

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: Tenanted 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:

- **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](https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/)¹ for.

¹ <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](#)² closest to where the activity is proposed. You can use [DOC maps](#)³ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁴ – 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](#)⁵.
- 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](#)⁶ 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.

² www.doc.govt.nz/footer-links/contact-us/office-by-name/

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

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

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

⁶ <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](#)⁷ 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.

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

A. Applicant details

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

①	Applicant name (individual)		
	Phone		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)		Aoraki/Mount Cook Alpine Village Limited (AMCAVL)	
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429038435607	Company, trust or incorporated society registration number	691097
	Registered office of company or incorporated society (if applicable)		Trojan Holdings Ltd, Level 2, 44 Camp Street, Queenstown, 9300, New Zealand	
	Company phone		Company website	
	Contact person and role		Peter Carnahan, Director	
	Phone		Mobile phone	
	Email			
	Postal address	PO Box 956 Queenstown	Postcode	9348

Street address (if different from postal address)

44 Camp Street
Queenstown

Postcode

9300

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

Name of DOC staff member

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: Tenanted 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](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/)⁸
- [Easements](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/)⁹

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

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

- [Land based guiding](#)¹⁰

¹⁰ <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 Applicant and its parent company, Trojan Holdings Limited, are well known to the Department and the Aoraki/Mount Cook Village environment. The Applicant holds a current lease authorisation for the activities described in the associated concession application form 3B, expiring 30 June 2025. This application is to continue the occupation of the land in the Village for staff accommodation associated with the Applicant's concession activities in the national park. The Applicant has several permissions for activities within the Village and the wider national park.

Trojan Holdings Limited has other subsidiary companies that operate other tourism operations within Canterbury, Otago and Southland.

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	Aoraki/Mount Cook Alpine Village Limited

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	Peter Carnahan Director – Aoraki/Mount Cook Alpine Village Limited	Date 20 December 2024

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. 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.

Aoraki/Mount Cook Alpine Village Limited (AMCAVL) is applying to lease two parcels of land within the Aoraki/Mount Cook Village (CONS UNIT H36 001; NaPALIS ID 2805070) amenities area (the Village).

1. 1 Du Faur Place (Site 41)

This lease application is for a new lease of a staff accommodation building within the Village used for essential staff associated with permitted activities carried out in the Aoraki/Mount Cook National Park.

This site was previously covered by CA-101-ACC which has recently been identified as having expired on 31/12/2023.

Property description: 4 x 2 storied, 2-bedroom, staff accommodation units built in circa 1980. Rectangular, wooden bungalow with zincalume cladding. A pitched corrugated iron roof on a concrete pad foundation and a wooden deck to the side. The property also has a detached carport, with concrete floor and storage area to the front and side of the building. Cobblestone drive to access the dwelling.



2. Ashurst Hotels Staff Accommodation Buildings – Lots 7 & 8

This lease application is to continue occupation and maintenance of the staff accommodation buildings within the Village used for essential staff associated with permitted activities carried out in the Aoraki/Mount Cook National Park.

This site is currently covered by CA-26347-ACC that expires 30/06/2025.

Property description: Staff accommodation units consisting of:

- 3 x 1-bedroom dwellings with single attached carports
- 1 x 2-unit dwelling, one consisting of a 3-bedroom unit and the other consisting of 3 x 1-bedroom units and a staff laundry.

Built in circa 1950 all are of weatherboard cladding with a pitched corrugated iron roof on a concrete pad foundation.

Image of lease activity



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

This application is to continue the occupation of land for existing dwellings within the Aoraki/Mount Cook Village. Consideration of an alternative site is not considered necessary as the building has been in-situ for many years and no construction or alterations are proposed as part of this application. The facilities and services are managed and maintained in accordance with the national park management plan. The effects of the activity are considered within the accompanying Environmental Impact Assessment (section H of this form) but are well known.

C. Larger area

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

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

(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

Is exclusive possession necessary to protect physical security of the activity?

YES

Is exclusive possession necessary for the competent operation of the activity?

YES

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

Exclusive occupation is necessary. No access to the land to the general public is reasonable due to the nature and extent of the buildings and their purpose on the land. The staff who reside within the premises are the only persons (and any visitors of theirs) required to enter onto the land and the dwelling.

AMCAVL require exclusive occupation to ensure competent operation of the activities, as well as to protect and provide physical security for the tenant's personal possessions. Public safety is paramount, and the general public do not require access to the buildings, unless it is on the invite of the tenants.

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.

30 years

The Applicant is applying for a term of 30 years. The term is considered appropriate due to the established nature of the property, and the Applicant's associated concession activities. It is also in keeping with other terms for the same activities within the Village. The length of term provides surety and security for the Applicant, and this is reflective of the enduring relationship the Applicant has with the village. The Applicant has permissions to own and operate the Hermitage Hotel, recreation tourism activities and the airport and facilities - all based within the Aoraki/Mount Cook National Park. The Applicant wishes to continue to utilise the land for the buildings to ensure essential operational staff have somewhere to reside within the Village, as permitted by the AMCNMP.

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?

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
Aoraki/Mount Cook National Park, including the Village	Amenities Area, set aside under Section 15 of the National Parks Act 1980. World Heritage Area – Te Wāhipounamu. National and international significance because of this protected land status	Maintenance of the buildings; design and landscape modifications, colour palate, external storage etc	Develop and implement a 10-year property maintenance plan, in conjunction with the Department of Conservation. The maintenance plan is to include the repair, restoration or replacement of the land, buildings and services associated with the site. Any plan will need to consider compliance with national park management plans and the Department of Conservation's guidelines.
	As above	Drainage and stormwater	All drainage and stormwater have been designed and is maintained to a standard previously approved. Monitoring of any issues associated with these services will be managed in a way to address any adverse impact as soon as practically possible. This will be done in consultation with the Department of Conservation.
	As above	Hazardous substances	As a general rule, no hazardous substances will be

			stored or contained on site. However, where in the instance it may be onsite, the applicant will ensure that all substances or materials are stored in a secure enclosed facility. Monitoring of this will occur to ensure compliance.
	As above	Introduction of domestic animals	The Applicant will ensure no domestic animals are not permitted onsite, or anywhere within the Village or wider National Park.
	As above	Fire risk; to building and surrounding environment	All appropriate fire safety equipment (extinguishers) is available to be operated by staff. Staff are educated on how to operate and what the procedures are in case of an emergency. All occupants will adhere to fire restrictions in place.
	As above	Climate Change – the activity will produce greenhouse gas emissions.	All appropriate measures will be taken to reduce and mitigate greenhouse gas emissions associated with the occupation of the Amenities Area and the activities carried out within the lease area.
	Views of the surrounding national park vista	Design modifications/alternations	No modifications to the buildings will be undertaken without the prior consideration and approval from the Department of Conservation. Any will need to be in accordance with the national park management plan.
	Indigenous vegetation (adjacent to structures)	Introduction of invasive weeds. Invasive weed control (Positive)	Monitoring of weed and pest plant in and around the land. Any plant pest will be removed and weed control will continue throughout the proposed term of the concession. Occupants will not be permitted to bring in any non-native plants (both inside and outside) onto the land.

	National Park and world heritage area status	Litter, rubbish and recycling.	Occupants will be advised to use waste receptacles, recycling depots and ensure all waste is stored in an appropriate way until it is removed off site, and out of the national park.
	As above	Cultural Values	The Applicant will consult with Ngāi Tahu Papatipu Runanga if any cultural interpretation/informaiton is proposed to be used.
	As above	Noise	This can be a potential effect on all those residing in the residential area of the Village. All practical steps will be undertaken to ensure all occupants, and any of their personal visitors, abide by reasonable noise levels for the environment. Monitoring of the noise levels will occur periodically.

Monitoring

Where indicated monitoring of the activity will occur routinely and at times in collaboration with the Department of Conservation. As a result of monitoring feedback will be directed to the local management of the Department in the first instance and at the first opportunity. Management of impacts will be undertaken in consultation with Department of Conservation staff.

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 Applicant considers the application activity to be consistent with the following relevant statutory planning and management documents:

- General Policy National Parks 2005
 - Aoraki/Mount Cook National Park Management Plan 2004 (AMCNPMP)
 - Canterbury (Waitaha) Conservation Management Strategy 2016
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