
Applying for permission to use pesticides or traps on land managed by DOC

This document states the process and standards for an external organisation or individual to apply for permission to trap and/or use pesticides on land managed by the Department of Conservation.

Possum hunters using cyanide paste for skin/fur recovery follow the process set out in the information sheet Cyanide use for possum skin or fur recovery docdm-1552544.

The standards in this and associated documents do not cover all the legal requirements relating to trapping and pesticide use. It is the responsibility of the applicant/operator to identify and comply with legal requirements under the:

- Hazardous Substances and New Organisms Act 1996
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- Agricultural Compounds and Veterinary Medicines Act 1997
- Resource Management Act 1991
- Trespass Act 1980
- Animal Welfare Act 1999
- Any other applicable legislation

It is also the responsibility of the applicant to identify and obtain any other consents or permissions required.

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Associated documents

Application form to use pesticides on lands managed by the Department of Conservation docdm-95868

Example DOC application form: Possum control in the Kotarenui Scenic Reserve docdm-96240

DOC Possum Trapping Permit docdm-96720

National Permit to TBfree NZ to trap possums docdm-1176160

National Permit to TBfree NZ to trap ferrets docdm-1176157

Field Trials for Pest Operations SOP docdm-51573

Links

Download this document and associated forms from the DOC website:

<http://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/animal-pest-control-operations/>

[Inventory and Monitoring Toolbox](#)

Amendments

| Date | Amendment details | Version | Amended by |
|------------|---|---------|------------|
| 02/06/2015 | Effective date for new document | 1.0 | |
| 25/11/2015 | Change to scope wrt community groups | 1.1 | Weldon |
| 24/03/2016 | Information about DOC website updated | 1.2 | Weldon |
| 10/05/2016 | Minor corrections to flow chart | 1.3 | Weldon |
| 1/11/2016 | Requirement for shapefiles to be provided for loading onto Pesticides Summary when application for DOC permission is submitted. | 1.4 | Weldon |
| 28/11/2017 | Update list of legislation | 1.5 | Weldon |

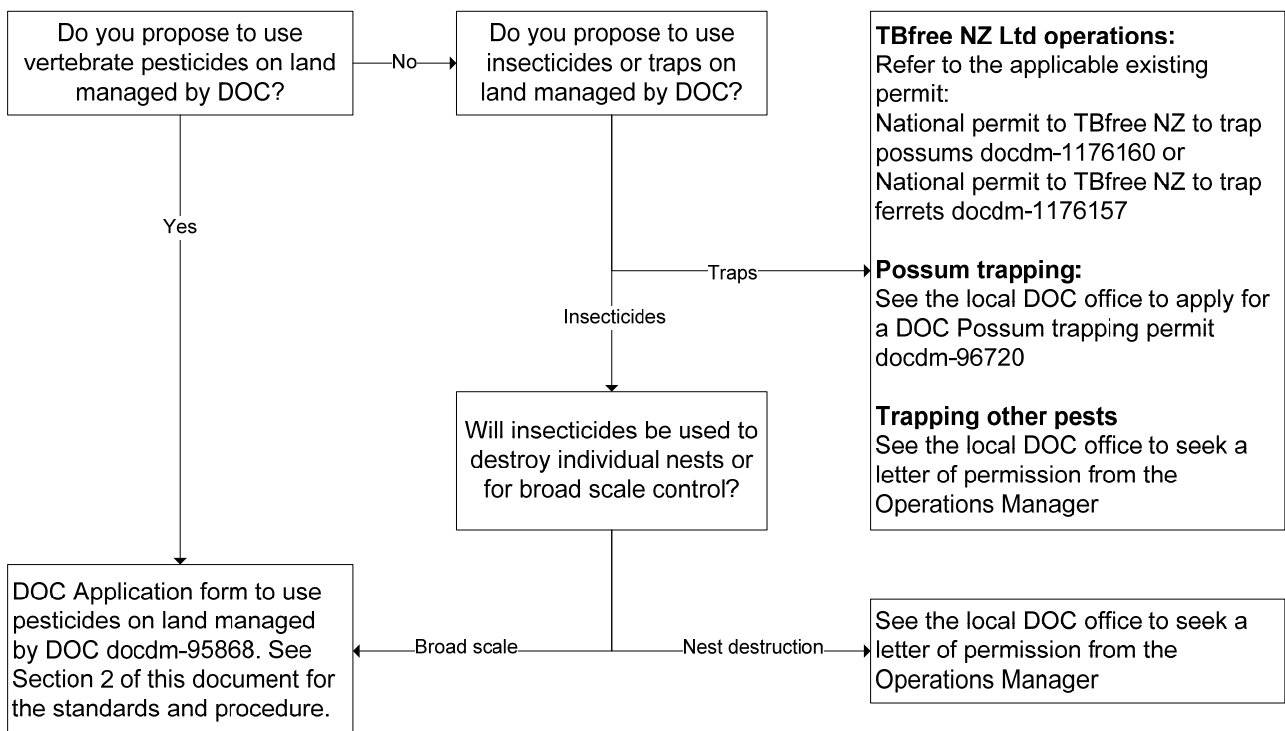
1. Working out what type of DOC permission you need

DOC permission is a requirement for pest control on land managed by DOC, under some or all of the following legislation, depending on the location, control method and target pest:

- Hazardous Substances and New Organisms Act 1996
- Conservation Act 1987
- National Parks Act 1980
- Reserves Act 1977

This document applies to the use of pesticides and traps on land managed by DOC. Your operation may also include areas owned or managed by others. In this document, the terms *operation*, *treatment area* and *treatment blocks* refer to pest control occurring on land managed by DOC.

Use the flow chart below to find out what type of application you need to complete.



2. Obtaining DOC permission for pesticide use

Step 1: Talk to the approving manager about your application requirements

Contact the local DOC office to discuss the proposed operation with the likely approving manager or assessor.

They will help you to define the pesticide use(s) proposed for your operation and supply you with:

- The application form to use pesticides on land managed by DOC
- Direction on whether the Assessment of Environmental Effects section of the form needs to be completed
- The Performance Standards sheets for each of the pesticide use proposed
- The Performance Standards sheet for trapping docdm-96701 if applicable

If a compulsory field trial is required for your proposed pesticide use(s), you will need to follow the Field Trials for Pest Operations SOP docdm-51573. For compulsory monitoring, you are required to be involved in the data collection and follow any relevant monitoring protocols ([Inventory and Monitoring Toolbox](#)).

You can download and review the Application form to use pesticides on land managed by DOC docdm-95868 beforehand, from <http://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/animal-pest-control-operations/>.

You can also review the abridged Status List to see which pesticide uses are accepted for use on public conservation land, and any compulsory restrictions which may apply at <http://www.doc.govt.nz/nature/pests-and-threats/animal-pests/managing-animal-pests/standard-operating-procedures/>.

Pesticide uses listed as “prohibited” or “not assessed” cannot be used on land managed by the Department unless as part of a trial or research recommended by the Pesticides Advisory Group.

If a pesticide use is not listed it means that it is not legally registered for broad scale use in New Zealand.

Step 2: Prepare your application

Ensure your working copy of the DOC Application Form includes the DOC Performance Standards sheet(s) to cover all pesticide uses involved. Complete the boxes shaded grey on these sheets.

Where the AEE section must be completed, ensure that the potential and actual effects of all pesticide uses are considered.

The estimated caution period will be set by the approving manager. The Caution period calculator docdm-690617 explains how the recommended caution period is calculated.

Draft a map that meets the standards given in the DOC Application Form.

A record of consultation (as described in the standards below) must be included with your application.

If required, you will need to obtain public health permission before DOC permission will be granted. Proof of application to the Public Health Officer or Medical Officer of Health is sufficient for your application to be accepted for processing.

Step 3: Submit application

Gather all your documents, as listed on the DOC Application Form. You must also provide shapefile(s) of the proposed treatment block(s), showing the operational boundaries and warning signs locations. Ensure it is clear which control methods will be applied in each block.

Submit your application to the approving manager at the office where it will be assessed according to the Processing Applications for Vertebrate Pesticides and Trapping SOP docdm-95651. The proposed operation will be published on the DOC Pesticide Summary website.

The approving manager may seek:

- Further information or advice about your application; and/or
- To modify your proposed operation to deal with any issues arising

The timeframe for processing an application is 20 working days from when the **complete** set of documents is received, as confirmed by email. You will receive a formal letter advising you of the outcome of your application.

If approved, this will include the final version of the DOC Performance Standards sheet(s) and map(s) that apply to your operation.

If you wish to make changes to the operation after you have obtained permission, you must contact the permission approver to discuss this with them.

| Compulsory standards: | |
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| 1 | Accepted pesticide uses are proposed for DOC operations or in operations on lands managed by DOC; pesticide uses that are Prohibited or Not assessed can only be used with authorisation from the Pesticides Advisory Group. |
| 2 | Operations using pesticide uses with compulsory field trial or monitoring information needs are designed to provide the required information. |
| 3 | The DOC application form uses the current version of the correct MS Word Template. All sections of the form are complete, using 'N/A' as required. |
| 4 | The DOC application form is written to: <ul style="list-style-type: none">• Cover the information required by the prompts in the template• Be specific and factual• Align with definitions• Use concise plain English |

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| | <ul style="list-style-type: none"> • Use references that are specific and traceable—if a reference is not traceable (e.g., unpublished manufacturer report), include it as an appendix • Include the correct DOC Performance Standards sheets to cover all pesticide uses involved, and the DOC Performance Standards sheet for trapping docdm-96701 where traps are to be used. • Use additional performance standards that are specific and auditable, and can be justified • Include the Assessment of Environmental Effects section where this is required by the approving manager |
| 5 | <p>Site-led operations for animal pest control are grouped into one application form only if all treatment blocks:</p> <ul style="list-style-type: none"> • Are adjacent (i.e.; are at the same location) and/or • Have the same control method(s) across all blocks (even if they are at different locations) <p>Pest-led operations can be included in one operational plan for a single Region.</p> |
| 6 | The operational information for treatment blocks is clearly separated in each section of the DOC application form where differences exist between them. |
| 7 | <p>The DOC application form:</p> <ul style="list-style-type: none"> • Includes at least one map as Appendix 2, meeting the standards given on the DOC application form template • Uses more than one map if the amount of detail becomes too visually cluttered to be clearly understood |
| 8 | The shapefile(s) of the treatment block(s) show operational boundaries and warning signs locations, and it is clear which control methods will be applied in each block. |
| 9 | DOC permission is received before the operation proceeds. |
| 10 | The approving manager is consulted when there are changes to operations after permission has been granted. |
| 11 | Land occupier consent is obtained where there are any holders of grazing licences, lessees or other occupiers within the area included in the operation. |
| 12 | Visits or phone calls are used where land occupier consent is being sought. |
| 13 | Land occupiers are consulted when there are changes to the operation after consent has been granted. |

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| 14 | The permission applicant decides what level of consultation (i.e., no consultation, consultation on effects only, or consultation on possible control methods) will take place and records this decision in the communication plan. |
| 15 | Consultation on effects with iwi and/or hapū is compulsory for aerial 1080 operations and recommended for other techniques. |
| 16 | It is compulsory to consult on effects with all occupiers and (as far as practicable) owners of land adjacent to the proposed treatment area. |
| 17 | It is compulsory to consult on effects with all occupiers of land (e.g. grazing licence holders) included in the proposed treatment area prior to seeking their consent. |
| 18 | Consultation on effects includes ensuring that treatment block boundaries, including sensitive boundaries and exclusion zones are appropriate and correct. |
| 19 | All target audience are given written information that covers the following points: <ul style="list-style-type: none"> • The purpose of consultation • What has been decided so far • Timeframes • Describe opportunities for consultation • Details of operational planning • Reasons for the pest control • Key facts about the proposed pesticide use (if consulting on effects only) • Contact details for further information • Map of proposed treatment area |
| 20 | A communication plan is written before consultation begins, and maintained as consultation and notification progress. |
| 21 | The communication plan identifies: <ul style="list-style-type: none"> • The decision on consultation • The objectives for consultation and notification • The background to the operation (why it is being done) • The issues (people and communication related) and key messages • A list of communication 'tools' or resources that will be used • Who will be consulted • Who will be notified, including those legally required and stipulated in consents • The purpose of consulting or notifying each target audience • Land occupier consent conditions • Land occupier reference to link to their location on the permission map • Who is responsible and target dates for completion • What method(s) will be used to notify or consult each target audience |

22 A communication record of the consultation that actually took place is produced, including:

- Actual dates when consultation was undertaken
- Outcomes of consultation, including any complaints and how they were addressed
- All land occupier consent conditions and any other agreements made.
- References to resources used