

# 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](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](#)<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.

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

**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](#)<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 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)	Grant Hylton Hensman (as agent for the Hensman Family)		
	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)			
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: <a href="https://www.nzbn.govt.nz">https://www.nzbn.govt.nz</a> )		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	

## 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](mailto: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/)<sup>8</sup>
- [Easements](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/)<sup>9</sup>
- [Land based guiding](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/)<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	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

- If yes, state which application forms:

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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).

The Applicant has been the Lessee of the Property for the last 36 years, with prior experience with the area and upkeep of the historic structures. The Applicant also has family which own a contracting company, which enables the upkeep of the access road and bridge.

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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
A and D	Supporting Information	PDF	Additional information and supporting images

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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	Grant Hensman	Date	30 July 2024



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

## **Additional Information**

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### **1. Attachment 3b:A**

The Applicant currently holds a concession, number OT-29299-ACC for the lease of Sainsbury Cottage, associated outbuildings and surrounding area on Pleasant Creek Terrace, Skippers Canyon (as further described below). The current lease held by the Applicant expires on 31 December 2025.

The proposed activity is continuity of the current lease, being exclusive use of the 5000m<sup>2</sup> leased area comprising the house (Sainsbury Cottage), out buildings and surrounding area (see image 1) located on Pleasant Creek Terrace, Skippers Canyon, NZTM co-ordinates 1258318.10, 5024588.54. The area sought for concession is within the parcel legally described as Section 148 Block XI Skippers Creek Survey District, map reference CB11 held in Record of Title 75142 and located within the Mt Aurum Recreation Reserve, pursuant to Reserves Act 1977.

The proposed activity is continued exclusive private use of the existing structures located on Pleasant Creek Terrace, Skippers Canyon, commonly known as Sainsbury Cottage, associated outbuildings and surrounding area. No alterations or changes are intended to be made to the existing structures, except general maintenance to retain the historical and improved house and accessory buildings. General maintenance includes painting, replacement of any loose boards or cosmetic aspects of the property to retain high levels of health and safety and general running repairs to the house, access road and bridge.

The access road and bridge require regular maintenance, which includes water diversion to protect against road wash out, grading to maintain accessibility and annual safety checks on the bridge. If weather events require, larger reconstruction works may be required to reinstate the road to ensure access is retained to the entirety of Pleasant Creek Terrace.

### **2. Attachment 3a:C**

Exclusive possession of the Sainsbury Cottage, the associated outbuildings and surrounding area of approximately 5000m<sup>2</sup> is required in order to protect the historic buildings for safety and security purposes along with being an integral and essential part of carrying out the activity. Exclusive possession of the area provides a deterrent of general public from camping on the grounds, lighting campfires, leaving rubbish and detrimentally affecting the historic integrity of Sainsbury Cottage and associated outbuildings. In the past, public have lit fires against the iron cladding on part of the building. This could have devastating consequences should such a fire catch light on the building itself. As detailed below at Attachment 3a:D we have witnessed several fires cause destruction to the Skippers area and other historic buildings. Given the loss of history related to such destruction from fire we are hyper conscious of protecting Sainsbury Cottage from succumbing to the same fate.

Additionally, the Applicant regularly mows and maintains the surrounding area by removing wilding pines and other pest species to create a fire break for protection of

the cottage. Without exclusive possession, the Applicant is not aware of a mechanism which would allow them the right to mow and maintain a reserve area. Furthermore, as part of this maintenance, the Applicant ensures that the large historic trees which shadow over the house and therefore drop leaves, do not inhibit the water tightness of the cottage, by clearing gutters.

A large number of the supporting infrastructure for Sainsbury Cottage is not located within the cottage itself. The associated outbuildings include but are not limited to, toilet, fire hose reels, water supply, wood storage, fruit trees, wastewater disposal, general storage, barbeque and paved outdoor area. The use of these outbuildings is essential to the use of Sainsbury Cottage for the Applicant, without exclusive possession the Applicant would be unable to use the toilet, gain and discharge water for drinking and washing, protect the property against fire risk and even cook (given that the wood stored is used for heating the coal range which is the main form of cooking equipment located within the cottage). The maintenance and upkeep of these associated outbuildings and area is born by the Applicant and the Applicant is dedicated to keeping these outbuildings in their historic nature; while ensuring they remain in good repair.

### **3. Attachment 3a:D**

Over the 46 years the property has been in the applicant's possession we have witnessed numerous fire events, including a large fire encompassing Londonderry Terrace (see image 4) and the complete destruction of the Mt Aurum Homestead located at the Skippers School site (see image 5). These fires, in particular the Mt Aurum Homestead destruction eventuated out of ill-educated and unprepared individuals' careless behaviour. For the longevity of the property and surrounding area, the applicant believes that the general public should be excluded from use of the house, accessory outbuildings and surrounding area, as to protect from a similar fire or careless event occurring.

The applicant allows no naked flames for light sources in the building due to the highly flammable nature of the original, 1880 wall claddings. The original house structure was built in the 1880's by Gentleman Johnston and is the last surviving example of this era and architecture in the Skippers Valley. It has survived when all other structures of that era have been lost or destroyed due to lack of care or fire.

The applicant and his family have been solely responsible for the care and preservation of the property for 46 years (since 1978). The Applicant purchased the property from the previous mining license holder, Alan Cochran in 1978 (the license which had been held continuously since the 1800's) and negotiated the surrender of existing historical mining equipment to the Department of Conservation in exchange for a lease on the property, rather than the removal of the equipment and house from the reserve, as required on the expiry of mining licenses.

The rear part of the house was in disrepair and in danger of collapse when the Applicant first gained the lease, and the Applicant and his family repaired and replaced, at their expense, the structure in a sympathetic form with the consent of Historic Places Trust (see images 6, 7 and 8).

The Department of Conservation recognised the substantial investment to complete such restoration, maintenance and preservation of the structure for further generations and agreed to a zero sum rent in exchange for the 18 + 18 year lease, in recognition of the substantial capital investment for the improvements.

The applicant acknowledges that the zero sum rent has been realised and that going forward should they be successful in a new lease term that there will be a rent which recognises the very high maintenance costs on an old wooden structure and an access road and bridge which is required by the concession to be certified and insured to indemnify the Department of Conservation against any claim by any user of the road, at the applicants cost.

It is worth mentioning that said bridge, should the applicant not be successful in gaining a new concession, would need to be removed to absolve the applicant of any future liability. This would have the consequential effect of easy access to Pleasant Creek Terrace and much of the eastern side of the Shotover River from Londonderry Terrace down to the Pipeline Bridge being removed.

The applicant has also invested significant time and money into the maintenance and at times reconstruction of the road from Londonderry Terrace to Pleasant Creek Terrace to maintain access (see images 9, 10, 11 and 12).



**Image 1** – Indicative outline of activity area



**Image 2** – Indicative outline of activity area in red and red line showing access road maintained by the applicant (bridge is located on the left side at the bend). Green outline shows the area in which the applicant monitors for pest species recorded in part C of the application.



**Image 3** – Blue line shows area which is regularly mowed to create a fire break to minimise external fire danger to historical buildings and keep grass short around memorial seat and sign displaying information on historic sluicing.



> Skippers Canyon

## Tourists could face fire charges

By TRACEY ROXBURGH

THE Department of Conservation (Doc) has not yet decided whether it will prosecute the English tourists who inadvertently started a fire in the Skippers Canyon on Friday.

Doc incident controller Mark Mawhinney told the *Otago Daily Times* yesterday the fire had cost about \$15,000 to put out, with three helicopters airborne for three hours and a ground crew driving into the canyon from Queenstown.

The tourists got their rental four-wheel-drive stuck in the canyon, near the old Skippers School.

"It's pretty hard to work out what caused the fire, whether it was a spinning of wheels or the exhaust heating up the grass. They went over a hump . . . and bellied the engine."

The fire was slow to start but destroyed the rental vehicle — which may not have been insured in the difficult terrain — and about 200sq m of grass.

Doc Wakatipu would compile information about the fire and forward it to the National Rural Fire Authority, which would look at the circumstances before deciding whether any charges would be laid.



Burnt out . . . A firefighter inspects the rented Toyota Rav4 which was destroyed during a fire at Skippers Canyon last week. PHOTO: TRACEY ROXBURGH

5, 1, 08

Image 4 – Newspaper clipping of Londonderry Terrace fire in 2008.



Mystery pair flee: Fail to raise alarm

# Campers battle to contain fire

■ GUY WILLIAMS

A GROUP of campers fought desperately in a futile attempt to contain a fire that destroyed a historic homestead at the Skippers camping area near Queenstown early yesterday.

Mount Aurum Homestead and a small outbuilding in the former Skippers township were burned to the ground in the blaze, which started about 2am.

Queenstown police now want to speak to a couple who fled the scene without alerting other campers or calling emergency services.

Detective Sergeant Derek Shaw, of the Central Otago CIB, said a man and woman, believed to be from Queenstown, appeared to have been in the homestead when the fire started.

"We're very keen to speak to them to complete our account of what happened. We ask them to make contact with Queenstown police."

The couple were driving a maroon-coloured vehicle.

Police and a fire safety investigation officer have launched investigations into the cause of the fire, which was limited to the homestead after a frantic effort by eight campers at the Department of Conservation (Doc) campsite, which is about 20km north of the resort.

One of the campers, Lee Gamble, of Queenstown, said he awoke just before 2am to see flames in the rear-view mirror of his vehicle.

He and five friends, as well as a couple camping nearby, called 111 and moved their vehicles away from the blaze.



Another resort resident, Morgan Hartevelde, said the homestead was already "well-engulfed" by the time the group realised what was happening.

He and another man found two hand-operated fire extinguishers in a Doc staff quarters a short drive away. Using a third extinguisher from the schoolhouse, the group worked to prevent the fire spreading into long grass and trees down the bank behind the homestead.

The homestead collapsed within about 45 minutes, he said.

Mr Gamble said they were "literally running backwards and forwards" refilling the extinguishers in an adjacent toilet block.

They were all angry at the actions of the couple who left the scene apparently without raising the alarm.

The "rowdy" couple, who arrived about 6pm on New Year's Eve, told them they were from Queenstown.

Doc Wakatipu operations manager Geoff Owen said it was possible the couple had lit a fire in the homestead's open fireplace.

"It's fortunate no-one's lost their life, but it's devastating for all those with a connection to Skippers, the original families and their descendants."

The extreme fire risk in the Wakatipu was his "biggest concern of the summer", a feeling heightened by a huge fire that destroyed 150ha of regenerating native bush at Rat Point, on the Queenstown-Glenorchy Rd, almost a year ago.

The homestead's destruction comes only five days after Doc ranger Jim Crowell made a plea in the *Otago Daily Times* for locals to act as guardians of the Wakatipu's historic buildings during the summer holidays — including "historic gems" such as the homestead and schoolhouse at Skippers.

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Image 5 – Newspaper clipping showing Mt Aurum Homestead in flames in 2018



Sharyn xmas  
91



Images 6, 7 and 8 – Showing restoration works on back end of building, occurred in 1991





**Images 9, 10, 11 and 12–** Damage and reconstruction of the road providing access to Pleasant Creek Terrace. Images vary in date from 2013 to 2023.



Holly removed

21, 22, OCT 2009



**Image 13** – Front of the property after the Holly had been removed. Removal occurred in 2009