

Applicant Information Form - Beehives on Public Conservation Land



Department of
Conservation
Te Papa Atawhai

[New Zealand Government](#)

Is this the right application form for me?

Use this application form if you:

- Want to undertake commercial beekeeping on DOC Land (**'apply for a new beehive concession'**)

Beekeeping includes:

- Transporting, placing, and removing beehives; and
- Managing your beehives (including accessing, servicing, and maintaining the beehives).

If you are seeking to transport, place, and/or remove your beehives by aircraft you also need an aircraft concession. You should complete a separate aircraft concession application and submit this with your beehive concession application.

For information on how to apply for an aircraft concession see [Aircraft activities: Running your business or activity](#)¹.

How do I complete this applicant information form?

- Complete all sections of this application form.
- DOC encourages electronic applications (e.g. typed Word document or PDF), 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 G – Attachments**.

How do I submit my application?

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

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

- Visit DOC's webpage [Beekeeping on conservation land](#).²
- Arrange a pre-application meeting with the Permissions Team. Meetings can be held over the phone, or virtually online. Contact permissions@doc.govt.nz.

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.

¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

² <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/beekeeping-on-public-conservation-land/>

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 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 may 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](#)³.
- 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?

Processing Fees

You will be required to pay a **processing fee** for this application regardless of whether your application is granted or not.

DOC will invoice your processing fee 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.

Activity Fees, and Management Fees

If you are granted a beehive concession you will be required to pay annual **activity fees and management fees**. These fees are listed on the DOC webpage [Concession fees: Managing your concession](#).⁴

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:

- You are applying for a term of more than 10 years.
- 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.

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

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/ongoing-concession-fees/>

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.

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.

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to ①)	
	<input 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 e.g. educational institutes (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)				
	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		
	Contact person and role				
	Phone		Mobile phone		
	Email				
	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 about your application? **Tick** which applies:

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

If 'yes', provide the following:

Date of pre-application meeting	
Name of DOC staff member(s) who attended	

C. Applying for a new beehive concession

How your application is processed is dependent on the type of application you are making.

Tick one of the following:

Existing beehive sites <ul style="list-style-type: none"> You either; <ul style="list-style-type: none"> Have an existing beehive concession with DOC that is due to expire in the next 3 months; or Had a beehive concession with DOC that expired in the last 3 months; and You want to apply for a new beehive concession to continue the activities authorised under your existing or previous beehive concession (e.g., you are applying for the same beehive sites at the same locations with the same number of beehives at these sites). 	<input type="checkbox"/>
New beehives sites <ul style="list-style-type: none"> You are applying to place beehives at sites that you have not previously had a DOC beehive concession for. 	<input type="checkbox"/>
Combination (New and Existing beehive sites) <ul style="list-style-type: none"> You are applying to both: <ul style="list-style-type: none"> Place beehives at sites that you have not previously had a DOC beehive concession for; and Place beehives at sites that you either have an existing beehive concession for (that expires in the next 3 months) or a beehive concession that expired in the last 3 months. 	<input type="checkbox"/>

Concession number

If you are an **existing beehive concessionaire** applying for your **existing beehive sites** provide your existing beehive concession number:

Beehive concession number:	
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Activity Location(s)

List the locations where your beehives will be placed:

[illegible]

Beehive Placement and Access

Tick which applies:

Beehives will be transported, placed, and removed by vehicle. New tracks or roads will not need to be cut or established to access the beehive site(s).	<input type="checkbox"/>
Beehives will be transported, placed, and removed by aircraft.	<input type="checkbox"/>

Transporting, placing, and removing beehives by aircraft applies to:

- Aircraft that lands and/or takes off on Public Conservation Land; and
- Aircraft that hovers over Public Conservation Land for the purposes of dropping off or collecting persons and/or items. This includes beehives being dropped off by a sling or a long line.

To transport beehives by aircraft you will require also require an aircraft concession.

If you are using your own aircraft to transport your beehives, you will need to submit an aircraft concession application. You should complete the [Application for Aircraft Activities](#)⁵ and submit with your beehive concession application.

⁵ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/concession-application-aircraft.pdf>

If you are using a third-party to transport your beehives by aircraft, you must ensure they have a valid concession from DOC that authorises the specific activity of transporting and placing beehives. You should also provide any information about this third-party aircraft provider, including the name of the operator and their concession number in **Section F – Other** and **Section G - Attachments**.

Seasonal Placement

Tick one of the following:

Beehives will remain on site throughout the year.	<input type="checkbox"/>
Beehives will be placed on the site on a seasonal basis.	<input type="checkbox"/>

If beehives are to be placed seasonally, state the months the beehives will be placed on the land:

Duration

The maximum length of time for a beehive concession is 10 years. State the proposed term you are applying for, and your rationale for this term:

D. Adverse effects

Honeybees can have adverse effects on conservation values. To be granted a beehive concession you must comply with [DOC's Standard Operating Conditions for Beekeepers](#). Doing so ensures any potential adverse effects of your activity is avoided, remedied or mitigated.

I confirm I have read DOC's Standard Operating Conditions for Beekeepers and understand the methods required to avoid, remedy, and/or mitigate any potential adverse effects arising from my concession activity. I will comply with these methods if I am granted a concession.	Tick <input type="checkbox"/>
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E. Background experience of applicant

Under the Biosecurity Act 1993 all beehives in New Zealand must be registered with [American Foulbrood Pest Management Agency](#).⁶

Tick one of the following:

⁶ <https://afb.org.nz>

My beehives are registered with the American Foulbrood Management Agency, and my beehives clearly display their registration number.	<input type="checkbox"/>
My beehives are not registered with the American Foulbrood Management Agency. I understand that, if I am granted a concession, I must register my beehives prior to placing them on Public Conservation Land, and ensure my beehives display their registration number.	<input type="checkbox"/>

If relevant, you may provide any other information relating to your ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations, and relevant qualifications).

F. Other

Provide any further information you wish to include in support of your application in the box below. Record any attachments to your application in **Section G – Attachments**.

G. 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

H. Checklist

Application checklist	Tick
I have completed the relevant sections of this application. I understand that the application will be returned to me if it is incomplete.	<input type="checkbox"/>
I certify that the information provided in this application, and any attached additional forms is, to the best of my knowledge, true and correct.	<input type="checkbox"/>
I have appropriately labelled all attachments and completed Section F - Attachments .	<input type="checkbox"/>
I will email permissions@doc.govt.nz my application any other attachments.	<input type="checkbox"/>

I. 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 type="checkbox"/>
If 'yes' under what name	
Does your organisation require a purchase order number for invoicing purposes?	<input type="checkbox"/>
If yes, please provide the number here:	

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



**Typed applicant
name/s**

Date

For Departmental use

Credit check completed

Comments:

Signed

Name

**Approved (Tier 4 manager
or above)**

Name