

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 (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, trustees, educational institute or incorporated society)	Cove Property Ltd		
	Trading name or trust name (if different from applicant name)			
	NZBN if applicable (To apply go to: https://www.nzbn.govt.nz)	9429040842707	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)	25 Ngaio Gorge Road, Ngaio Wellington		
	Company phone		Company website	N/A
	Contact person and role	M Woods Director		
	Phone		Mobile phone	
	Email			
	Postal address		Postcode	
	Street address (if different from Postal address)		Postcode	

B. Variation of an existing licence and/or concession.

Is this application *varying* an existing licence/lease concession?

No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/> X
Licence/lease concession number(s) you wish to vary	53854 -OTH

C. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

☐ No (continue to section D.)

☒ X Yes (record details below)

Date of DOC pre-application meeting	10 Nov 2022
Name of DOC staff member(s)	Marie Long
Name of person(s) who had the pre-application meeting with DOC	Malcolm Woods/Eleanor Burton

Record relevant notes/comments:

Refer to Doc/Crown Law files re CIV- 2022-086-000426

D. What structures or activities are currently on SFR fronting your property?

All existing/new structures or activities are required to have prior approval for the continued occupancy of SFR. This may mean you have unauthorised structures or activities adjacent to your property that you are unaware of.

Please select below all appropriate structures and activities in relation to SFR fronting your property (Licensed and/or Unlicensed):

Boardwalk x	Boatshed x	Box steps
Bridge	Concrete path	Concrete steps
Conveying electricity	Conveying gas	Conveying telecoms
Conveying water	Culvert	Decking x
Drainage/Stormwater pipe x	Handrail	House
Retaining wall <1.5m	Retaining wall >1.5m	Seawall
Septic system	Shed	Shelter
Slipway	Staircase x	Step risers
Tramway/Trolley x	Water tank x	Other: Jetty x

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](#)¹⁰
- [Easements](#)¹¹
- [Land based guiding](#)¹²

Provide details of currently held SFR Licenses, Permissions/Permits and Easements:

Licence to occupy Sounds Foreshore Reserve SFR 53854-OTH

E. Duration

State how long (months and years) you want any granted concession for private buildings or structures and why.

Note: An application for a licence 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. An application for a licence concession more than 10 years must be publicly notified. An application for a for a lease concession no matter the duration must be publicly notified.

For period to and including 31 Dec 2030

F. Is this application for existing or new buildings and structures?

Select from the following:

- ☐ No (for **new buildings and structures only** fill in all sections **except** Section G.)
- ☐ Yes X (for **existing buildings and structures only** fill in all sections **except** Section H.)
- ☐ Both (for **existing AND new buildings and structures** complete **both** Sections G. & H.)

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

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

¹² <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

G. Existing Buildings or Structures – Description of Encroachment on Sounds Foreshore Reserve

1. Provide the Lot, Deposited Plan (DP) number and name of the bay of the **adjoining property** to the encroachment.

Lot number: 15

DP number: 1650

Name of the bay: Double Cove

Address (if applicable):

2. Describe in detail the existing encroachment, including when it was installed / constructed, the size and footprint of the structure/s and the purpose of the structure/s. Attach all relevant information and list in section L Attachments including:

- Record(s) of Title for your property (mandatory)
- Maps
- NZTM coordinates
- Photographs
- Survey plans
- Resource consent applications
- Concept plans
- Engineering reports
- Other

The purpose of the structures is to provide access to Lot 15 and water to service the boatshed.

Attached are

- 1) Certificate of Title
- 2) Permit to construct a cable car on Sounds Foreshore Reserve Double Cove
- 3) Code of Compliance
- 4) Deed of Renewal of SFR Licence
- 5) Foreshore licence

3. Could this structure/work be reasonably located on your private property? Provide details of other sites considered:

No

4. Is the building going to be used for commercial purposes? Give details/reasons.

No

H. New Structures/Work - Description of Encroachment on Sounds Foreshore Reserve

1. Provide the Lot, Deposited Plan (DP) number and name of the bay of the adjoining property to the encroachment.

Lot number:

DP number:

Name of the bay:

Address (if applicable):

2. Describe in detail the proposed encroachment including when work is to commence, the size and footprint of the structure/s and the purpose of the structure/s. Attach relevant documents, including:

- Record(s) of Title (mandatory)
- Maps
- NZTM coordinates
- Photographs
- Survey plans
- Resource consent applications
- Concept plans
- Engineering reports
- Other

3. Could this structure/work be reasonably located on your private property? Provide details of other sites considered:

4. Is the activity applied for being used for commercial purposes? Give details/reasons.

I. Are you applying for anything else?

Are you applying for other DOC permissions (e.g. easement, concession) as well as this activity?

No

☒ X

Yes

☐

If yes, state the other permissions you are applying for?

J. Planning provisions (all applicants)

1. Does your proposal comply with the Marlborough District Council district plan(s) for the area?

☐ No

☒ Yes x

2. Do you require resource consent and/or building consent? (Ask the relevant councils' planning sections for advice. Generally, if structures are to be built (or have been built), it is likely that consent/s will be required).

☐ No x

☐ Yes

3. If resource/building consent is required, provide details of the consent together with information on progress with the application for consents. (It will be a condition of any licence to occupy that all necessary consents have been obtained.)

K. Consultation undertaken

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This often requires consultation with our Treaty Partner (iwi/hapū/whānau of local Māori) on your application. If you have already consulted with our Treaty Partner, or with other interested stakeholders, DOC would like to know about it.

We recommend you discuss consultation with a DOC staff member before starting your application.

Have you carried out any consultation?

☐ No

☒ Yes X

If yes, supply details for each group consulted with:

Whānau/hapū/iwi or other interested party consulted with:	
Name of individual you consulted with:	Marie Long of DoC
Date of consultation:	Various and 10 Nov 2022
Form of consultation (e.g. email, meeting):	meeting
Outcome of consultation*:	Proposal agreed

***If you received a written response to your consultation attach a copy to this application. Record the document details in the L Attachments section of this form.**

L. Consistency with DOC statutory plans

List [DOC's statutory planning documents](https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/)¹³ relevant to your application (e.g. Nelson/Marlborough Conservation Management Strategy):

- 1) ROLDA 1982
- 2) ROLDA 1993
- 3) Conservation Act 1987
- 4) Marine and Coastal Area (Takutai Moana) Act 2011
- 5) Reserves Act 1977
- 6) Marlborough Sounds Maritime Management plan 1986

Are you aware of any potential inconsistency your activity may have with DOC's statutory planning documents?

No

☐ X

☐

If you have answered 'yes' explain why it is inconsistent with the statutory planning documents.

¹³ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

M. Description of actual and potential effects of existing or proposed works (all applicants)

Identify actual or possible effects of the activity applied for. Describe the actions you propose to take to avoid, remedy or mitigate those effects. For further information check [DOC's Environmental Impact Assessment](#)¹⁴ and [DOC's guide to preparing your environmental impact assessment](#)¹⁵.

In many cases an Assessment of Environmental Effect (AEE) prepared for resource consent under the Resource Management Act 1991 will satisfy this requirement.

Provide details below and record the document details in the L Attachments section of this form.

Effects	Description
Effects on the landscape e.g. ability of landscape to accommodate changes.	Nil No change required
Effects on the visual composition of the landscape.	Nil No change required
Effects on cultural values of Tangata Whenua or members of the public.	Nil
Effects on historic sites or objects including Wāhi Tapu e.g., disturbance of the ground.	Nil
Effects on existing infrastructure such as roads, tracks, huts, carparks etc.	Nil
Effects on existing vegetation e.g. disturbance or removal of vegetation.	Nil No disturbance required

¹⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/environmental-impact-assessment/#low-medium-impact>

¹⁵ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf>

Effects of earthworks e.g. removal of topsoil and where removed earthworks will be stored. Note: All earthworks storage on public conservation land needs to be authorised.	Nil No earthworks required
Effects on wildlife or wildlife habitat .	Nil
Effects on aquatic habitat (waterways, swamps, freshwater animals and vegetation).	Nil
Effects on other users (Tangata Whenua, recreational users, and concessionaires) of the land.	Nil
Effects of potential increased threats (pests, weeds, pathogens, and fire) to public conservation land.	Nil
Effects of increased rubbish, toilet waste or debris left on public conservation land during construction and regular use of the easement.	Nil
Cumulative effects that could be caused by the activity.	Nil
Positive effects of the activity.	Provides access for the owners of Lot 15 and for members of the public who use the jetty and walkways

N. Attachments

Attachments should *only* be used if:

- You are answering a specific question and providing a report e.g. Environmental Impact Assessment.
- 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
2	<i>Details of existing encroachment</i>	<i>PDF</i>	1) , Certificate of Title 2) Permit to construct a cable car on Sounds Foreshore Reserve Double Cove 3) Code of Compliance 4) Building Consent BC150581

O. Checklist

Application checklist	Tick
I have completed all sections of this form relevant to my application and understand that the form will be returned to me if it is incomplete	<input type="checkbox"/> <input checked="" type="checkbox"/>
I certify that the information provided in this application form and any attached additional forms is, to the best of my knowledge true and correct	<input type="checkbox"/> <input checked="" type="checkbox"/>
I have attached all relevant information (e.g. Certificate of Title, maps, photographs, resource consent applications etc) and recorded them in Section N .	<input type="checkbox"/> <input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed the Section N . Attachments to match	<input type="checkbox"/> <input checked="" type="checkbox"/>
I have completed the terms and conditions for a credit account with the Department of Conservation outlined in Section P .	<input type="checkbox"/> <input checked="" type="checkbox"/>
I will email permissions@doc.govt.nz my: <ul style="list-style-type: none"> • Completed applicant information form • Any other attachments 	<input type="checkbox"/> <input checked="" type="checkbox"/>

P. Terms and conditions for a credit account with the Department of Conservation

Have you held an account with the Department of Conservation before?	
No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>
If 'yes' under what name:	Cove Property Ltd

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to these 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 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"/>

Applicant name/s (of authorised person/s):	Malcolm David Woods	Date:	10 Feb 2023
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For Departmental use			
Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	

Note: Cove Property Limited resubmitted this concession application on 24 March 2025 accompanied by additional material that modified that application so that now Cove Property Limited is applying for a licence and easement concession that expires on 31 December 2050 to authorise occupation of the Sounds Foreshore Reserve for the following structures (all of which are pre-existing structures):

- (a) 2 cable cars;
- (b) Boardwalks;
- (c) Stairs;
- (d) Water tank;
- (e) Dinghy storage platform;
- (f) Boatshed; and
- (g) Jetty, to the extent it sits about the line of Mean High Water Springs.

A map showing the location of these structures is attached.