

**Entry to Raoul Island   
(part of the Kermadec Islands Nature Reserve)**

**Application form and permit**

**Important:** An entry permit is required to visit the island under section 57(1) of the Reserves Act 1977. The permit contains any reasonable conditions necessary to preserve the high conservation values of the island and mitigate the risk to these values from the introduction of pests or weeds. Unless you have been granted a separate Activity Permit for research, filming, commercial guiding or management activities, the areas you can visit will be restricted.

**A non-refundable fee of $130 (excluding GST) is charged per application**.

Applicants will be advised if further information is required before this application can be processed. The applicant should discuss their application with the Raoul Island Team ([kermadecislands@doc.govt.nz](mailto:kermadecislands@doc.govt.nz)) before filling in this form. **Schedule 3** sets out the fees required for entry to Raoul Island to meet the conditions of an entry permit.

**Activity Permit number (if held):**

**EP\*\***

**Application number:**

# Applicant

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| Applicant’s/Team Leader’s name: | |  | | |
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| Postal address: | |  | | |
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| Phone: |  | | Email: |  |

# Details of proposed activity

**Describe the areas you wish to visit and proposed dates in detail**. Visitors must stay on the approved tracks (see the Raoul Island map at **doc.govt.nz**), unless you have an Activity Permit stating otherwise. A maximum of two 1-day visits to the island per trip are permitted. No staying overnight on the island unless you are undertaking management activities or research approved by the Department of Conservation (DOC).

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If your visit is associated with a permitted activity (research, filming, commercial guiding or management activities), summarise this activity below.

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# Logistics

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| **Vessel name:** |  |
| **Call sign and full description:** |  |
| **Next of kin contact details** (in case of an emergency whilst on Raoul Island) |  |

**List of party members:**

Travel to Raoul Island without a passport at your own risk, as (due to unforeseen circumstances) you might need to return to the New Zealand mainland via an overseas port. If you are travelling with the NZDF, you must carry your passport.

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| **Full name:** | **Date of birth:** | **Passport or driver licence no.** |
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# Quarantine/Biosecurity

There are risks inherent in entering protected areas. Irreparable ecological damage can result from direct damage by visitors and the importation of rodents, invertebrate and plant pests, foreign diseases and pathogens, and fungi or other wildlife. This must be continually assessed and addressed.

**Schedule 2 of the permit includes detailed quarantine and biosecurity procedures; these procedures must be followed. All gear and clothing you bring to Raoul Island will need to be inspected by a DOC Ranger at the Whangarei quarantine store, you will need to arrange this to give Rangers 2 weeks’ notice to schedule in an inspection time.**

Are there particular risks associated with your trip? If so, describe them below. The risk(s) may depend on the characteristics of the expedition, the area the expedition is entering, or from which it is entering.

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How will you avoid, remedy or mitigate this risk?

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# Entry permit

**Her Majesty the Queen, acting by and through the Minister of Conservation (the Grantor), GRANTS to the Applicant a permit under section 57 of the Reserves Act 1977 to visit the site(s) specified in Schedule 1 of this permit.**

## Permit conditions – before entry to the reserve

1. Transport to the reserve must be in a vessel approved by the Grantor. The vessel must be confirmed free of rodents by DOC staff. If you plan to go inside 1,000 m from mean high-water springs of the Kermadec Islands, your vessel must be certified by an approved independent inspector as having a clean hull. [See approved dive companies for hull inspections](https://www.doc.govt.nz/globalassets/documents/getting-involved/consultations/current-consultations/offshore-islands/commercial-dive-companies.pdf).
2. Your vessels AIS must be turned on at all times.
3. A biosecurity check of your vessel for rodents with a conservation dog is to be conducted no longer than 24hrs prior to departure. This will need to be arranged 2 weeks’ prior to predeparture to allow adequate time for scheduling this in with the conservation dog team. If your vessel does not meet biosecurity standards, this may delay your departure.
4. Take adequate measures with the party’s stores, supplies and equipment to ensure all rodents and other animal pests are excluded. All clothing, footwear, equipment and other items taken onto the reserve are to be cleaned of all organic material. All stores, supplies and equipment must pass quarantine and biosecurity checks at the Whangarei quarantine facilities. No backpacks are to be taken on the island, gear must be transported in dry bags that have been sealed by DOC during the quarantine process.
5. There are limitations on the food you can take to the island. No cucumbers, sprouts or tomatoes. No fruit and vegetables from home gardens or any heirloom varieties, as they may pose a higher level of pest risk. Food must be sealed in a clear plastic bag for inspection on the island once you have landed.
6. Provide a full and comprehensive safety plan to every party member.
7. Contact DOC Raoul Island staff 24hrs before arrival via email [raoulsatmail@ruralinzone.net](mailto:raoulsatmail@ruralinzone.net) or VHF channel 16. The Raoul Island Team Leader will discuss weather conditions and advise if landing is possible. The Raoul Island Team Leader makes the final decision on whether a landing can take place.
8. Load, unload and land only in daylight.
9. Do not carry soil, leaf litter, seeds or other plant materials onto the reserve, or transport them between islands, including by crew members of the transport vessel assigned to assist with landings.
10. No firearms or explosives are permitted onto the reserve, except as authorised in a separate permit.
11. The permit holder is not permitted to enter the caldera area unless issued with a separate permit from the Grantor to do so.
12. Do not attach mooring equipment (such as ropes) from any vessel to the foreshore or land, and do not allow the vessel/s to make physical contact with the foreshore or land except in an emergency. In an emergency (if possible) take measures to prevent rodents from entering the reserve.

## 2. Permit conditions – on the reserve

1. Attend a Health and Safety Briefing from the Raoul Island Team Leader, and read and follow the Raoul Island Health and Safety Plans.
2. Follow directions of the DOC Raoul Island Team Leader or representative.
3. Follow the conditions of authorised activity permits listed in **Schedule 1**.
4. Follow the minimum impact code for Nature Reserve Islands listed in **Schedule 2**, unless permitted otherwise.
5. Do not free animals of any kind into the reserve.
6. Do not cultivate any tree, shrub or plant, sow or scatter any seeds, or introduce any substance injurious to plant life into the reserve.
7. Protect the natural and historic features of the reserve. Nothing may be disturbed, destroyed, interfered with, dug, excavated, constructed or removed that has not been permitted by the Grantor.
8. Do not leave any rubbish, substance or article of a dangerous or offensive nature in the reserve.
9. Ensure that no animal (bird, seal, invertebrate or other fauna) living or dead, or the nest or egg of any bird on the reserve, is taken, destroyed, wilfully injured or in any manner disturbed or interfered with, except as expressly permitted by the Grantor.
10. No camping in the reserve other than as specified by the Grantor.
11. Light no fires in the reserve.
12. There is no smoking in the reserve other than the designated area. Extinguish all ash, matches and butts, and dispose of them in the station refuse system.
13. You must have authorisation from DOC to fly a drone (of any size) on the reserve.

## 3. General conditions

1. This permit does not authorise entry onto any other island, or any physical contact by a boat with the land or foreshore of any island in the group, other than Raoul Island.
2. The permit holder indemnifies the Grantor and DOC against all claims by any person in respect of any injury, loss or damage (including fire damage) caused by, or arising out of, any act or omission of the permit holder, its servants, agents, contractors, clients or invitees, or as a result of their use of the site, the conduct of the concession activity, or the exercise of this permit.
3. The permit holder is responsible for making their own arrangements if they require evacuation from the island for any reason. If the permit holder seeks DOC's assistance with an evacuation, any such assistance must be paid in full by the permit holder.
4. The permit holder must comply with all other applicable provisions of the Reserves Act 1977 and the Regional Coastal Plan Kermadec and Sub Antarctic Islands, and any regulations or bylaws made thereunder that affect the reserve or coastal waters. This permit does not authorise any contravention of the Wildlife Act 1953, Historic Places Act 1993, Marine Mammals Protection Act 1978 or the Fisheries Act 1996, or any regulations or proclamations or notifications under those Acts.
5. This permit is not transferable.
6. This permit may be revoked or varied if the permit holder breaches any of its terms, or if the activity has any unforeseen or unacceptable effects.

# Schedule 1: Approvals

1. Approved site(s):

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2. Approved date(s):

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3. Approved activity:

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4. Approved vessel:

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# Schedule 2: Quarantine/Biosecurity procedures/minimum impact code

The following procedures must be followed/completed (all available at **doc.govt.nz**).

* 1. **Biosecurity checklist for visitors to Raoul Island** – to be completed prior to leaving mainland New Zealand and before quarantine inspection.
  2. **Raoul Island myrtle rust decontamination protocol** – to be completed on leaving Raoul Island.
  3. **Minimum Impact Code for island nature reserves** – to be followed while on the island.

# Schedule 3: Fees

This table estimates the fees for entry to Raoul Island under sections 60A and 60B of the Conservation Act 1987.  
**All fees are non-refundable**, exclude GST and are at the discretion of the Grantor.

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| Application processing fee – **$130** (non-refundable) | Pre-departure Conservation Dog vessel check for rodents – **$400 per vessel** |
| Pre-departure hull inspection fee – **$ varies** (to be arranged independently by applicant).  [Approved dive companies for hull inspection](https://www.doc.govt.nz/globalassets/documents/getting-involved/consultations/current-consultations/offshore-islands/commercial-dive-companies.pdf). | Landing fee (one-off fee to cover Raoul rangers’ time delivering biosecurity checks and safety briefing to the permit holder on the island) – **$405 per person** |
| Quarantine and biosecurity pre-departure inspection of gear and clothing – **$115 per hr** | Food – **$23/day per person** (researchers and contractors only) |

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| SIGNED by |  | SIGNED by |  |
|  |  |  |  |
| Date |  | Date |  |
| Louisa Gritt, ACTING AS BY AND THROUGH THE MINISTER OF CONSERVATION (The Grantor) | | AS APPLICANT | |
|  |  |  |  |
| In the presence of |  | In the presence of |  |
|  |  |  |  |
| Witness signature |  | Witness signature |  |
|  |  |  |  |
| Occupation |  | Occupation |  |
|  |  |  |  |
| Address |  | Address |  |



**CREDIT APPLICATION FORM**

**Application for a Credit Account with the Department of Conservation**

I/We request that you open a credit account in the name of:

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| Full Legal Name |  | | | | | | | | | Date of Birth: | | |  | | | |
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| Trading Name |  | | | | | | | | | | | | | | | |
| Drivers Licence Number: | | |  | | | Licence Version Number: | | | | | | | |  | | |
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| GST Registration Number: |  | | | Company Registration Number: | | | | | | | |  | | | | |
| NZBN (NZ Business Number) | | | |  | | | | | | | | | | | | |
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| Trading Address  (Physical address can not be a PO Box) |  | | | | | | | | | | | | | | | |
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| Phone Number |  | | | | Fax Number: | | | | |  | | | | | | |
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| Contact Person |  | | | | Mobile Number: | | | | | |  | | | | | |
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| Sole Trader |  | Partnership | | | | |  | Limited Company | | | | | | | |  |
|  | If partnership or limited company provided details for owners, partners and/or directors | | | | | | | | | | | | | | | |
| Full Names (incl DOB), drivers licence number, addresses, home phone numbers of owners, partners and/or directors. |  | | | | | | | | | | | | | | | |
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| Have you held an account with the Department before? | | | | | | | | | | Yes | | |  | | No |  |
|  | | | | | | | | | | | | | | | | |
| Under what name: |  | | | | | Area: | | | |  | | | | | | |

**Terms and Conditions for a Credit Account with the Department of Conservation**

I /We (“the Applicant”) apply for an account on the following terms and conditions:

1. I/We agree that the Department of Conservation can provide my details to the Department’s Credit Checking Agency to enable it to conduct a full credit check.
2. I/We warrant that the information in this application is true and correct.
3. 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.
4. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.
5. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
6. 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 the fees.
7. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
8. 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 of the credit account are not met.

**Applicant**

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| Signed: |  | Name: |  |
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| Designation: |  | Date: |  |

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**For Departmental use**

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| Credit check completed | | |  |
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| Comments: |  | | | | | |
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| Signed: | |  | | | Name: |  |
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| Approved: | |  | | | Name: |  |

Note: Approval is to be by a Manager or higher