

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:

- **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/)¹ for.

¹ <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](#)² closest to where the activity is proposed. You can use [DOC 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.

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/>

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](#)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 type="checkbox"/> Individual (Go to ①)	
	<input type="checkbox"/> Registered company (Go to ②)	<input checked="" 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)		Motuihe Trust	
	Trading name (if different from applicant name)		Motuihe Trust	
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429043064670	Company, trust or incorporated society registration number	Incorporated under the Charitable Trusts Act 1957, No 1092817 Registered under the Charities Act 2005, No CC22088
	Registered office of company or incorporated society (if applicable)		Simpson Grierson, 88 Shortland Street, Auckland Central, Auckland, 1010, New Zealand	
	Company phone		Company website	www.motuihe.org.nz
	Contact person and role		Michael Wood, Trustee	
	Phone	-	Mobile phone	
	Email	Michael.wood@simpsongrierson.com		
	Postal address	88 Shortland Street	Postcode	1010

	Street address (if different from postal address)	Simpson Grierson, 88 Shortland Street, Auckland Central	Postcode	1010
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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	
Name of DOC staff member	Discussions with Kat Lane and Laura Chartres late 2024
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

ACTIVITY APPLICATION FORM*	FORM NO.	TICK
Grazing	2a	<input type="checkbox"/>
Land use: Tenanting 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

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

- [Easements](#)⁹
- [Land based guiding](#)¹⁰

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/>

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:

Application to use existing structures: Form 3b

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 Trust is a volunteer-led community organisation that has been conducting the ecological restoration of Te Motu-a-Ihenga since its establishment in 2000. This has been conducted under the guidance of the Restoration Plan of 2005 approved by DOC, and the Trust also has a Community Agreement with DOC.

The Trust has an existing lease concession for the buildings that it uses in connection with the restoration project, that expires on 30 June 2025. That was for a term (including renewal rights) that commenced on 1 January 2011. The Trust has maintained these buildings throughout that period.

The Trust is seeking a further lease concession for these buildings, with the exception is the former volunteer house (Top House) which was demolished on the direction of DOC due to its condition. The Trust is applying for a lease term of ten (10) years commencing from 1 July 2025 so that it can continue to conduct the restoration activities.

The Trust has engaged closely with iwi, in particular Ngāi Tai ki Tāmaki and Ngāti Pāoa, over many years. It has the support of both iwi for the restoration project and the present application (see Form 3b provided).

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

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 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 type="checkbox"/>
I have completed the activity application form .	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section F Attachments .	<input type="checkbox"/>
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 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 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 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	Michael Wood, Trustee	Date	26 February 2025
	Motuihe Trust		

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 the proposed activity is the building or use of any private or commercial facility or structure on public conservation land managed by the Department of Conservation. Examples may include lease of land to erect an information centre; authorisation to erect a weather station; or construct or lease a private/commercial campground or lodge. 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.

If you require extra space for answering please attach and label according to the relevant section.

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, please use NZTM GPS coordinates where possible, 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 for which you are applying 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 3b:A.

See plan taken from existing concession (Attachment 3b:A). This application is for the following areas/structures shown on that plan:

Woolshed

Nursery

Utility Shed: Bays 1 and 2, and Tool Room (see Schedule 5 of attached plan).

The Woolshed, nursery, utility bays and tool room are in continuous use by the Trust and volunteers in connection with the restoration project, and are essential for the project.

The area of the former Volunteer House (Top House) is not included in this application as that building has been demolished at the direction of DOC. That site may be suitable for future accommodation, but that will need to be the subject of a separate application in the future.

B. Alternative sites considered

If your application is to **build, extend or add** to any permanent or temporary structures or facilities on public conservation land, please provide the following details:

- Could this structure or facility be reasonably located outside public conservation land? Provide details of other sites/areas considered.
- Could any potential adverse effects be significantly less (and/or different) in another conservation area or another part of the conservation area to which the application relates? Give details/reasons

Not applicable: this relates to existing structures only

C. Larger area

Is the size of the area you are applying for **larger** than the structure/facility

YES / NO

If **yes**, please detail the size difference in the box below, and answer the following 3 questions, if **no** please go on to the next section:

Is this necessary for safety or security purposes? **YES / NO**

Is this necessary as an integral part of the activity? **YES / NO**

Is this essential to carrying on the activity? **YES / NO**

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:C.

D. Exclusive possession

Do you believe you need **exclusive possession** of the public conservation land on which your structure/building is located, ie no one else can use the land during your use of it? **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, please provide details and attach supporting evidence if necessary and label Attachment 3b:D.

The structures include lockable buildings used by the Motuihe Trust for its operations in connection with the ecological restoration project. Those buildings need to remain lockable to ensure the security of the Trust's activities, and to protect members of the public from hazards such as tools, equipment and herbicides.

The covered open area of the Woolshed will remain "as is", so that other members of the public can shelter from the weather as they have done to date.

E. Technical Specifications ~~(for telecommunications sites only)~~

~~Frequencies on which the equipment is to operate~~

~~Power to be used (transmitter output)~~

~~Polarisation of the signal~~

~~Type of antennae~~

~~The likely portion of a 24 hour period that transmitting will occur~~

~~Heaviest period of use~~

F. 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.

The trust is applying for a fixed term of ten (10) years.

The Trust has consulted with iwi, specifically Ngāi Tai ki Tāmaki and Ngāti Pāoa, in connection with this application. Both iwi are supportive of the project. In this regard both iwi support the Trust being able to continue its use of the structures that are the subject of this application.

Initially the Trust had proposed applying for a term of 5 years plus two rights of renewal of 5 years each (15 years). Iwi were supportive of that proposal with their involvement in the 5-yearly review process.

However, as the Trust has now been advised that the Department will not support the granting of rights of renewal in these circumstances, the Trust is applying for a fixed term of 10 years. The reason for seeking this length of term is primarily because the structures will require ongoing maintenance and capital expenditure. The roof of the Woolshed in particular is showing signs of deterioration and is expected to require significant work, possibly including replacement of the roofing iron, within the next few years. The Trust will need to raise funds to do so, and a 5 year term will not be sufficient to provide certainty for potential funders of such work. Acknowledging the need to provide certainty and continuity for the work of the Trust, a 10-year term is the minimum fixed-term needed. This is preferred over a 15-year term by Ngāi Tai ki Tāmaki and Ngāti Paoa, because it provides for review including by iwi at the end of the 10-year term. The Trust supports this approach.

The Trust has discussed this situation with both iwi, and both support the application for a fixed-10-year term in that context.

G. 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 3b:G. 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.

H. 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 3b:H.

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
Motuihe Recreation reserve	Recreation reserve containing: <ul style="list-style-type: none"> • Significant mature coastal indigenous forest • Large expanses of regenerated and regenerating indigenous vegetation planted by the Trust • Numerous species of indigenous birds, insects, reptiles and other fauna, including endangered species translocated by the Trust 	The occupation and use of the existing buildings will continue at the same level as has existed for the last at least 15 years. No increase or change in the activity is proposed. The use comprises: <ul style="list-style-type: none"> • Woolshed: kitchen facilities, overnight bunk accommodation, storage and meeting space • An external toilet/washroom, served by the existing septic 	All environmental impacts are minimised, including the removal of all rubbish and recyclables used by volunteers in relation to their activities in these structures.

- A number of sites of significant heritage value

tank

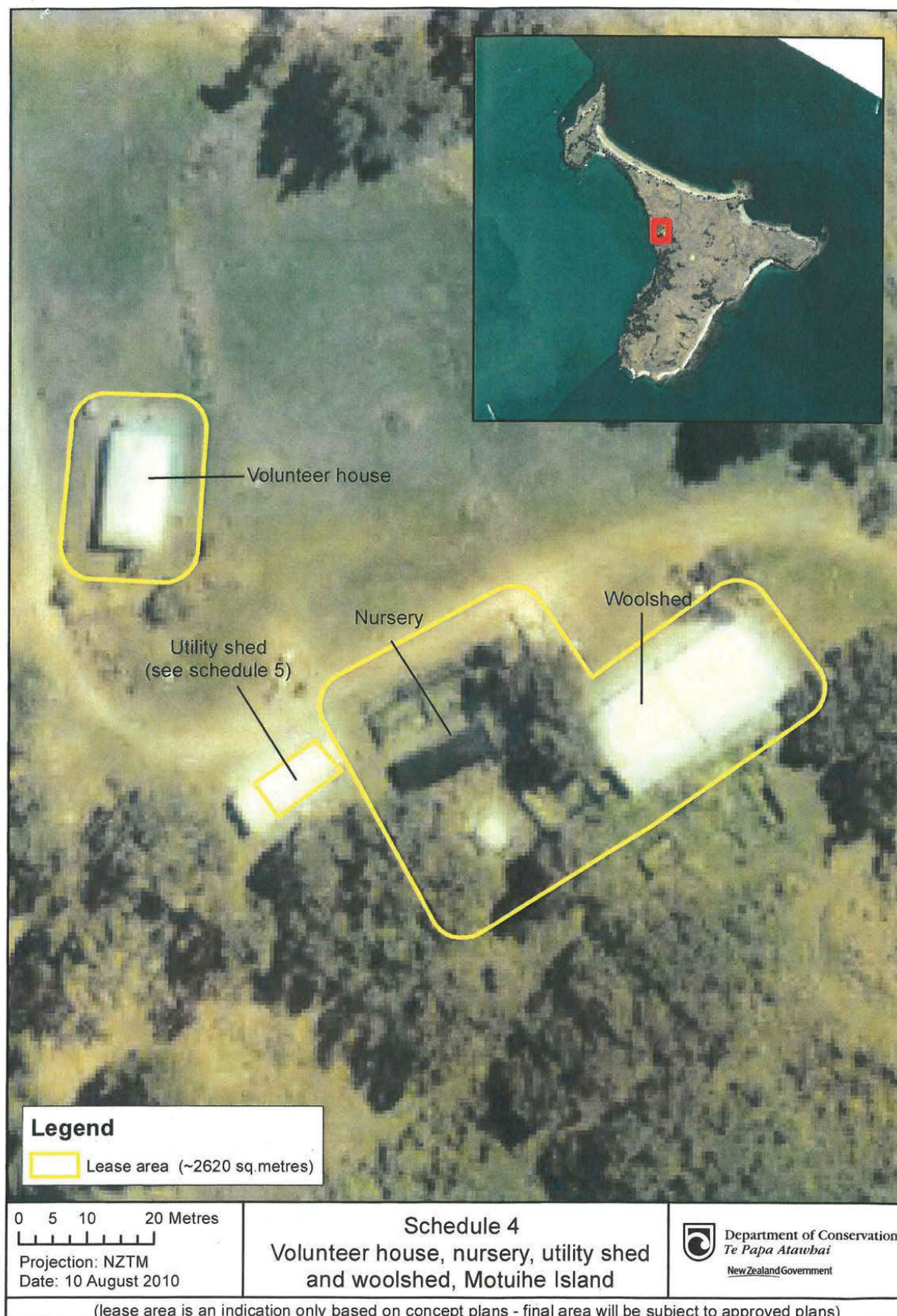
- Open covered area of the Woolshed: space for potting seedlings for trees and plants, and weather protection for volunteers
- Nursery area: covered and uncovered areas for growing-on seedlings for trees and plants, with associated irrigation.
- Implement shed: safe storage of tools, equipment and herbicide use for weed control.

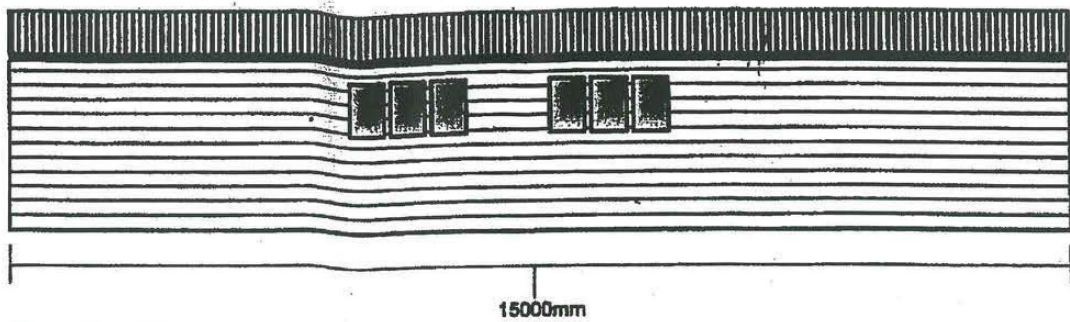
I. Other

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

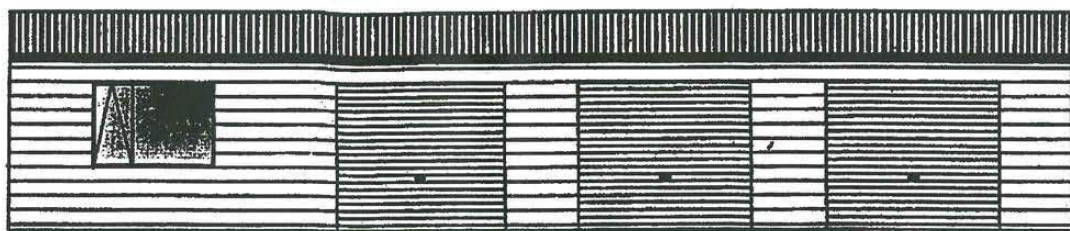
As noted above, the Trust has engaged and consulted with Ngāi Tai ki Tāmaki and Ngāti Pāoa about this application. Both iwi are supportive of the restoration project and this application.

Attachment 3b:A.

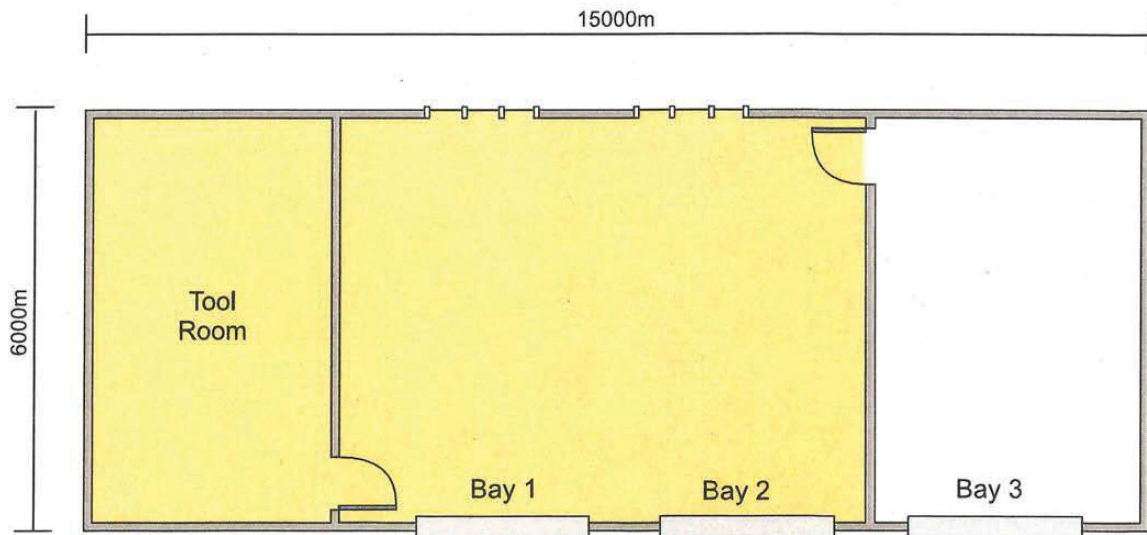




Elevation B



Elevation D



Schedule 5 - Utility shed, Motuihe

Lease area

Date: 11 August 2010