



Wildlife Act Authority (General)

Application form 9

This application form is only for the following activities involving any animal protected under the Wildlife Act 1953 (which does not include marine mammals)

Catch, handle, release wildlife at one site

- Hunt, disturb, kill or catch alive protected wildlife that are causing damage (under section 54 of the Wildlife Act 1953)
- Catch and/or hold wildlife for rehabilitation – up to 3 months
- Hold wildlife in permanent captivity, if already held in captivity

Using this application form

Completing the application



Save – You can save this application form to your digital device and edit or complete it in your own time.



Fill – You can fill this application digitally using Microsoft word. If possible, we prefer you completed it this way, as it helps us process your initial application faster.



Print – You can print this application form and fill it manually, then scan it, or you can complete it digitally, then print it.



Submit – Either a hard copy at your local DOC District Office, or



Email – (Preferably) email your application and all the required labelled attachments to:
permissions@doc.govt.nz



Important – Failure to complete this application form correctly may result in your application being returned to you seeking more information, which may extend the time it takes the Department of Conservation to process your application, or it may result in your application being declined. If you need help completing your application, please [contact your local DOC office](#), or email permissions@doc.govt.nz

Navigation



Hints – Use the links through the hints column on the right hand side of the application form



Scroll – Simply use your mouse or keyboard arrows to scroll through the document page-by-page.

! Application checklist

- ☐ Have you included labelled attachments as required for your activities (including reports, maps, testimonials, and consultation documentation)?

Ensure these are attached/submitted with your application (see Section B: Activity, for more information).

- ☐ Have you read the section regarding liability of the applicant for payment of fees?

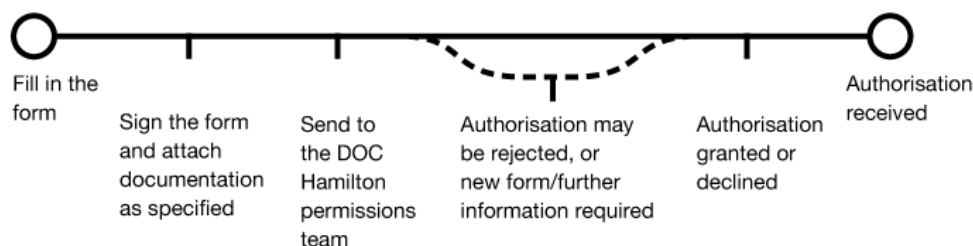
- ☐ Have you ensured you have any other necessary consents required (e.g., RMA consent)?

- ☐ Have you signed your application (digitally or manually)?

Before you start

All efforts in putting together a detailed application are greatly appreciated and will allow the Department to effectively and efficiently process your application.

Process



Before Submitting

Before submitting your application, please ensure you have prepared the appropriate supplementary documentation if required, and named them accordingly:

- Species Management Plan*
- Attachment Project Background/Research Proposal
- Attachment Supplementary Information Attachment
- Proposed Location
- Attachment Restricted Lands
- Attachment Proposed Wildlife
- Attachment Maps of land
- Attachment Skills and Experience
- Attachment Iwi Engagement
- Attachment Other Consultation
- Photos of enclosures

SUBMIT via permissions@doc.govt.nz

! Please take the timeframes below into consideration when submitting your application.

! An application is deemed complete when all information requested has been received.

! Any amendments requested after lodgement may require a Form 9a variation application to be completed resulting in a delay of processing of your application.

! Please see also the [fees](#) section.

*Please note that if your activity requires a species management plan and you do not supply one, your application will not be accepted and will be returned to you. If you are unsure if one is required, please enquire at permissionsupdates@doc.govt.nz



Section A | Applicant details

Full name of person to hold the Authority (registered company, institute, organisation, or individual)

Legal status of applicant:

- ☐ Individual ☐ Trust ☐ Registered company
☐ Research institute ☐ Other (specify)

! Please attach a copy of Trust Deed

Registration number (if company, trust or incorporated society)

Trading name (if different from applicant name)

Any previous Authorisations held? ☐ Yes ☐ No

If yes, please provide Authority number

If yes, have you completed the reporting requirements under that Authority? Note: your application will not be accepted and returned to you if not completed. ☐ Yes ☐ No

Postal address

Street address (if different from postal)

! You must provide a New Zealand address for service.

Registered office of company or incorporated society (if applicable)

Phone

Website

Contact person and role

Phone

Mobile

Email

! Please fill these three fields for your company contact person or if you are applying as an individual.

Section B | Activities

1. Purpose

Please select or specify the purpose of the activity.

- | | |
|---|---|
| <input type="checkbox"/> Traditional/cultural use | <input type="checkbox"/> Salvage* (including Species Management Plan) |
| <input type="checkbox"/> Species management | <input type="checkbox"/> Education |
| <input type="checkbox"/> Rehabilitation of sick/injured animals | <input type="checkbox"/> Museum display/collection |
| <input type="checkbox"/> Research | |

Incidental killing*

Other:

*if ticked you must fill out Appendix 1

2. Research/species management project description.

If the activity is research or species management, then please specify the purpose of the research or management activity.

Please provide a summary in plain English (100 words or less) here and include project objectives:

2.1 What are the protective benefits of your Activity and how is the Activity consistent with the purpose and objectives of the Wildlife Act (i.e. Protection or Control of Wildlife)

! Please note that if your activity requires a species management plan and you do not supply one, your application will not be accepted and will be returned to you. If you are unsure if one is required, please enquire at permissionsupdate@doc.govt.nz

! If you need more room, attach a copy of your project proposal to this form and label it Project Background.

! [Wildlife Act 1953](#)



Section B (continued) | Activities

3. Species name and threat classification

Please list the common and scientific name/s and threat classification of all protected species for which the authorisation is sought.

Common name	Scientific name	NZ threat classification
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

! “NZTC list” means the most recent officially published list for any taxonomic group developed using the New Zealand Threat Classification System Manual by Townsend, et. al. (2008), or any successor document. To view the list, visit [our website](#).

4. Activities

4.1. Actions

Please select all the actions that are applicable to the activity you wish to carry out involving wildlife on and/or off public conservation land.

- | | |
|---|---|
| <input type="checkbox"/> Catch and handle wildlife on site | <input type="checkbox"/> Transfer captive wildlife from one holding facility to another holding facility |
| <input type="checkbox"/> Take samples from wildlife | <input type="checkbox"/> Kill wildlife |
| <input type="checkbox"/> Take or destroy the eggs of wildlife | <input type="checkbox"/> Hunt, disturb, kill or catch alive protected wildlife that are causing damage (under section 54 of the Wildlife Act 1953) |
| <input type="checkbox"/> Attach identification bands to wildlife | |
| <input type="checkbox"/> Mark – tag or attach other scientific apparatus (except bands) to wildlife | Other: |
| <input type="checkbox"/> Mark in any way – paint, twink, shaving, toe clipping etc. | |
| <input type="checkbox"/> Catch and temporarily hold wildlife in captivity (less than 3 months) | |



Section B (continued) | Activities

4.2. Is Animal Ethics approval required?

☐

Yes

☐

No

☐

Don't know



If yes, please attach evidence of Animal Ethics Approval

5. Authorisation term and activity timeframes

5.1. Authorisation term

Authorisations will be granted for a limited term. Please specify the start and end dates you would like your proposed authorisation to cover and explain why this term is sought. e.g. 'July 2015 – March 2015' or 'from date of issue for 5 years.'

Term:

Reason e.g. If an activity has a firm start date, please provide a detailed explanation as to why:

6. Number to be caught, held or killed

Where possible, please state:

The target number of individuals of each species of protected wildlife to be caught, held or killed and what proportion of the local and global species population you estimate would be affected by your activity.

Species	# of individuals	Proportion/population
1.		
2.		
3.		



If your application is not to catch, hold or kill a live animal (i.e. you are applying to hold specimens), please go to Question 11.



Section B (continued) | Activities

7. Method/s of capture

Please describe the methods to be used to safely, efficiently and humanely catch, hold or kill the animals and identify relevant animal ethics processes.

8. Samples to be collected

8.1. Samples, amounts, methods

Please list exactly what samples are to be taken (e.g. blood, DNA, feathers, etc) and the methods/s to be used, including amounts to be taken (if known).

Sample	Method	Amount
1.		
2.		
3.		

8.2. Purpose

Please state the purpose for which the samples would be taken (e.g. taxonomy, genetic analysis, disease screening) and if they will be sent overseas.

Sending **overseas**?

☐ Yes ☐ No

8.3. Samples for genetic modification

If you will be taking samples for genetic modification, please attach your Environmental Risk Management Authority (ERMA) application and label it attachment B6.2.3.

! If no samples are to be collected, please go to [Question 9](#).

! If you answer **Yes** to sending samples overseas, please download and complete Form9f see [Application forms: Apply for permits](#)

Section B (continued) | Activities

9. Marking, banding, tagging

9.1. Banding

Are you requesting to **band** wildlife?

☐ Yes

☐ No

9.2. Other marking

If you are proposing to mark wildlife with any other mark than a band, please describe the type of marking and details of the method to be used to attach it to ensure the animals' health and safety e.g. transmitters, transponders, paint, twink, toe clipping etc.

Mark/tag to be fitted

Method

! Radio transmitter frequencies 160.6 MHz to 161.11 MHz (channels 48-99) must not be operated unless the Authority Holder is in possession of a separate sub-licence issued by the Department of Conservation

10. Proposed activity site(s)

Indicate what land your proposed activity includes:

- ☐ **Public Conservation Land (PCL)**
- ☐ **Land not managed by the Department**
- ☐ **A mix of PCL and land not managed by DOC**

Note: If a nature reserve, scientific reserve, government purpose reserve, national park, wildlife sanctuary or wildlife refuge, you may need a separate entry permit. Speak to your local District Office for advice.

10.1. Activity site

Clearly identify the location/s in which your project will be carried out and why the locations/s are the best option. For all sites, include a map and GPS co-ordinates. Attach your map(s) and label them attachment B3.1 Proposed Location.

! Use [DOC Maps](#) to view Conservation Land.

! Wildlife Act Consents may apply to private land and public conservation land. If the location is private land, you will also need the consent of the landowner, or other appropriate access legislation (e.g., The Public Works Act 1981).



Section B (continued) | Activities

10.2. Why these locations?

Clearly state why these locations/s are the best option.

11. Captive

Please answer if the live animal/s; specimen/s; or sample/s is to be obtained from another authorised wildlife holder, who has an authorisation to hold the species in captivity or the specimen/sample. Fill in the following information of the person **from** whom the animal/specimen/sample will be obtained.

Name

Address

DOC authorisation number

Expiry Date (dd/mm/yyyy)

11.1. Holding live animals

Please fill in this section if you currently hold animals in captivity and wish to continue doing so; or you wish to receive animals held in captivity at another facility; or you wish to hold animals for less than 3 months for rehabilitation.

11.2. Captive management programme

Are you part of a co-ordinated captive management programme for the species? ☐ Yes ☐ No

If yes, please state the name of the DOC captive co-ordinator and whether they support this application.

Co-ordinator's name

Supports application? ☐ Yes ☐ No

! If you are intending to receive animals from another authorised holder, ensure they have an authorisation to transfer.

! Please attach written proof of their support and label it attachment B10.4



Section B (continued) | Activities

11.3. Holding site

Provide a detailed description of the holding facility/cage including dimensions.

Holding site address:

Description of facility/cage

Note: Please attach photos as an attachment and number the attachment accordingly.

12. Management of effects

Please list all actual and potential adverse (or positive) effects of the proposed activity at the site, including effects on the target species, other indigenous species and the ecosystems at the site. Where adverse effects are identified please state what methods will be used to manage those effects.

Effect	Management method
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! The applicant must meet the requirements of the DOC Captive Management SOP and the facility must meet the requirements of the husbandry manual for the species, where one exists.

! If your activity involves holding protected wildlife in captivity there are some extra requirements you must fulfil.

See [holding wildlife](#).

! If you are applying to hold specimens or parts of them, or you are applying to hold wildlife already in captivity, you do not need to answer this question.



Section C | Applicant skills and experience

Please provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous authorisations, membership of professional organisations and relevant qualifications and experience). List full names of all individuals who will be involved in the activity.



Please attach details and label as Attachment D.

All individuals involved in activity

Full Names

Has the applicant or any company directors, trustees, partners, or anyone involved with the application been convicted of any offence?

☐ Yes

☐ No

If yes please provide details:

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?

☐ Yes

☐ No

If yes please provide details:




Section D | Engagement

DOC has a responsibility to give effect to the principles of the Treaty of Waitangi (Treaty) in all the work we do. DOC engages with whānau, hapū and iwi to make informed decisions. We actively encourage you to engage directly with local iwi, hapū, prior to applying, and build ongoing relationships.

Please attach proof of all engagement e.g., email communications or project planning meeting minutes, include a list names and contact details of iwi hapu reps you have contacted, and label as Attachment E1.0 'Iwi Engagement'.

Please provide the names and details of any other supporting information, expert views, advice or opinions obtained here. Please attach those additional written expert views, advice or opinions concerning your proposal to support the application and label them Attachment E2.0 'Other Consultation'

 If you are unsure of any consultation requirements for your proposal, please see the [iwi consultation section](#) or contact your local DOC Partnerships office to discuss what is required.

Section E | Fees

Please note

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

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.

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. The processing fees are detailed on the DOC website: <https://www.doc.govt.nz/get-involved/apply-for-permits/interacting-with-wildlife/>

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 below for the terms and conditions you need to accept for a DOC credit account.

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.

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 direct credited the 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
Account number: 03 0049 0002808 00

☐ I do not intend to pay the fees at the time of applying and/or I require an invoice for payment

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

! If you are making an application for non-commercial activity, [proceed to declaration](#).

! 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.

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

Section E (continued) | Fees

Fee waivers and reductions

The Director-General has discretion to reduce or waive processing fees. You may apply for a fee waiver or reduction if you can provide information to the permissions team about how your application meets at least one of the following criteria.

- The activity will make a direct contribution to management
- There will be other non-commercial public benefits from the activities covered by the authorisation (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 authorisation

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.

☐ Do you intend to apply for a fee waiver?

Note: if the waiver is declined, you will be charged the cost of processing this request.

Terms and conditions: Account with the Department of Conservation

Have you held an account with the Department before?

☐ Yes

☐ No

If **yes**, under what name?

Terms and conditions: Account with the Department of Conservation

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.



Section E (continued) | 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.



Section F | 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.

Signature (applicant)

Date (dd/mm/yyyy)

! An Authorisation may be varied or revoked if the information given in this application contains inaccuracies.

This application is made pursuant to Section/s 41(1)(g), 53; 54; 55; and/or 56 of the Wildlife Act 1953 [and (where applicable) Section/s 22; 49; 50; 51; 57; and/or 59 of the Reserves Act 1977; and/or Section/s 5; 13; 14(3) of the National Parks Act 1980; and/or 38 of the Conservation Act].

Applicants should familiarise themselves with the relevant provisions of the Wildlife Act 1953, the Conservation Act 1987, the Reserves Act 1977 and the National Parks Act 1980 relating to authorisations.

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 may require that some or all information in this application be publicly released.



Appendix 1 – Incidental killing of wildlife

When to fill out this appendix?

Fill out this appendix if you have ticked the box in form 9 to apply to salvage or incidentally kill wildlife. The killing of wildlife is incidental if it is not directly intended but is unavoidable and foreseeable when carrying out an otherwise lawful activity.

If you require more room to answer a question, submit that information as an attachment.

What is incidental killing?

Incidental killing of wildlife is defined as the killing that is unavoidable and foreseeable as a consequence of undertaking another lawful activity. It is not the same as accidental killing, which is killing that is not foreseeable.

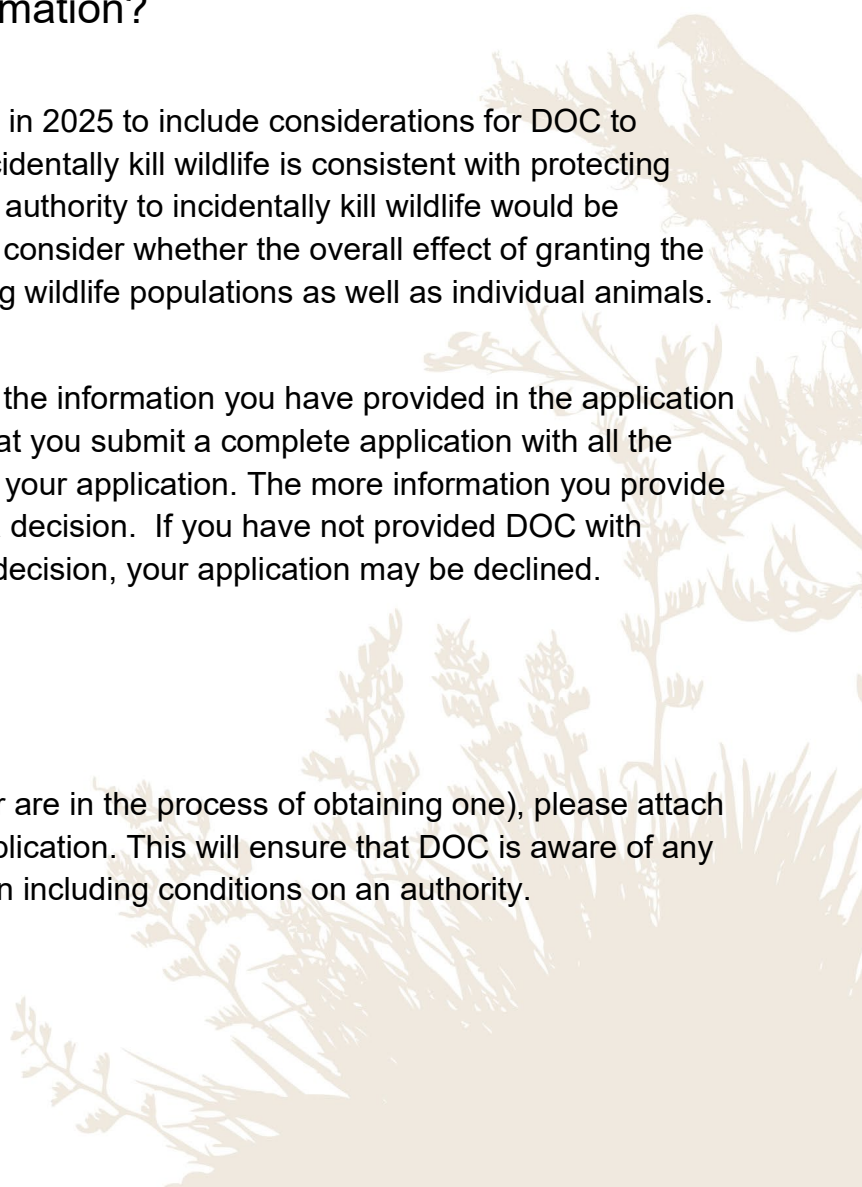
Why does DOC ask for this information?


Amendments to the Wildlife Act were made in 2025 to include considerations for DOC to determine if granting an authorisation to incidentally kill wildlife is consistent with protecting wildlife. In determining whether granting an authority to incidentally kill wildlife would be consistent with wildlife protection, DOC will consider whether the overall effect of granting the authority would be consistent with protecting wildlife populations as well as individual animals.

DOC will assess your application based on the information you have provided in the application form and any attachments. It's important that you submit a complete application with all the information that DOC requires to decide on your application. The more information you provide DOC, the quicker we will be able to reach a decision. If you have not provided DOC with sufficient information to make an informed decision, your application may be declined.

Resource consents

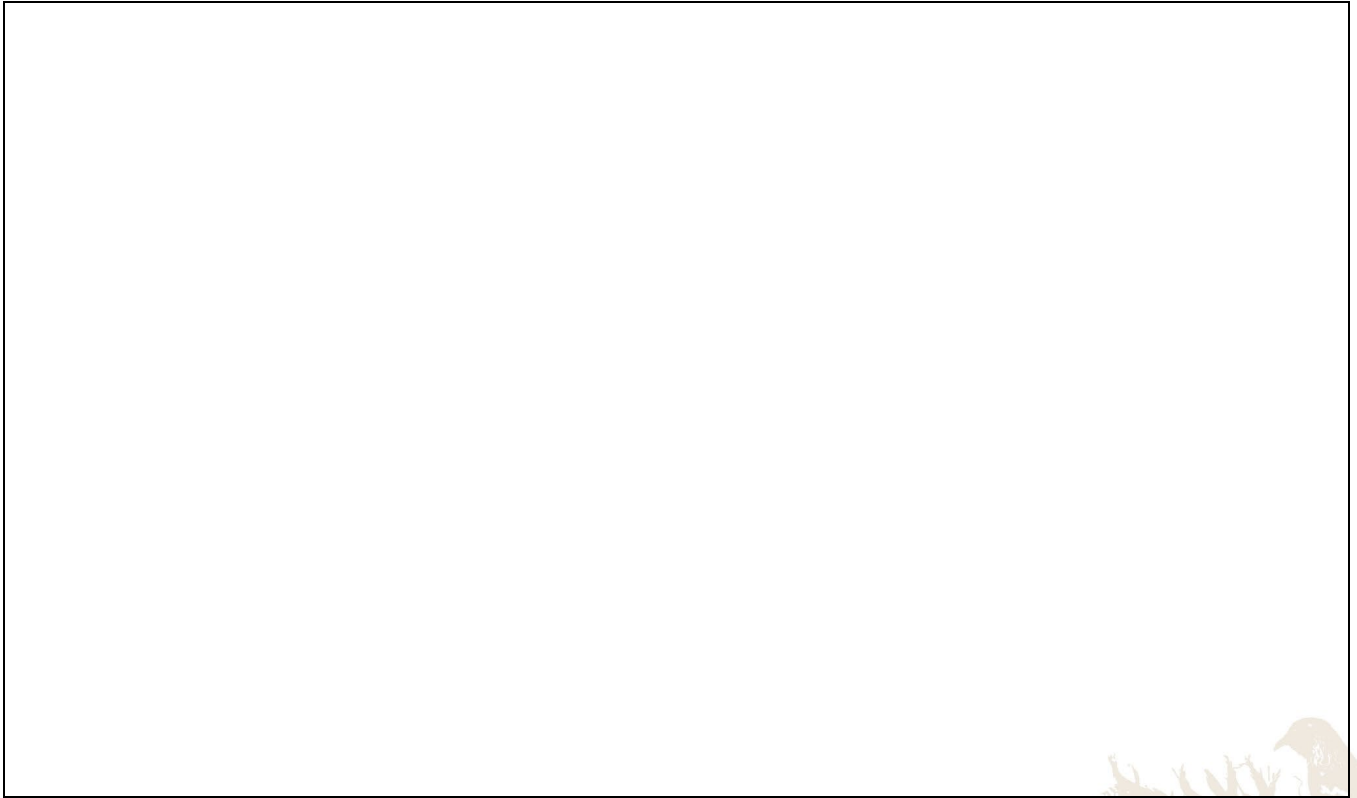
If you have obtained a resource consent (or are in the process of obtaining one), please attach your resource consent when lodging an application. This will ensure that DOC is aware of any other conditions you must comply with when including conditions on an authority.



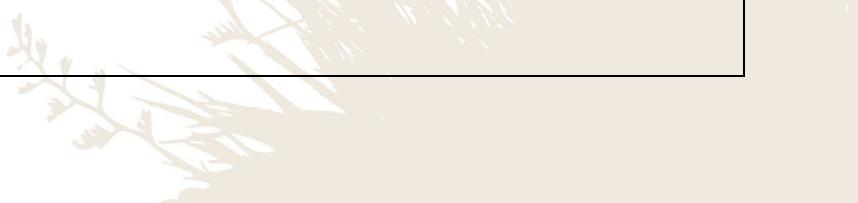



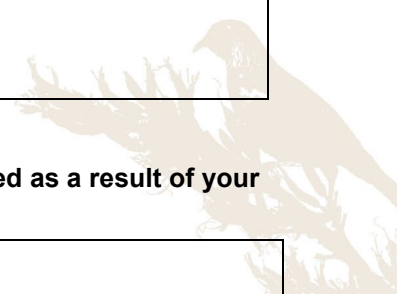
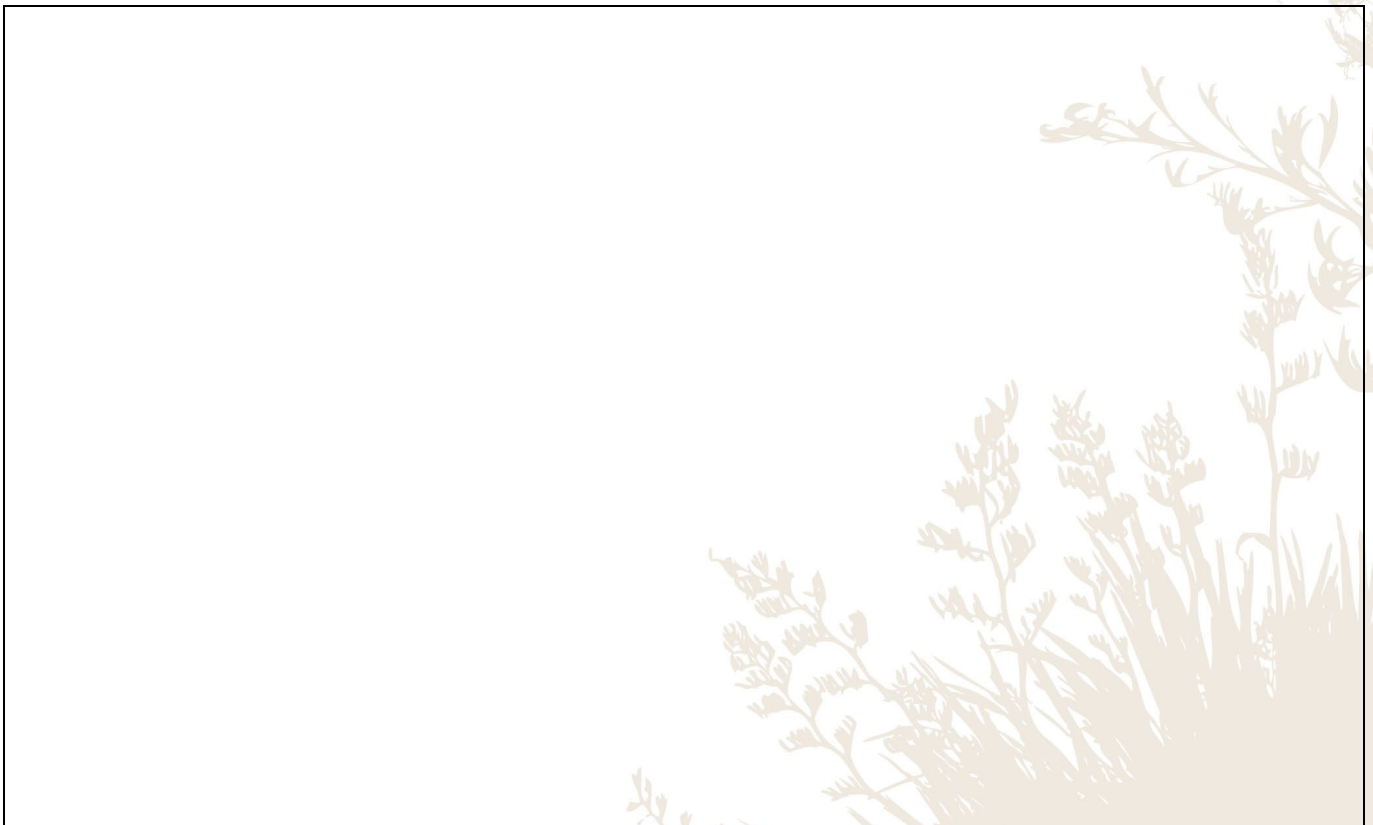


Appendix 1 – Section A

1. Please provide detailed information as to how you have identified the likely presence of wildlife, including which species, that may be affected by your activities.



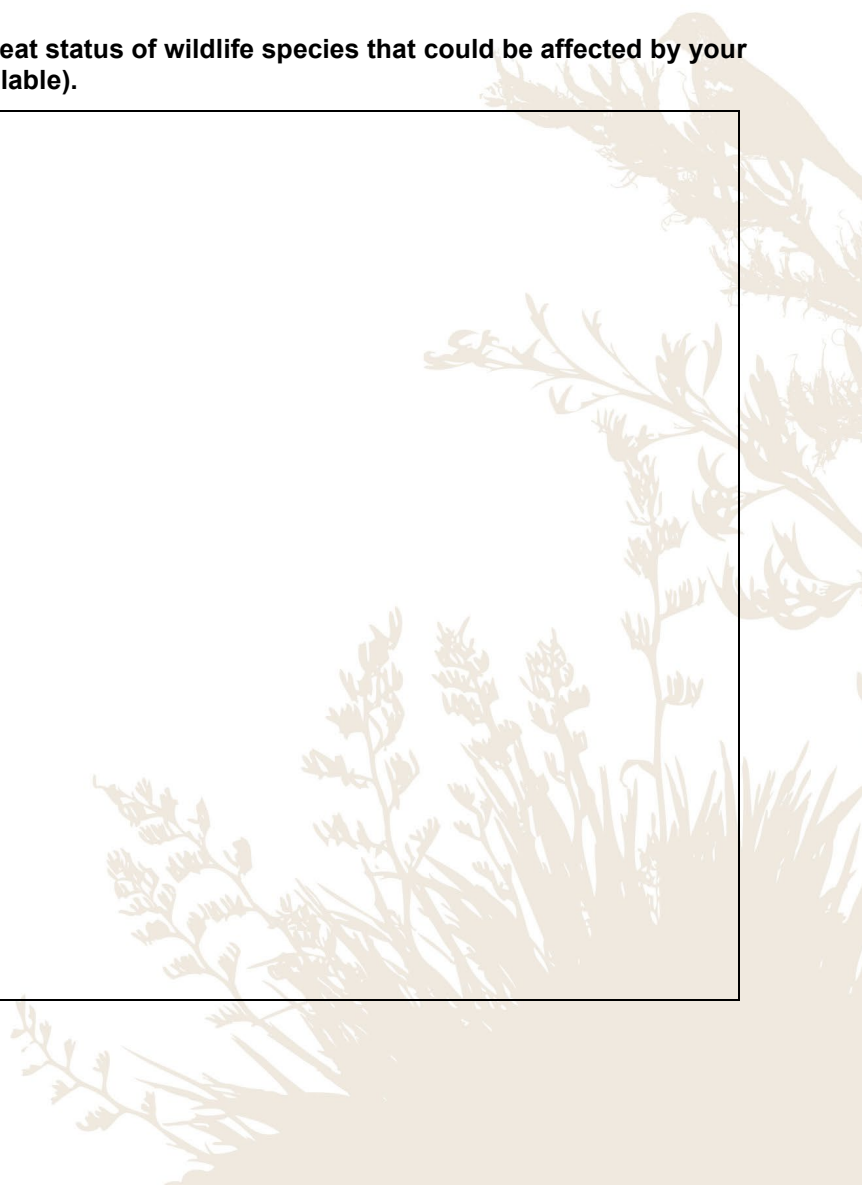
2. Please describe actions that you will take to avoid wildlife being harmed or killed as a result of your activities?





3. Please explain why some wildlife deaths will be unavoidable as a result of your activities, even if you take the steps outlined above to avoid this.

4. Please provide information on regional threat status of wildlife species that could be affected by your activities (if you have this information available).



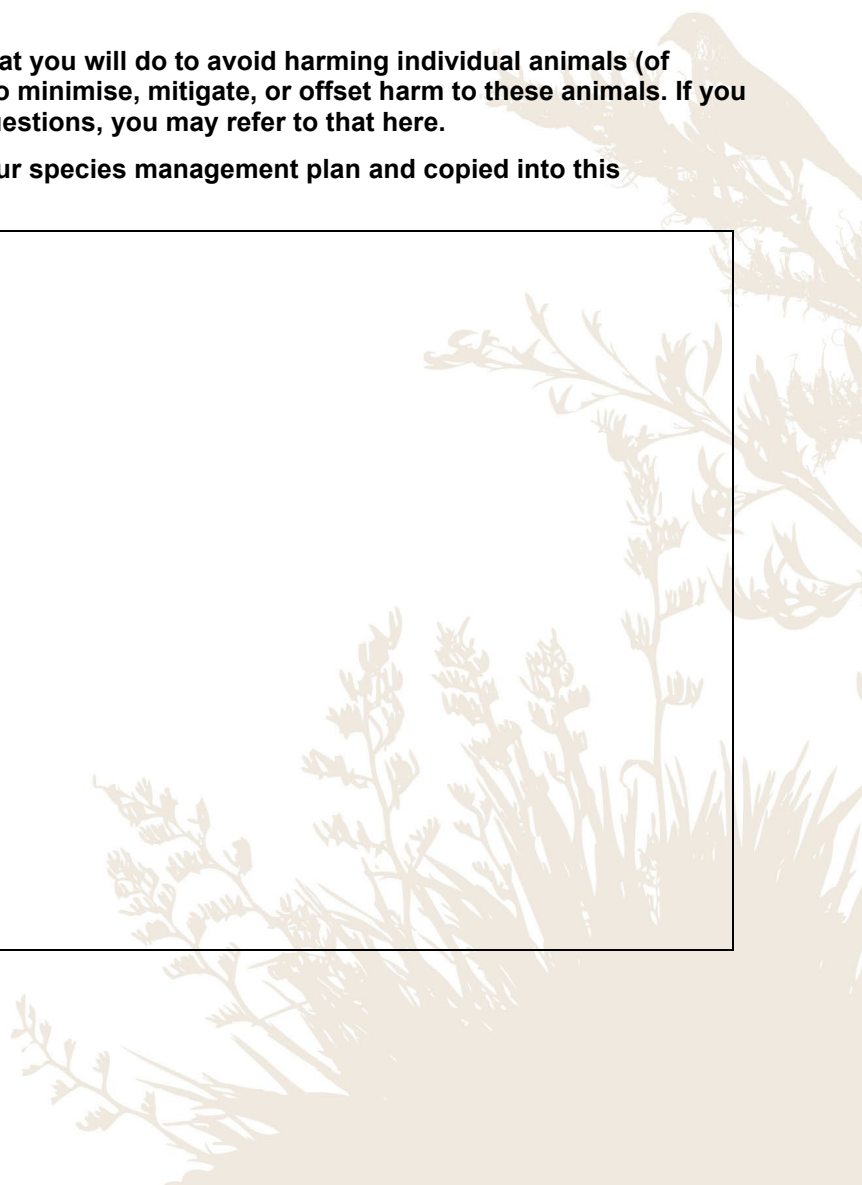


- 5. Please provide detailed information on what you will do to avoid, minimise, mitigate, or offset harm to any wildlife populations that could be affected by your activities.**

This information should be provided in your species management plan and copied into this application form.

- 6. Please provide detailed information on what you will do to avoid harming individual animals (of protected wildlife) as well as any actions to minimise, mitigate, or offset harm to these animals. If you have already described this in previous questions, you may refer to that here.**

This information should be provided in your species management plan and copied into this application form.

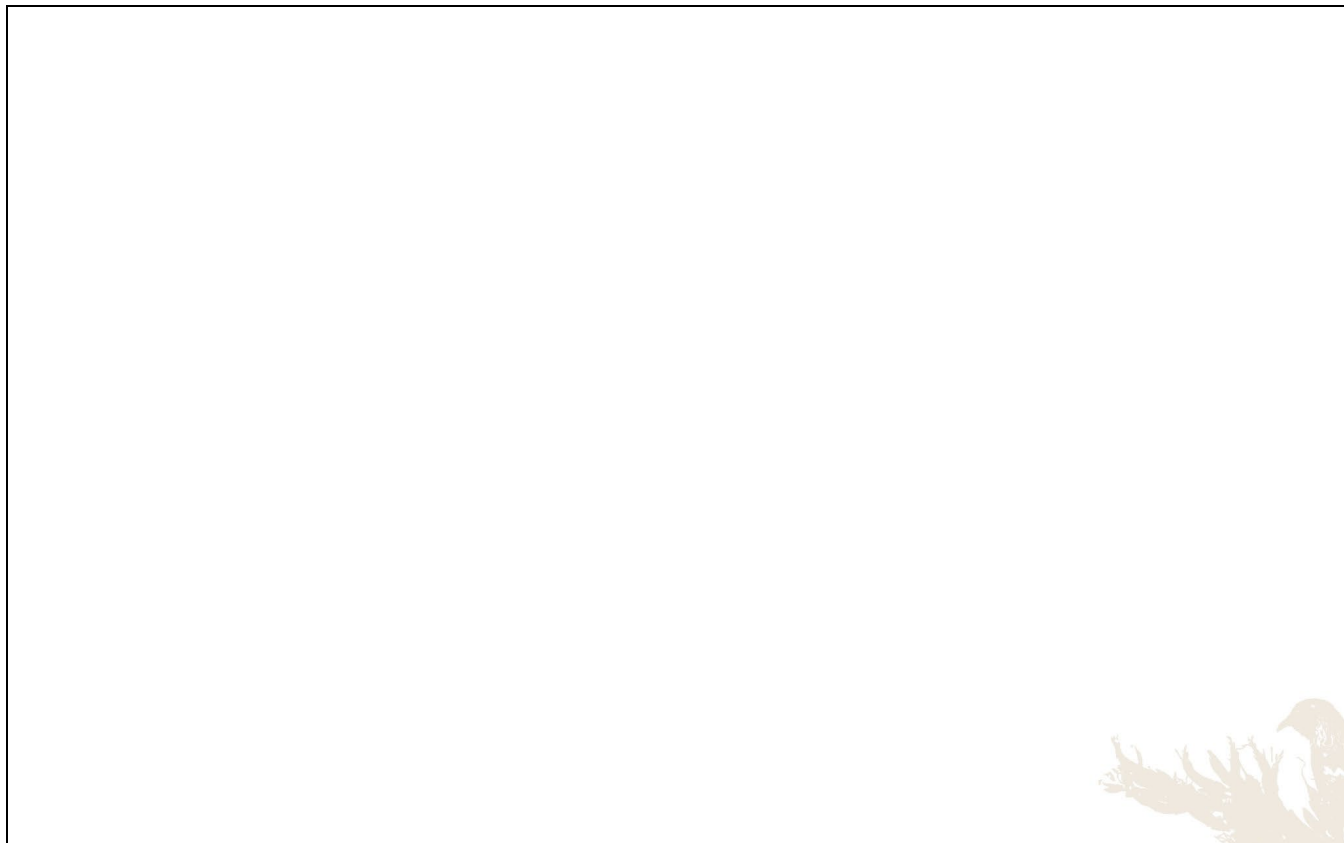




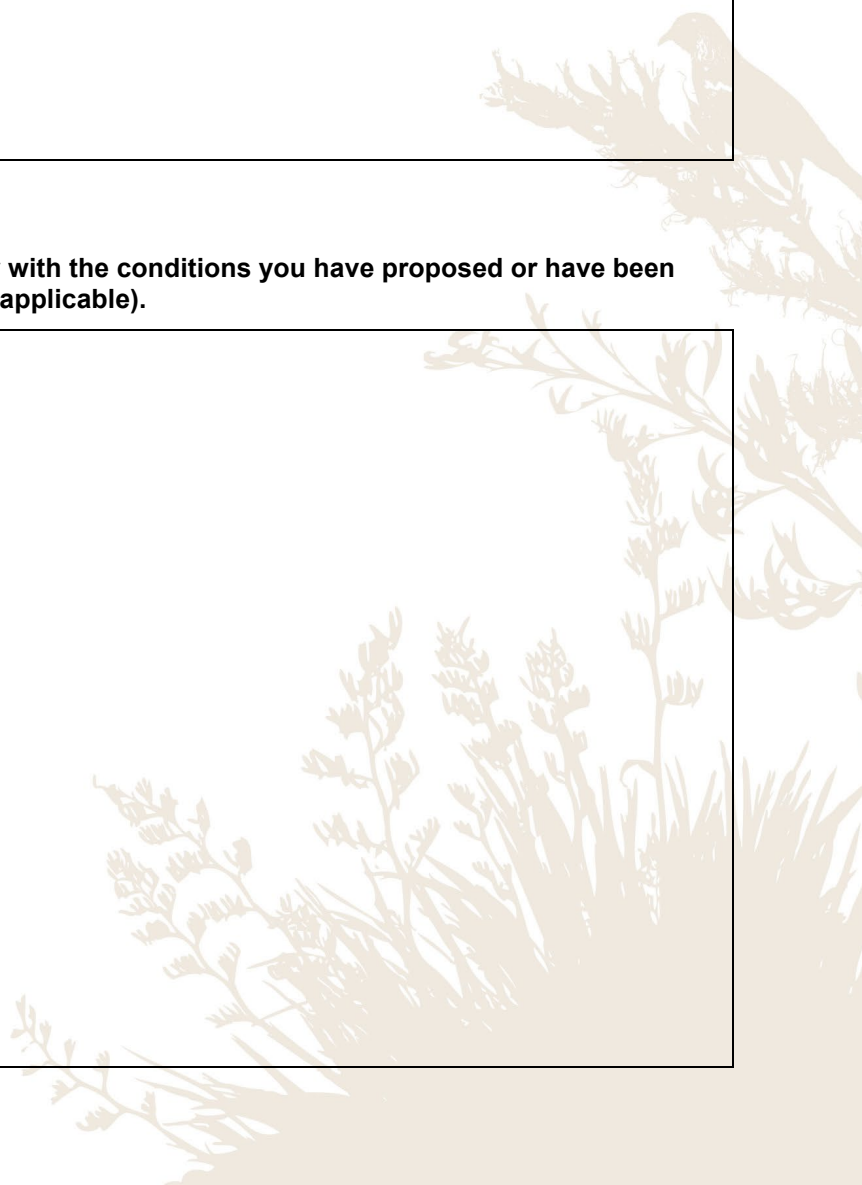
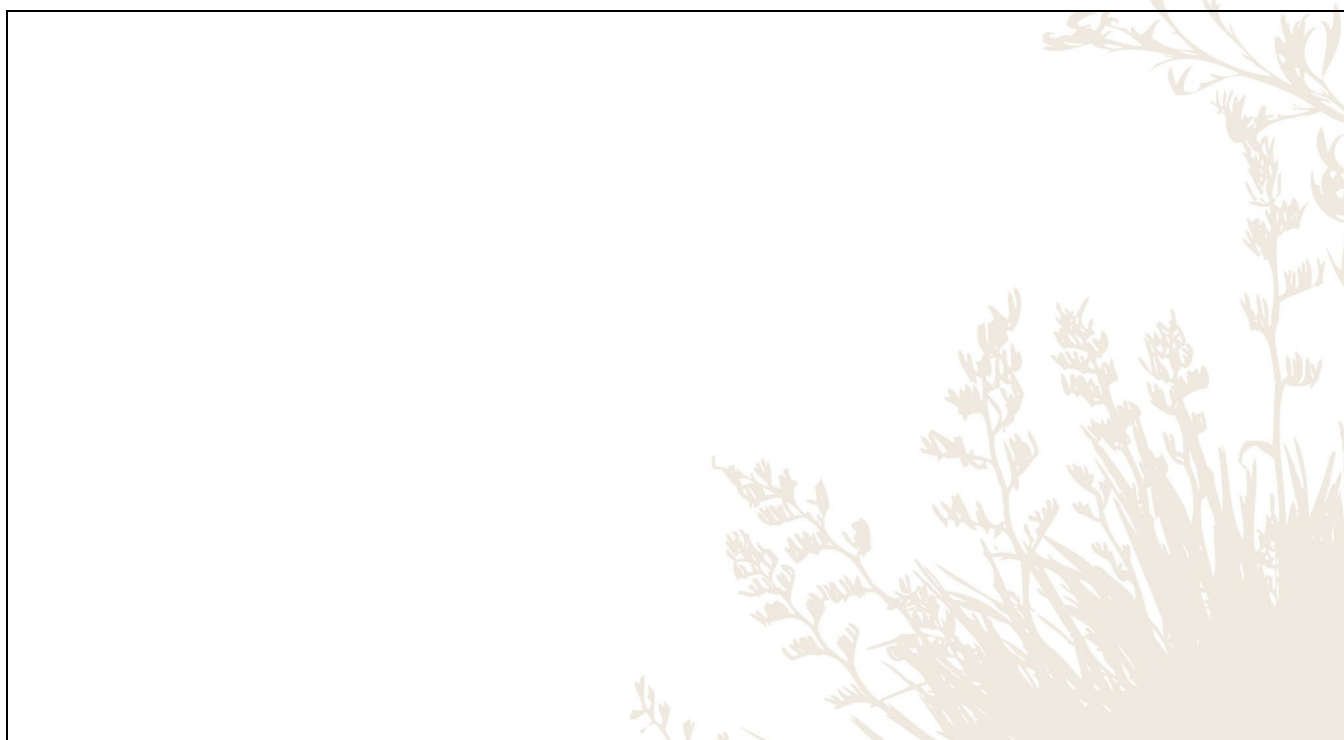
7. What conditions are you proposing to include in your application to avoid, minimise, or mitigate harm to wildlife?

Note: These could include actions that you have previously identified (e.g. to avoid harming wildlife), conditions that form part of resource consents, or any other conditions.

If any of these conditions form part of existing resource consents, please clearly identify this here.



8. Please describe how you intend to comply with the conditions you have proposed or have been imposed in your resource consent (where applicable).





9. If your application includes the salvaging of lizards, please describe how your application addresses the 9 principles of salvage.¹



¹ [Key principles for lizard salvage and transfer in New Zealand](#)

