



Please contact the Department of Conservation [District 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 for one off activities on public conservation land. One-off concessions are only available for activities that:

- Have minor effects that can be easily managed
- Comply with the relevant legislation, conservation management strategy and conservation management plans
- Have clearly defined limits (e.g. numbers of trips/landings to be authorised by the permit)
- Do not involve permanent structures
- Do not have a duration of more than 3 months
- Do not take place in the same location more than once in a 3 year period.

If the application meets this criteria please fill in this form and then attach the form(s) for the activities the Applicant wishes to undertake. If extra space is required for answering please attach and label according to the relevant section.

Once you have filled in your application form, please complete this checklist to ensure that all components of your application form are complete. This will help prevent any possible delays in the processing of your application.

- Legal status registration number (if not an individual)
- Appropriate activity application forms
- Supporting evidence for details of activity forms
- Have you read the section regarding the liability of the applicant for payment of fees?
- Have you signed your application?**

All efforts in putting together a detailed application are greatly appreciated and will allow the Department to effectively and efficiently process your application.

A. Applicant Details

Applicant Name (full name of registered company or individual)								
Legal Status of applicant (tick)	Individual		Registered Company		Trust		Incorporated Society	
Other (please specify full details)								
Please supply the company, trust or incorporated society registration number:								
If an individual please supply your date of birth (this is a unique identifier for you):								
Trading Name (if different from Applicant name)								
Postal Address								
Street Address (if different from Postal Address)								
Registered Office of Company or Incorporated Society (if applicable)								
Phone		Website						
Contact Person and role								
Phone		Cell Phone						
Email								

B. One-off criteria

This form can only be used for activities that meet certain criteria – please tick the following criteria that this application meets:

Criteria:	<input checked="" type="checkbox"/>
The activity has minor effects that can be easily managed	<input type="checkbox"/>
The activity complies with the relevant legislation, conservation management strategy, and conservation management plans	<input type="checkbox"/>
The activity has clearly defined limits (e.g. numbers of trips/landings to be authorised by the permit)	<input type="checkbox"/>
The activity does not involve permanent structures	<input type="checkbox"/>
The activity does not have a duration of more than 3 months	<input type="checkbox"/>
The activity has not been applied for in the same location more than once in a 3 year period	<input type="checkbox"/>

Please note – if all these criteria are not met then you are not eligible for a one-off concession. You will be able to apply for a longer term concession – please see Application Form 1a.

C. Activity applied for

Please fill in the form that is applicable to the activity the Applicant wishes to undertake on public conservation land. Please tick below and attach.

ACTIVITY	FORM	✓
Guiding/Tourism/Recreation:		
A. Walking/Hiking/Tramping/Hunting/Fishing/Horses/4WD activities etc	4a	
B. Watercraft activities	4b	
C. Aircraft activities	4c	
Filming	5a	
Sporting Events	6a	
Other (activities that may not be sufficiently covered in the above forms)	7a	

D. Background of Applicant

Has the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application been convicted of any offence? Does the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application have any current criminal charges pending before the court? If yes, please supply details.

E. Consultation Undertaken

Most applications require consultation with whanau/hapu/iwi (local Maori). Please read the information on the DOC website and contact the nearest Department of Conservation office to discuss what is required. Attach any proof of consultation to the application and label Attachment 1b:E.

F. Estimated Fees

1. Processing Fees:

Section 60B of the Conservation Act contains the statutory provisions regarding processing fees.

The Department recovers all direct and indirect costs incurred to process a concession application from Applicants regardless of whether the application is approved or declined.

The estimated cost of processing a standard one-off concession depends on the activity applied for, as set out below. If the application is particularly complex or complicated then further processing costs may be incurred. In this situation the Applicant will be sent an estimate of costs.

The Department will ordinarily invoice the Applicant for processing fees after a decision has been made on the application, but in some cases interim invoices will be issued. If at any stage an application is withdrawn the Department shall invoice the Applicant for the costs incurred by the Department up to that point. Applicants are required to pay the processing fee within 28 days of receiving an invoice. The Director-General is entitled to recover any unpaid fees as a debt.

ACTIVITY	Estimated fee payable per DOC region applied for
Guiding/Tourism/Recreation:	
A. Walking/Hiking/Tramping/Hunting/Fishing/Horses/4WD activities etc	\$130 + GST
B. Watercraft activities	\$130 + GST
C. Aircraft activities	\$130 + GST
D. Personal recreation aircraft landings (including drones)	\$65 + GST
Filming	\$230 + GST
Sporting Events	\$230 + GST
Other (activities that may not be sufficiently covered in the above forms)	\$130 + GST

The Director-General of Conservation has discretion to reduce or waive processing fees.

The Department may obtain further information either from the applicant or from any other relevant source in order to process the application. The applicant will be advised of any information obtained from other sources. The cost of obtaining such information will be charged to and recovered from the applicant. The applicant will be informed as soon as practicable from receipt of the application if further information is required before this application form can be fully processed by the Department.

2. Additional Fees:

If your application is approved, you will also be required to pay additional fees for the concession. These are:

- Activity fee per head (for recreation and sports permits), or a minimum of \$200; and/or
- Location and per person fee (for filming/photography); and/or
- Monitoring fee (if required) to cover the cost of monitoring the effects of your activity.

Terms and Conditions for an Account with the Department of Conservation:

Have you held an account with the Department before? (Please tick)

Yes

No

If yes, under what name:

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 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.
3. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.

4. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
5. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
6. 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.
7. 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.

G. Insurance

Concessionaires are required to indemnify the Minister against any claims or liabilities arising from their actions. If this application is approved, the applicant will be required to hold Public Liability, Forest and Rural Fire Act Extension Insurance, and possibly Statutory Liability and/or vehicle insurance. The level of cover will depend on the nature of the activity. Please contact the nearest Department of Conservation office to discuss what is required.

Declaration

I certify that the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct.

Note: The Minister can vary any concession granted if the information given in this application contains inaccuracies.

Signature (Applicant)		Date	
Signature (Witness)		Date	
Witness Name			
Witness Address			

This application is made pursuant to Sections 17R and 17S of the Conservation Act 1987 [and (where applicable) Section 49 of the National Parks Act 1980/Section 59A of the Reserves Act 1977].

Applicants should familiarise themselves with the relevant provisions of the Conservation Act 1987, the Reserves Act 1977 and the National Parks Act 1980 relating to concessions.

Once the application is complete, the Minister has 20 days within which to advise the applicant whether the application is declined on the grounds that the application does not comply with or is inconsistent with the provisions of the Act or any relevant Conservation Management Strategy or Conservation Management Plan. If the Minister does not so advise the applicant the application will be processed in accordance with Section 17T of the Conservation Act 1987.

The purpose of collecting this information is to enable the Department to process your application. The Department will not use this information for any reason not related to that purpose.

Applicants should be aware that provisions of the Official Information Act might require that some or all information in this application be publicly released.

For Departmental use

Credit check completed

Comments :

Signed **Name**

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