

Application for Licensing Existing Buildings And New Buildings On Sounds Foreshore Reserve



Is this the right application form for me?

Use this application form for existing buildings or structures and proposed buildings or structures (e.g. boatsheds, sheds, retaining walls, etc). Refer to our website for what may be licensed¹. This is pursuant to section 7 of the Reserves and Other Lands Disposal Act 1982 and section 61(3) of the Reserves Act 1977.

How do I complete this application form?

- Complete all relevant sections of this form
- The Department of Conservation (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 L).

Personal and sensitive information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)².

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

DOC recommends that the applicant contact the Waitohi/Picton District Office to discuss the application prior to filling in this form. Phone +64 3 520 3002. Email picton@doc.govt.nz

Have you considered DOC's statutory planning documents?

Your building or structure must not be inconsistent with [DOC's relevant statutory planning documents](#)³ as they set out how DOC and our Treaty partners manage public conservation land. Statutory planning documents can have a direct impact on your application, for example they may set the specific track limitations and maximum group size allowed.

Book a pre-application meeting with DOC staff if you require assistance with navigating DOC's statutory planning documents.

How do I submit my application?

Email your completed application and any other attachments to: permissions@doc.govt.nz

¹ <https://www.doc.govt.nz/parks-and-recreation/places-to-go/marlborough/places/pelorus-and-kenepuru-sounds-area/marlborough-sounds-foreshore-reserve/>

² <https://www.doc.govt.nz/footer-links/privacy-and-security/>

³ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

What happens next?

Once 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 with a request 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. DOC will not use this information for any other reason not related to that purpose. Your answers allow us to assess:

- The effects of your encroachment and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your creditworthiness – a factor in determining 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](#)⁴.

Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

Treaty Partner consultation

DOC has a responsibility to give effect to the principles of the Treaty of Waitangi in all areas of our work and may consult with our Treaty Partners about your application. More information can be found on the DOC website on our [iwi/hapū/whānau consultation](#)⁵.

Contact your local [DOC office](#)⁶ if you require further information about consultation.

What fees will I pay?

You will be charged a processing fee for this application, regardless of whether your application is granted or not. If your application is granted, you may be required to pay annual activity and management fees.

DOC will send you a cost estimate of the processing fee once your application has been accepted. If further charges are likely to be incurred, DOC will provide you with a revised estimate.

DOC will invoice your processing fees after your application has been considered. If your application is large or complex, DOC may undertake billing at intervals periodically during processing until a decision is made. 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.

In addition, if you are granted a licence over public conservation land you may also be required to pay a bond, insurance, monitoring fees and ongoing activity fees⁷ and management fees.

⁴ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

⁵ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

⁶ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

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

Bond

A bond may be required to ensure compliance with the conditions of a Sounds Foreshore Reserve permit or licence. The amount of the bond will be set at an appropriate level to recognise potential costs. The bond may be an unconditional on-demand surety bond or a cash bond held in trust and refunded (with any interest) at the conclusion of the building activity or called upon to ensure compliance with the conditions of the permit or licence.

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to ①)	
	<input type="checkbox"/> Registered company (Go to ②)	<input checked="" type="checkbox"/> For a Trust (Go to ②)
	<input type="checkbox"/> Incorporated society (Go to ②)	<input type="checkbox"/> Other (Go to ②)

①	Applicant name (individual)	Jennifer L Nicholls and Simon Abbot		
	Phone	[Redacted]		
	Email			
	Physical address			
	Postal address (if different from above)			
		Postcode		

②	Applicant name (full name of registered company, trustees, educational institute or incorporated society)	Jennifer L Nicholls and Simon John Abbot		
	Trading name or trust name (if different from applicant name)	KirstieTrust		
	NZBN if applicable (To apply go to: https://www.nzbn.govt.nz)	Company, trust or incorporated society registration number	[Redacted]	
	Registered office of company or incorporated society (if applicable)	[Redacted]		
	Company phone	Company website	[Redacted]	
	Contact person and role	Jennifer Lynley Nicholls		
	Phone	[Redacted]		
	Email			
	Postal address			
	Street address (if different from Postal address)			
			Postcode	

B. Duration

State how long (months and years) you want any granted licence for (up to 10 years buildings and up to 33 years for farm buildings).

30 year

Explain why you are seeking this duration:

This place has been in the family for 50 years and we expect to pass it on to children.

One of the sheds (the larger one) has been present for around 50 years and pre dates us as owners by 2 or 3 owners. It has always had the water tank at the back although there is no internal plumbing.

The Goods Trolley has been present since the house was built around 50 years ago.

The smaller shed was put in place by a previous owner, we think about 20-25 years ago, and has always been there since we owned the property.

We did have concrete steps up a steep bank which were there from the time of the bach construction. There would not have been any other way up to access the property as the bank is very steep. There has been some erosion of this bank and the concrete steps recently slipped down the bank and onto the foreshore in October 2024. We have removed the concrete and replaced access with wooden steps and an upper flat landing in October/November of 2025. Photos have been sent.

C. Pre-application meeting

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

x Yes I have

State when and who with:

Tom Heather (by Zoom) and Nicci Mardle Friday 7th of July 2021

Andrew Winchcombe 02.2026

D. Is this application for an existing building or structure?

Is this application for an existing building or structure?

X Yes. (for an **existing building or structure only** complete sections except Section F).

All buildings and goods lift have been present for many years and pre date our ownership. The new wooden steps are to replace existing concrete steps that slipped down the bank after the winter of 2025. The concrete has been removed and new wooden steps installed to provide access from the jetty.

E. Existing Structures - Description of Encroachment on Sounds Foreshore Reserve

1. Provide the Lot, Deposited Plan (DP) number and name of the bay of the adjoining property to the encroachment.

Lot number FR 455A Lot 2 DP 2919, Lot 1 DP 5628 RES 14 SQ m

DP number 2919 & 5628

Name of the bay Double Cove.

2. Describe in detail the existing encroachment including when it was installed, the size and footprint of the structure/s and the purpose of the structure/s. Attach all relevant information and list in section L Attachments including:

- Record(s) of Title for your property (mandatory)
- Maps
- NZTM coordinates
- Photographs
- Survey plans
- Resource consent applications
- Concept plans
- Engineering reports.

1. Existing Flying Fox/ Goods lift Present for around 50 years.
2. Was originally a consented Generator / Storage shed which was badly damaged by a falling tree about 35 years ago. A replacement shed for this was moved to a new site approximately 30 years ago to provide lights for access at night, and storage close to the jetty. This shed was

then replaced by the current shed about 20 years ago when the old shed deteriorated. The shed has power to lights for access and provide safe access to property during evenings and in the dark. Also used to clearly show property at night when arriving late and in the dark.

3. Could this structure/work be re-located elsewhere? Is there an acceptable site on your property? Provide details of other sites considered:

1. The goods lift could not be relocated.
2. 2. The shed position makes the spotlights able to illuminate down on to the jetty and up the path to the house. Its location is close to the jetty and useful for storage and movement of materials to and from the site. Relocation is not feasible and would have safety issue for access. Underground power (which has been provided to this shed since it was moved here about 35 years ago) to this is provided by the DOC consented storage shed which has had a new electrical mains board fitted in 2019. Please see attached documentation from Watts On Electrical. This has been approved and is compliant with the MDC. To move this shed would also require us to dig up the existing power and re-lay with new power cabling at a considerable cost.

4. Is the building going to be used for commercial purposes?

No

5. Do you use the Sounds Foreshore Reserve for any other purpose? (e.g. lawns, picnic table, garden, wastewater soakage field etc).

Yes. We do have a path up to home and a consented storage shed which is not able to provide the illumination of the jetty and path

F. New Structures/Work - Description of Encroachment on Sounds Foreshore Reserve

1. Provide the Lot, Deposited Plan (DP) number and name of the bay of the adjoining property to the encroachment.

Lot number	FR 455A Lot 2 DP 2919, Lot 1 DP 5628 RES 14 SQ m
DP number	2919 & 5628
Name of the bay	Double Cove

2. Describe in detail the existing encroachment including when it was installed, the size and footprint of the structure/s and the purpose of the structure/s. Attach relevant documents, including:
 - Record(s) of Title (mandatory)
 - Maps
 - NZTM coordinates
 - Photographs
 - Survey plans
 - Resource consent applications
 - Concept plans
 - Engineering reports.

IN folder markec Docs

3. Could this structure/work be reasonably located elsewhere? Is there an acceptable site on your property? Provide details of other sites considered.

Replace damaged and destroyed existing concrete steps to access the property. Concrete replaced with wooden steps. NOt feasibkle to relocaste as this is where the jetty is and the bank is eroding and very steep.

4. Is the activity applied for being used for commercial purposes? Give details/reasons.

No

5. Do you intend to use the Sounds Foreshore Reserve for any other private purposes (e.g. lawns, picnic table, garden, wastewater soakage field etc)? Give details/reasons.

No. Access only

G. Are you applying for anything else?

Are you applying for other DOC permissions (e.g. easement, concession) as well as this activity?

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

If yes, state the other permissions you are applying for?

H. Planning provisions (all applicants)

1. Does your proposal comply with the Marlborough District Council district plan(s) for the area?

Yes

2. Do you require resource consent and/or building consent? (Ask the relevant councils' planning sections for advice. Generally, if structures are to be built (or have been built), it is likely that consent/s will be required).

No

3. If resource/building consent is required, provide details of the consent together with information on progress with the application for consents. (It will be a condition of any licence to occupy that all necessary consents have been obtained.)

N/a. No new building

I. Consultation undertaken

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This often requires consultation with our Treaty Partner (iwi/hapū/whānau of local Maori) on your application. If you have already consulted with our Treaty Partner, or with other interested stakeholders, DOC would like to know about it.

We recommend you discuss consultation with a DOC staff member before starting your application.

Have you carried out any consultation?

No

If yes, supply details for each group consulted with:

Whānau/hapū/iwi or other interested party consulted with:	
Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	

If you received a written response to your consultation attach a copy to this application. Record the document details in the L Attachments section of this form.

J. Consistency with DOC statutory plans

List [DOC's statutory planning documents](#)⁸ relevant to your application (e.g. Nelson/Marlborough Conservation Management Strategy):

Nelson/Marlborough Conservation Management Strategy (CMS) 1996-2006
<https://www.doc.govt.nz/about-us/our-role/managing-conservation/>
<https://www.doc.govt.nz/about-us/our-role/managing-conservation/coastal-management/>
<https://www.doc.govt.nz/about-us/science-publications/conservation-publications/marine-and-coastal/new-zealand-coastal-policy-statement/new-zealand-coastal-policy-statement-2010/>

Are you aware of any potential inconsistency your activity may have with DOC's statutory planning documents?

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

If you have answered yes explain why it is inconsistent with the statutory planning documents.

K. Description of actual and potential effects of existing or proposed works (all applicants)

Identify actual or possible effects of the activity applied for. Describe the actions you propose to take to avoid, remedy or mitigate those effects. For further information check [DOC's Environmental Impact Assessment](#)⁹ and [DOC's guide to preparing your environmental impact assessment](#)¹⁰.

In many cases an Assessment of Environmental Effect (AEE) prepared for resource consent under the Resource Management Act 1991 will satisfy this requirement.

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/environmental-impact-assessment/#low-medium-impact>

¹⁰ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf>

Provide details below and record the document details in the L Attachments section of this form.

Effects	Description
Effects on the landscape e.g. ability of landscape to accommodate changes.	Goods lift runs from jetty at bottom to behind the house at the top. It has 2 x poles on DOC land. Each pole is 150mm x 100mm. The top pole is self-supporting, The lower pole has 2 x bracing supports which are metal railway iron punched into the ground. These are both 100mm x 50mm each. This is minimal coverage of the DOC land. Photos attached. The shed is 1800mm x 1800mm
Effects on the visual composition of the landscape.	Goods Lift: The poles for the goods lift are hardly visible at all. Vegetation has grown up over the past 50 years and unless you knew it was there you would be unaware of it's presence. Storage Shed: I have planted in front of the shed so that it is largely hidden by vegetation. I do trim the height to allow the spotlights to illuminate the track and jetty if needed at night. The spotlights are placed at the peak of the shed roof.
Effects on cultural values of Tangata Whenua or members of the public.	I believe this to be minimal. especially as they have been present for many years with no comment
Effects on historic sites or objects including Wahi Tapu e.g., disturbance of the ground.	No effect on historic sites
Effects on existing infrastructure such as roads, tracks, huts, carparks, huts etc.	Nil
Effects on existing vegetation e.g. disturbance or removal of vegetation.	Nil. I love vegetation and encourage this. NO vegetation has been disturbed since these were placed. Since that time the bush has recovered.
Effects of earthworks e.g. removal of topsoil and where removed earthworks will be stored. Note: All earthworks storage on public conservation land needs to be authorised.	Nil All done many, many years ago.
Effects on wildlife or wildlife habitat	Nil

Effects on aquatic habitat (waterways, swamps, freshwater animals and vegetation).	Nil
Effects on other users (tangata whenua, recreational users and concessionaires) of the land.	Nil
Effects of potential increased threats (pests, weeds, pathogens and fire) to public conservation land.	Nil
Effects of increased rubbish, toilet waste or debris left on public conservation land during construction and regular use of the easement.	Nil
Cumulative effects that could be caused by the activity.	Nil
Positive effects of the activity.	The shed has power which gives us and visitors safety and convenience with the light to ensure safe access in the dark. It is a steep and slippery site in the wet. The goods lift has been present for 50 years. This provided convenience recently when the next door neighbour had a fire and was useful for the fire brigade.

L. Attachments

Attachments should *only* be used if:

- You are answering a specific question and providing a report e.g. Environmental Impact Assessment.
- 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, Excel, jpg)
	<u>Correct example ✓</u> D	Existing structure relevant information	PDF
	<u>Correct example ✓</u> E	Environmental Impact Assessment	Word
	<u>Incorrect example X</u> Table	Doc1	Word

M. Checklist

Application checklist	
I have completed all sections of this form relevant to my application and understand that the form will be returned to me if it is incomplete	Yes
I certify that the information provided in this application form and any attached additional forms is, to the best of my knowledge true and correct	Yes
I have attached all relevant information (e.g. Certificate of Title, maps, photographs, resource consent applications etc) and recorded them in section L	Yes
I have appropriately labelled all attachments and completed the section L. Attachments to match	Yes

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

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 details to the Department's Credit Checking Agency to enable it to conduct a full credit check.		Yes	
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.		Yes	
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.		Yes	
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.		Yes	
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.		Yes	
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.		Yes	
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.		Yes	
Applicant name/s (of authorised person/s)		Date	18.02.2026