



## Applicant Information Form 12b Holding, taking, importing, exporting marine mammals for non-research purposes

The Department recommends that you contact us to discuss the proposed activity prior to completing the application forms:

Permissions Advisor (Support)

Phone: +64 3 371 3700

Email: [permissionschristchurch@doc.govt.nz](mailto:permissionschristchurch@doc.govt.nz)

This form must be completed when applying for permits to hold, take, import, export marine mammals for non-research purposes ONLY. If you wish to hold, take, import, export marine mammals for research purposes please fill in Form 12a, available on the DOC website.

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.

Please note that the application process involves notification in the *Gazette* for 28 days (see s.5.5 of the Act), allow sufficient time when submitting the application for this to be undertaken.

Once you have filled in your application form, please complete this checklist to ensure that all components of your application are complete. This will help prevent any possible delays in the processing of your application.

- ☐ Legal status (company/trust/inc society) registration number (if not an individual)
- ☐ Written consultations (if applicable)
- ☒ Have you read and accept the section regarding the liability of the applicant for payment of fees
- ☒ **Have you signed your application?**

**All efforts in putting together a detailed application are greatly appreciated and will allow the Department to effectively and efficiently process your application.**

## A. Applicant Details

**Applicant Name**  
(full name of registered company  
or individual, student or university)

Christchurch Art Gallery Te Puna o Waiwhetū

**Legal Status of  
applicant (tick)**

Individual

Registered  
Company

Trust

Incorporated  
Society

**Other (please specify full details)**

A unit of Christchurch City Council

**Please supply the company, trust or incorporated society registration number:** NZBN: 9429000003339

**If an individual please supply your date of birth (this is a unique identifier for you):**

**Trading Name**  
(if different from Applicant name)

**Postal Address (of Applicant)**

PO Box 2626, Christchurch 8140

**Street Address (if different from  
Postal Address)**

Cnr Montreal/Gloucester Streets and Worcester Boulevard

**Phone**

**Website**

christchurchartgallery.org.nz

**Contact Person and role**

Fiona Simpson, Registrar

**Phone**

**Cell Phone**

**Email**

**Contact Person and role**

Rebekkah Pickrill, Lead Registrar

**Phone**

**Cell Phone**

**Email**

## B. Details of Proposed Activity

☒ Take

☐ Hold

☐ Import

☐ Export

**NB** please tick all applicable activities

## C. Purpose of Proposed Activity

### • Description of activity

Christchurch Art Gallery Te Puna o Waiwhetū is a not-for-profit public art gallery with a collection of over 7500 items, supplemented by on average 600 loans borrowed from private individuals, national and international collections. Our function and purpose is to provide access to and interpretation of collections through display, research, preservation and publication initiatives. This application is for artworks that are permanently in our collection and for artworks that are temporarily in our building for exhibition purposes. Currently we have two artworks in the collection that contain marine mammal parts, and these are detailed in the attached spreadsheet.

### • Species of marine mammal item/part (if known):

See attached spreadsheet.



- Type of marine mammal item/part (eg tooth):

See attached spreadsheet.

- Number of marine mammal items/parts:

See attached spreadsheet.

- How was the marine mammal item/part obtained:

See attached spreadsheet.

- Proposed dates for import/export if applicable:

NA

## D. Other

Is there any further information you wish to supply in support of your application?

## E. Consultation Undertaken

Some applications require consultation with whānau/hapū/iwi (local Māori), and other interested parties. Please contact the nearest Department of Conservation office to discuss what is required. Written expert views, advice or opinions concerning your proposal may also be attached to support the application. Attach any proof of consultation to the application.

Christchurch Art Gallery Te Puna o Waiwhetū is in the takiwā of Ngāi Tūāhuriri. Our Director, Blair Jackson, maintains a close relationship with Te Ūpoko o Ngāi Tūāhuriri – Te Maire Tau – who advises the Gallery with our tikanga practices. Our Pouarataki Curator Māori role is currently held by Chloe Cull (Kāi Tahu, Ngāi Te Ruahikihiki) who often works with mana whenua, Māori artists and their whānau to plan for appropriate care in accordance with their expectations and tikanga.

In addition to the professional care taken of all collection and loaned artworks, taonga will be displayed, reproduced and otherwise treated respectfully and in accordance with tikanga Māori, including as set out in the Museum Aotearoa Code of Ethics, and in consultation with the artist or artist's whānau.

As the gallery has only recently begun to collect artworks that contain marine mammals, we are in the early stages of developing policy around storage of these items. We don't have a formal SOP around cultural engagement other than the above. Our intention is to firm up this process with the advice of Te Maire Tau, Te Ūpoko o Ngāi Tūāhuriri.

## F. Fees

Section 60B of the Conservation Act enables the Department to recover all direct and indirect costs from an Applicant to process an application regardless of whether the application is approved or declined. If at any stage an application is withdrawn the Department will invoice the Applicant for the costs incurred by the Department up to that point. Applicants are required to pay the processing fees within 28 days of receiving an invoice. The Director-General is entitled to recover any unpaid fees as a debt.

We will send you an estimate of fees before they are incurred and invoice you once we have processed your application. Please contact us for further information.

### Waiving or Reducing Fees:

The Director-General of Conservation has discretion to reduce or waive processing fees.

You may apply for a fee waiver or reduction if you provide information to the permissions team about how your application meets at least one of these criteria:

- The activity will make a direct contribution to management
- The activity will support or contribute to the Department's priority outcomes – which are stated in the Department's 2013-2017 Statement of Intent ([available on the DOC website](#))
- There will be other non-commercial public benefits from the permission (if approved)
- Activity covered by the authorisation (other than research, collection or educational activities) will make a contribution to the management of, or the public interest in, the lands that are covered by the permit

### Paying fees:

The Department will ordinarily invoice the applicant for processing fees after a decision has been made on the application, but in some cases interim invoices will be issued.

Please select your method of payment below:

☐ I have attached a cheque

☐ I have direct credited the DOC account (please use Applicant name and MMRP as references)  
Department of Conservation  
Westpac Bank  
Account number: 03 0049 0002808 00

☐ I have a purchase order/number from an organisation registered with DOC

Order number/purchase number:

☒ I do not intend to pay the fees at the time of applying and/or I require an invoice for payment – I have filled in the Terms and Conditions for an Account with the Department of Conservation (following) with my own information.

### Terms and Conditions for an Account with the Department of Conservation:

Have you held an account with the Department before? (Please tick)

Yes ☒

No ☐

If yes, under what name: Christchurch City Council

1. I/We agree that the Department of Conservation can provide my details to the Department's Credit Checking Agency to enable it to conduct a full credit check.
2. 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.





3. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.
4. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
5. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
6. 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 of the credit account are not met.
7. 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.

## Declaration

I certify that the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct.

**Note: The Director-General may vary any permit granted if the information given in this application contains inaccuracies.**

<b>Signature (Applicant)</b>		<b>Date</b>	14/10/2024
	Rebekkah Pickrill, Lead Registrar		
<b>Signature (Witness)</b>		<b>Date</b>	14/10/2024
<b>Witness Name</b>	Fiona Simpson		
<b>Witness Address</b>	11 Sandringham Place, Bryndwr, Christchurch		

This application is made pursuant to the Marine Mammals Protection Act 1978.

Applicants should familiarise themselves with the relevant sections of the Marine Mammals Protection Act 1978.

NOTE: Further information may be sought from you for this assessment if this application is not completed fully as required. The purpose of collecting this information is to enable the Department to process your application. The Department will not use this information for any reason not related to that purpose.

Applicants should be aware that provisions of the Official Information Act might require that some or all information in this application be publicly released.

## For Departmental use only

<b>Credit check undertaken</b>			
<b>Comments :</b>			
<b>Signed</b>		<b>Name</b>	
<b>Approved (tier 4 manager or above)</b>		<b>Name</b>	



Christchurch Art Gallery Te Puna o Waiwhetū  
Register of Marine Mammal items (take)

Artist name/artwork title/date	Species/type if known	Number of parts	Date of acquisition	Location of origin	Item owner	Gallery ID number	Temporary artworks for short term exhibitions (include dates)
<div></div> Moko 1992	Whale	1	2022	<div></div>	Christchurch Art Gallery	2022/197	NA
<div></div> Poumanuwhenua c.1985	Sperm whale	2	2023	<div></div> - given to artist by whānau about 30 years ago - no other provenance information known.	Christchurch Art Gallery	2023/101	NA