



We recommend that you contact your usual permissions advisor, or the [appropriate Department of Conservation Office](#) 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.

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

- A Certificate of Title and other attachments as noted on this form including the enclosed credit Application Form.
- A Draft Environmental Impact Assessment report (EIA) if this application is likely to require an EIA;
- Copies of management plans that relate to the site (for the reserves under the Reserves Act 1977, or land administered under the Conservation Act or any Act listed in the first schedule of the Conservation Act 1987).

## A. Applicant Details

<b>Applicant Name (full name of registered company, institute, organisation, or individual)</b>								
<b>Legal Status of applicant (tick)<sup>1</sup></b>	<b>Individual</b>	<input type="checkbox"/>	<b>Registered Company</b>	<input type="checkbox"/>	<b>Trust</b>	<input type="checkbox"/>	<b>Research Institute</b>	<input type="checkbox"/>
<b>Other (please specify full details)</b>								
<b>Trading Name (if different from Applicant name)</b>								
<b>Postal Address</b>								
<b>Street Address (if different from Postal Address)</b>								
<b>Registered Office of Company or Incorporated Society (if applicable)</b>								

<sup>1</sup> For all other than Individual please attach proof of legal status e.g. company registration information; trust deed registration information and label Attachment A.

Phone		Website	
Contact Person and role			
Phone		Cell Phone	
Email			

**Preparation of Application**

- Are you using a consultant to help you with your application?  
Yes / No **(delete one)**
- Do you want the Department to deal with the consultant?  
Yes / No **(delete one)**

If yes, please provide the contact details of the consultant and the nature of their work (e.g. preparing EIA report)


## B. Activities applied for

### Activities to be undertaken

Please tick **all** the actions that are applicable to the activity you wish to carry out pursuant to the following legislation involving Aquatic Life on and/or off public conservation land:

ACTIVITY TRANSFER/RELEASE	✓	Legislation
to a location where the species does not already exist		s26ZM(3)(a) Conservation Act 1987
to a fish farm where the species does not already exist		s26ZM(3)(a) Conservation Act 1987
to public conservation land		s26ZM(3)(b) Conservation Act 1987
between islands		r63 Freshwater Fisheries Regulations 1983
to a Reserve or National Park		Reserves Act 1977 National Park 1980

### Property in which the release is to take place

Is the applicant the landowner?

Yes / No

If the answer is no, please list contact details for the person who is the landowner and **attach** written evidence that their consent has been gained to release the live aquatic life on their land.

**Attach** a recent copy of the certificate of title for the property in question to show the legal owner.

Supply the map reference either NZMS 260, or NZTOPO50 series at a map scale of 1:50 000.....

**Attach** a map showing the property title boundaries, the water body to which the release will be made, the immediate catchment and the wider catchment in which the water body lies. Note that the water body is that area of water to which the fish can spread naturally from the release location.

**Attach** a plan showing location, shape, size, depth and number of water bodies.

**Attach** photos of the proposed place of release (the location).

## Purpose

What is the purpose of the release?

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Have you considered any alternatives to the use of grass carp and/or silver carp? (please explain)

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If the purpose is weed control, is the purpose also to:

- Achieve a lower overall volume of vegetation;  
Yes / No **(delete one)** or
- Remove a specific problem weed species;  
Yes / No **(delete one)** or
- Remove most or all vegetation from the water body.  
Yes / No **(delete one)**

Is the purpose of the release for fish farming purposes?

Yes / No **(delete one)**

If the purpose is not for weed control or fish farming please describe the purpose in detail:

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Please advise of the stocking rate or the total number of fish to be released:

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**What size will the grass carp be at the release time?**

**What is the source of the grass carp and/or silver carp to be transferred / released (i.e. is the source of the grass carp and/or silver carp a commercial provider?)**

### **Risk factors**

You will need to consider any effects (positive, adverse, cumulative) that might arise as a result of a transfer and release occurring. The factors that need to be considered include:

- The conservation values present in the water body;
- The water body type;
- The purpose for which an artificial water body was built;
- The nature of the weed problem; and
- General risks such as any potential risk to surrounding water bodies if grass carp were to escape.

### **Conservation values**

**Describe the natural values of the water body and its wider catchment:**

### **Water body type**

**Is the water body a natural or modified natural water body?**

Yes / No **(delete one)**

**Is the water body an artificial water body?**

Yes / No **(delete one)**

If the water body is an artificial water body please provide information on:

- The legal status of the land (including if the location is subject to the Conservation Act 1987 or any Act on the First Schedule of that Act (e.g. the Reserves Act) and there is a management plan or strategic plan for the area, please **enclose** a copy); and
- Any other legal and, or planning constraints in respect of the freshwater habitat of the artificial water body (e.g. plan or consent conditions or fish passage regulatory provisions etc.); and
- The purpose for which it was created.

## The nature of the weed problem

Please provide information on the nature of the weed problem:

### General risks

Describe, briefly, how you intend to manage the grass carp and/or silver carp (e.g. prevent or deal with escapes, monitor the effectiveness of the grass carp):

Describe the inlets and outlets of the water body (or that part that the grass carp and/or silver carp could spread to naturally):

If there are natural or artificial barriers to the natural spread of the grass carp and/or silver carp please describe those barriers:

[Redacted]

Please respond to the following questions:

- Can the grass carp and/or silver carp be removed if the removal of the grass carp and/or silver carp is a condition of the release?

Yes / No **(delete one)**

- Is there no or minimal opportunity for the grass carp and/or silver carp to escape from the water body?

Yes / No **(delete one)**

- If the grass carp and/or silver carp did escape could they reach other water bodies with significant conservation values?

Yes / No **(delete one)**

- Are any biosecurity risks being managed and minimised?

Yes / No **(delete one)**

Please provide information on whether the water body is a suitable environment for grass carp and/or silver carp in terms of:

- That the target weed species is palatable to grass carp;
- That the water depth, water temperature and oxygen levels are appropriate for grass carp; and
- That the general water quality is suitable for grass carp.

[Redacted]

## Consultation

### Iwi consultation

Have iwi representatives in the release area been advised of the proposal?

Yes / No **(delete one)**

If an EIA is likely to be required, have the iwi representatives been sent a draft copy?

Yes / No **(delete one)**

Have the iwi representatives been sent a copy of the draft operational plan?

Yes / No **(delete one)**

If you have replied yes to any of the above questions, list the Iwi groups and the people contacted:


**Fish and Game New Zealand consultation**

Has the relevant Fish and Game Council been advised of the proposal?

Yes / No **(delete one)**

If an EIA is likely to be required, has it been sent a draft copy?

Yes / No **(delete one)**

Has Fish and Game been sent a copy of the draft operational plan?

Yes / No **(delete one)**

If you have replied yes to any of the above, record the name of the Fish and Game Office contacted and the name of the person contacted:

**Ministry for Primary Industries consultation**

Has the Ministry for Primary Industries been advised of the proposal?

Yes / No **(delete one)**

If an EIA is likely to be required, has it been sent a draft copy?

Yes / No **(delete one)**

Has the Ministry for Primary Industries been sent a copy of the draft operational plan?

Yes / No **(delete one)**

If you have replied yes to any of the above questions, please record the name of the Ministry for Primary Industries office contacted and the name of the person contacted:

**Please attach any correspondence relating to consultation that you have undertaken.**



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### **C. Background Experience of Applicant**

Please provide relevant information relating to the applicant’s ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations and relevant qualifications). Attach details and label Attachment C.

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.

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### **D. Testimonials**

Please attach two written testimonials, together with the names, occupations, addresses and phone numbers of two people who will vouch for the proficiency of the applicant in the proposed activity. At least one testimonial should contain information in relation to the financial viability and standing of the applicant. These testimonials are to be labelled Attachment D.

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### **E. Public Notification**

Applicants should be aware that this application form will be available for public scrutiny as a result of the public notification which is required under s26ZM(4) of the Conservation Act 1987.

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

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## F. Fees and costs

### Processing Fees:

Section 60B of the Conservation Act contains the statutory provisions regarding processing fees. The Department recovers all direct and indirect costs to process an application from Applicants regardless of whether the application is approved or declined. If at any stage an application is withdrawn the Department will invoice the Applicant for the costs incurred by the Department up to that point. Applicants are required to pay the processing fees within 28 days of receiving an invoice. The Director-General is entitled to recover any unpaid fees as a debt.

The cost of processing a standard non-notified concession is likely to be **\$2065 plus GST plus notification costs**. If the application is assessed as complex, covers multiple regions, or a number of submissions are received, this fee is likely to be higher. The Department will send an estimate of costs to the Applicant once the application has been assessed.

Applicants are entitled to request an estimate of costs at any point but the Department may impose a charge for preparing such an estimate. Estimates are not binding.

### Paying fees:

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 you wish to pay up front, please tick your payment method:

- I have attached a cheque
- I have direct credited into DOC account – please use the Applicant name and permission number (which the permissions team will give to you) as the references.

Department of Conservation

Westpac Bank

Department Account No: 03 0049 0002808 00

- I have a purchase order/number from an organisation registered with DOC: \_\_\_\_\_

If you are applying from outside New Zealand we can process a credit card payment – please contact us to request this procedure.

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.

### 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.

**Additional Fees:**

You may also be required to pay additional fees. These may include:

- Annual management fee to cover administration time; and/or
- Monitoring fee to cover the cost of monitoring the effects of your activity.

Please contact the Permissions team to discuss whether these fees apply.

## 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: An Authorisation may be varied or revoked if the information given in this applicant contains inaccuracies.**

<b>Signature (Applicant)</b>		<b>Date</b>	
<b>Signature (Witness)</b>		<b>Date</b>	
<b>Witness Name</b>			
<b>Witness Address</b>			

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.

# Appendix 1:

## Notes to assist in filling out this form

### **Purpose of the release**

**Note that the purpose of releasing grass carp into water bodies may be for either weed control or fish farming.**

### ***Weed control***

Where the purpose of the release of grass carp into a water body is for weed control then that purpose may include wanting to:

- Achieve a lower overall volume of vegetation: to generally reduce the overall volume of vegetation (most likely to be exotic vegetation) at a place, and to maintain this over time, without intending to remove all vegetation altogether; or
- Remove a specific problem weed species: such weeds may have become dominant in a water body with the result that most vegetation will need to be removed from the water body in order to remove the problem species (this may be part of a restoration project where the intention is that the water body will recover over time and provide improved vegetative habitat); or
- Remove most or all vegetation from the water body: this is to intentionally remove most or all vegetation from an artificial water body so that the water body can better maintain a function or use that may preclude the water body from being good freshwater habitat

### ***Fish farming***

Note that the release of grass carp can be to a fish farm. Fish farming may be carried out using artificial tanks or ponds, or (in theory at least) within natural water bodies.

### ***Stocking rate***

The Department requires certainty, either with the initial application or immediately prior to the release date, as to what exact number of grass carp are to be transported and released.

When a stocking rate is used, the Approval is likely to state a minimum stocking rate that cannot be exceeded for that application. If a stocking rate is used then prior to the date of transport of the grass carp to the release site the Department will require:

- Reconfirmation of the weed cover; and
- The total number of grass carp to be released if that information has not already been supplied.

The Department will also generally require the introduction of the grass carp is to be done on one occasion rather than at staggered intervals.

### ***Size of fish at release***

The Department will generally require that grass carp be over 250mm at release but exceptions to this will be considered on a case by case basis.

The Department will require the grass carp to be of a certain size at release for a number of reasons including:

- That grass carp need to be of a size and age to be herbivorous and therefore more efficient at removing aquatic vegetation;
- That the grass carp need to be large enough to avoid predation; and
- That the grass carp need to be of a size so that they can be contained, i.e. through the use of screens, with the screen being of a practical mesh size to avoid clogging and to provide unimpeded fish passage for indigenous fish species.

### **Risk factors**

Also note that the Department will receive and consider any relevant information on the benefits of grass carp in comparison to the other weed removal tools that are available. However, the Department's primary focus is on assessing the impacts of grass carp at a site, this other information would be of greatest use where it provides context to the application to release grass carp.

### *Conservation values*

Describe the natural values of the water body and its wider catchment; in particular, describe the indigenous freshwater fisheries, recreational fisheries, the freshwater habitat and other natural values both upstream and downstream of the place of release. In doing this make sure to consider the plant and animal species present and:

- The type of ecosystem the water body is within and how the palatable vegetation (i.e. palatable to grass carp) functions within it;
- What animal species are present that rely on the palatable vegetation for food, refuge and spawning sites; and
- The status of the species present and whether they are threatened or at risk.

### *Water body type*

Please identify the type of water body that the grass carp would be released into. Water bodies will be artificial, natural or modified natural water bodies.

Note that for the purpose of this form, an artificial water body is one that:

- Is artificially made (built or formed);
- Is in a location where no natural water body currently existed (whether a permanently flowing, intermittent, ephemeral or remnant water body);
- And has either:
  - No direct or permanent connection to another water body (and so may be rain-fed); or
  - Artificial (engineered) inlets and outlets; and
- Is not a natural or modified natural water body.

Artificial water bodies include these water bodies as long as they meet the above definition:

- Farm dams, effluent ponds and drains;
- Wastewater treatment plants;
- Detention ponds;
- Water storage lakes;
- Recreational lakes such as water skiing lakes;
- Subdivision lakes;

- Fish farm ponds;
- Aquaponic ponds;
- Golf course ponds;
- Any indoor ponds; and
- Aquaria.

### *The nature of the weed problem*

A weed problem may be an invasion of an exotic pest weed species or may just be vegetation (most likely to be exotic vegetation) that has generally accelerated in growth and become overly dominant. The level of weed problem that would justify the release of grass carp will depend on the circumstances, for instance in the case of an artificial water body where there are no land status, legal or planning constraints or rare or threatened species issues (see the EIA section below) a lower threshold would apply to justify the release of grass carp.

The Department would also consider applications to release grass carp into artificial water bodies where there are no land status, legal or planning constraints or rare or threatened species issues if there is no actual weed problem but where it is likely that a weed problem will develop.

### **Consultation**

Note that the Department may not require Iwi to be consulted on grass carp applications that represent minimal risk to the environment. The Department can assist you on the issue of whether Iwi are to be consulted.

### **EIA**

The information you provide on this form will be used to make an assessment as to whether an EIA will be required.

As a guideline on EIA requirements the Department's is likely to require an EIA or natural and modified natural water bodies. An EIA is also likely to be required of artificial water bodies where the following is an issue:

- There is a significant general risk; or
- Where there is an issue regarding freshwater habitat and:
  - The legal status of the land e.g. the land is a reserve;
  - Any other legal and, or planning constraints in respect of the freshwater habitat of the artificial water body e.g. plan or consent conditions or fish passage provisions etc; or
  - The vegetation that is likely to be consumed by the grass carp (whether the target weed or other palatable vegetation within physical reach of the grass carp) forms a part of the habitat of rare or highly threatened species.

(In other situations where landowners or water body managers want to provide vegetative habitat, whether or not that is a purpose in building an artificial water body, the landowner (or other Approval holder) can choose to work with the Department to support those indigenous species if he or she chooses to.)

### **New Locations**

In theory applications can be made for both existing and proposed water bodies. They can be the subject of a single application especially if they are part of a single (albeit staged) development and have the same landowner. If granted, the Approval will determine the "location" where the species will exist that is why it is important to clearly identify the location.

In terms of proposed water bodies (that are not yet built), an application would need to provide information to:

- Clearly identify the area in which the water bodies would be built in the future;
- Describe the potential environmental impacts of releasing grass carp into the water bodies once they were built; and
- Indicate that the water body will develop a weed problem that requires control by grass carp once it is functioning.

The location of the proposed water body could be anywhere within the vicinity of the existing water body as long as it is practical that the potential environmental impacts can be described and assessed in one application. Note that a proposed development with multiple ownership will in practice be more complicated due to the requirements for landowner consent. See also 'Length of Approval' below.

### **Length of Approval**

Generally, the Department will require the release to occur within two years but can be for a longer period where that is reasonable. For example, it may be for longer where an applicant might need that certainty to make constructing ponds worthwhile. However, a condition of the Approval may be that only one release of grass carp per water body (or stage) could take place under the Approval.

### **Monitoring issues**

You will be required to comply with any monitoring conditions on the Approval. Generally these conditions are to simply monitor whether or not the Approval has been complied with and the impact of the release.

### **Operational plan**

An operational plan is likely to be a requirement of any authorisation to release grass carp. An operational plan outlines the security, transport and other management measures necessary for the release of the grass carp to be approved.

### **Removal of the grass carp**

On occasion, Approvals may contain a condition that the grass carp are to be removed. This condition is more likely to be used for weed removal projects that are time bound (i.e. they have a specific end date) rather than 'open-ended' projects where there is no concern about the potential environmental impacts of the ongoing presence of grass carp. Nevertheless, where the condition is used the Department may require that the grass carp be removed (if they have not been already) when:

- The object of the release has been achieved and the ongoing presence of grass carp is preventing the water body from recovering and providing vegetative habitat; or
- It appears, over time, that the object of the release cannot or will not be achieved, for instance, where desirable vegetation is being significantly consumed and the target weed species is not.