



Department of
Conservation
Te Papa Atawhai

Concession Application Form 3a – Tenancing or using existing DOC structure/facility

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 tenancing or use of any existing facility or structure that is managed by the Department of Conservation on public conservation land. Examples may include permanent use of historic building for a business or a community group; leasing a campground or lodge. For overnight stays in DOC huts, please fill in Form 4a. 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.

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, 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 you are applying for 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 3a:A1.

See Form 1a. Mission Bay Recreation Reserve.

Do you believe you need to exclude others from the structure or facility?

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

YES / NO

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, then provide details and supporting evidence and label Attachment 3a:A2.

As part of our Safe Operating Procedures people using these need to be trained and competent to be able to use/instruct these activities. We are also governed by Vulnerable Childrens Act, Safety Audit Standards for Adventure Activities

B. 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

C. 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 3a:C.

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
EG: Tararua Forest Park Mission Bay Recreation Reserve -38.906137, 175.940949	Northern rata - threatened species N/A	Damage to the plants by construction Maintaining Existing	Brief construction and maintenance staff of the location and importance of the species; clearly tape off areas with the species to avoid damage Fences to keep campers out of bush are in place Maintain existing

D. 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 3a:D. 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.

E. Other

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



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 involves landbased guiding of clients on public conservation land. Examples may include hiking, walking, hunting, fishing, horse treks, or 4WD activities. 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.

- If your application involves transportation on public conservation land eg kayaking, boat transfers, aircraft landings, please also fill in Form 4b and/or Form 4c as applicable.
- If your application includes building, extending or adding to any permanent or temporary structures or facilities on public conservation land, please also fill in Form 3b,
- If your application includes tenancy of any DOC managed buildings (other than overnight usage of huts) please also fill in Form 3a.

Please complete this application form, attach either Form 1a or Form 1b (as appropriate) 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. Location(s) and Activity(ies)

List the areas of your operation, please use NZTM GPS coordinates where possible, and attach a map and label Attachment 4a:A. If you are unable to identify the areas or you do not know them, please seek the assistance of Departmental staff.

Name of Conservation Area and track	Activity	DOC Facilities: (eg huts) or informal campsites	Proposed months/season	Max. Party Size (incl. guides)	Frequency of Use (trips)	Duration of Visit: less than 1 hour; 1 - 4 hours; 4 - 24 hours
EG: Matiu/Somes Scientific Reserve; Matiu Circuit Track Mission Bay Outdoor Scenic Reserve Education activities including the following a) Ropes Course b) Climbing tower c) BMX track d) water slide.	Guided walk and nature interpretation	n/a	October - April	6 pax	6 trips per week Saturdays and Sundays Every day	1 - 4 hours All day

B. 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 4a:B.

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
EG: Maiti/Somes Island Maiti Circuit Track -38.906224, 175.940989	Endemic geckos, skinks, tuatara N/A	Damage to habitat when walking (adverse) Increase knowledge of native species through guiding interpretation (positive) Maintain as is	Ensure all clients stay on paths N/A.

C. Term

Please detail the length of the term sought (i.e. number of years or months) and why. If you are applying for a one-off permit please state the specific dates and/or times sought.

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

D. 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 4a:D. 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.

E. Safety Plan

The Department requires that all concessionaires holding concessions for recreation or tourism activities have a safety plan which has been audited by an external expert.

If your activity is covered by the Health and Safety in Employment (Adventure Activity) Regulations 2011 proof of that audit is sufficient. If your activity is **not** covered by the Adventure Activity Regulations, please read the *Guidelines on the Requirements for Concessionaire Safety Plans* on the Department's website. If you are unsure please go to the WorkSafe website and read their [guidance](#).

If your concession application is approved, you will be required to provide a copy of an independent auditor's approval of your safety plan to the Department before you begin the activity.

F. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 4a:F.

1a:C

Certificate of Membership

This Certifies That

MI CAMP TAUPO

is a member of **CHRISTIAN CAMPING NEW ZEALAND** and is entitled to all privileges and benefits of Tier 2 accorded to Member Camps and Organisations.

CCNZ Chairman



Jon Marshall

Expiry date: 31 March 2018

CCNZ CEO



Jenni Davies



christian
camping
NEW ZEALAND

WWW.CHRISTIANCAMPING.ORG.NZ



Area of
Concession
Applying
for

OutdoorsMark

ADVENTURE ACTIVITY SAFETY AUDIT CERTIFIED

This is to certify that

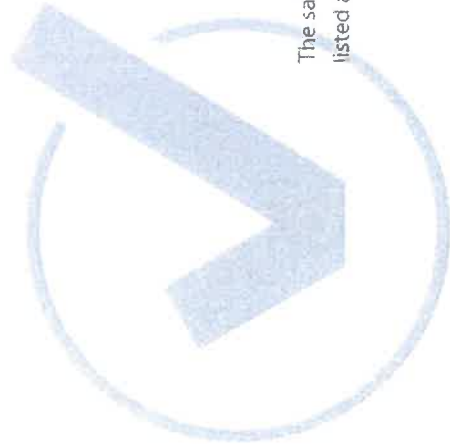
MiCamp Trust

Trading as MiCamp Taupo

100 Rawhira Road, Turangi

has passed a safety audit conducted by Skills Active Aotearoa Ltd.

The safety audit established that the operator's Safety Management System and delivery of listed adventure activities complies with the Safety Audit Standard for Adventure Activities.



Adventure Activities Location
Zipline MiCamp Taupo and Whakamaru
Climbing on an artificial structure

Jason Hare

OutdoorsMark Certifier

Issue Date

15-Feb-2018

Expiry Date

14-Feb-2021



This schedule is issued by Skills Active Aotearoa Ltd, PO Box 2183, Wellington, 6140. OutdoorsMark™, the safety audit programme designed specifically for outdoor recreation, outdoor education and adventure operators, is administered by Skills Active Aotearoa Ltd. This certificate remains the property of Skills Active Aotearoa Ltd and must be returned upon request. It must not be altered or defaced in any way and deliberate misuse of the certificate will result in cancellation without notification. The Safety Audit Standard for Adventure Activities is published by WorkSafe New Zealand in accordance with the Health and Safety at Work (Adventure Activities) Regulations 2016. Continuation of the safety certificate requires the operator to conform to, and successfully complete, any conditions associated with this certificate and surveillance activities. Disclaimer: In awarding this certificate, Skills Active Aotearoa Ltd has carried out a point in time audit of the operator's safety systems against the required standard. This is NO GUARANTEE that the operator will operate safely and Skills Active Aotearoa Ltd accepts no responsibility for the operator's implementation of their safety management system with its clients.

Certificate No. 2018 1903

AAO 187

