

Application for Recreational (Private Use) Drone Use – Short Term



Department of
Conservation
Te Papa Atawhai

New Zealand Government

Is this the right application for me?

Use this application form if you intend to use a drone (or other unmanned aircraft), for:

- Private use
- On public conservation land
- For three months or less.

If you're planning on using your drone or other unmanned aircraft:

- For longer than three months – contact your local [DOC office](#)¹
- As part of a commercial activity – see [commercial drone use](#)² on the Department of Conservation (DOC) website for further information
- For flying (including filming) around marine mammals, (recreationally or commercially) – email permssionschristchurch@doc.govt.nz

Where can I fly my drone on public conservation land?

We recommend you apply for one of the locations listed on the [areas we recommend you apply to use a drone](#)³ DOC webpage. DOC has [recommended locations](#)⁴ forms for recreational drone use to help with your application.

Treaty Partner consultation

DOC has a responsibility to give effect to the principles of the Treaty of Waitangi and may consult with our Treaty Partner about your application. Contact your local [DOC office](#)⁵ if you require further information about consultation.

How do I complete this application form?

- Complete all sections of this form
- Complete the relevant DOC [recommended locations](#)⁶ for drone use forms and attach the location forms to this application
- DOC encourages electronic applications (e.g. email a 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 require 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 H)

¹ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

² <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/commercial-drone-use/>

³ <https://www.doc.govt.nz/get-involved/apply-for-permits/drone-use-on-conservation-land/areas-we-recommend-you-apply-to-use-a-drone/>

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/recreational-drone-use/>

⁵ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

⁶ <https://www.doc.govt.nz/get-involved/apply-for-permits/recreational-drone-use/>

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

- Check the DOC's [drone use on conservation land](#)⁷ webpage. This includes information on areas we recommend you apply to use a drone, flying drones in national parks, flying drones near birds, flying drones near marine mammals, and drone safety.
- Arrange a free pre-application meeting (either face to face or over the phone) by contacting the local [DOC office](#)⁸ closest to where you want to use your drone. You can use [DOC maps](#)⁹ to identify which District Office you should contact.
- If your application covers multiple districts, contact the office nearest most of the locations you are applying to use a drone at, or nearest to locations you have a specific question about.

What else do I need to know about flying a drone on public conservation land?

Drone users must comply with civil aviation law. See the Civil Aviation Authority of New Zealand's [fly your drone](#)¹⁰ website for more information.

How do I submit my application?

Email your completed application, recommended location forms, and any other attachments to:

permissions@doc.govt.nz

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 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.

What happens next?

Once received, your application will be assessed by DOC. If your application is complete we will begin processing.

If your application is incomplete it will be returned to you for more information.

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/drone-use-on-conservation-land/>

⁸ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

⁹ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

¹⁰ <https://www.flyyourdrone.nz/>

What processing fees will I pay?

You will be required to pay a **processing fee** for this recreational drone use application. The processing fee is listed on the [recreational drone use](#)¹¹ page of the DOC website.

You will be charged a processing fee for each of the nine [DOC Operation Regions](#)¹² you apply to use your recreational drone (click on 'Operations Regions' to see this information).

DOC will invoice your processing fee after a decision has been made on your application. If you withdraw your application, you will be invoiced for the costs incurred by DOC up to that point.

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/recreational-drone-use/>

¹² <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

A. Applicant details

Legal status of applicant (tick box)	<input type="checkbox"/> Individual (Go to 1)		
	<input type="checkbox"/> Educational institute (Go to 2)	<input type="checkbox"/> Trust (Go to 2)	<input type="checkbox"/> Incorporated society (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 trust, educational institute or incorporated society)		
	Trust or incorporated society registration number		
	Physical address	Postcode	
	Postal address (if different from above)	Postcode	
	Registered office/Incorporated society (if applicable)		
	Contact person and role		
	Phone	Mobile phone	
	Email		

B. Pre-application meeting

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

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

If yes, state when and who with:

--

C. Description of activity

Tick the boxes for all activities that apply:

- I intend to use my drone for filming/photography, for private use.
 - I intend to use my drone to do one or more of the following on public conservation land: take off, land, and hover.
 - I do not intend to take off from or land my drone on public conservation land. I intend to fly over public conservation land without hovering.
 - I intend to use my drone for another reason. Describe the activity below. If you need more space, continue your answer in an attachment and fill in section H 'Attachments'. The locations for the activity should be listed in section E.
-

D. Term

State the length of the term sought. The maximum term you may apply for using this application form is three months.

Start date: DD/MM/YYYY (inclusive)

End date: DD/MM/YYYY (inclusive)

E. Locations and drone specifications

You must identify all the locations where you want to use your drone on public conservation land.

Recommended locations for drone use

DOC has created [five recommended location forms listing locations](#)¹³ we recommend you apply to use a drone.

To apply for one or more of these recommended locations:

Recommended Location	Drone specifications
Fill out the recommended location form/s for the region you wish to fly your drone and attach to this application <i>(tick the box for the location form you have filled out)</i>	List the type (model and colour) and weight of each drone(s) or other unmanned aircraft you are going to use at that location
<input type="checkbox"/> Marlborough locations	
<input type="checkbox"/> West Coast locations	
<input type="checkbox"/> Canterbury locations	
<input type="checkbox"/> Otago locations	
<input type="checkbox"/> Fiordland locations	

¹³ <https://www.doc.govt.nz/get-involved/apply-for-permits/recreational-drone-use/>

Locations not listed as recommended locations for drone use

To apply for any other locations, use the table below. If you need help, seek assistance from the closest [local DOC office](#)¹⁴.

- 1 Name of public conservation land:** Use the *official* place name as shown on [DOC maps](#)¹⁵ (see the green examples below). If there is no official place name, use NZTM GPS coordinates.
- 2 Tracks and other areas:** If you plan to use your drone on a track or a specific part of a conservation area (e.g. camping grounds, huts, or valleys) write the official track name or describe the areas in as much detail as possible.
- 3 Drone Specifications** List the type (make, model and colour) and weight of your drone(s) or other unmanned aircraft.

1 Name of public conservation land	2 Tracks and other areas	3 Drone specifications (make, model and weight)
<i>Correct example ✓</i> Fiordland National Park	<i>Correct example ✓</i> Eglington Valley Air Activity Area	<i>Correct example ✓</i> DJI Mavic Air - red and 430g
<i>Incorrect example X</i> National Park	<i>Incorrect example X</i> Walk by waterfall	<i>Incorrect example X</i> Black drone with camera

¹⁴ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>
¹⁵ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

F. Effects assessment

Consider the potential adverse effects of drone use on public conservation land in the table below and the methods DOC proposes to avoid, remedy or mitigate them. Tick the boxes of those adverse effects that may apply to your proposed drone use.

Potential effects	Proposed methods to avoid, remedy or mitigate the effect
<input type="checkbox"/> <i>Disruption to people using public conservation land</i>	<i>Always follow Civil Aviation Authority Rules Never fly a drone directly over people unless they say it is okay Always keep drone a considerate distance away from people</i>
<input type="checkbox"/> <i>Disruption and harm to birds and other wildlife</i>	<i>Avoid disturbing and harming birds and other wildlife Avoid following wildlife Immediately land drone if wildlife is disturbed</i>
<input type="checkbox"/> <i>Damage to vegetation on public conservation land</i>	<i>Always stay in control of drone Always keep drone where I can see it Always be ready to land drone Never fly drone in high fire risk areas</i>
<input type="checkbox"/> <i>Damage to buildings, structures and vehicles on public conservation land</i>	<i>Always keep drone a safe distance from buildings, structures and vehicles Always stay in control of drone Always keep drone where I can see it Always be ready to land drone</i>
<input type="checkbox"/> <i>Drone use in relationship to another aircraft</i>	<i>Always follow Civil Aviation Authority Rules for drone use</i>
<input type="checkbox"/> <i>Fire because of a drone crash</i>	<i>Never fly drone in high fire risk areas Immediately remove the drone battery in crash damaged drones Always carry a fire extinguisher when using a drone Always phone 111 in the event of fire</i>

Additional effects and methods to avoid, remedy or mitigate these effects

If you believe there are additional adverse effects of your drone use, explain the effect(s) and the proposed method(s) to avoid, remedy or mitigate it/them:

G. Other

Is there any further information you wish to supply in support of your application (e.g. evidence of training or certification in piloting drones)? If you need more space, continue your answer on a separate piece of paper and fill in section H 'Attachments'.

H. Attachments

Additional attachments (apart from recommended location forms) should *only* be used if there is not enough space on the form or you have additional information that supports your application (e.g. a drone licence, a map to support your NZTM GPS locations). Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document name	Description of attachment
<u>Correct example ✓</u> Section G Other	<u>Correct example ✓</u> Drone Training Certificate	<u>Correct example ✓</u> Qualification for drone flying
<u>Incorrect example X</u> Information	<u>Incorrect example X</u> 34fpg	<u>Incorrect example X</u> Photo.

I. Checklist

Application checklist	Tick
I have read, understood and will comply with the relevant Civil Aviation Rules for drone use	<input type="checkbox"/>
I have completed all sections of this form 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 and information is true and correct, to the best of my knowledge	<input type="checkbox"/>
I agree to pay the processing fees for my application	<input type="checkbox"/>

J. 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:	

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.	<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"/>
Applicant Name/s (of authorised person/s)	Date

For Departmental Use	
<input type="checkbox"/> I agree that a credit check is not required	
Comments	
Signature (Tier 4 Manager)	Name