

Application for Land Based Guiding Activities

Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all sections of this form
- 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 information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

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

- Check the DOC's '[Land-based guided activities](#)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)⁵ closest to where the activity is proposed. You can use [DOC maps](#)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁷ – 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.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁸ 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

What happens next?

Once it is 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:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

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

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. More information can be found on the DOC website on our [iwi/hapū/whānau consultation](#)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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. You may request an estimate of the processing fees for your application. If you request an estimate, DOC may require you to pay the reasonable costs of the estimate prior to it being prepared. DOC will not process your application until the estimate has been provided to you. 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 [Land-based guided activities](#)¹¹ page on the DOC website.

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.

Will my application be publicly notified?

Your application will be publicly notified if:

- It is a license with a term of more than 10 years
- It is a lease
- After having regard to the effects of the activity, DOC considers it appropriate to do so

Public notification will increase the time and cost of processing of your application.

What does DOC require if my application is approved?

If your application is approved DOC requires:

- **Insurance** to indemnify the Minister 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](#)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <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 checked="" 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 (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)	Tourism Holdings Ltd		
	Trading name (if different from applicant name)	Discover Waitomo		
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	942903992608 1	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)	470 Oruarangi Road Māngere Auckland 2022		
	Company phone		Company website	thlonline.com
	Contact person and role	[REDACTED] – Discover Waitomo Group GM		
	Phone	[REDACTED]	Mobile phone	
	Email	[REDACTED]		
	Postal address	39 Waitomo Village Rd, Waitomo Caves	Postcode	3977
	Street address (if different from Postal address)		Postcode	

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

☒

Yes

☐

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No

☐

Yes

☒

- State when and who with:

Julie Taylor & Graham Kimber from DOC Te Kuiti on a phone call December 2023.

D. Description of activity

Select all the guiding activities you are applying for.

<input checked="" type="checkbox"/>	Day walks, hiking and tramping	<input type="checkbox"/>	Hunting*
<input type="checkbox"/>	Night walks, hiking and tramping	<input type="checkbox"/>	Fishing
<input type="checkbox"/>	Overnight walks, hiking and tramping	<input type="checkbox"/>	Motorbike
<input type="checkbox"/>	Climbing	<input type="checkbox"/>	4x4 vehicle
<input type="checkbox"/>	Manual bike rides	<input type="checkbox"/>	Quad bike
<input type="checkbox"/>	Electric bike rides	<input type="checkbox"/>	Snow mobile
<input type="checkbox"/>	Horse riding	<input checked="" type="checkbox"/>	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

Guided walking tours through Aranui Cave. The tours begin at Ruakuri Reserve carpark, include a short walk to the cave, and encompass the entirety of the inside of the cave except for the end of the fairy walk which has been closed off to visitors due to vulnerable formations.

Included within the "day walks, hiking and tramping" activity checked above.

E. Are you applying for anything else?

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

No

☐

Yes

☒

- If yes, state which application forms:

Form 3b

F. Duration

State how long (months and years) you want your concession to last?

10 years

- Explain why you are seeking this duration:

thl have historically invested significantly into the facilities and structures, as well as the environmental monitoring and management of Aranui Cave. To enable this investment to continue, thl requires a sufficient length of lease to provide business certainty for the return on investment.

G. 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).

Previous concession holder for 33 years.

Thl have a long history of operating guided experiences within the Waitomo region. We currently run the Ruakuri, Aranui and Waitomo Glowworm Caves.

As a publicly listed company, thl is subject to rigorous internal and external Health & Safety benchmarks. We have operated the Aranui guided experience since 1990 & have a good working relationship with both our local DOC team & mana whenua.

We are a member of the ACKMA – Australasian Cave and Karst Management Association (Inc). We also champion an Environmental Advisory Group (consisting of expert scientists, representatives from local hapu and DOC), through which we take our combined environmental learnings to continually improve our operations and minimise our impact to the cave and karst environment. We employ a dedicated Environmental Manager that uses our real time in cave monitoring equipment to further protect this taonga.

H. 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.

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

- If yes, supply details for each group consulted with:

Whānau/hapū/iwi consulted with:	Ruapuha Uekaha Hapu Trust
Name of individual you consulted with:	
Date of consultation:	2 February 2024
Form of consultation (e.g. email, meeting):	In person
Outcome of consultation*:	Update shared with Piki & Angela that thl was in the process of renewing their Aranui consent – they have suggested raising it at the next cave management committee for further consultation in March

Other interested stakeholders consulted with e.g. Conservation Boards or community groups:	
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 consultation attach a copy to this application. Record the document details in section 'L Attachments' of this form.

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example</u> ✓ Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example</u> ✗ Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example</u> ✓ Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Aranui Cave Tour	Aranui Cave & Ruakuri Bush Scenic Reserve	Aranui Cave & Ruakuri Bush Scenic Reserve	N/A	365 days 8:00am – 6:30pm	Ratio: 1 guide: 20 guests Max party size of 50 Not exceeding 240 guests total per day	12 per day Not exceeding 240 guests total per day	1 hour (45 mins in cave, 15 mins walking in reserve up access path)

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁵ relevant to your application:

Waikato Conservation Management Strategy 14-24

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

No



Yes



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

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	<input checked="" type="checkbox"/>
		- Remain on formed tracks or well used routes	<input checked="" type="checkbox"/>
		- Do not cut down or damage any vegetation or natural feature	<input checked="" type="checkbox"/>
		- Ensure vehicles remain on formed roads	<input type="checkbox"/>
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	<input checked="" type="checkbox"/>
		- Ensure vehicles remain on formed roads	<input type="checkbox"/>
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	<input type="checkbox"/>
		- Don't startle wildlife with noise or camera flashes	<input checked="" type="checkbox"/>
		- Use infra-red torches for night time viewing	<input type="checkbox"/>
		- Do not feed any species	<input checked="" type="checkbox"/>
		- Do not harass any species	<input checked="" type="checkbox"/>
		- Do not take animals, including domestic pets, onto the land	<input checked="" type="checkbox"/>
		- Do not play recordings of bird song	<input checked="" type="checkbox"/>
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	<input type="checkbox"/>

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	<input checked="" type="checkbox"/>
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	<input type="checkbox"/>
		- Take all precautions to ensure weeds are not introduced to the land	<input type="checkbox"/>
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	<input checked="" type="checkbox"/>
		- Complete accurate annual activity returns to allow DOC to monitor usage	<input checked="" type="checkbox"/>
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	<input checked="" type="checkbox"/>
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	<input checked="" type="checkbox"/>
		- Allow other users to pass the group easily	<input checked="" type="checkbox"/>
		- Park vehicles in designated parking spaces	<input type="checkbox"/>
	Cumulative impacts of additional concessionaire operating at already busy sites	- Co-ordinate visits with other concessionaires (where possible)	<input checked="" type="checkbox"/>
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	<input type="checkbox"/>
		- Carry tents in case hut is full	<input type="checkbox"/>
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	<input type="checkbox"/>
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	<input checked="" type="checkbox"/>
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	<input checked="" type="checkbox"/>
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	<input checked="" type="checkbox"/>

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	<input checked="" type="checkbox"/>
		- Ensure any cultural interpretation is consistent with Iwi values	<input checked="" type="checkbox"/>
		- Educate clients to respect cultural values or traditions	<input checked="" type="checkbox"/>
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	<input checked="" type="checkbox"/>
		- Limit approach distance and stay on existing paths	<input checked="" type="checkbox"/>
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	<input checked="" type="checkbox"/>
		- Do not bury any toilet waste within 50 metres of a water source	<input type="checkbox"/>
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	<input checked="" type="checkbox"/>
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	<input checked="" type="checkbox"/>
Fires	Wildfires	- Ensure no open fires	<input type="checkbox"/>
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	<input type="checkbox"/>
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	<input checked="" type="checkbox"/>

L. 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> <i>D</i>	<i>Locations</i>	<i>Excel</i>	<i>Spreadsheet of all NZTM GPS locations and activities using the table format set out in section D</i>
<u>Correct example ✓</u> <i>K</i>	<i>Effects assessment</i>	<i>Word</i>	<i>List of additional potential effects (e.g. due to unusual activity) and proposed methods to avoid, remedy or mitigate the effect.</i>
<u>Incorrect example X</u> <i>Table</i>	<i>Doc1</i>	<i>Word</i>	<i>Table</i>

M. Checklist

Application checklist	Tick
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
I have supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input type="checkbox"/>

N. 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 checked="" type="checkbox"/>
If "yes", under what name:	Tourism Holdings Ltd

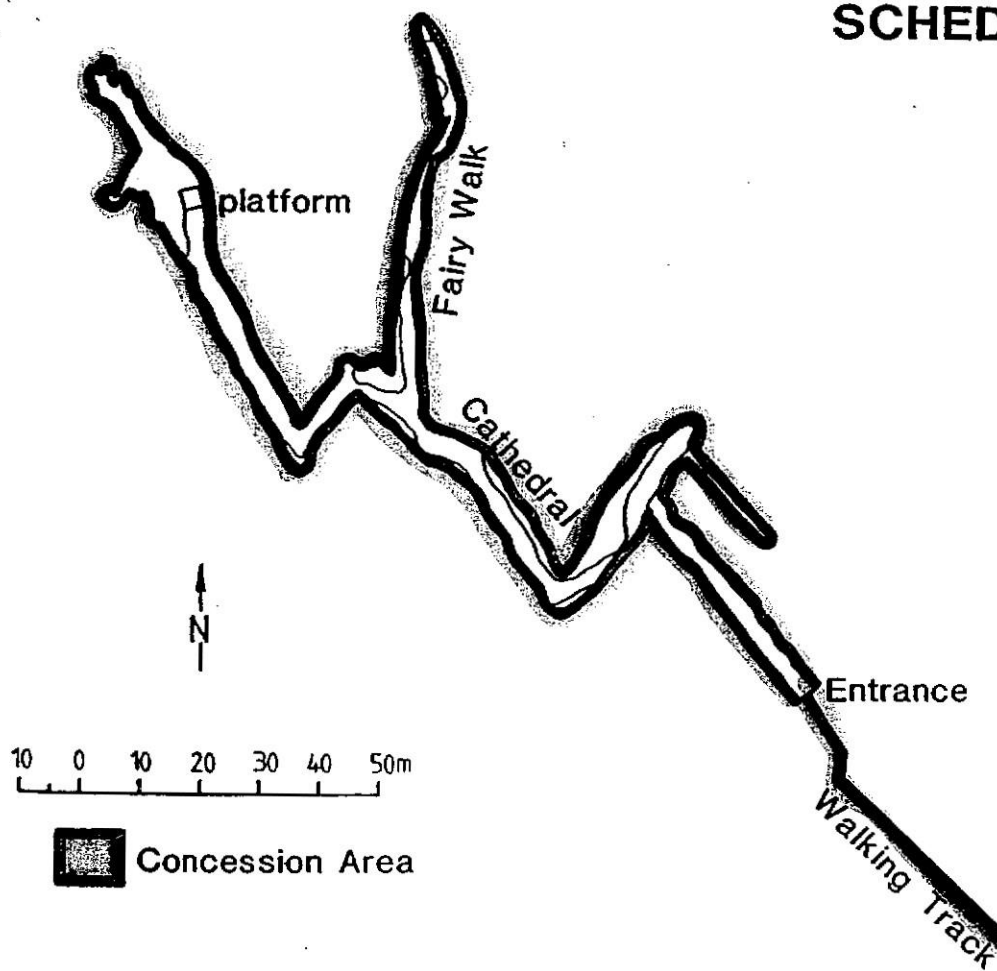
In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to these terms and conditions for an account with the Department of Conservation

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 checked="" 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 checked="" 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 checked="" type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>

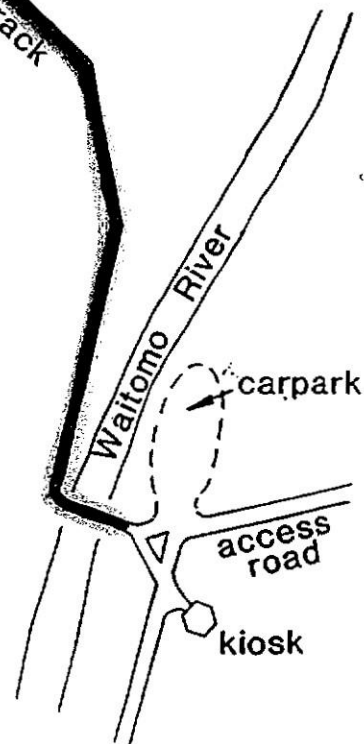
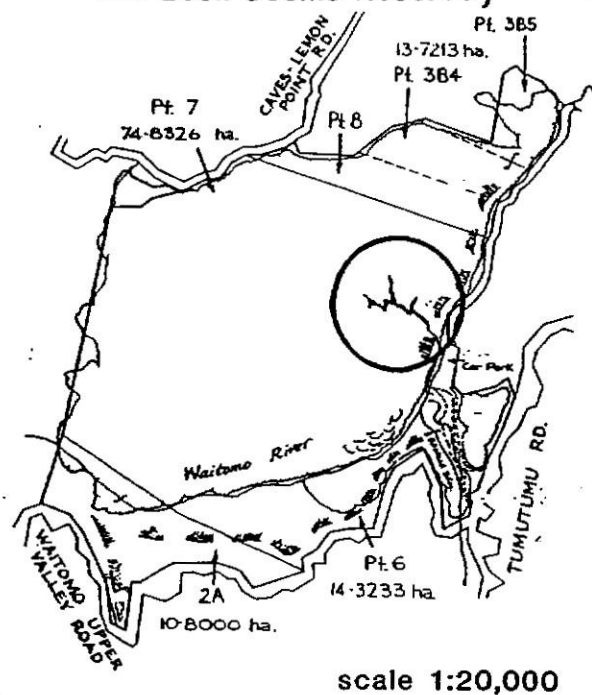
Applicant Name/s (of authorised person/s)	<div> <div></div> <div>– Discover Waitomo</div> </div> <div>General Manager</div> <div> <div></div> </div>	Date	29-05-2025

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

SCHEDULE B



LOCATION OF ARANUI CAVE (in relation to Ruakuri Caves and Bush Scenic Reserve)



LOCALITY MAP CAVES GUIDING CONCESSION (T.H.C.) - ARANUI CAVE

WAIKATO CONSERVANCY

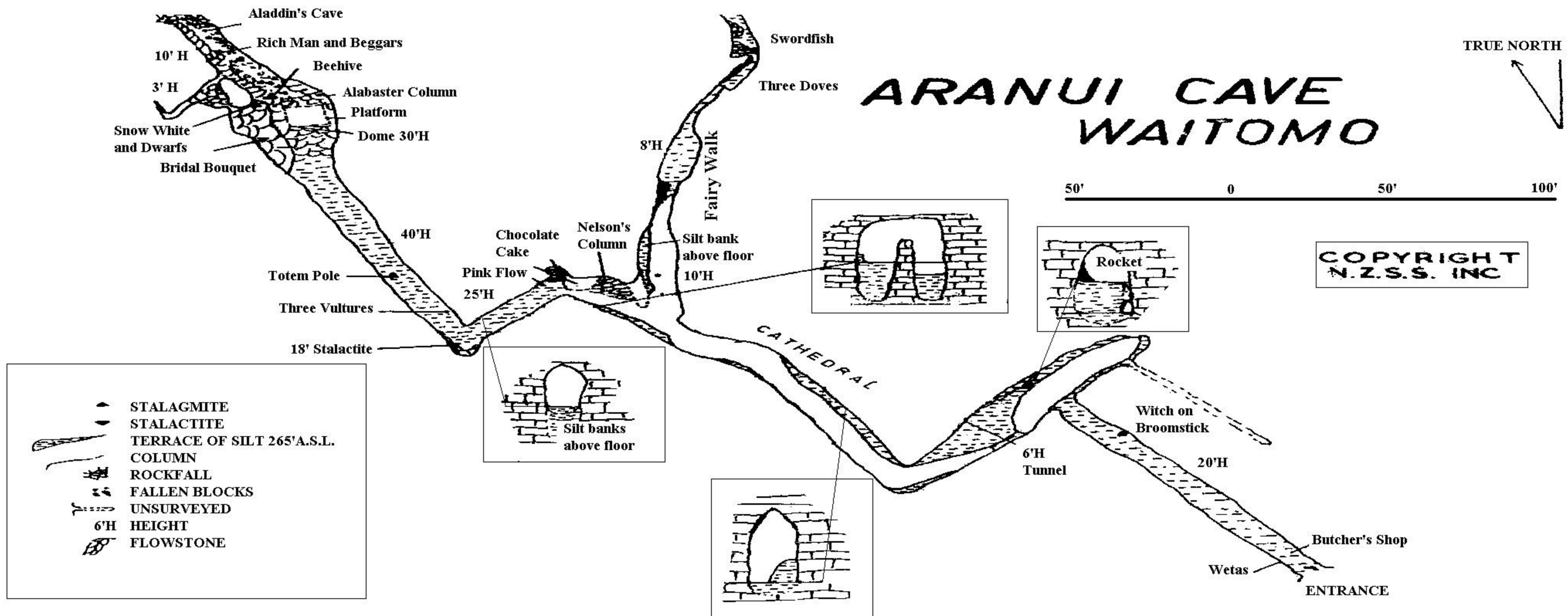
LOCAL AUTHORITY Waitomo District

SCALE Scale 1:1250

MAP REFERENCE NZMS 261/S16

DRAWN BT 6/3/92







The Department recommends that you contact the Department of Conservation Office closest to where the activity is proposed to discuss the application prior to completing the application forms. 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.

This form is to be used when the proposed activity is the building or use of any private or commercial facility or structure on public conservation land managed by the Department of Conservation. Examples may include lease of land to erect an information centre; authorisation to erect a weather station; or construct or lease a private/commercial campground or lodge. This form is to be completed in conjunction with either Applicant Information Form 1a (longer term concession) or Applicant Information Form 1b (one-off concession) as appropriate.

Please complete this application form, attach Form 1a or Form 1b, and any other applicable forms and information and send to permissions@doc.govt.nz. The Department will process the application and issue a concession if it is satisfied that the application meets all the requirements for granting a concession under the Conservation Act 1987.

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

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, please use NZTM GPS coordinates where possible, what you intend to use the building for, whether you intend to make any changes to the infrastructure.

Please include the name and status of the public conservation land, the size of the area for which you are applying and why this area has been chosen.

If necessary, attach further information including a map, a detailed site plan and drawings of proposal and label Attachment 3b:A.

Exclusive use of Aranui Cave for guided walking tours, beginning at the cave door and encompassing the entirety of the cave (with the exception of the end of the Fairy Walk, closed off via a chain barrier). The current structures were installed by thl during the company's previous lease of the cave. Facilities and structures include: cave door and security bars, walkways/platforms, stairs, handrails, LED lights, security alarm, proximity sensors, and mesh in Fairy Walk.

Exclusive use also allows us to ensure accurate environmental monitoring equipment
NZTM coordinates of Aranui Cave: 1781997.459, 5763095.366.

thl intends to make functional repairs and replacements (subject to term) to the existing facilities and structures within Aranui Cave over time. This includes but is not limited to: replacement of the mesh in the Fairy Walk, repairs to/replacements of LED lights, upgrades to security of the cave.

Non-exclusive use of facilities and structures within Ruakuri Reserve leading to Aranui Cave. This includes the Ruakuri Reserve carpark (which is also used by thl for separate Black Water Rafting tours and storage), toilet facilities, meeting shelter/information boards, and approx. 120m of walking track to Aranui cave including the bridge over Waitomo Stream and stairs to the cave.

thl intends to maintain the walkway and stairs to Aranui Cave, undertaking functional repairs as needed. thl does not intend to make significant replacements to these structures, nor does the company intend to alter the other non-exclusive facilities.

A map of Aranui Cave is attached.

B. Alternative sites considered

If your application is to **build, extend or add** to any permanent or temporary structures or facilities on public conservation land, please provide the following details:

- Could this structure or facility be reasonably located outside public conservation land? Provide details of other sites/areas considered.
- Could any potential adverse effects be significantly less (and/or different) in another conservation area or another part of the conservation area to which the application relates? Give details/reasons

Not applicable

C. Larger area

Is the size of the area you are applying for **larger** than the structure/facility

YES / NO

If **yes**, please detail the size difference in the box below, and answer the following 3 questions, if **no** please go on to the next section:

Area outside of cave used for parking etc by customers – non exclusive use as per the description in (A)

Is this necessary for safety or security purposes?

YES / **NO**

Is this necessary as an integral part of the activity?

YES / **NO**

Is this essential to carrying on the activity?

YES / NO

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:C.

Yes its important they can use the carpark and walkway to access the cave. Toilets are also beneficial.

D. Exclusive possession

Do you believe you need **exclusive possession** of the public conservation land on which your structure/building is located, ie no one else can use the land during your use of it?

YES / NO

(Exclusive occupation requires a lease which requires public notification of the application)

If **yes**, please answer the following 3 questions, if no please go to the next section:

Is exclusive possession necessary to protect public safety?

YES / NO

Is exclusive possession necessary to protect physical security of the activity?

YES / NO

Is exclusive possession necessary for the competent operation of the activity?

YES / NO

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:D.

Aranui Cave has been operated exclusively by thl for the last 33 years. By having exclusive possession, thl can protect the physical security, and act as Kaitiaki for the cave.

thl have an extensive environmental management programme, including a dedicated environmental team and comprehensive climate monitoring system. Thl has had an environmental advisory group (EAG) in place since 1996, consisting of expert scientists, representatives from local hapu and DOC. The EAG provides independent advice on the conservation, use and management of the caves (including Aranui Cave) and their environments so as to protect them in accordance with international best practice, the lessee's concessions, and environmental legislation.

See section A for the facilities and structures thl proposes to operate exclusively versus non-exclusively.

E. Technical Specifications (for telecommunications sites only)

Frequencies on which the equipment is to operate

Power to be used (transmitter output)

Polarisation of the signal

Type of antennae

The likely portion of a 24 hour period that transmitting will occur

Heaviest period of use

F. Term

Please detail the length of the term sought (i.e. number of years or months) and why.

Note: An application for a concession for a period over 10 years must be publicly notified, an application for a concession up to 10 years will not be publicly notified unless the adverse effects of the activity are such that it is required, or if an exclusive interest in the land is required.

10 years.

thl have historically invested significantly into the maintenance and enhancement of facilities and structures, as well as the environmental monitoring and management of Aranui Cave. To enable this investment to continue, thl requires a sufficient length of lease to provide business certainty for the return on investment.

G. Bulk fuel storage

Under the Hazardous Substances and New Organisms Act 1996 (HSNO Act) 'Bulk fuel storage' is considered to be any single container, stationary or mobile, used or unused, that has a capacity in excess of 250 litres of Class 3 fuel types. This includes petrol, diesel, aviation gasoline, kerosene and Jet A1. For more information on Hazardous Substances, go to:

<http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996>

Do you intend to store fuel in bulk on the land as part of the activity?

YES / NO

If you have answered yes, then please provide full details of how and where you intend to store the fuel, and label any attachments including plans, maps and/or photographs as Attachment 3b:G. If your concession application is approved you will be required to provide a copy of your HSNO compliance certification to the Department before you begin the activity.

H. Environmental Impact Assessment

This section is one of the most important factors that will determine the Department's decision on the application. Please answer in detail.

In column 1 please list all the locations of your proposal, please use NZTM GPS coordinates where possible. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects noted in column 3. Please add extra information or supporting evidence as necessary and label Attachment 3b:H.

Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

Location on public conservation land	Special feature or value	Potential effects of your activity on the feature or value (positive or adverse)	Methods to remedy, mitigate or avoid any adverse effects identified
<i>EG: Tararua Forest Park</i>	<i>Northern rata - threatened species</i>	<i>Damage to the plants by construction</i>	<i>Brief construction and maintenance staff of the location and importance of the species; clearly tape off areas with the species to avoid damage</i>
Bush track to/from cave	Native forest	From time to time, vegetation/trees/debris may fall onto the track due to natural weather events. thl staff will maintain this track to ensure it is safe for our visitors.	Not applicable
Bush track to/from cave (crossing a bridge)	DOC asset/infrastructure: Bridge	Potential wear and tear of the bridge from use to access cave.	Basic wear and tear improvements as agreed with DOC
Aranui Cave	Cave environment	Potential damage to speleothems within the cave, by physically bumping into or knocking a cave formation.	Guides are well trained to act as kaitiaki of the cave. Guides give clear instructions to the visitors to not touch any cave formations and give more instructions in areas that are particularly vulnerable whilst watching the visitors closely.

			<p>Where areas are particularly vulnerable, physical barriers have been put in place to reduce the risk of damage:</p> <ul style="list-style-type: none"> the narrow path at the end of the fairy walk has been closed off and not included as part of our tours, owing to the vulnerability of the cave formations in a more confined area proximity sensors have been placed on the side of walkways in various parts of the cave to alert visitors/ guides of people getting too close to formations mesh has been placed overhead in the accessible part of the fairy walk to ensure people do not bump formations with their heads (or reach up to touch them)
Aranui Cave	Cave microclimate	Potentially high CO2 conditions within the cave environment can lead to condensation corrosion of cave formations	thl have a microclimate monitoring system in place within Aranui cave. The system measures CO2, temperature and humidity every 30 minutes, and the data is closely watched and managed operationally. The sensors are calibrated annually, and the data trends are interpreted by the environmental advisory group on a biannual basis to ensure we are managing the cave microclimate to ensure no adverse impacts.
Aranui Cave	Cave environment	Potential growth of lampenflora caused by cave lighting	thl use LED lighting to minimise heat output. thl also ensure that lights are only on during tours. thl will treat lampenflora growth on a regular basis.
Aranui Cave	Cave environment	Potential damage to cave formations, in the event of the need to upgrade cave	thl will consult with DOC for any cave infrastructure upgrades. thl will ensure any infrastructure upgrades are planned appropriately to minimise any potential damage

		structures/facilities	to the cave, and where possible find restorative ways of removing previous outdated infrastructure.
Aranui Cave	Cave wētā	Potential disruption/interference to cave wētā	thl will ensure that cave wētā are not disturbed at any point of the guided tour. Lights are kept off except in the event of a tour.
Aranui Cave	Cave environment	Security breach of the cave environment	thl will ensure the cave front door is locked and alarmed whilst the cave is not in use.

I. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 3a:l.
