

# 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: Tenancing 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](mailto: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/)<sup>1</sup> for.

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

<sup>2</sup> [www.doc.govt.nz/footer-links/contact-us/office-by-name/](https://www.doc.govt.nz/footer-links/contact-us/office-by-name/)

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

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

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

<sup>6</sup> <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](#)<sup>7</sup> 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.

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<sup>7</sup> <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)		Cycles of life limited	
	Trading name (if different from applicant name)		The Gentle Cycling Company	
	NZBN if applicable (to apply go to: <a href="https://www.nzbn.govt.nz">https://www.nzbn.govt.nz</a> )	9429049536317	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)			
	Company phone	0800 932 453	Company website	www.gentlecycling.co.nz
	Contact person and role			
	Phone	0800 932 453	Mobile phone	
	Email			
	Postal address		Postcode	
	Street address (if different from postal address)	Same	Postcode	

## B. Pre-application meeting

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

No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>

- If yes record the:

Date of DOC pre-application meeting	I phoned on 7/5/24, many emails since
Name of DOC staff member	Susannah Peckham
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](mailto:permissions@doc.govt.nz)

ACTIVITY APPLICATION FORM*	FORM NO.	TICK
Grazing	2a	<input type="checkbox"/>
Land use: Tenanting 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](#)<sup>8</sup>
- [Easements](#)<sup>9</sup>
- [Land based guiding](#)<sup>10</sup>

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

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

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

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## 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:

Concession application 7a-other

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## 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).

My wife and I are owner operators of The Gentle Cycling Company in Nelson. We provide single and multi-day bicycle tours along the Great Taste Trail, most commonly between Nelson and Kaiteriteri. Our business is growing year on year, and we wish to gain this concession to establish a mountain bike hub at the Kaiteriteri Recreation Reserve. This will enable us to provide mountain bike hire options for visitors to this popular region who would love to enjoy mountain biking through the stunning Kaiteriteri Mountain Bike Park.

We have operated the business for three years, continuing the great work established by the original owner Rose Griffin. The Gentle Cycling Company was the original cycle tour operator set up to utilise the new Great Taste Trail in 2009. We have enjoyed continuing the successes of this highly regarded business and are looking forward to expanding and improving our connections with other tourism operators in the region.

We are members of the Nelson Mountain Bike Club, the Tourism Export Council NZ and been certified Qualmark Silver for our current business operations. I have a Science degree, post graduate teaching qualification and a diploma in sustainable business operations. My wife has Administration and Bookkeeping qualifications and experience. Together, we have worked with our 8 staff to establish a thriving base at Tahuna Beach Holiday Park.

We plan to improve and extend the cycle tour options already offered to customers. We will increase the number of shuttles between Nelson and Kaiteriteri to efficiently move tourists between the two hubs in both directions, reducing net traffic and carbon emissions. We have already established strong connections with other tourism operators based at Kaiteriteri including Wilson's Abel Tasman & Waka Abel Tasman. This hub will enable us to expand the number of tour options and timings, building upon the services and tour options we already offer.

This is not a new business venture, but an expansion of our established and successful operations and will enable us to store bikes at either end of this coastal corridor. The Gentle Cycling Company is an established, organised and well-run business which will offer visitors the opportunity to hire bicycles to explore this iconic part of the country. The improved quality and ease of riding offered by E-bikes has increased the number of people who are keen to explore an area by bicycle. We have a great track

record of providing healthy and experientially rich experiences for customers from a range of needs and backgrounds.

Whilst continuing to grow, we have plans to replace our vehicle fleet with sustainable, electric vehicles and we're committed to operate as sustainably as possible. We also have plans to help our customers connect with tree planting and weed eradication initiatives, in line with the feedback we get from many people who want to 'give back' to the area they enjoy exploring.

By granting a concession for us to operate a bike hub at Kaiteriteri Recreation reserve, we will commit to operating in a safe and sustainable manner. Benefiting the visitors to Kaiteriteri Recreation Reserve, and the native flora and fauna.

Further to this, I have discussed working with initiatives at KRR to replace the wilding pines with native trees. We plan to offer our customers the opportunity to plant native trees to improve biodiversity and offset CO2 emissions they incur through their travels. We will also gladly contribute to the MTB park by removing litter, assisting on working bee's and removing invasive weeds.

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## 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
<u>Correct example ✓</u> <i>D</i>	<i>Locations</i>	<i>PDF</i>	<i>Trust Deed.</i>
<u>Incorrect example X</u> <i>Table</i>	<i>Doc1</i>	<i>Word</i>	<i>Table</i>

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## 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 <b>activity application form</b> .	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section <b>F Attachments</b> .	<input checked="" type="checkbox"/>
I will email <a href="mailto:permissions@doc.govt.nz">permissions@doc.govt.nz</a> my: <ul style="list-style-type: none"><li>• Completed applicant information form</li><li>• Completed activity application form/s</li><li>• Any other attachments.</li></ul>	<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 checked="" type="checkbox"/>
Yes	<input type="checkbox"/>
If 'yes' under what name	
Does your organisation require a purchase order number for invoicing purposes?	<input type="checkbox"/>
If yes, please provide the number here:	

All invoices related to this Permission will be coded to this purchase order number unless otherwise advised. It is the applicant's responsibility to advise the Department if the purchase order needs to change through the lifetime of the Permission.

**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	<div></div> <div></div>
Date	1/7/24

**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 your activity does not fall into any of the other categories. It 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.

- If your application involves guiding clients on public conservation land eg walking, kayaking, 4WD, hunting, aircraft landings, please fill in Forms 4a, 4b and/or Form 4c as applicable.
- If your application includes building, extending or adding to any permanent or temporary structures or facilities on public conservation land, please also fill in Form 3b,
- If your application includes tenancy of any DOC managed buildings (other than overnight usage of huts) please also fill in Form 3a.
- If your application is for access across public conservation land please fill in Form 3c.

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.

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## A. Description of Activity

Please describe the proposed activity(s) in detail.

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.

Please attach maps of the location and any detailed site plan, any drawings of proposal and label Attachment 7a:A.

I wish to operate a mountain bike (hire) hub at the site previously operated by Kiwi Journeys near the foreshore at Kaiteriteri Recreation Reserve. We will have mountain bikes available for hire so people can cycle to and around the Kaiteriteri Mountain Bike Park. A safety and sustainability briefing, bike fitting and helmets will be provided to people before they cycle into the mountain bike park for a chosen time duration before returning the bikes to our hub.

Please see map of Kaiteriteri Mountain Bike Park – Attachment 7a:E included

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## B. Term

Please detail the length of the term sought (i.e. number of years or months) and why. If you are applying for a one-off permit please state the specific dates and/or times sought.

*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.*

I seek a 10 year concession, but have been informed that in the first instance, I may be granted a concession until April 30 2027 so that all concessions around the Abel Tasman are brought into alignment. I politely request that the cost for this initial concession is relative to the length of concession granted. Many thanks!

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## C. 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 7a:C. 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.

## D. 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 7a:D.

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 or avoid identified
<i>EG: Tararua Forest Park</i>	<i>Northern Rata – threatened species</i>	<i>Damage to the plant during activity</i>	<i>Brief staff of the park to clearly tape off areas</i>
Kaiteriteri Mountain Bike Park Coordinates: <a href="#">41.037°S</a> <a href="#">173.017°E</a>	Regenerating native forest with wilding pines	Adverse: Disturbing nesting native birds / damage to saplings if people veer away from the trail.  Positive: Raise awareness and appreciation for native flora and fauna. We will be offering the opportunity to plant native trees if customers wish to 'Give back' or offset CO2 emissions whilst on holiday	Clear signage and markers to the Tiaki Point trail boundaries will also be completed as part of the weeding project

## E. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 7a:E.

As per the Kaiteriteri Recreation Reserve and Kaka Point Historic Reserve Management Plan:

Kaiteriteri has a variety of vegetation types. Regenerating shrublands are being colonised with natives and there are remnant patches of beech forest. A remnant strip of mature black beech forest adjacent to the estuary provides an extremely important visual backdrop to the estuary and is indicative of the Nelson region's past lowland/coastal podocarp-broadleaf rainforests. A small stand of kahikatea remains in one of the damp gullies – a species that is almost extinct in the surrounding area.

We agree to the following: "Concessions make a strong positive contribution to the recreational use and enjoyment of the Reserves and areas administered by the Department of Conservation."

For example, we will continue to be involved in tree planting, weed control and awareness of the sensitive nature of native flora and fauna such as ferns, beech & kahikatea trees, penguins and tui. As a former science and sustainability teacher, we provide our customers with a briefing regarding their actions and activities in line with our Gentle Cycling Company values: Caring, Fun & Sustainable

A map of Kaiteriteri Mountain Bike Park is attached as Attachment 7a:E to demonstrate the trails that MTB hirers are allowed to ride

