

# Applicant Information Form 1a Notified or Non-notified Process



Department of  
Conservation  
*Te Papa Atawhai*

New Zealand Government

## Is this the right application form for me?

This Applicant Information Form 1a – Notified or Non-notified Process must be completed for the following longer term applications (i.e. not one-off applications):

- Grazing
- Land use: Tenanting and/or using existing DOC facility/structure
- Land use: Use of public conservation land for private commercial facility/structure
- Guiding/Tourism/Recreation: Watercraft activities
- Filming
- Sports events
- Marine reserves application form 11a: Structure in a marine reserve

For other activities use the specific activity application forms that combine applicant and activity information or book a pre-application meeting.

## How do I complete this applicant information form?

- Complete all sections of this applicant information form.
- In addition, you must complete the activity application form/s that you wish to undertake.
- DOC encourages electronic applications (e.g. typed Word document), rather than handwritten applications. Electronic applications are easier to read and less likely to be returned to you for clarification.
- If you need extra space, attach or include extra documents and label them according to the relevant section. Record all attachments in the table at the back of the application information form section **F Attachments**.

## How do I submit my application?

Email the following to [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz):

- Completed applicant information form 1a
- Completed activity application form
- Any other relevant attachments.

## If I need help, where do I get more information?

- Check the [DOC webpage for the activity you are applying<sup>1</sup> for](#).

<sup>1</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/>

- Arrange a pre-application meeting (either face to face or over the phone) by contacting the Department of Conservation Office<sup>2</sup> closest to where the activity is proposed. You can use DOC maps<sup>3</sup> to identify which District Office you should contact. Or arrange a meeting with any of our four offices that process concessions<sup>4</sup> – choose the one closest to where the activity is proposed.
- If your application covers multiple districts, contact the office nearest most of the locations you are applying for, or nearest to locations you have a specific question about.

### What happens next?

Once your application forms are received, your application will be assessed by DOC. If your application is complete, DOC will begin processing.

If your application is incomplete it will be returned to you for more information.

### Why does DOC ask for this information?

The questions in this application information form and the activity application form/s are designed to cover the requirements set out in conservation legislation. Your answers allow us to assess:

- Your most up-to-date details so that DOC can contact you about your application.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness will help determine whether DOC should extend credit to you and set up a DOC customer accounts receivable credit account for cost recovery. To make this assessment DOC will supply your information to a credit checking agency.

### Note:

- Personal information will be managed by DOC confidentially. For further information check DOC's privacy and security statements<sup>5</sup>.
- Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

### What fees will I pay?

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. In addition, if you are granted a guiding concession on public conservation land you may be required to pay annual **activity and management fees**. These fees are listed on the DOC webpage for the activity you are applying<sup>6</sup> for.

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.

<sup>2</sup> [www.doc.govt.nz/footer-links/contact-us/office-by-name/](http://www.doc.govt.nz/footer-links/contact-us/office-by-name/)

<sup>3</sup> <http://maps.doc.govt.nz/magviewer/index.html?viewer=docmaps>

<sup>4</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

<sup>5</sup> <https://www.doc.govt.nz/footer-links/privacy-and-security/>

<sup>6</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/>

**Your application will set up a credit account with DOC.** See the checklist at the end of the form for the terms and conditions you need to accept for a DOC credit account.

### **Will my application be publicly notified?**

Your application will be publicly notified if:

- It is a license with a term of more than 10 years.
- It is a lease.
- After having regard to the effects of the activity, DOC considers it appropriate to do so.

Public notification will increase the time and cost of processing of your application.

### **What does DOC require if my application is approved?**

If your application is approved DOC requires:

- **Insurance** to indemnify the Minister of Conservation against any claims or liabilities arising from your actions. The level of insurance cover will depend on the activity.
- A copy of your **safety plan** audited by an external expert (e.g. Health and Safety in Employment (Adventure Activity) Regulations 2011 audit or a DOC listed organisation) See the [Safety Plan](#)<sup>7</sup> information on the DOC website for further information.

**Note:** DOC/Minister can vary the concession if the information on which the concession was granted contained material inaccuracies. DOC may also recover any costs incurred.

---

<sup>7</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

# A. Applicant details

Legal status of applicant (tick)

Individual (Go to 1)

Registered company (Go to 2)

Incorporated society (Go to 2)

Trust (Go to 2)

Other e.g. Educational institutes (Go to 2)

1

Contact

Mobile 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)

Marlborough Tramping Club

Trading name (if different from applicant name)

NZBN if applicable (to apply go to: <https://www.nzbn.govt.nz>)

9429042756231

Company, trust or incorporated society registration number

221104

Registered office of company or incorporated society (if applicable)

PO Box 787 Blenheim, 7240

Company phone

Company website

[www.marlboroughtrampingclub.co.nz](http://www.marlboroughtrampingclub.co.nz)

Contact person and role

Huts Officer

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

Yes

• If yes record the:

Date of DOC pre-application meeting

11 June 2021

Name of DOC staff member

Nicola Haisman

Name of person who had the pre-application meeting with DOC

[REDACTED] (MTC Committee Member)

## 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](mailto:permissions@doc.govt.nz)

ACTIVITY APPLICATION FORM	FORM NO.	TICK
Grazing	2a	<input type="checkbox"/>
Land use: Tenancing 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](#)<sup>8</sup>
- [Easements](#)<sup>9</sup>
- [Land based guiding](#)<sup>10</sup>

<sup>8</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

<sup>9</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

<sup>10</sup> <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:

## 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 club has been in operation since 1932 with 17 foundation members.

Today the club has a strong membership of approximately 140 members.

The huts themselves are used regularly not only by members but also by the general tramping public. In the 12 months to 30 April 2021 there were over 500 hut nights providing an essential service to the outdoor community.

The club has a strong association with the landowner; whose permission is required to avoid walking up the Hodder River from the bridge. In fact, the owners are Life Members of the MTC. In conjunction with the landowners, we operate a booking system that means we have a good idea who is up at the huts and environs at any time.

## 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
<u>Correct example</u> ✓ D	Locations	PDF	Trust Deed.
<u>Incorrect example</u> X Table	Doc1	Word	Table

## G. Checklist

### Application checklist

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.

Tick



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.



I have completed the activity application form.



I have appropriately labelled all attachments and completed section F. Attachments.



I will email [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz) my:



- Completed applicant information form
- Completed activity application form/s
- Any other attachments.

## 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

Yes

If 'yes' under what name

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.

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.

I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.

I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.

I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.

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.

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.

Typed applicant name/s

Date

11 August 2021

### For Departmental use

Credit check completed

Comments:

Signed

Name

Approved (Tier 4 manager or above)

Name



The Department recommends that you contact the Department of Conservation Office closest to where the activity is proposed 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.

This form is to be used when the proposed activity is the building or use of any private or commercial facility or structure on public conservation land managed by the Department of Conservation. Examples may include lease of land to erect an information centre; authorisation to erect a weather station; or construct or lease a private/commercial campground or lodge. This form is to be completed in conjunction with either Applicant Information Form 1a (longer term concession) or Applicant Information Form 1b (one-off concession) as appropriate.

Please complete this application form, attach Form 1a or Form 1b, and any other applicable forms and information and send to [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz). The Department will process the application and issue a concession if it is satisfied that the application meets all the requirements for granting a concession under the Conservation Act 1987.

If you require extra space for answering please attach and label according to the relevant section.

---

## 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.

Gosling hut: Glazebrook Conservation Area : NZTopo50 map sheet: BR26

Grid/NZTM2000 coordinates: E1628470, N5375870

See photo attached

Hodder huts: Tapuae O Uenuku Scenic Reserve: NZTopo50 map sheet: BS27

Grid/NZTM2000 coordinates: E1652797, N5353264

---

## 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

N/A – existing and permanent structures

---

## 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:

Curtilage – being the land immediately surrounding the hut and primarily associated and used in conjunction with hut use

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.

Self-explanatory – the hut must include the immediate surrounds.

---

## 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.

The applicant requires exclusive possession to continue with its maintenance and management of the public booking system, and the benefits to the public which this provides.

---

## E. Technical Specifications (for telecommunications sites only)

### Frequencies on which the equipment is to operate

N/A

### Power to be used (transmitter output)

N/A

### Polarisation of the signal

N/A

### Type of antennae



N/A

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

N/A

**Heaviest period of use**

N/A

---

## 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.*

30 years – this application is required to formalise the status quo. A longer period is accordingly sought for cost efficiencies – to reduce compliance in the future and the need for renewals. This should benefit both the applicant and the department.

---

## 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.

<b>Location on public conservation land</b>	<b>Special feature or value</b>	<b>Potential effects of your activity on the feature or value (positive or adverse)</b>	<b>Methods to remedy, mitigate or avoid any adverse effects identified</b>
Gosling hut: Glazebrook Conservation Area : NZTopo50 map sheet: BR26 Grid/NZTM2000 coordinates: E1628470, N5375870	South Marlborough environs Alpine Tussock and Rockeries	Damage to the land from construction – N/A	The structures are already in place so no construction required. Hut maintenance ensures the land is not ecologically compromised.  The north eastern side of the Gosling hut is kept clear of regeneration for the dual purpose of tent sites and helicopter pad for emergency or hut maintenance

Hodder huts: Tapuae O Uenuku Scenic Reserve: NZTopo50 map sheet: BS27

Grid/NZTM2000 coordinates: E1652797, N5353264

Open fireplace in Gosling hut      User responsibility.

No fireplaces in the Hodder huts

Rubbish

All rubbish is packed out by users. If not it would be removed as part of Club maintenance

Toilets

There is one long drop toilet located near the Gosling hut and two norski long drop toilets located near the Hodder huts. The Club maintains these.

Provision of huts and toilets protects the environment from parties tenting and toileting in undesignated areas.

Access (private land)

The Club has a strong relationship with the owners of the land bordering the Hodder river from the Hodder bridge access point. They are life members of the Club.

---

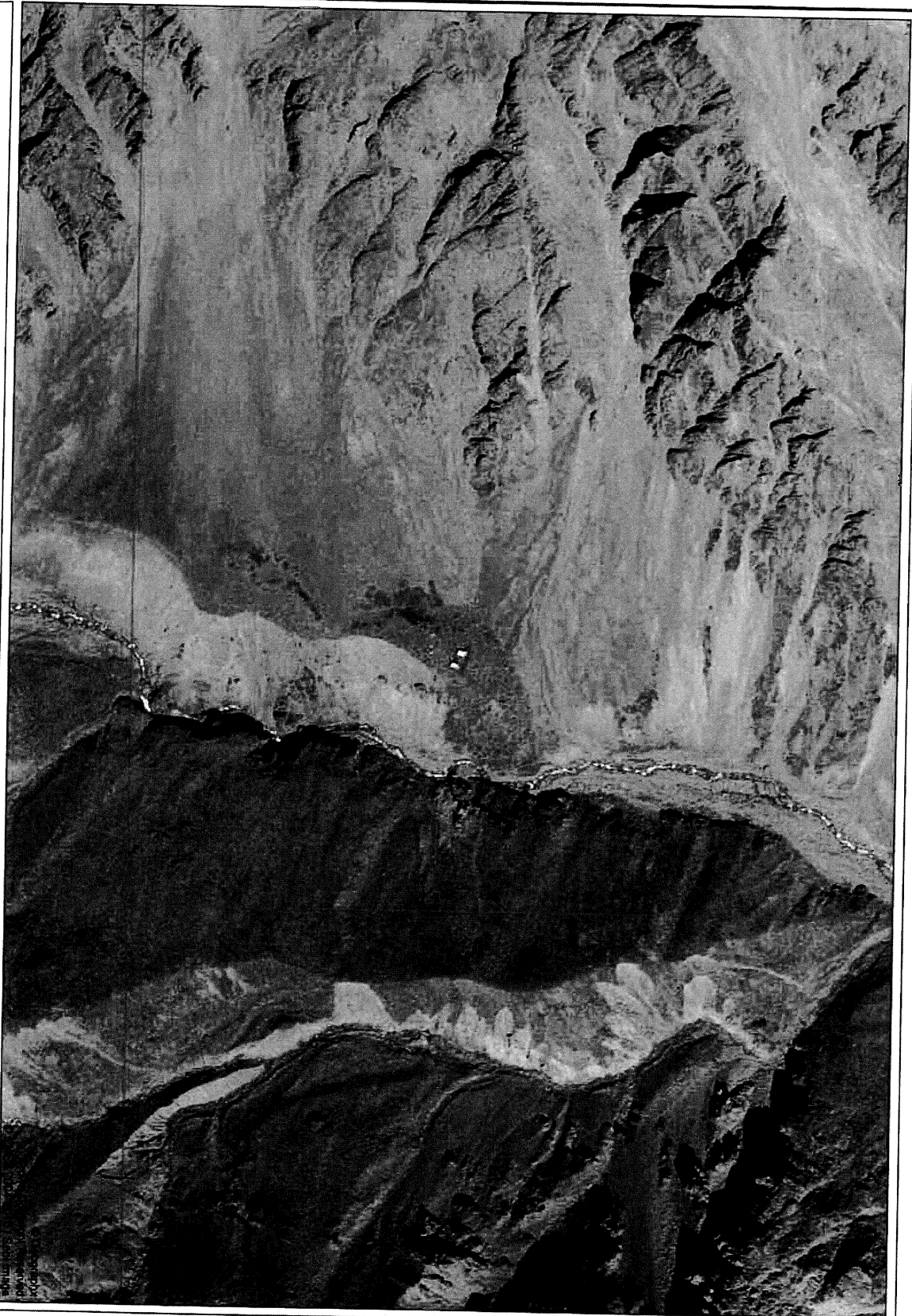
## **I. Other**

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 3a:1.

See covering letter

Date Printed: 13 July 2021

# Hodder Hut location 165280SE, 5353275N



Legend



0.2  
SCALE 1: 4,514  
0  
0.2 Kilometers

Projection: NZGD\_2000\_New\_Zealand\_Transverse\_Mercator

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**



Department of  
Conservation  
*Te Papa Atūwhai*

Hut Photos

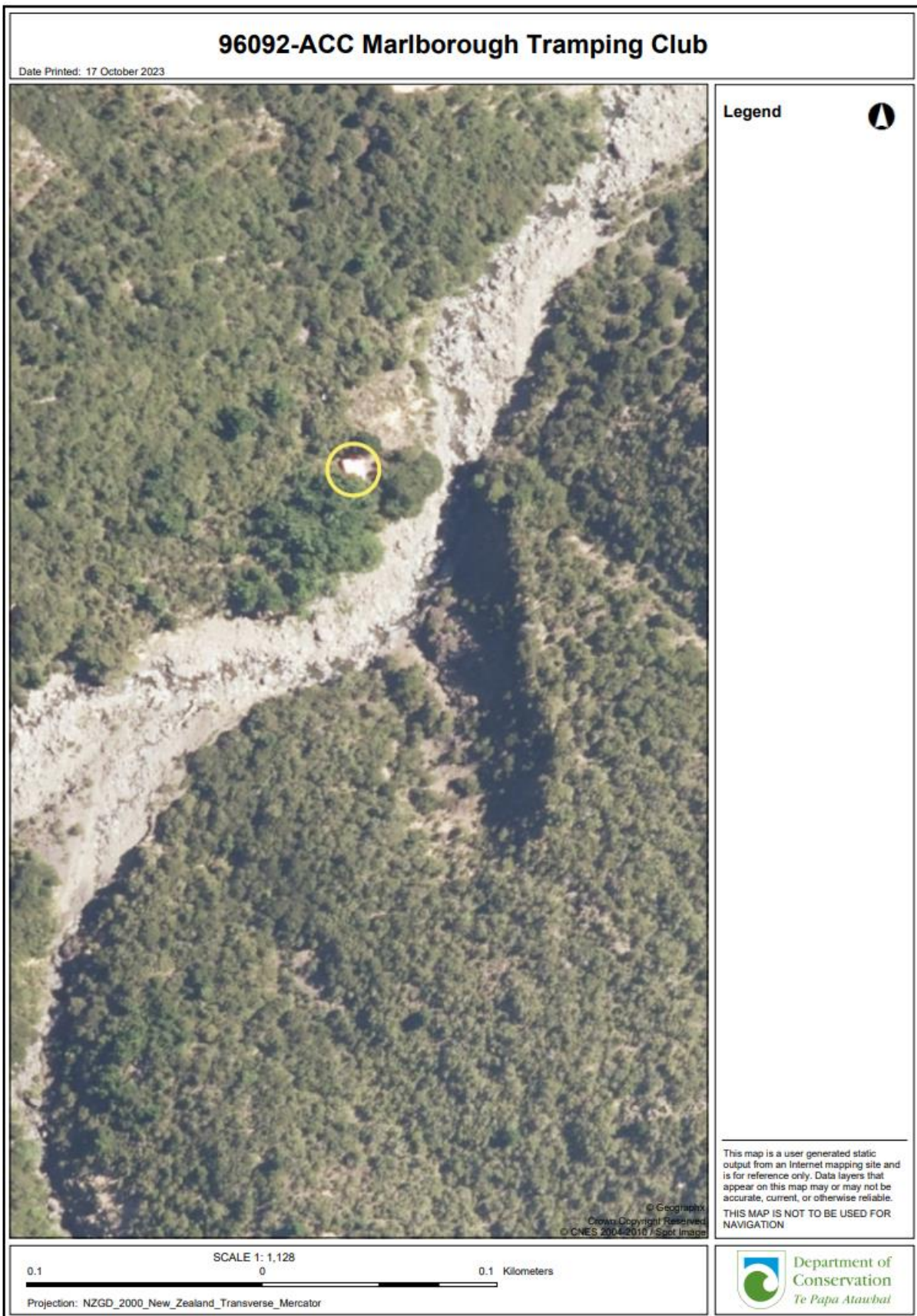




# Hodder Huts



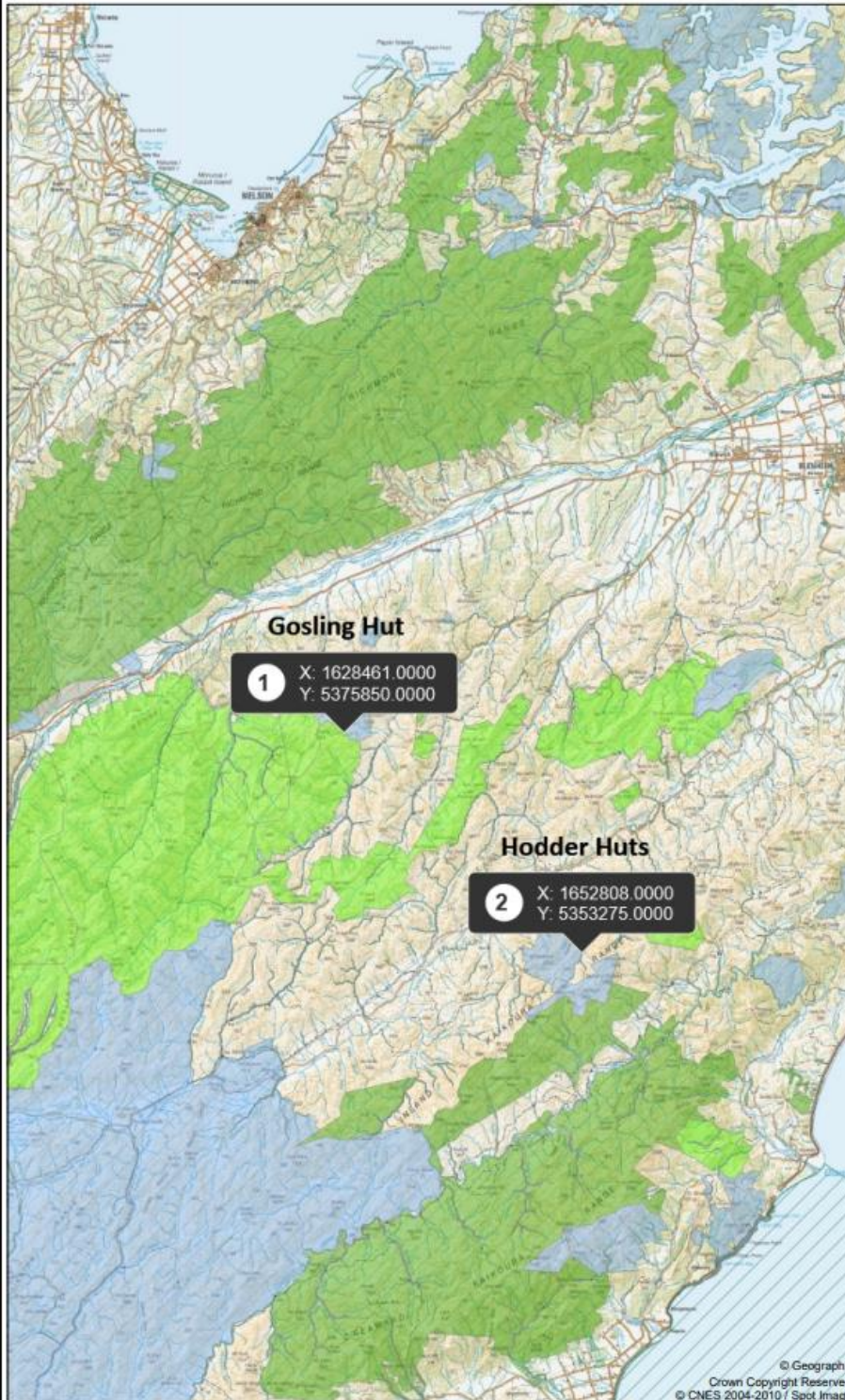
# Gosling Hut





# 96092-ACC Marlborough Tramping Club

Date Printed: 17 October 2023



**1** X: 1628461.0000  
Y: 5375850.0000

**2** X: 1652808.0000  
Y: 5353275.0000

## Legend



### Public Conservation Land

- National Park
- Conservation Park
- Specially Protected Area
- Reserve
- Stewardship Area
- Marginal Strip
- Wildlife Management Area
- Waitangi Endowment Forest

All Protected Areas

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

© Geographix  
Crown Copyright Reserved  
© CNES 2004-2010 / Spot Image

SCALE 1: 577,791  
0

29.4 Kilometers

Projection: NZGD\_2000\_New\_Zealand\_Transverse\_Mercator

