

Application Form for Voluntary Nature or Carbon Markets



Is this the right application form for me?

This **Applicant Information Form for Voluntary Nature Carbon Markets** (VNCM) is for applications to undertake activities for nature restoration projects on Public Conservation Land with the intention to trade nature or carbon credits.

How do I complete this application form?

- Complete all sections of this **application form** which are relevant to your proposed activity.
- 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 information form section **M Attachments**.

Personal information will be managed by DOC confidentially. For further information check DOC's privacy and security statements¹.

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

- Check the [Apply for a concession for voluntary nature and carbon market activities: Apply for permits](#)².
- Arrange a pre-application meeting by contacting the [Department of Conservation Office](#)³ closest to where the activity is proposed. You can use [DOC maps](#)⁴ to identify which District Office you should contact. Or arrange a meeting with our Permissions team through AskPermissions@doc.govt.nz. We may charge you for time spent assisting with your query.
- 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.

How do I submit my application?

Email your completed application and any other attachments to: 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/footer-links/privacy-and-security/>

² <https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/>

³ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁴ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

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 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 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 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.

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 page](#)⁵.

Contact your local [DOC office](#)⁶ 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 concession on public conservation land you may be required to pay annual **activity and management fees**. These fees are listed on [Apply for a concession for voluntary nature and carbon market activities: Apply for permits](#)⁷ for.

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.

⁵ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

⁶ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

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

- 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 of Conservation against any claims or liabilities arising from your actions. The level of insurance cover will depend on the activity.
- **An audited Safety Plan and/or a Concession Health and Safety Compliance Self-Declaration:** You may require an independently audited Safety Plan, and need to provide evidence of certification to DOC.

If your application is approved and a concession granted, DOC will advise what Safety information you need to provide. You must provide the required information before you commence your concession. For more information see [Safety plans](#) on the DOC website at

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

- You may also need to submit a Concessions Health and Safety Compliance Self-declaration (see [Safety plans](#)). You can submit your Self-Declaration with your application, or you can submit it if your application is approved and a concession granted.

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)	☐ Individual (Go to ①)	
	☐ Registered company (Go to ②)	☐ Trust (Go to ②)
	☐ Incorporated society (Go to ②)	☐ 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: 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. Existing concession or authorisations

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:

List any existing authorisations or management/community agreements you hold with DOC:

C. Pre-application meeting

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

No

☐

Yes

☐

State when and who with:

D. VNCM Scheme information

Are you registered or working towards accreditation with a New Zealand Government endorsed scheme? For further information on the New Zealand Government endorsement process, see [Voluntary nature and carbon markets in New Zealand | Ministry for the Environment](#). Please attach evidence of this and label D1.

Government endorsed scheme	☐
Non-Government endorsed scheme	☐
Scheme name:	

If you are not using a New Zealand Government endorsed scheme, please explain in detail how you are managing risks associated with the Government’s six integrity principles (can be found at the above link). We strongly encourage you to utilise the endorsement process above, as individual endorsement will add significant time and cost to the processing of your application,

Describe details of the scheme/proposed scheme and methodology, including exit requirements and buffer requirements for reversals. Please attach your scheme requirements and label Attachment D2.

Provide an overview of expected annual costs of the activity and the expected revenue earned from selling credits each year. Include attachments if necessary and label Attachment D3.

E. Description of activity

Describe where the site is located. Please include the name and status of the public conservation land, size of the area for which you are applying and why this has been chosen. Please use NZTM GPS coordinates where possible. Please also attach map/s and other site plans and label them Attachment E1.

Describe all activities which will occur on the Land, including how you will access the site.

F. Are you also applying for aircraft?

“Aircraft” is defined in section 2 of the Civil Aviation Act 1990 as any machine that can derive support in the atmosphere from the reactions of the air otherwise than by the reactions of the air against the surface of the earth. “Aircraft” includes drones or other unmanned aircraft.

Aircraft activities (commercial operations and recreational users) include taking off, landing and hovering. Examples of this include scenic landings, dropping off or picking up recreationalists (e.g. hunters etc.), and servicing other Concessionaires (e.g. guided walking groups, dropping/collecting beehives etc.). Aircraft activities do not include flying over public conservation land and waters.

Select the type of aircraft you are going to be using:

Fixed wing	☐
Helicopter	☐
Drone	☐

Explain what the landing / hovering is for and how often you expect it to occur.

G. Location of the aircraft activity (complete if applicable)

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.nz⁸.

- ① **Public Conservation Land:** Include the official name and type of the Public Conservation Land that the location is within (e.g. Fiordland National Park) use maps.doc.govt.nz⁹ to help you.
- ② **Landing / Hovering Location:** If you are applying for specific sites you must include NZTM GPS coordinates. If you are applying for landing zones, as identified in the relevant Statutory Document, state the zones you are requesting. If you are applying for drone use, state the start point in NZTM GPS coordinates and attach a map highlighting the area you wish to operate. Record any attachments in Section L of this application form.
- ③ **Reason for Landing / Hovering:** State the reason for each landing / hovering e.g. to drop off or pick up personnel; to drop equipment; to survey an area etc.
- ④ **Aircraft Model:** List the model of each aircraft you intend to use.
- ⑤ **Aircraft Registration:** List the registration of each aircraft you intend to use. If your drone does not have a registration state N/A.
- ⑥ **Aircraft Weight:** List the weight of the empty aircraft.
- ⑦ **Max. No. of Passengers Aircraft Can Hold:** Excluding the pilot.
- ⑧ **Max. No. of Landings / Max. Duration Per Day:** Maximum number of landings at each site per day. If using a drone, state the maximum duration the drone will be in the air per day.
- ⑨ **Max. No. Landings / Max. Duration Per Year:** Maximum number of landings at each site per year. If using a drone, state the maximum duration the drone will be in the air per year.

⁸ maps.doc.govt.nz

⁹ maps.doc.govt.nz

1	2	3	4	5	6	7	8	9
Public Conservation Land	Landing / Hovering Location	Reason for Landing / Hovering	Aircraft Model	Aircraft Registration	Aircraft Weight	Max. No. of Passengers Aircraft Can Hold	Max. No. of Landings / Max. Duration Per Day	Max. No. Landings / Max. Duration Per Year
<u>Correct example</u> ✓ Kaka Conservation Area	Kaka Hut designated landing site	Dropping off heli-hikers	Hughes 500	A0000	493 kg	5	2 landings	20 landings
<u>Correct example</u> ✓ Kaka Scenic Reserve	E1313131 N5151515	Collecting beehives via longline	Robinson R44	A0000	658 kg	3	5 landings	10 landings
<u>Correct example</u> ✓ <u>Kereru National Park</u>	<u>Kereru Glacier</u> E4444444 N5555555	Landing for scenic flight	Cessna 185	A0000	793 kg	5	4 landings	50 landings
<u>Correct example</u> ✓ Kea <u>Conservation Park</u>	Kea National Park Starting from E1111111 N5555555 (see attached map for survey area)	Vegetation survey	DJI Phantom 4 Advanced Drone	NA	1368 g	N/A	30 minutes per day	3 hours per year
<u>Incorrect example</u> ✗ DOC land	Kaka Conservation Area	Heli landings	Hughes 500		Unknown		3	N/A

1	2	3	4	5	6	7	8	9
Public Conservation Land	Landing / Hovering Location	Reason for Landing / Hovering	Aircraft Model	Aircraft Registration	Aircraft Weight	Max. No. of Passengers Aircraft Can Hold	Max. No. of Landings / Max. Duration Per Day	Max. No. Landings / Max. Duration Per Year

H. Duration

State how long (months and years) you want your concession to last (concessions can be granted for up to 30 years, or 60 years in exceptional circumstance)?

Explain why you are seeking this duration. If you are seeking longer than 30 years, explain your exceptional circumstances.

I. 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).

J. 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 Māori) 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

☐

Yes

☐

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

Whānau/hapū/iwi consulted with:

Name of individual you consulted with:

Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	

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

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

K. 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 J.

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
<i>EG: Tararua Forest Park</i>	<i>Heritage feature J23</i>	<i>Damage to the heritage feature</i>	<i>Avoid site by not planting within 100 metres.</i>
<i>Tararua Forest Park</i>	<i>Freshwater ecosystems and species</i>	<i>Vehicle crossings may cause the Introduction of weeds, freshwater pests and increased sedimentation</i>	<i>Use specific crossing points, follow freshwater 'Clean, check, dry' protocols.</i>

L. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁰ relevant to your application:

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

No

☐

Yes

☐

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

¹⁰ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

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

N. 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.	☐
I certify that the information provided in this application form and any attachments is, to the best of my knowledge true and correct.	☐
I have appropriately labelled all attachments and completed section 'M. Attachments' to match.	☐

O. 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	☐
Yes	☐
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

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.	☐
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.	☐
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	☐
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	☐
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	☐
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.	☐
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.	☐

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