

# Application for Land Based Guiding Activities

## Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

## Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)<sup>1</sup>, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)<sup>2</sup>.

## How do I complete this application form?

- Complete all sections of this form
- 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 form (section L).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)<sup>3</sup>.

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<sup>1</sup> <https://www.doc.govt.nz/guided-walking-conforming>

<sup>2</sup> <https://www.doc.govt.nz/guided-walking-conforming>

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

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

- Check the DOC's '[Land-based guided activities](#)'<sup>4</sup> webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)<sup>5</sup> closest to where the activity is proposed. You can use [DOC maps](#)<sup>6</sup> to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)<sup>7</sup> – 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.

## Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)<sup>8</sup> as they set out how DOC and our Treaty partners manage public conservation land. Statutory planning documents can have a direct impact on your application, for example they may set the specific track limitations and maximum group size allowed.

Book a pre-application meeting with DOC staff if you require assistance with navigating DOC's statutory planning documents.

## How do I submit my application?

Email your completed application and any other attachments to: [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz)

## What happens next?

Once it is 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 form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is a factor in determining 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:** Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

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<sup>4</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

<sup>5</sup> [www.doc.govt.nz/footer-links/contact-us/office-by-name/](http://www.doc.govt.nz/footer-links/contact-us/office-by-name/)

<sup>6</sup> <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

<sup>7</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

<sup>8</sup> <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

## Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. More information can be found on the DOC website on our [iwi/hapū/whānau consultation](#)<sup>9</sup> page.

Contact your local [DOC office](#)<sup>10</sup> if you require further information about consultation.

## 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 [Land-based guided activities](#)<sup>11</sup> page on the DOC website.

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.

**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 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](#)<sup>12</sup> 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.

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<sup>9</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

<sup>10</sup> <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

<sup>11</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

<sup>12</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

## 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 (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: <a href="https://www.nzbn.govt.nz">https://www.nzbn.govt.nz</a> )	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

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## B. Variation of an existing concession

Is this application *varying* an existing concession?

No

Yes

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

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## C. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

No

Yes

- State when and who with:

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## D. Description of activity

Select all the guiding activities you are applying for.

<input type="checkbox"/>	Day walks, hiking and tramping	<input type="checkbox"/>	Hunting*
<input type="checkbox"/>	Night walks, hiking and tramping	<input type="checkbox"/>	Fishing
<input type="checkbox"/>	Overnight walks, hiking and tramping	<input type="checkbox"/>	Motorbike
<input type="checkbox"/>	Climbing	<input type="checkbox"/>	4x4 vehicle
<input type="checkbox"/>	Manual bike rides	<input type="checkbox"/>	Quad bike
<input type="checkbox"/>	Electric bike rides	<input type="checkbox"/>	Snow mobile
<input type="checkbox"/>	Horse riding	<input type="checkbox"/>	Other ^

\* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

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## E. 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:

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## F. Duration

State how long (months and years) you want your concession to last?

- Explain why you are seeking this duration:

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## G. 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).

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## H. Consultation undertaken

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This often requires consultation with our Treaty Partner (iwi/hapū/whānau of local Maori) on your application. If you have already consulted with our Treaty Partner, or with other interested stakeholders, DOC would like to know about it.

We recommend you discuss consultation with a DOC staff member before starting your application.

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

- If yes, supply details for each group consulted with:

<b>Whānau/hapū/iwi consulted with:</b>	
<b>Name of individual you consulted with:</b>	
<b>Date of consultation:</b>	
<b>Form of consultation (e.g. email, meeting):</b>	
<b>Outcome of consultation*:</b>	



<b>Other interested stakeholders consulted with e.g. Conservation Boards or community groups:</b>	
<b>Name of individual you consulted with:</b>	
<b>Date of consultation:</b>	
<b>Form of consultation (e.g. email, meeting):</b>	
<b>Outcome of consultation*:</b>	

If you received a written response to consultation attach a copy to this application. Record the document details in section 'L Attachments' of this form.

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## I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

**Need help?** If you are unable to identify a location contact the local District Office or use DOC's online mapping system - [maps.doc.govt.nz](https://maps.doc.govt.nz)<sup>13</sup>.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use [maps.doc.govt.nz](https://maps.doc.govt.nz)<sup>14</sup>).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

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<sup>13</sup> [maps.doc.govt.nz](https://maps.doc.govt.nz)

<sup>14</sup> [maps.doc.govt.nz](https://maps.doc.govt.nz)

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example</u> ✓ Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example</u> ✗ Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example</u> ✓ Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

<b>1</b> <b>Activity</b>	<b>2</b> <b>Public Conservation Land</b>	<b>3</b> <b>Track Name</b>	<b>4</b> <b>DOC Facilities</b>	<b>5</b> <b>Dates of Operation</b>	<b>6</b> <b>Max. Group Size (Incl. Guides)</b>	<b>7</b> <b>Max. Number of Trips</b>	<b>8</b> <b>Duration of Visit</b>

<b>1</b> <b>Activity</b>	<b>2</b> <b>Public Conservation Land</b>	<b>3</b> <b>Track Name</b>	<b>4</b> <b>DOC Facilities</b>	<b>5</b> <b>Dates of Operation</b>	<b>6</b> <b>Max. Group Size (Incl. Guides)</b>	<b>7</b> <b>Max. Number of Trips</b>	<b>8</b> <b>Duration of Visit</b>

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## J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)<sup>15</sup> relevant to your application:

Are you aware of any potential inconsistency of your activity with DOC's statutory planning documents?

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

If you have answered yes explain why it is inconsistent with the statutory planning documents.

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<sup>15</sup> <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

## K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	<input type="checkbox"/>
		- Remain on formed tracks or well used routes	<input type="checkbox"/>
		- Do not cut down or damage any vegetation or natural feature	<input type="checkbox"/>
		- Ensure vehicles remain on formed roads	<input type="checkbox"/>
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	<input type="checkbox"/>
		- Ensure vehicles remain on formed roads	<input type="checkbox"/>
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	<input type="checkbox"/>
		- Don't startle wildlife with noise or camera flashes	<input type="checkbox"/>
		- Use infra-red torches for night time viewing	<input type="checkbox"/>
		- Do not feed any species	<input type="checkbox"/>
		- Do not harass any species	<input type="checkbox"/>
		- Do not take animals, including domestic pets, onto the land	<input type="checkbox"/>
		- Do not play recordings of bird song	<input type="checkbox"/>
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	<input type="checkbox"/>

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's <a href="#">Check Clean Dry</a> procedure when in and around waterways	<input type="checkbox"/>
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	<input type="checkbox"/>
		- Take all precautions to ensure weeds are not introduced to the land	<input type="checkbox"/>
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	<input type="checkbox"/>
		- Complete accurate annual activity returns to allow DOC to monitor usage	<input type="checkbox"/>
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	<input type="checkbox"/>
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	<input type="checkbox"/>
		- Allow other users to pass the group easily	<input type="checkbox"/>
	Cumulative impacts of additional concessionaire operating at already busy sites	- Park vehicles in designated parking spaces	<input type="checkbox"/>
		- Co-ordinate visits with other concessionaires (where possible)	<input type="checkbox"/>
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	<input type="checkbox"/>
		- Carry tents in case hut is full	<input type="checkbox"/>
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	<input type="checkbox"/>
Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	<input type="checkbox"/>	
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	<input type="checkbox"/>
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	<input type="checkbox"/>



Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	<input type="checkbox"/>
		- Ensure any cultural interpretation is consistent with Iwi values	<input type="checkbox"/>
		- Educate clients to respect cultural values or traditions	<input type="checkbox"/>
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	<input type="checkbox"/>
		- Limit approach distance and stay on existing paths	<input type="checkbox"/>
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' <a href="#">Leave no Trace</a> ' and ' <a href="#">Visit the Kiwi way</a> ' principles	<input type="checkbox"/>
		- Do not bury any toilet waste within 50 metres of a water source	<input type="checkbox"/>
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	<input type="checkbox"/>
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	<input type="checkbox"/>
Fires	Wildfires	- Ensure no open fires	<input type="checkbox"/>
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	<input type="checkbox"/>
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	<input type="checkbox"/>

## L. 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> ✓ D	Locations	Excel	Spreadsheet of all NZTM GPS locations and activities using the table format set out in section D
<u>Correct example</u> ✓ K	Effects assessment	Word	List of additional potential effects (e.g. due to unusual activity) and proposed methods to avoid, remedy or mitigate the effect.
<u>Incorrect example</u> X Table	Doc1	Word	Table

## M. Checklist

Application checklist	Tick
I have completed all sections of this form relevant to my application and understand that the form will be returned to me if it is incomplete.	<input type="checkbox"/>
I certify that the information provided in this application form and any attached additional forms is, to the best of my knowledge true and correct.	<input type="checkbox"/>
I have supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input type="checkbox"/>

## N. Terms and conditions for a credit account with the Department of Conservation

<b>Have you held an account with the Department of Conservation before?</b>	<b>Tick</b>
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
If "yes", under what name:	

**In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to these terms and conditions for an account with the Department of Conservation**

<b>Terms and conditions</b>	<b>Tick</b>
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.	<input type="checkbox"/>

<b>Applicant Name/s (of authorised person/s)</b>		<b>Date</b>	
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<b>For Departmental use</b>			
<b>Credit check completed</b>			
<b>Comments:</b>			
<b>Signed</b>		<b>Name</b>	
<b>Approved (Tier 4 manager or above)</b>		<b>Name</b>	