

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to 1)	
	<input type="checkbox"/> Registered company (Go to 2)	<input type="checkbox"/> Trust (Go to 2)
	<input checked="" type="checkbox"/> Incorporated society (Go to 2)	<input type="checkbox"/> Other e.g. Educational institutes (Go to 2)

1	Applicant name (individual)			
	Phone			
	Email			
	Physical address		Postcode	
	Postal address (if different from above)		Postcode	

2	Applicant name (full name of registered company, trust, incorporated society or other)	Loch Katrine Association Inc		
	Trading name (if different from applicant name)	NA		
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	NA	Company, trust or incorporated society registration number	348062
	Registered office of company or incorporated society (if applicable)	NA		
	Company phone	NA	Company website	NA
	Contact person and role			
	Phone		Mobile phone	
	Email			
	Postal address		Postcode	
	Street address (if different from postal address)		Postcode	

B. Pre-application meeting

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

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

- If yes record the:

Date of DOC pre-application meeting	22 September 2022
Name of DOC staff member	Harriet Kemp
Name of person who had the pre-application meeting with DOC	

C. Activity applied for

Tick the **activity application form** applicable to the activity you wish to undertake on public conservation land. Complete the applicant information form and the activity application form and email them with any attachments to permissions@doc.govt.nz

ACTIVITY APPLICATION FORM*	FORM NO.	TICK
Grazing	2a	<input type="checkbox"/>
Land use: Tenanting and/or using existing DOC facility/structure	3a	<input type="checkbox"/>
Land use: Use of public conservation land for private/commercial facility/structure	3b	<input checked="" type="checkbox"/>
Guiding/Tourism/Recreation: Watercraft activities	4b	<input type="checkbox"/>
Filming	5a	<input type="checkbox"/>
Sporting Events	6a	<input type="checkbox"/>
Marine reserves application form: Structure in a marine reserve	11a	<input type="checkbox"/>
Other activities (not covered in the above forms or in the new activity application forms that combine applicant and activity information)	7a	<input type="checkbox"/>

Note: If the activity is not in this list check the activity on the DOC website to find the correct application form or book a pre-application meeting. Application forms that combine applicant and activity information on the DOC website include:

- [Aircraft activities](#)¹
- [Easements](#)²
- [Land based guiding](#)³

¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

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

³ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

D. Are you applying for anything else?

Are you submitting any other application forms in relation to this application?

No



Yes



- If yes, state which application forms:

NA

E. Background experience of applicant

Provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations, and relevant qualifications).

The Loch Katrine Association Inc has an existing concession for this activity. Refer to Concession CA/251/ACC. In accordance with the concession terms, we have made the huts publicly available and have managed the funds generated as per the concession. The surplus funds have been used to build and maintain a publicly available two-cubicle toilet, adjacent to the three huts. This meets the terms of our concession where surplus funds are used for improvements to the Reserve.

F. Attachments

Attachments should *only* be used if there is:

- Not enough space on the form to finish your answer
- You have additional information that supports your answer
- You wish to make an additional request of DOC regarding the application.

Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document title	Document format (e.g. Word, PDF, Excel, jpg etc.)	Description of attachment

G. Checklist

Application checklist	Tick
I have completed all sections of this applicant information form relevant to my application and understand that the form will be returned to me if it is incomplete.	<input checked="" type="checkbox"/>
I certify that the information provided in this applicant information form, and any attached additional forms is, to the best of my knowledge, true and correct.	<input checked="" type="checkbox"/>
I have completed the activity application form .	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section F Attachments .	<input checked="" type="checkbox"/>
I will email permissions@doc.govt.nz my: <ul style="list-style-type: none"> • Completed applicant information form • Completed activity application form/s • Any other attachments. 	<input checked="" type="checkbox"/>

H. 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 checked="" type="checkbox"/>
If 'yes' under what name	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div>

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to the 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>

Typed applicant name/s	Loch Katrine Association Inc <div style="background-color: #cccccc; height: 15px; width: 100%;"></div>	Date	17 June 2023
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For Departmental use			
Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, please use NZTM GPS coordinates where possible, what you intend to use the building for, whether you intend to make any changes to the infrastructure.

Please include the name and status of the public conservation land, the size of the area for which you are applying and why this area has been chosen.

If necessary, attach further information including a map, a detailed site plan and drawings of proposal and label Attachment 3b:A.

This application is for the renewal of the current concession for the existing three huts.

Location: Loch Katrine Recreation Reserve, Survey Map R.S. 41017 Reserve - Gazetted in 1982

The three Loch Katrine Association Inc huts are grouped at NZTM GPS coordinates 1535161.57,5269565.60

Three back country huts were built in 2009-2010 by the Loch Katrine Association Inc (LKA) following the issuing of concession CA-251-ACC in 2004.

The LKA is an incorporated society that represents the owners and associates of the huts built under the concession. A separate group split from the LKA following the issuing of the concession and this group represents most of the owners of other huts on the reserve.

The concession was issued by the Department following the hearings regarding the informal hut settlement on the reserve. It also followed the recommendation of the Hurunui Lakes Working Party, which brought all interested parties together to address issues in the Hurunui Lakes area.

From the Conservation Management Strategy 2016 V1.2.3 P61:

“Loch Katrine Recreation Reserve has a collection of unauthorised private huts in the process of being removed, with publicly-available huts being authorised by concession, both in accordance with the Loch Katrine Recreation Reserve Management Plan 1999.”

The Canterbury Conservation Management Strategy 2016 V1.2.3 “Outcome” specifically provides for the continuance of our concession.

2.3.8 *Continue with voluntary organisation or educational institution concessions for the operation of a maximum of 10 public accommodation huts, with easily accessible concessionaire-operated public booking systems.*

2.3.9 *Call for expressions of interest from potential concessionaires, being voluntary organisations or educational institutions, for the provision and management of public accommodation huts, additional to those provided by the Loch Katrine Association, up to the maximum of 10 huts as specified in Policy 2.3.8, and with consistent concession conditions for all concessionaires.*

The existing concession has various requirements, including making the huts available to the public.

The LKA has also provided for public use a two (2) cubicle toilet block with hand basin and water supply.

The activity is non-commercial. There is no element of profit in the provision of the huts.

Expenditure of income is limited to covering costs and enhancements within the reserve. A major cost is insurance for the huts, and for public liability and rural fire cover. Other costs include repairs and maintenance of the huts and toilet block.

The LKA has previously advised the Department that we would not be taking up the concession provision to build a further seven huts, thus making those sites available to other parties.

At meetings with the Department in February 2018 and September 2022 we were in compliance with the concession.

See Attachment 3b:A. for details of hut locations within the Reserve

B. Alternative sites considered

If your application is to **build, extend or add** to any permanent or temporary structures or facilities on public conservation land, please provide the following details:

- Could this structure or facility be reasonably located outside public conservation land? Provide details of other sites/areas considered.
- Could any potential adverse effects be significantly less (and/or different) in another conservation area or another part of the conservation area to which the application relates? Give details/reasons.

Alternative sites are not applicable as this is for a renewal application.

The sites of the three existing huts were specified in the existing concession (*schedule 3*) and the exact placement within the reserve was reviewed and approved by the DoC North Canterbury Area Manager at the time. As no new structures are intended under this renewal, further information is not necessary.

DoC North Canterbury prepared a detailed landscape plan for the reserve showing specific numbered sites for future huts should other concessionaires wish to apply. A copy of that plan is attached.

See Attachment 3b:H - Loch Katrine Reserve Landscape Plan

C. Larger area

Is the size of the area you are applying for **larger** than the structure/facility

YES / NO

If **yes**, please detail the size difference in the box below, and answer the following 3 questions, if **no** please go on to the next section:

Is this necessary for safety or security purposes?

YES / NO

Is this necessary as an integral part of the activity?

YES / NO

Is this essential to carrying on the activity?

YES / NO

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:C.

D. Exclusive possession

Do you believe you need **exclusive possession** of the public conservation land on which your structure/building is located, ie no one else can use the land during your use of it? **YES / NO**
(*Exclusive occupation requires a lease which requires public notification of the application*)

If **yes**, please answer the following 3 questions, if no please go to the next section:

Is exclusive possession necessary to protect public safety? **YES / NO**

Is exclusive possession necessary to protect physical security of the activity? **YES- / NO**

Is exclusive possession necessary for the competent operation of the activity? **YES- / NO**

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:D.

E. Technical Specifications (for telecommunications sites only)

Frequencies on which the equipment is to operate

Power to be used (transmitter output)

Polarisation of the signal

Type of antennae

The likely portion of a 24 hour period that transmitting will occur

Heaviest period of use

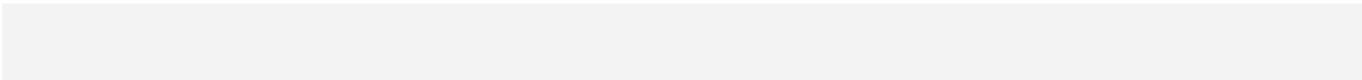
F. Term

Please detail the length of the term sought (i.e. number of years or months) and why.

Note: An application for a concession for a period over 10 years must be publicly notified, an application for a concession up to 10 years will not be publicly notified unless the adverse effects of the activity are such that it is required, or if an exclusive interest in the land is required.

This application is for a thirty (30) year term.

The huts were constructed in 2010 to meet the NZ building code, which requires durability of 50 years, and they have proven their value to the public. The LKA has been compliant with the existing concession and operates to the satisfaction of the Department as shown in the most recent inspection report.



G. Bulk fuel storage

Under the Hazardous Substances and New Organisms Act 1996 (HSNO Act) 'Bulk fuel storage' is considered to be any single container, stationary or mobile, used or unused, that has a capacity in excess of 250 litres of Class 3 fuel types. This includes petrol, diesel, aviation gasoline, kerosene and Jet A1. For more information on Hazardous Substances, go to: <http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996>

Do you intend to store fuel in bulk on the land as part of the activity?

~~YES~~ / NO

If you have answered yes, then please provide full details of how and where you intend to store the fuel, and label any attachments including plans, maps and/or photographs as Attachment 3b:G. If your concession application is approved you will be required to provide a copy of your HSNO compliance certification to the Department before you begin the activity.

H. Environmental Impact Assessment

This section is one of the most important factors that will determine the Department's decision on the application. Please answer in detail.

In column 1 please list all the locations of your proposal, please use NZTM GPS coordinates where possible. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects noted in column 3. Please add extra information or supporting evidence as necessary and label Attachment 3b:H.

Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

Location on public conservation land	Special feature or value	Potential effects of your activity on the feature or value (positive or adverse)	Methods to remedy, mitigate or avoid any adverse effects identified
<i>Loch Katrine Recreation Reserve</i>	<i>Non applicable adjacent build site</i>	<i>Damage to the native plants by construction</i>	<i>The build site specified was previously cultivated and grazed farmland.</i>
<i>Loch Katrine</i>	<i>Water Quality</i>	<i>Minimal</i>	<i>Contained toilets and greywater disposal system minimise impact to groundwater</i>

The area surrounding the LKA huts is at the rear of the reserve and has been previously cultivated and sown in grass by the adjacent run-holder. Until the construction of the fences and associated planting at the rear of the reserve it was effectively part of The Lakes Station farming operation. There are no special features or vegetation immediately adjacent to the huts.

The environmental impact of the huts during the initial term of concession CA-251-ACC has been minimal.

A replanting program in front of the huts and at the rear of the reserve was carried out in conjunction with the Department. See attached copy of the DoC commissioned landscape and site plan for the Loch Katrine Reserve.

An ECAN approved Grey Water system services the three huts and was constructed in April 2011. ECAN Consent CRC094232 applies.

ECAN monitors the water quality in Loch Katrine and issued a report in 2020 that covers the state and trends from 2005 to 2019. Refer pages 17 – 21 using link below.

<https://www.ecan.govt.nz/get-involved/news-and-events/2020/new-report-gives-clearer-view-of-canterburys-high-country-lakes/>

The ECAN Report in **Section 4.2.1 Loch Katrine**, includes the following Summary paragraph on page 21.

Summary

While the lake temporarily did not meet the TLI objective set in the LWRP in 2008 and 2009, Loch Katrine is predominantly oligotrophic and TLI objectives were met in most years. The pattern of increasing TP and particularly TN between 2004 and 2010 seems to match the pattern of increasing (summer) rainfall in this period (with the exception of 2006) (Figure A3-5). Besides natural sources, the septic tanks from the old bach community were a possible source of phosphorus and nitrogen in the catchment. A number of huts have been removed in the last decade which may have reduced the nutrient load to the lake. Lake macrophyte community condition remains only moderate due to the presence of some less harmful exotic species (*Elodea canadensis*), but appears stable over the monitoring record. Except for a slight increasing trend in turbidity which is also seen in most other small to medium sized high-country lakes, there is no indication for deterioration of water quality in Loch Katrine.

See Attachment 3b:H - Loch Katrine Reserve Landscape Plan

I. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 3b:l.

Attachment 3b:l	LKA Huts Photo Collection (Contains photos of the three huts, toilet block and reserve plantings)

Hut Photos



LKA Hut #1



LKA Hut #1



LKA Hut #2



LKA Hut #3



Toilet Block



Planting North Side of Huts



Planting Rear of Reserve



Planting Rear of Reserve

Site Plan / Location

