

The Department recommends that you contact us to discuss the proposed activity prior to completing the application forms:

Permissions Advisor (Support)

Phone: +64 3 371 3700

Email: permissionschristchurch@doc.govt.nz

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 must be completed when applying for permits to hold, take, import, export marine mammals for research purposes ONLY. If you wish to hold, take, import, export marine mammals for reasons other than research please fill in [Form 12b](#), available on the DOC website.

Please note that simple research permit applications should be lodged at least 30 working days prior to a permit being required. Complex applications may require longer.

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.

- Legal status (company/trust/inc society) registration number (if not an individual)
- All appropriate application forms
- Written consultations (if applicable)
- Supporting information and detail including maps as required in activity forms
- Have you read and accept the section regarding the liability of the applicant for payment of fees.
- If Animal Ethics Committee Approval has been obtained, provide details and attach copies.
- 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, student or university)								
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 (of Applicant)								
Street Address (if different from Postal Address)								
Phone				Website				
Contact Person and role								
Phone				Cell Phone				
Email								
Contact Person and role								
Phone				Cell Phone				
Email								

B. Title of Research Project

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C. Details of Proposed Activity

Take Hold Import Export

NB please tick all applicable activities

D. Applicants/Key Researchers

List the names and institutional affiliations of all the key individuals involved with the research. List any convictions or offences, of any of the applicants or key researchers, against the MMPA 1978 or any other Act involving the mistreatment of animals.

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E. Description of Proposed Research

- Abstract

Provide an abstract of the proposed research project, emphasising the research objectives and the manner in which such activity involves the taking, import or export of marine mammals.

- Duration of Proposed Research

Provide a detailed description of the overall duration of the proposed research.

- Location of Proposed Research

Provide a detailed description of the overall location of the proposed research. Supply a map detailing the location if appropriate.

- Species Name and Status

Provide a list of all the species (common and scientific names) involved in the research activities. Describe the status and factors that affect the species i.e., incidental bycatch, pollution etc.

- Sample Size

Provide sample size for each species, method of sampling and location.

- Proposed Methodology

Provide a detailed description of the methodology proposed ie aerial/boat/drone surveys, photo-identification, biopsy sampling, etc. Include a brief description of any statistical modelling used to justify sample size. Clearly indicate the actual or estimated age (i.e., neonate, pup/calf, juvenile, adult), size, sex and reproductive condition of the animals at the time of taking.

- Justification of Proposed Research

Describe why this work is necessary, clarify if it has been done before and if so why it needs to be repeated. It is especially important to identify and justify all procedures, which have the potential to cause pain or distress to the animal(s), and details of the steps to be taken to avoid or minimise the pain or distress.

- Risk Mitigation

Outline what steps you will take to limit or mitigate any potential adverse impacts the proposed research may have. Impacts include any aspect that may affect the health and safety to the animal, or to members of the public; adverse effects on public relations, or any loss or destruction of cultural or historic resources.

F. Other

Is there any further information you wish to supply in support of your application?

G. Consultation Undertaken

Some applications require consultation with whānau/hapū/iwi (local Māori), and other interested parties. Please contact the nearest Department of Conservation office to discuss what is required. Written expert views, advice or opinions concerning your proposal may also be attached to support the application. Attach any proof of consultation to the application.

In order to assist consultation please discuss how you believe the research may have an impact on cultural values and measures you will take to mitigate their effects. An example is discussing the research with local Maori.

H. Fees

This section only applies to applications with a commercial focus – which will include applications from registered companies. The Department does not charge fees for domestic non-commercial Marine Mammals Protection Act permits.

Section 60B of the Conservation Act enables the Department to recover all direct and indirect costs from an Applicant to process an application 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 estimated standard application fee is **\$450 +GST**. This covers most applications.

However if your application is likely to have significant effects, is novel, or spans multiple DOC regions, it will require more careful consideration and may take longer to process and cost approximately **\$800 +GST**.

Particularly complex applications may incur further costs – you will be sent an estimate of costs in this situation. We will contact you to advise if the fee is more than the estimated standard cost. Applicants are also 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.

You may also be required to pay a fee to cover the cost of the Department monitoring the effects of your activity. Please contact the Permissions team to discuss whether these fees apply.

Waiving or Reducing Fees:

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

You may apply for a fee waiver or reduction if you provide information to the permissions team about how your application meets at least one of these criteria:

- The activity will make a direct contribution to management
- The activity will support or contribute to the Department's priority outcomes – which are stated in the Department's 2013-2017 Statement of Intent ([available on the DOC website](#))
- There will be other non-commercial public benefits from the permission (if approved)
- Activity covered by the authorisation (other than research, collection or educational activities) will make a contribution to the management of, or the public interest in, the lands that are covered by the permit

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.

Please select your method of payment below:

I have attached a cheque

I have direct credited the DOC account (please use Applicant name and MMRP as references)
Department of Conservation
Westpac Bank
Account number: 03 0049 0002808 00

I have a purchase order/number from an organisation registered with DOC

Order number/purchase number:

I do not intend to pay the fees at the time of applying and/or I require an invoice for payment – I have filled in the Terms and Conditions for an Account with the Department of Conservation (following) with my own information.

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.

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 Director-General may vary any permit 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 the Marine Mammals Protection Act 1978.

Applicants should familiarise themselves with the relevant sections of the Marine Mammals Protection Act 1978.

NOTE: Further information may be sought from you for this assessment if this application is not completed fully as required. 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 only

Credit check undertaken			
Comments :			
Signed		Name	
Approved (tier 4 manager or above)		Name	