

- Annual management fee to cover administration time.