

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:

- **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 applying¹](#) for.
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office²](#) closest to where the activity is proposed. You can use [DOC](#)

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

[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.

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.

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/>

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 checked="" type="checkbox"/> Individual (Go to ①)	<input 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)	BARBARA CHARTERS		
	Phone	Sec 9(2)(a)	Mobile phone	Sec 9(2)(a)
	Email	Sec 9(2)(a)		
	Physical address	Sec 9(2)(a)	Postcode	Sec 9(2)(a)
	Postal address (if different from above)		Postcode	

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

A. 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

23 March 2022

Name of DOC staff member

Max Phillips

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

Sec 9(2)(a)

→ granted permission by
RICHARD CHARTERS to use the
boatshed, free of charge

B. 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: Tenancing and/or using existing DOC facility/structure	3a	<input checked="" type="checkbox"/>
Land use: Use of public conservation land for private/commercial facility/structure	3b	<input 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](#)⁸
- [Easements](#)⁹
- [Land based guiding](#)¹⁰

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/>

¹⁰ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

C. 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: *RM18-0557 (64122)*

Concession Application Form 3a – Tenanting or using existing DOC structure/facility

D. 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).

E. 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> ✗ <u>Table</u>	Doc1	Word	Table

B. 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 type="checkbox"/> N.A.
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"/> To be e-mailed by my agent! Sec 9(2)(a) RAY WHITE ROTORUA

C. 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 type="checkbox"/>
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.	<input 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 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 type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input 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 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 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 type="checkbox"/>

Typed applicant
name/s

Date

For Departmental use	
Credit check completed	
Comments:	
Signed	Name
Approved (Tier 4 manager or above)	Name

C. 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 checked="" type="checkbox"/>
Yes	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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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 **BARBARA CHARTERS**

Date **27/09/2023**

Sec 9(2)(a)

For Department Use
Credit Check completed
Comments
Signed
Approved (Tier 4 manager or above)

Name
Name

Sent from Yahoo Mail for iPad



Department of
Conservation
Te Papa Atawhai

Concession Application Form 3a – Tenanting or using existing DOC structure/facility

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 tenanting or use of any existing facility or structure that is managed by the Department of Conservation on public conservation land. Examples may include permanent use of historic building for a business or a community group; leasing a campground or lodge. For overnight stays in DOC huts, please fill in Form 4a. 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.

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, 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 you are applying for 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 3a:A1.

Private boatshed located on Lake Okareka Marginal Strip used for storing boat and accessories affiliated with boat.

Map is attached further describing location and size of the boatshed.

Do you believe you need to exclude others from the structure or facility? **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, then provide details and supporting evidence and label Attachment 3a:A2.

The Boatshed is used to house private-use recreational items of varying value but generally of high value. The exclusive possession is required for issues of public safety, physical security and competent operation.

The marginal strips are accessible by the public and the boatshed could be a target for theft if unable to be locked in some way or made inaccessible to the general public.

The exclusion of the public to protect public safety is important because although the boatshed are kept in tidy condition, there are hazards associated with the interiors of the boatsheds, such as equipment hanging at head height, fuel containers and limited flooring to allow for the lodgement of a water vessel.

B. 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 as this is the maximum term allowable for a Lease.

C. 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 3a-C.

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
EG: Tararua Forest Park	Northern rata - threatened species	Damage to the plants by construction	Brief construction and maintenance staff of the location and importance of the species; clearly tape off areas with the species to avoid damage

See Appendix 1

D. 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 3a:D. 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.

E. Other

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

With regards to the Annual Rental, please consider the following options:

1. A peppercorn rate because the boatshed was established on the Land before the current Occupiers
2. A market value rental which is applied at reduced incremental steps over a 10-year period to then be set at the appropriate market value for the next 20 years.

Appendix 1 - Assessment of Environmental Effects (AEE)

Please note: This AEE considers the effects of an existing activity requiring retrospective authorisation for use of the footprint of public conservation land.

Existing Natural Environment

Lake Okareka is surrounded on the northern and north-eastern flanks by the Lake Okareka Scenic Reserve and on the southern shores in an intermittent fashion the Lake Okareka Marginal Strip (LOMS). The remainder is a mix of local authority management and private land. The Boatsheds lie on the edges of Lake Okareka within the Lake Okareka Marginal Strip. Some partly on land and in the water, others high and dry on land. The ground is undulating and in places steep and cliff-like. Multiple private lots adjoin the LOMS and these titles make up part of the Lake Okareka Community.

The LOMS is noted as a lowland bioclimatic zone (as per Vegetation and Flora of Lands, S. Beadel, August 1995). It is approximately 6.5 hectares in size. The greater portion of the LOMS has been privatised by adjoining landowners since the establishment of the subdivision in the 1930's. The LOMS is a mix of pasture, water herb field, rush land, exotic grasses, crack willow, exotic trees and reed land. The LOMS is noted as having potential, as with some management it may deserve a higher ranking (as per Vegetation and Flora of Lands, S. Beadel, August 1995). The LOMS is currently dominated by adventive species. Management of the flora on the LOMS is undertaken by Landcare Okareka.

The Lake Okareka Scenic Reserve (Reserve) on the opposite side of Lake Okareka contains mature stands of Tawa/kamahi-rewarewa forest, Tawa-tree fern forest with Kamahi, Tawa-kamahi/tree fern forest, Kamahi/whauwhaupaku tree land and Manuka scrubland. The Reserve is of particular scientific interest because "much of the forest had redeveloped since being overwhelmed by Rotomahana Mud in 1886" (Nichols 1968). Where the reserve borders Lake Okareka extensive disturbance by fire and clearing has occurred. The vegetation in this area consists mainly of early successional growth. The northern part of the Reserve consists mainly of late successional forest (King 1983a).

Archaeological and Historic Sites

The Boatshed currently sits on the LOMS. The Boatshed is not known to have an impact on any existing archaeological and historic sites.

A cultural impact report was funded by the Bay of Plenty Regional Council as part of the resource consenting process for water structures. To give effect to the consultation requirements required by Occupiers. This cultural impact report was carried out by Te Arawa Lakes Trust, who spoke with all relevant iwi, hapu and whanau associated with each lake in Rotorua. The study has not identified any issues of concerns related to the existing Boatsheds at Lake Okareka. Any structure that has material detrimental to the environment should be removed.

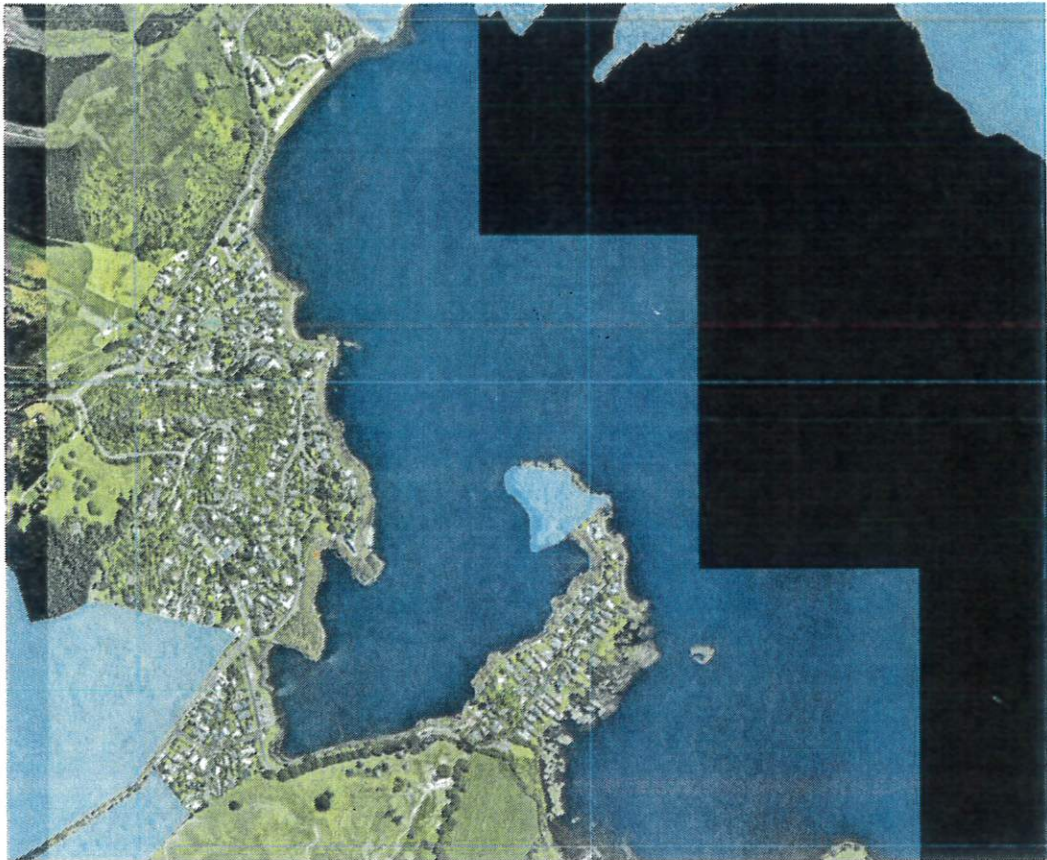
The Department keeps in regular contact with Tuhourangi Tribal Authority (TTA) whose rohe includes the Lake Okareka Marginal Strip. TTA have not raised any concerns with the current activity regarding sites of cultural significance.

Existing Social Environment

Most of the Land currently supports private recreational use either associated with the waterway or the adjoining private land parcel. You would be most likely to encounter activities associated with the adjoining landowner's property on the Land. These activities have been authorised by the Department through Individual Management Agreements. There are three accessways which enable the general public to access the LOMS and the shores of Lake Okareka. Most users of the accessways are from the local community, who use to undertake water-related activities. The Boatshed is an existing structure which has been on the LOMS for at least 20 years. The location of the Boatshed on the LOMS still allows access across the LOMS by the general public.

Values	Potential Adverse Effects	Mitigation Measures
Land	Discharge of pollutants	Only fuels and oil to be housed in the Boatsheds. To be contained in good quality containers.

		<p>Any refuelling to be undertaken using a funnel or suitable pouring device. All significant maintenance of any water vessels and engines stored in the Boatshed will be undertaken off-site</p> <p>A specific Environmental Effects Assessment will be submitted to the Department for any works beyond the scope of maintaining the Boatshed in good working condition.</p>
	Introduction of new plant pests	Ensure that any equipment bought onto site or used to maintain the Boatshed is free of weeds.
	Maintenance of the Boatshed	<p>Only like for like replacement work will take place.</p> <p>Area disturbance around the immediate vicinity of the Boatshed will be kept to a minimum. And the land will be restored to original state.</p>
	Rubbish	The immediate surrounds of the Boatshed will be kept free of rubbish.
Aquatic	Disturbance to aquatic life and water within the Boatshed footprint and at the entrance to the Boatshed	<p>Vessel movement will be kept to a minimum.</p> <p>Any refuelling to be undertaken using a funnel or suitable pouring device. All significant maintenance of any water vessels and engines stored in the Boatshed will be undertaken off-site.</p> <p>A specific Environmental Effects Assessment will be submitted to the Department for any works beyond the scope of maintaining the Boatshed in good working condition.</p>
Landscape	Impingement on the landscape	<p>The Boatshed will be painted and/or stained in colours which are in fitting with the natural surroundings. Colour schemes will have natural feel (forest green/brown/black theme).</p> <p>The Boatshed will always have a low light reflectivity.</p>
Recreation	Public Safety	<p>Where practicable the Boatsheds will be locked or made inaccessible to the general public as to ensure the public cannot always access them readily.</p> <p>All fuels associated with the Boatshed</p>



Boatshed



		will be contained within the Boatshed. The immediate surrounds of the Boatsheds will be kept free of trip hazards, such as ropes, kayaks.
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Appendix 2 - Location of Boatshed and Map of Marginal Strip

Marginal Strip