



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.

**4JQT Limited** trading as Canyon Taproom seeks a Concession from the Department of Conservation for a lease of the premises currently known and operated as Canyon Restaurant and Canyon Brewery. A license is also sought for the outdoor dining areas, infrastructure services, loading zone/delivery area and pedestrian and vehicle access to the building containing the commercial premises.

The site of the application is the Department of Conservation administered Morning Star Beach Recreation Reserve located at Arthurs Point, Queenstown which is illustrated in Figure 1 and 2 below.



Figure 1 – Morning Star Beach Reserve



Figure 2 – Morning Star Beach Reserve – Canyon Restaurant and Brewery Located in the Building in the Bottom Left of the Reserve.



The site of the proposed Concession Activity has an address of 1 Arthurs Point Road, Queenstown and is legally described as Section 1-4, 6 Survey Office Plan 587344 as held in Record of Title 1182391. The site is also legally described as Section 1 Survey Office Plan 23662 as held in Leasehold Record of Title 466156. The site is illustrated in Figure 3 below:

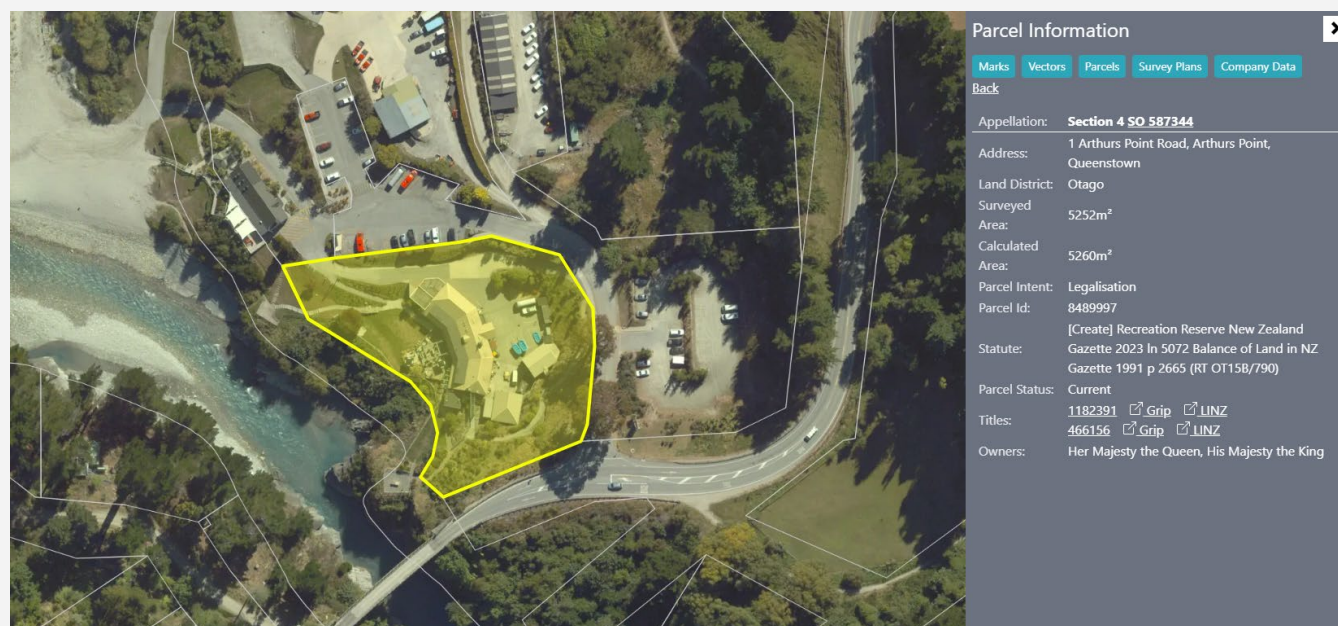


Figure 3 – Subject Site and Legal Descriptions

A copy of the Records of Title and the encumbrances registered against them is attached as **Appendix [A]**.

The existing building which is on the site at the crux of this application, and which is proposed to be utilised by the applicant is owned by the Department of Conservation and is shown in the photos and plans below. It is known as the 'Cavell's Building' and has been located at this site for over 30 years. The building faces west over the Shotover River. The primary existing entrance to the building is through doors on the western side of the building. The ground floor of the building contains the Canyon Restaurant and Queenstown Rafting (Go Orange – now Real Journeys Limited). The upper floor is occupied by the Department of Conservation and contains the Wakatipu District Office.

An extension to the building of approximately 36m<sup>2</sup> was authorised through Concession 59942-SER and houses the Canyon Brewery which is operated in association with the existing restaurant activities.

Vehicle access to the site is via an existing vehicle crossing from Arthurs Point Road and along an internal access road through Section 2 SO 587344 as can be seen in Figure 3 above.





Photograph 1 – Cavell's Building, Western Elevation Showing Outdoor Seating Area and Brewery Extension Clad in Timber at Centre Right of Image. Source: <https://www.myguidequeenstown.com/restaurants/canyon-food-brew-co>



Photograph 2. Outdoor Dining Deck Area Looking Northwest. Source: <https://www.myguidequeenstown.com/restaurants/canyon-food-brew-co>

The requirement for a new lease and license of the operating areas for the existing Canyon Restaurant and Canyon Brewery has arisen due to discussions between Real Journey's Limited and staff at Department of Conservation (Director Regulatory Authorisations Stacy Wrenn & DDG Ruth Issac) regarding the Concessionaire's liabilities when the business is sold.

Based on the discussions had with the Department of Conservation, it is understood that if a Concession is assigned to a new owner and then the assignee fails to pay the Department of Conservation, the original Concessionaire remains liable to the Department of Conservation for the unpaid rent (and any other contractual

requirements.

So, in effect Real Journey's Limited is presently the guarantor of Canyon Brewery Group Limited for the entire term of the Concession which is until 2036 in this case. Discussions with the Department of Conservation about ways to opt out of this liability situation under the current assignment/sub-lease scenario between the parties have simply resulted in confirmation from the Department of Conservation that there are no solutions to extinguish Real Journey's Limited liability.

Rather, the Department of Conservation have advised Real Journey's Limited that the only way forward for them to extinguish their liability is for Canyon Brewery Group Limited to apply for a new Concession for their commercial activities.

Canyon Brewery Group Limited whose directors are James Nicholson, Jack Paterson, James Paterson and Jane Paterson have subsequently set up a new company (with the same Directors) **4JQT Limited** to make the required Concession application.

Accordingly, **4JQT Limited** applies for a Concession for a lease and license of the existing operating areas containing the commercial restaurant and brewery activities and it has been agreed that upon execution of this new Concession Real Journey's Limited will surrender the Concession 59942-SER. A letter of support for this application and confirmation of the intention to surrender Concession 59942-SER from Real Journey's Limited is attached as **Appendix [B]**.

For the avoidance of all doubt the Concession lease and license is being sought by/in the name of **4JQT Limited** and the commercial facilities (restaurant and brewery) will be operated under the trading name of Canyon Taproom.

The Concession application seeks to obtain a lease and license over the area of the Cavell's Building and the other existing detached buildings utilised for the current commercial activities. However, there are also additional chiller containers and LPG storage that already exist on site and the application proposes to cover these structures/facilities as well. For clarification, all the lease and license areas are detailed below.

Proposed Restaurant Ground Floor Lease Area	= 225m <sup>2</sup>
Proposed Brewhouse Ground Floor Lease Area	= 32m <sup>2</sup>
Shared Ground Floor Toilets (shared with Queenstown Rafting) Licence Area	= 32m <sup>2</sup>
20 ft shipping container Lease Area	= 14.8m <sup>2</sup>
Chiller Container 1	= 8.8m <sup>2</sup>
Chiller Container 2	= 5.76m <sup>2</sup>
LPG Storage	= 2.56m <sup>2</sup>
Outdoor Deck Area with Pergola for Dining Licence Area	= 198m <sup>2</sup>
Parking, Deliveries, Storage, Manoeuvring Licence Area	= 621m <sup>2</sup> Approx
Outdoor Dining/Use of Lawn Area	= 288m <sup>2</sup> Approx



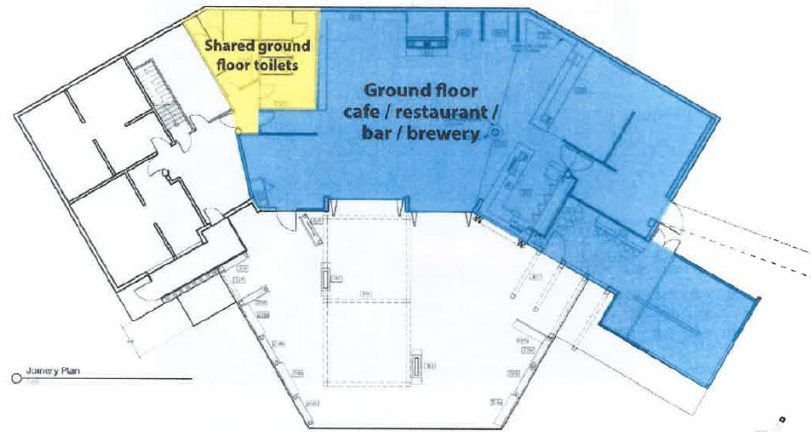


Figure 4 – Ground Floor Lease Area of Cavell's Building Showing Location of Shared Toilets (yellow) and the Go Orange (now Real Journey's Limited) Rafting Lease (White)



Figure 5 – Key Vehicle (red) and Pedestrian (yellow) Access Routes within the Site.



Figure 5. License Area for Existing Service Main Installed to Brewhouse.



Figure 6. Proposed License Area for Deliveries, Parking, Storage, and Manoeuvring





*Figure 7. Proposed License Area for Outdoor Dining/Use of the Lawn Area*



*Figure 8 – Chiller Container 1*



*Figure 9 – Chiller Container 2*





Figure 10 – LPG Gas Bottle Storage

Plans of the Cavell's Building are attached as **Appendix [C]**.

Importantly, while the license areas identified above occur in areas where the public have the right of access and/or where other businesses have access/and or conduct their operations, the applicant wishes to make it explicitly clear that this proposal does not seek to derogate from any existing public use rights nor the operations of any other commercial operator including those undertaken by Real Journeys Limited pursuant to Concession 82689-GUI for the lease and licence areas of the Cavell's Building and surrounds for the operation of a rafting business.

The proposal being an application for a lease (and a licence) under section 17SC (1) of the Conservation Act 1987 will be publicly notified regardless of the term sought. Accordingly, in accordance with section 17Z (1) of the Act, it is proposed that the maximum term of 30 years be granted for this approval.

## 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

The Cavell's Building including the applicant's restaurant and brewery which are proposed to be operated under their trading name 'Canyon Taproom' are already sited within the Morning Star Beach Recreation Reserve accordingly it is not feasible for the occupancy which is the subject of this application to occur outside public conservation land.

The area where the Cavell's Building and the applicant's restaurant and brewery are located within the Morning Star Beach Recreation Reserve does not have high conservation values. The land which is the site of this application is significantly modified, being either built on, hardened, or grassed and other offices and commercial recreation activities occur on the same site or immediately adjacent to it. Consequently, any potential adverse effects would not be significantly less in another conservation area or another part of the conservation area to which the application relates.

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## 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:

As outlined above in Section A, the applicant (**4JQT Limited**) is applying for a lease of the portion of the ground floor area of the Cavell's Building including brewery extension that is presently occupied through assignment, by Canyon Brewery Group Limited for a restaurant and brewery business. A lease is also sought for a container, chiller containers and LPG storage also located on the site. These areas are for exclusive occupation.

However, in addition to these lease areas, a license is sought for vehicular and pedestrian access to the site, the service area at the rear or eastern side of the Cavell's Building for back of house deliveries, parking, and storage, and for use of the outdoor decking and grassed area on the western side of the building.

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.

Outdoor dining and even lounging on the grass in fine weather as seen in the photos above have been an integral part of the operation of the existing restaurant and brewery because one of main the attractions of dining at this site is the outdoor space and the outlook over the Shotover River.

Additional space is also required for back of house functions including storage and vehicle parking especially for the provision of deliveries. Ensuring the safe operation of these back of house functions is very important especially providing for vehicle movements which is a necessity for the operation at this site.

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## 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.

With respect to the proposed lease areas, the applicant must provide security for its equipment and chattels as they have several thousands of dollars' worth of equipment on site which needs to be kept secure especially



afterhours.

As identified above, exclusive occupation/possession is not requested for the licence areas that have been specifically identified above. These areas are currently shared with the public, other Concessionaires and commercial operators and the applicant has no intention to exclusively occupy those areas and derogate the rights of others.

## 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.*

As outlined in Section A above, the applicant acknowledges that any application requesting a lease will be publicly notified pursuant to Section 17SC (1) of the Conservation Act 1987. Accordingly, in accordance with section 17Z (1) of the Act, a term of 30 years is requested.

This term is sought as it is the longest term that can be considered by the Minister of Conservation (without there being exceptional circumstances for a longer term). This length of term appropriately offsets the application preparation and processing costs and affords sufficient certainty of tenure for the applicant to invest in and continue to advance the business.

## 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.

The applicant has (and shares with Real NZ Limited) an LPG storage facility. This is located at the rear of the car park/manoeuvring license area and measures 2.4mW x 1.07mD x 1.88mH and contains 10 45kg gas bottles.

A copy of the Approved Compliance Certifiers Ltd compliance certificate for this facility is attached as **Appendix [E]**.

The Department of Conservation has advised that an LPG Storage Certificate issued in the name of the applicant (4JQT Limited) will need to be provided before a Concession can be authorised. The applicant will liaise with Real NZ Limited and Approved Compliance Certifiers Limited to obtain the required certificate before a decision is made by the Department.



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## **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**

Morning Star Beach Recreation Reserve specifically 1 Arthurs Point Road, Queenstown.

### **SPECIAL FEATURE OR VALUE**

The area where the Cavell's Building and the existing restaurant and brewery activity are located within the Morning Star Beach Recreation Reserve does not contain high conservation values. The land which is the site of this application is significantly modified, being either built on, hardened, or grassed. When viewed from Arthurs Point Road the site and surrounds appear as a cluster of commercial recreation development and contains very little signs of naturalness. The landscape in the immediate and wider area is constrained by the Shotover River, Arthurs Point Road, Edith Cavell Bridge and the topographic character of the river canyon. The main river gorge carves through outcrops of schist, while fine mica gives the river its silty colour. The wider canyon however displays exceptional views up the Shotover River. Accordingly, the only special feature of the site is the adjacent Shotover River and its gorge.

The vegetation on the reserve is dominated by introduced woody weed species, notably sycamore, broom, blackberry, hawthorn and larch. The site also contains mature introduced pine trees. Some indigenous plant species are present naturally such as prickly shield fern and *Muehlenbeckia australis* along with scattered matagouri. Some native tree and shrub planting has been implemented around the public car park area and the pathways to the Cavell's Building and as required by special conditions 42 – 44 of Concession 59942-SER, around the outdoor dining area however, there are no significant stands of indigenous species in the reserve. Given the lack of natural indigenous communities, particularly within the lease/license area, the ecological values of the site are low.

### **POTENTIAL EFFECTS OF YOUR ACTIVITY ON THE FEATURE OR VALUE**

As stated above this is an application for a lease and license of an area already held by Real Journeys Limited and occupied (by assignment of the Concession) by Canyon Brewery Group Limited and therefore the effects of this proposal are all known because the restaurant and brewery have been operating at this site for several years. The proposal by 4JQT Limited essentially seeks to maintain the existing operations on the subject site albeit under a

new Concession that authorises all areas of occupation including minor detached buildings (chillers/containers) and LPG storage and under a new entity being **4JQT Limited**.

### **CUMULATIVE EFFECTS OF DEVELOPMENT ON THE LANDSCAPE**

As noted in the above section, the applicant is not proposing any physical changes to the Cavell's Building, the outdoor decking and lawn areas or the access and service areas associated with the restaurant and brewery activities. This includes internal alterations which are also not proposed.

For users/visitors to the reserve, there will be no perceptible changes to the existing environment from the granting of the proposed lease/license.

### **POTENTIALLY ADVERSE VISUAL EFFECTS**

Morningstar Beach Recreation Reserve is accessible to the public so a range of views of the existing built environment and the Concession activities can be obtained.

As identified above, the applicant proposes no changes at all to the existing environment. Specifically, no changes to the internal or external components of the Cavell's Building lease area or the exterior license areas are proposed. The external license areas are to remain the same area as currently authorised in Concession 59942-SER albeit noting that for completeness the applicant (**4JQT Limited**) seeks to include the existing chiller containers and LPG storage which are located on the site and not addressed in the existing Concession.

There are no changes proposed to the existing landscaping of the subject site either.

Accordingly, the potential adverse visual effects of the granting of this application when considered from Edith Cavell Bridge, Arthurs Point Road, Shotover River, and adjoining or nearby residential properties will be non-existent when compared to the existing environment.

### **CREATION OF NOISE**

As identified above, this application seeks to retain the existing restaurant and brewery operations and include the minor detached buildings and LPG storage outlined above and change the lease and license obligations to the applicant **4JQT Limited**. As such, there will be no changes to the hours of operation and noise that is presently generated.

Further, the Concession activity is also controlled through the applicant's obligations to comply with the conditions of QLDC resource consent RM170608 and its variation RM191325 which authorised the establish of a restaurant, bar and brewery within the existing Cavell's Building, and to undertake additions and alterations to the existing building which infringed internal setbacks and associated earthworks. The consents provide through conditions 4 – 10 the sale and supply of alcohol between 8am and 2am 7 days a week and impose restrictions on the use of outdoor dining areas and emission of noise.

A copy of these RMA approvals is attached as **Appendix [D]**.

Considering the level of assessment in these resource consent applications (including the specialist acoustic assessments) and that no changes are proposed to the operation of the activities, the effects of noise from granting this Concession application will be less than minor.



### **EFFECTS ON INTRINSIC CONSERVATION VALUES**

No significant intrinsic and nature conservation values will be adversely affected by the proposal. It is noted that there are no indigenous ecosystems within the immediate vicinity of Cavell's Building that will be damaged, and the proposal will not establish any introduced vegetation that has a high potential to spread and naturalise.

### **RISK OF FIRE**

There is a minimal risk of fire from the restaurant and brewery. The area the building is located on is hardened, and mostly cleared of vegetation and in the unlikely event of a fire it would be confined to the applicant's plant, and it is not likely a fire would spread to adjacent vegetation or equipment.

### **POTENTIAL CHEMICAL CONTAMINATION**

Vehicles servicing the site could leak oil when on site however, the vehicles servicing the applicant's business spend time parked up on tar seal or concrete on site hence such a leak would not contaminate the ground. Also, such a leak would be readily detected because the vehicles servicing the property only park on hardened surfaces. There will be no other chemicals stored on site that could cause contamination.

### **DISTURBANCE OF SOILS, VEGETATION, INVERTEBRATES, LIZARDS, FROGS OR NESTING BIRDS**

As noted above, this proposal does not seek to authorise any physical works. There are no building alterations (internal or external), no earthworks, or landscaping proposed. The subject site and the lease/license areas will remain exactly as they are presently.

Accordingly, there will be no disturbance of soils, vegetation or invertebrates, lizards, frogs or nesting birds or their habitats from the granting of this Concession application.

The ongoing occupation and use of the lease and license may require that some vegetation, mainly landscaping plants, may need to be kept cut back over time to retain access to these facilities; but this vegetation trimming will be minor, and conditions can be imposed on any Concession requiring such maintenance to be approved first by the Grantor.

### **DEGRADATION OF HISTORIC OR ARCHAEOLOGICAL SITES**

There are no known historic or archaeological sites in the immediate area adjacent to the proposed lease and license area.

### **NATURAL WATERWAYS OR BODIES OF WATER ADVERSELY AFFECTED BY THE ACTIVITY**

The Shotover River is adjacent to the proposed lease and license area; however as identified above there will be no contaminants or hazardous chemicals kept on site to result in any discharges which could impact on the water quality of this river.

### **SPREADING DIDIMOPHENIA GERMINATA**

The occupation of the proposed lease and license area could not contribute to spreading Didymo.

### **DISPLACEMENT OF OTHER USERS OR NEGATIVE IMPACTS ON OTHER USERS**

As previously stated, this site is already in use by Real Journeys Limited and Canyon Brewery Group Limited, there are no changes to the existing lease and license areas with this proposal although it is proposed to include the minor detached buildings (chiller containers/container and LPG storage) which are not covered by the existing Concession, and no physical changes to the premises will occur. Therefore, the displacement of other users of the reserve will likewise remain unchanged.

Importantly, the existing and ongoing use of the outside deck and lawn does not exclude the public thus the public are not displaced by this outdoor dining activity. Further, the key pedestrian and vehicle access routes have been identified and the application text above confirms that the applicant does not in anyway whatsoever, seek to derogate the rights of public access or access to other operators in the reserve including Shotover Jet but also Go Orange – now Real Journeys Limited who lease part of the ground floor area of the Cavell's Building and who will share the toilets with the applicant.

### **CULTURAL EFFECTS**

Section 4 of the Conservation Act 1987 requires that the Act shall be interpreted and administered so as to give effect to the Principles of the Treaty of Waitangi. Accordingly, consultation with Te Rununga o Ngai Tahu as a treaty partner is a requirement of all Concession applications.

In this regard, the applicant has consulted informally with Jolanda Cave, General Manager Tourism for Ngai Tahu – the owner and operator of Shotover Jet and no concerns have been raised with this application in terms of Shotover Jet's operations.

The applicant has sent a copy of the application to both Te Rununga O Ngai Tahu ([TTW@ngaitahu.iwi.nz](mailto:TTW@ngaitahu.iwi.nz)) and Au Kaha for formal consideration. When their written feedback is received it will be provided to the Department to aid in the processing of the application and to demonstrate compliance with Section 4 of the Conservation Act.

### **POSITIVE EFFECTS**

The proposal will result in no noticeable changes to the existing environment on the reserve. All existing built form, outdoor areas, landscaping, access, and authorised activities will remain the same.

However, from an operational perspective, the granting of a lease and license to the applicant will remove a legal liability issue. As explained above, under the current sub-lease and licence situation, Real Journey's Limited remains liable under the original Concession if Canyon Brewery Company Limited were to default on their obligations for rental payment etc.

Granting a new lease and license to **4JQT Limited** and enabling Real Journeys Limited to surrender their existing Concession will absolve Real Journey's Limited of this commercial liability and enable the existing commercial concession activities to continue, albeit under a new company name.

From an administration and legal perspective, this outcome is beneficial for all parties involved, including the Department of Conservation.



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## I. Other

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

The Morning Star Beach Recreation Reserve is managed by the Department of Conservation on behalf of the Crown. The land was formalised as a Recreation Reserve in 1991, as Gazette Notice 1991, P.2665.

The Department of Conservation and three existing commercial companies currently operate/have offices within the reserve, Shotover Jet Ltd (Shotover Jet), Queenstown Rafting (Go Orange – now Real Journey's Limited) and Real Journey's Limited/Canyon Brewery Group Limited. These companies either have a lease/license agreement or a Concession with the Department to occupy or operate from this reserve. The Department's Wakatipu District Office garage and workshop are also on this site. There are five buildings within the reserve used for commercial purposes: Shotover Jet base building, Shotover Jet boat store, Shotover Jet maintenance, Cavell's Building, and DOC workshop and storage.

The applicant, **4JQT Ltd**, requires a separate new commercial lease/license for the occupation and use of the site for operation of the Restaurant and Brewhouse to allow the surrender of the current Concession and sub-lease/licence of 59942-SER between Real Journey's Limited and Canyon Brewery Group Limited. This is simply required as a way of removing the commercial liabilities of Real Journey's Limited and enabling the current operators (under a new entity) to continue to undertake commercial activities similar to the Concession Activity presently authorised by 59942-SER.

In this regard, the application is considered simplistic, and administrative in nature and no other information is deemed necessary at this stage.