

Applicant Information Form 1a Notified or Non-notified Process



Department of
Conservation
Te Papa Atawhai

New Zealand Government

Is this the right application form for me?

This **Applicant Information Form 1a** – Notified or Non-notified Process must be completed for the following longer term applications (i.e. not one-off applications):

- Grazing
- Land use: Tenanted and/or using existing DOC facility/structure
- Land use: Use of public conservation land for private commercial facility/structure
- Guiding/Tourism/Recreation: Watercraft activities
- Filming
- Sports events
- Marine reserves application form 11a: Structure in a marine reserve

For other activities use the specific activity application forms that combine applicant and activity information or book a pre-application meeting.

How do I complete this applicant information form?

- Complete all sections of this **applicant information form**.
- In addition, you must complete the **activity application form/s** 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 information form section **F Attachments**.

How do I submit my application?

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

- **Completed applicant information form 1a**
- **Completed activity application form**
- Any other relevant attachments.

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

- Check the [DOC webpage for the activity you are applying](https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/)¹ for.

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

- 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 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 information form and the activity application form/s are designed to cover the requirements set out in 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. 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 [DOC webpage for the activity you are applying](#)⁶ for.

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.

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

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/>

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 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](https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/)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)	☐ Individual (Go to ①)	
	☐ Registered company (Go to ②)	☐ Trust (Go to ②)
	☐ Incorporated society (Go to ②)	☐ Other e.g. Educational institutes (Go to ②)

①	Applicant full name (individual) or equivalent	Ministry of Cities, Environment, Regions and Transport		
	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)	Ministry of Cities, Environment, Regions and Transport		
	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	www.transport.govt.nz	
	Contact person and role	Milford Sound Airport Operations Manager		
	Phone	Mobile phone		
	Email	@milfordsoundairport.co.nz		
	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	☐
Yes	☐

- If yes record the:

Date of DOC pre-application meeting	24 February 2026
Name of DOC staff member	
Name of person who had the pre-application meeting with DOC	

C. 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
Grazing	2a	☐
Land use: Tenanting and/or using existing DOC facility/structure	3a	☐
Land use: Use of public conservation land for private/commercial facility/structure	3b	☒
Guiding/Tourism/Recreation: Watercraft activities	4b	☐
Filming	5a	☐
Sporting Events	6a	☐
Marine reserves application form: Structure in a marine reserve	11a	☐
Other activities (not covered in the above forms or in the new activity application forms that combine applicant and activity information)	7a	☐

Note: If the activity is not in this list check the activity on the DOC website to find the correct application form or book a pre-application meeting. Application forms that combine applicant and activity information on the DOC website include:

- [Aircraft activities](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/)⁸
- [Easements](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/)⁹
- [Land based guiding](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/)¹⁰

⁸ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

¹⁰ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

D. 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:

E. 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).

Ministry for Cities, Environment, Regions and Transport

F. 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>PDF</i>	<i>Trust Deed.</i>
<u>Incorrect example X</u> <i>Table</i>	<i>Doc1</i>	<i>Word</i>	<i>Table</i>
Refer to application form 3b			

G. 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.	☒
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.	☒
I have completed the activity application form .	☒
I have appropriately labelled all attachments and completed section F Attachments .	☒
I will email permissions@doc.govt.nz my: • Completed applicant information form • Completed activity application form/s • Any other attachments.	☒

H. 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	☐
Yes	☒
If 'yes' under what name	Invercargill Airport Limited
Does your organisation require a purchase order number for invoicing purposes?	☒
If yes, please provide the number here:	PP61003167
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 the 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.	☒
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.	☒
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	☒
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	☒
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	☒
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.	☒
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.	☒

Typed applicant name/s	 Invercargill Airport Limited	Date	15/04/2026
For Departmental use			
Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	



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.

Ministry of Transport is applying to DOC for a concession to construct a toilet facility for public use and a pilots shelter for private use at Piopiotahi Milford Sound Airport, within Fiordland National Park.

The preference for this improvement is directly to the East of the airways tower at the airport.

Approximately 44°40' 21.45"S - 167°55'34.04"E.

Please see Google Earth map attached.

Please see concept design including building area (approx.) attached.

The proposed toilet facility will provide accessible public toilet amenities for airport users, including visitors, airline passengers, airport staff, tour operators and members of the public travelling through the airport. Currently, toilet facilities are not conveniently located for airport users, requiring a walk of approximately 5–10 minutes to the nearest available facilities. The provision of toilets within the airport activity area will significantly improve visitor experience while reducing the likelihood of visitors seeking informal toileting opportunities within surrounding natural areas.

The pilot shelter will provide a dedicated space for commercial and general aviation pilots to undertake flight planning, operational briefings, weather review, communications and short-duration shelter while awaiting aircraft movements. The shelter will support the safe and efficient operation of aviation activities at Milford Sound Airport and will be used solely in association with airport operations.

The facility is proposed within an area that has already been substantially modified for airport operations and is currently sealed or otherwise developed infrastructure. The site has been selected because it avoids the need for vegetation clearance, minimises disturbance to indigenous flora and fauna, and allows efficient connection to existing airport services and infrastructure. The location also provides a safe and logical pedestrian route for passengers moving between aircraft and landside facilities.

The proposed building will be designed to complement the surrounding airport environment and the values of Fiordland National Park. Exterior colours and materials will be selected in consultation with the Department of Conservation to ensure the facility integrates appropriately with the surrounding landscape. To minimise construction effects, the building will be prefabricated off-site wherever practicable and transported to the airport for installation, reducing onsite construction duration, noise, vehicle movements and ground disturbance.

The concession area sought will include the building footprint and any associated infrastructure required for the operation of the facility, including service connections for water, wastewater, electricity and other utilities. An easement outside the immediate building footprint may be required to connect the facility to existing airport services.

The proposal will provide long-term public benefits through improved visitor amenities, enhanced accessibility for people with disabilities, improved public health outcomes, better visitor management within the national park environment, and improved operational safety at one of New Zealand's most significant tourism gateways.

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

A number of potential locations within the existing airport operational area were considered during the development of this proposal. The primary objective was to identify a site that could accommodate the proposed public toilet facility and pilot shelter while minimising environmental effects, avoiding impacts on indigenous biodiversity, maintaining airport operational safety, and providing convenient access for airport users.

Locating the facility outside public conservation land is not considered reasonably practicable. Piopiotahi Milford Sound Airport is situated within Fiordland National Park, and the users of the proposed facility are directly associated with airport activities. A location removed from the airport would not effectively serve passengers, pilots, airport staff, or tourism operators and would reduce the operational and public benefits of the proposal.

Alternative locations within the airport precinct were assessed. Some of these locations would have required vegetation clearance, earthworks within less modified areas, or disturbance of existing indigenous habitat. Other locations would have resulted in less convenient access for airport users or created increased pedestrian movements through operational airport areas, potentially introducing additional safety risks.

The preferred location adjacent to the existing Airways Control Tower was selected because it is located within an already developed and highly modified part of the aerodrome activity area. The site is currently sealed and has been subject to previous development and airport operations. As a result, construction at this location avoids the need for vegetation clearance, minimises ground disturbance, and avoids direct impacts on indigenous flora and fauna values.

The preferred site also enables efficient connection to existing airport infrastructure and services, reducing the extent of new service corridors and associated environmental disturbance. The location is centrally positioned relative to airport operations and provides safe and convenient access for visitors, including families, elderly passengers, and persons with disabilities.

From an environmental perspective, the preferred location is considered to have the least adverse effects of all options assessed. It utilises an existing modified footprint, avoids impacts on natural landscapes and ecological values, and minimises visual effects by locating the facility alongside existing airport infrastructure. The proposal therefore represents the most practical and environmentally responsible option available within the airport environment.

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:

An easement not within the structure/facility footprint will be needed to connect to the services.

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.

The implementation of toilets at the airport is required to provide a basic human health and safety need especially for children, mothers and people with a disability using this mode of transport to experience Milford Sound. It would also significantly enhance visitor experience at the airport, as an appropriate alternative to toileting in the surrounding bush after a flight, as well as ensuring our people stay where we want them in terms of safety around the aerodrome space (i.e. visitors not wandering seeking toilet facilities on airport apron). This provides significant wins for all our stakeholders.

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.

The proposed toilet facility is a fixed infrastructure asset that requires ongoing management, maintenance, cleaning, and servicing. Exclusive possession is necessary to ensure the facility can be operated safely and efficiently, including undertaking routine maintenance activities and responding to operational issues.

Exclusive possession is also required to protect the physical security of the building, fixtures, fittings, plumbing systems, wastewater infrastructure, and associated equipment from damage, vandalism, or unauthorised use.

Public safety considerations include ensuring the facility remains fit for purpose, hygienic, and compliant with relevant health and safety requirements. Exclusive possession will enable the operator to manage access when maintenance, repairs, cleaning, or other operational activities are being undertaken.

The proposed area of exclusive possession is limited to that reasonably required for the construction, operation, maintenance, and security of the toilet facility and associated infrastructure.

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.

30 Years

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
Aerodrome Activity Area, Milford Sound, Fiordland National Park	Earthworks/ground disturbance	Minimal	Linked into existing infrastructure- Minimal disturbance as it is an existing modified site
Aerodrome Activity Area, Milford Sound, Fiordland National Park	Social/Visitor amenity	Positive effects	Provide hygienic means for visitor toilet requirements, removing the need for visitors to use natural surrounding habitat.
Aerodrome Activity Area, Milford Sound, Fiordland National Park	Choice of location-no vegetation clearance	Positive effects	The preferred site requires no vegetation clearance or disruption to native fauna
Aerodrome Activity Area, Milford Sound, Fiordland National Park	Visual Effects	Minimal adverse effect	Colours will be chosen to blend in with the surrounding environment and approved by DOC. Location is already a modified environment and will not detract from any scenic views of Milford being that the location is directly alongside the Airport Control Tower.
Aerodrome Activity Area, Milford	Construction Effects including	Minimal adverse effect	The facility will be constructed as much as practicable offside and relocated to site keeping disturbance to a

Sound, Fiordland National Park	noise/Social Effects to visitors		minimum. While onsite construction will adhere to the decibel limit levels appropriate for this zone as per the FNPMP 2007 stated limits to not disturb visitors or staff in the nearby accommodation area.
Aerodrome Activity Area, Milford Sound, Fiordland National Park	Effects to the surrounding environment	Rubbish-during construction and facilities ongoing Weeds/seeds	While under construction all waste will be cleared away to ensure that kea and other wildlife cannot get into this an spread this throughout the wider area. On an ongoing basis the facility will be cleaned regularly, and the doors will not allow kea or other wildlife to get into the facility and spread rubbish applying the leave no trace principles. All equipment and machinery will cleaned prior to entering the park to ensure no weeds/seeds enter this environment
Aerodrome Activity Area, Milford Sound, Fiordland National Park	Effects to Visitors	Health and Safety	During construction there may be additional health and safety considerations to adhere to - therefore an extended area may be cordoned off to ensure that the required health and safety setbacks from construction are implemented. However, these will be me minimal and where possible conducted out of peak times of day.
Aerodrome Activity Area, Milford Sound, Fiordland National Park	Protection of surrounding natural environment	Positive effect through reduction of inappropriate human waste disposal in natural areas	Provision of accessible toilet facilities will reduce pressure on surrounding vegetation and natural areas and improve visitor management outcomes.
Aerodrome Activity Area, Milford Sound, Fiordland National Park	Aviation safety and operational efficiency	Positive effect through provision of a dedicated facility for pilots undertaking flight planning, weather	The shelter will be located within an existing modified airport environment adjacent to existing infrastructure. The building footprint will be kept to the minimum

		monitoring, operational briefings and airport-related activities	required and designed to integrate with the surrounding airport setting.
Aerodrome Activity Area, Milford Sound, Fiordland National Park	Natural character and visual amenity	Minor visual effect associated with introduction of a small pilot shelter structure	The shelter will be situated within a highly modified aerodrome environment alongside existing buildings and infrastructure. Colours, materials and design will be selected to complement the surrounding environment and be approved by DOC where required.

I. Other

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

3a:I 1 Milford Sound Airport toilets and pilots shelter concept plan

3a:I 2 Proposed infrastructure connections plan

3a:I 3 Milford sound infrastructure power and water supply approval email

3a:I 4 Milford sound tourism sewer connection approval email

3a1 1

Milford Sound Airport - SDC Property Boundary



3a1 1

Milford Sound Airport - Toilet Location

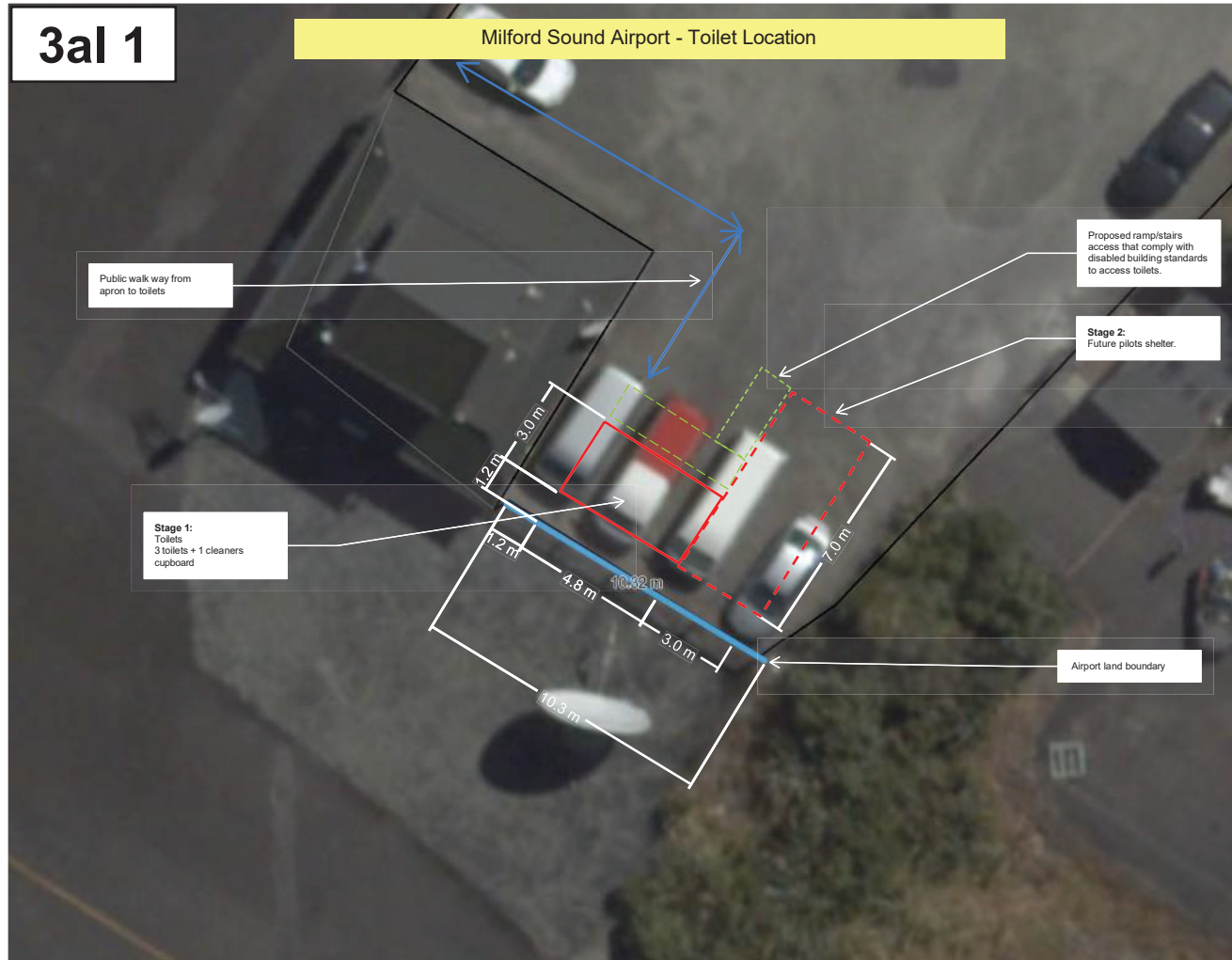
Public walk way from
apron to toilets

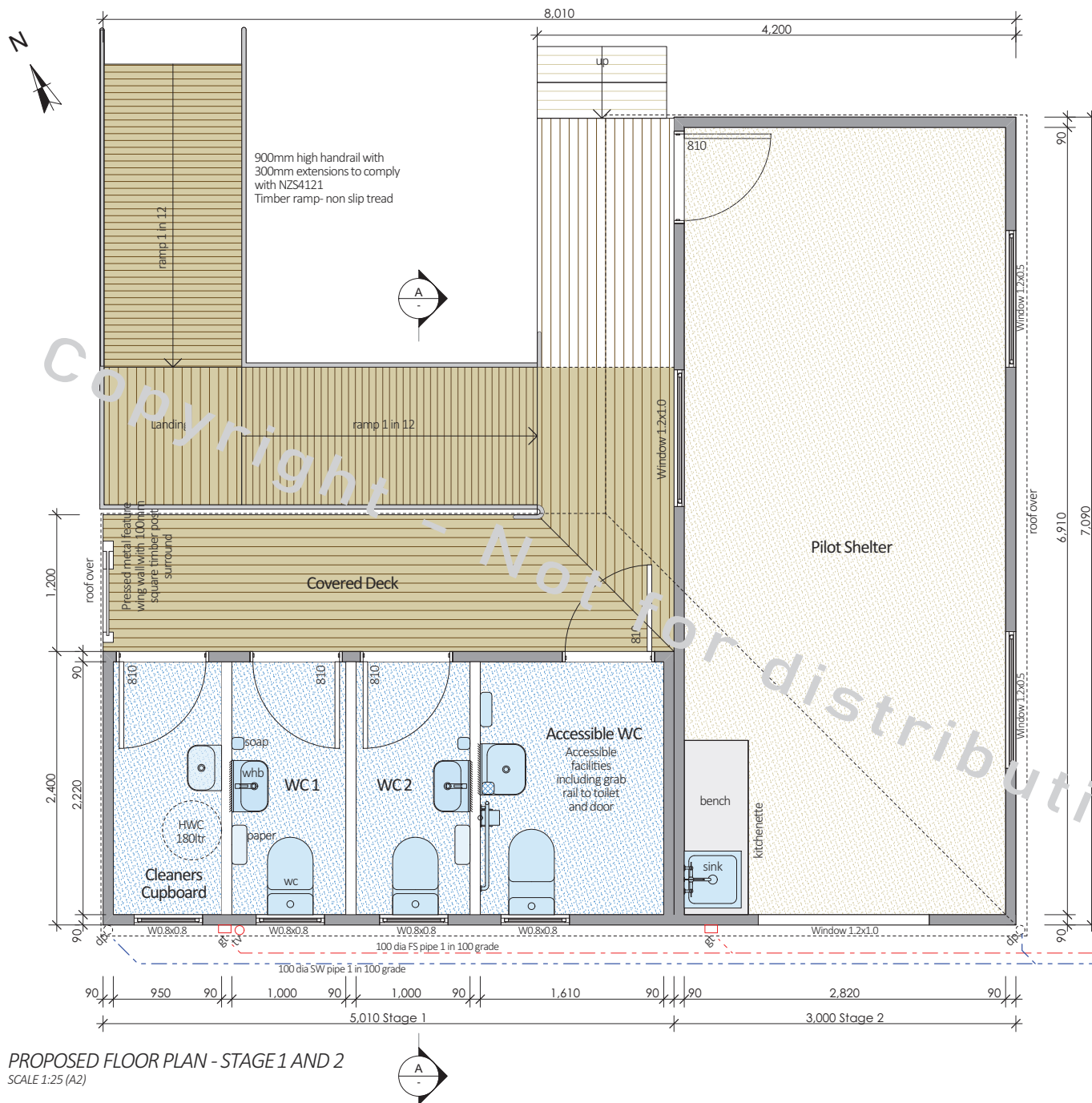
Proposed ramp/stairs
access that comply with
disabled building standards
to access toilets.

Stage 2:
Future pilots shelter.

Stage 1:
Toilets
3 toilets + 1 cleaners
cupboard

Airport land boundary





PROPOSED FLOOR PLAN - STAGE 1 AND 2
SCALE 1:25 (A2)

MATERIALS

SUBFLOOR:
Timber piles @ 1.3m crs
Bearers- 90x90 H3.2 SG8
Joists- 190x45 H1.2 @600crs (up to 2.4m span) @450crs (up to 3.2m span)
Plywood flooring- 19mm (H3.2 treated to toilet area)

FRAMING:
Timber framed walls- 90x45 H1.2 SG8 @600crs to 2.4m @400crs to 2.7m
All internal non loadbearing walls 90x45 H1.2 SG8 @600crs

WALLS:
Toilet walls lined with 9mm Villaboard
Ceilings- 9mm Villaboard
Pilot shelter- Walls 9mm Villaboard

FLOORS:
Toilets, Vinyl coved 100mm
Pilot shelter- vinyl no coving
Decking: H3.2 tread deck 100x40

ROOF FRAMING:
Rafters 190x45 H1.2 SG8 @900crs to toilet (stage 1) 190x45 H1.2 SG8 @600crs
pilot shelter (stage 2)
Purlins 70x45 SG8 H1.2 @800crs

CLADDING:
Roof cladding- Hi Five- colour to be confirmed
Wall cladding- vertical corrugate on cavity system- colour to be confirmed

JOINERY:
Double glazed aluminium joinery with insect screens
All doors to be aluminium exterior grade, lever type access for accessibility,
lockable from the outside
Kick plates

INSULATION:
Pilot Shelter only
R2.2 walls
Expol underfloor between joists- treated ply to
u/s of joists to vermin proof insulation
R6.6 ceiling (TBC)

ALL FIXINGS STAINLESS STEEL

AREAS:
STAGE 1 - 12m/sq
STAGE 1 DECK - 7.5m/sq (excl ramp)
STAGE 2 - 21m/sq
STAGE 2 DECK - 3m/sq (excl steps)

SITE INFORMATION:

Climate Zone: 6
Earthquake Zone: Zone 4
Exposure Zone: Zone D
Lee Zone: No
Rainfall Range: 100- 110
Wind Region: A
Wind Zone: Extra High

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REV 2: 31.03.26 Stud height to back wall to 2.3m
REV 1: 20.03.26 PRICING ISSUE

STREET ADDRESS:
MILFORD SOUND
AIRPORT

JOB TITLE:
NEW TOILET BLOCK,
PILOT SHELTER AND
STORAGE SHED

SHEET TITLE:
Toilet Block and Pilot
Shelter

SCALE: Shown

SHEET SIZE: A2

STAGE: SHEET NO: REV:
CD A101 2



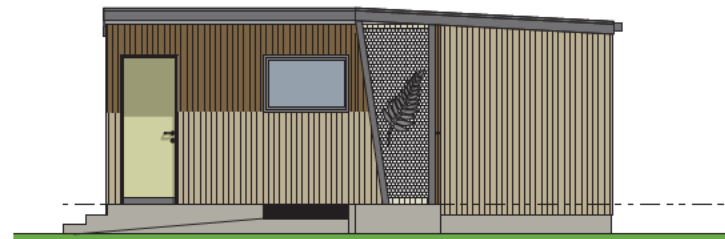
FOUNDATION PLAN

SCALE 1:50 (A2)

Grey hatched area denotes Stage 1 construction

Timber piles @ 1.3m crs (max)
Stage 1

Timber piles @ 1.3m crs (max)
Stage 2



WEST ELEVATION

SCALE 1:50 (A2)



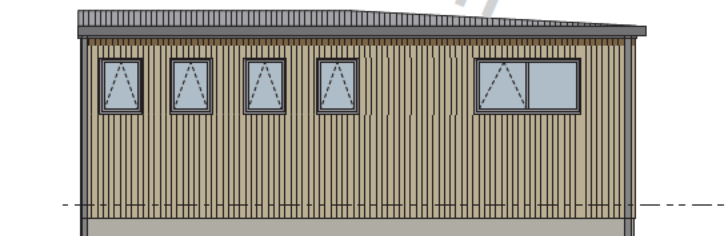
NORTH ELEVATION

SCALE 1:50 (A2)



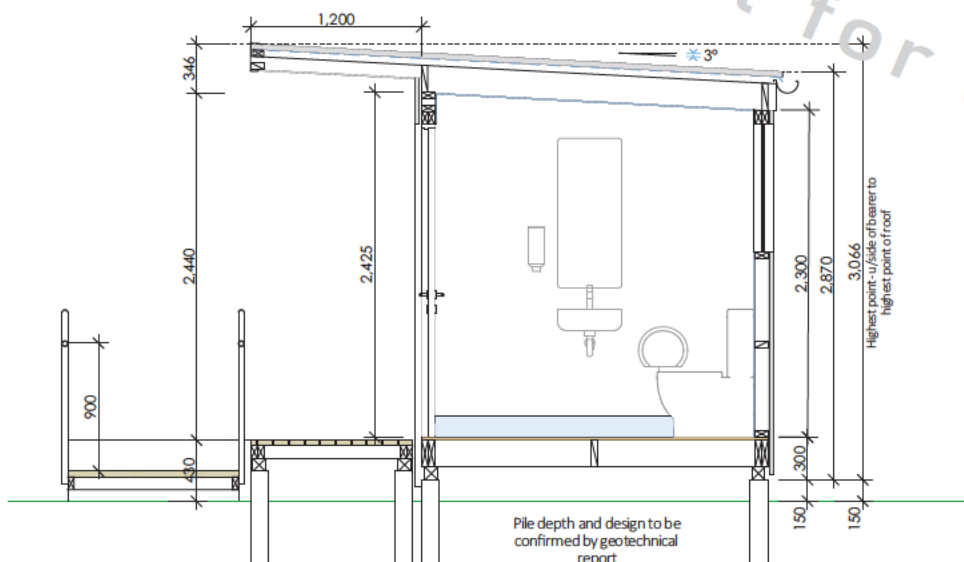
EAST ELEVATION

SCALE 1:50 (A2)



SOUTH ELEVATION

SCALE 1:50 (A2)



SECTION A-A

SCALE 1:25 (A2)



DO NOT SCALE
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REV 2: 31.03.26 Stud height to back wall to 2.3m
REV 1: 20.03.26 PRICING ISSUE

STREET ADDRESS:
MILFORD SOUND
AIRPORT

JOB TITLE:
NEW TOILET BLOCK,
PILOT SHELTER AND
STORAGE SHED
SHEET TITLE:
Foundations, Section and
Elevations

SCALE: Shown

SHEET SIZE: A2

STAGE: SHEET NO: REV:
CD A102 2



RE: Milford Airport - New Toilets Building

From [redacted]@milfordinfrastructure.co.nz [redacted]@milfordinfrastructure.co.nz>
Date Mon 20/07/2026 13:29
To [redacted]@invercargillairport.co.nz>
Cc [redacted]@invercargillairport.co.nz>; [redacted]@milfordsoundairport.co.nz>

📎 1 attachment (353 KB)
Sewer Main SS% to WWTP Aerial with MSI water main markup.pdf;

Hi [redacted]

Thanks for making contact on this matter as I was unaware of the initiative. In terms of the requirements, obviously you will have obtained Airways permission, and the only check we need to d is to ensure that there is sufficient capacity on the switchboard. I assume that you will require a light in each toilet, a couple of lights in the pilots shelter and maybe an outside light? The supply of water will be fine. MST will advise re the sewerage loading. When you have your concession I can quote on the connection costs and issue services contracts for the ongoing supply of power and water.

I have attached the only drawing that I have of the infrastructure around the control tower. In addition to the water main there is a 3.3kV power cable that runs roughly parallel with the water and sewerage mains. The MSI guys will use a cable locator to determine the precise location of the 3.3kV cable prior to any excavation work.

Regards
[redacted]
Managing Director
Milford Sound Infrastructure Ltd
Mob: [redacted]

From: [redacted]@invercargillairport.co.nz>
Sent: Monday, 20 July 2026 12:35 PM

To: [REDACTED]@milfordinfrastructure.co.nz
Cc: [REDACTED]@invercargillairport.co.nz>; [REDACTED]@milfordsoundairport.co.nz>
Subject: Milford Airport - New Toilets Building

Good afternoon [REDACTED]

I am a project manager at Invercargill Airport and am also managing a proposed new toilet and pilot shelter building at Milford Sound Airport.

I have attached a copy of the concept plans for the project.

We are currently preparing a DOC Form 3B concession application and, as part of the application, need to provide a plan showing the proposed route of services to the new building.

Our intention is to connect the toilets and pilot shelter to the existing infrastructure servicing the Airways Control Tower building.

Could you please advise on the process for connecting to the existing services, and whether there are any requirements or considerations we should be aware of from a Milford Sound Infrastructure perspective?

Also, do you have an up to date services plan for the area that we could use to overlay the proposed buildings as part of our DOC 3B application?

Any assistance would be greatly appreciated.

Best Regards,

[REDACTED]

Project Manager



cell. [REDACTED]

PO Box 1203, Invercargill, 9840

www.invercargillairport.co.nz





To: [redacted]

Cc: [redacted]



Wed 22/07/2026 15:59

Flagged

This sender [redacted]@milfordsoundtourism.nz is from outside your organisation.

[Block sender](#)

You replied on Thu 23/07/2026 15:45

Hi [redacted]

Thanks for your email, sorry for the delayed response.

Confirming that MSTL approve of the proposed connection, and that there is sufficient capacity in the wastewater system for the additional connection.

You can use this email as confirmation for your DOC approval.

I will get through to you a draft connection agreement for your information and review in the next couple of weeks,

Let me know if you have any queries,

Thanks

[redacted]

[redacted]

CEO

Phone: [redacted]

Email: [redacted]@milfordsoundtourism.nz

www.milfordsoundtourism.nz