

Is this the right application for me?

Use this application form if you want to undertake aircraft activities on public conservation land and waters for a term of three months or more for:

- Commercial operations
- Recreational users

“Aircraft” is defined in section 2 of the Civil Aviation Act 1990 as any machine that can derive support in the atmosphere from the reactions of the air otherwise than by the reactions of the air against the surface of the earth. “Aircraft” includes drones or other unmanned aircraft.

Aircraft activities (commercial operations and recreational users) include: taking off, landing and hovering. Examples of this include scenic landings, dropping off or picking up recreationalists (e.g. hunters etc.), and servicing other Concessionaires (e.g. guided walking groups, dropping/collecting beehives etc.). Aircraft activities do not include flying over public conservation land and waters.

Note: While you do not need a concession to fly an aircraft over public conservation land and waters, if your aircraft is a drone or other unmanned aircraft, you do need consent from the Department of Conservation (DOC) or any lessee occupying the public conservation land or waters (unless you are a certified drone operator under the Civil Aviation Authority Rules).

Use this form for new applications and variations to existing aircraft activity DOC concessions.

This application does not cover:

- [Recreational drone use](#)¹ – applications shorter than three months.
- [Wild animal recovery operations](#)² (WARO).
- [Aerially assisted trophy hunting](#)³ (AATH).

How do I complete this application form?

- Complete all sections of this form.
- 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 any attachments in the table at the back of this application form (section L).

Personal information will be managed by DOC confidentially. For further information check DOC’s privacy and security statements⁴.

¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/recreational-drone-use/>

² <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/national-wild-animal-recovery-operations/>

³ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aerially-assisted-trophy-hunting/>

⁴ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

If I need some help, where do I get more information?

- Check DOC's [Aircraft Activities](#)⁵ webpage.
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the local [DOC office](#)⁶ closest to where your activity is taking place. You can use [DOC maps](#)⁷ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁸ – 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 undertake your activity, or nearest to locations you have a specific question about.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with relevant [DOC statutory planning documents](#)⁹ as they set out how DOC and our Treaty partners manage public conservation land. Statutory planning documents can have a direct impact on your application, for example they may set the specific locations or number of landings allowed.

Book a pre-application meeting with DOC staff if you require assistance with navigating DOC's statutory planning documents.

How do I submit my application?

Email your completed application and any other attachments to: permissions@doc.govt.nz

What happens next?

Once 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 form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is a factor in determining 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁵ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

⁶ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

⁷ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁸ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁹ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. More information can be found on the DOC website on our [iwi/hapū/whānau consultation](#)¹⁰ page.

Contact your local [DOC office](#)¹¹ if you require further information about consultation.

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 an aircraft activity concession on public conservation land and waters you may be required to pay annual activity and management fees. These fees are listed on the [Aircraft Activities page](#)¹² on the DOC website.

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.

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
- If after having regard to the effects of the activity, DOC considers it appropriate due to do so.

Public notification will increase the time and cost of processing of your application. If you believe public notification is required for your application email: permissions@doc.govt.nz to arrange a pre-application meeting.

¹⁰ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹¹ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

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

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.
- An **Air Operators Certificate** from the Civil Aviation Authority.
- Aircraft operators may require **noise abatement certification** (from the [Aviation Industry Association](#)¹³ and [Qualmark](#)¹⁴),

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.

¹³ <https://www.aia.org.nz/AIRCARE/How+to+become+AIRCARE+Accredited.html>

¹⁴ <https://www.qualmark.co.nz/>

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 checked="" 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, trust, incorporated society or other)		Ngā Waihua o Paerangi Trust	
	Trading name (if different from applicant name)			
	NZBN (To apply go to: https://www.nzbn.govt.nz)		Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)	Te Pae Tata 43a Ruapehu Rd PO BOX 195 Ohakune 4625		
	Company phone		Company website	ngatirangi.com
	Contact person and role	Helen Leahy – Pou Ārahi		
	Phone	Mobile phone		
	Email	Helen@ngatirangi.com		
	Postal address	Te Pae Tata 43a Ruapehu Rd PO BOX 195 Ohakune 4625	Postcode	4625

Street address (if
different from Postal
address)

Postcode

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

☒

Yes

☐

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of the concession you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No

☐

Yes

☒

- If yes, state when and who with:

Multiple hui and site visits with a range of locally based DOC staff (George Taylor, Michael Christie and Fiona Wilson) and Lynette Trewavas from the Permissions team.

D. Description of activity

Select what applies to you:

Commercial aircraft (including commercial use of drones or other
unmanned aircraft)

☒

Private recreational aircraft (including recreational drone use over
three months)

☐

Select the type of aircraft you are going to be using:

Fixed wing

☐

Helicopter	<input checked="" type="checkbox"/>
Drone (commercial and recreational over three months)	<input type="checkbox"/>

Explain what the landing / hovering is for, e.g. scenic landings, dropping off or picking up recreationalists (e.g. hunters.), servicing other Concessionaires (e.g. guided walking groups, dropping/collecting beehives.).

Helicopters will be used in the development of the trail. These will be used to fly in structures and equipment etc, such as building materials, bridges, machinery (diggers) and gravel to key areas. The use of helicopters in this instance is to reduce the overall disturbance to the environment by reducing unnecessary disturbance at construction sites.

- Midwest Helicopters NZ (<https://www.midwesthelicopters.co.nz>) using Airbus As350 B2 helicopters
- Beck Helicopters (<http://www.heli.co.nz>) using a Bell UH1 Iroquois
- Helicopter Services Airbus AS350 B3 helicopters

Additional information about the proposed activities can be found in Section 3.5.1 of the attached AEE document.

E. Are you applying for anything else?

Are you applying for DOC concessions to undertake other activities while you are undertaking this activity?

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

- If yes, state the other concessions you are applying for.

See wider application documents – Trail development and management, structures and filming.

F. Duration

State how long (months and years) you want your concession to last

For the period of the trail construction – up to 18 months

- Explain why you are seeking this duration:

Linked to trail construction timeframes.

G. 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).

H. Consultation undertaken

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This may require consultation with our Treaty Partner (iwi/hapū/whānau of local Maori) 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	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>

- If yes, supply details for each group consulted with:

Please see the attached AEE

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

I. Consistency with DOC statutory plans

Note: Statutory planning documents can have a direct impact on your application, for example they may set the specific locations or number of landings allowed.

List the [DOC's statutory planning documents](#)¹⁵ relevant to your application:

*The Tongariro National Park Management Plan and the Tongariro Taupo Conservation Management Strategy.
An assessment against these documents can be found in Section 5 of the attached AEE*

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

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

- If yes, explain why it is inconsistent with the statutory planning documents.

Please see the attached AEE

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

J. Location of the activity

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹⁶.

- ① **Public Conservation Land:** Include the official name and type of the Public Conservation Land that the location is within (e.g. Fiordland National Park) use maps.doc.govt.nz¹⁷ to help you.
- ② **Landing / Hovering Location:** If you are applying for specific sites you must include NZTM GPS coordinates. If you are applying for landing zones, as identified in the relevant Statutory Document, state the zones you are requesting. If you are applying for drone use, state the start point in NZTM GPS coordinates and attach a map highlighting the area you wish to operate. Record any attachments in Section L of this application form.
- ③ **Reason for Landing / Hovering:** State the reason for each landing / hovering e.g. to drop off or pick up heli-hikers; to shuttle heli-bikers; to drop equipment; to survey an area etc.
- ④ **Aircraft Model:** List the model of each aircraft you intend to use.
- ⑤ **Aircraft Registration:** List the registration of each aircraft you intend to use. If your drone does not have a registration state N/A.
- ⑥ **Aircraft Weight:** List the weight of the empty aircraft.
- ⑦ **Max. No. of Passengers Aircraft Can Hold:** Excluding the pilot.
- ⑧ **Max. No. of Landings / Max. Duration Per Day:** Maximum number of landings at each site per day. If using a drone, state the maximum duration the drone will be in the air per day.
- ⑨ **Max. No. Landings / Max. Duration Per Year:** Maximum number of landings at each site per year. If using a drone, state the maximum duration the drone will be in the air per year.

¹⁶ maps.doc.govt.nz

¹⁷ maps.doc.govt.nz

1	2	3	4 5	6	7	8	9
Public Conservation Land	Landing / Hovering Location	Reason for Landing / Hovering	Aircraft Model and Registration	Aircraft Weight	Max. No. of Passengers Aircraft Can Hold	Max. No. of Landings / Max. Duration Per Day	Max. No. Landings / Max. Duration Per Year
Tongariro National Park	Longline operations hovering over the location of the proposed trail as shown on the maps in the attached AEE	Longline operations to assist with trail development – moving structures, machinery (digger) and gravel as required etc	Airbus AS350B2 (Registration KZ-IDN)	TBC will depend on load	NA	TBC depending on work required. Will be hovering in all situations.	Hovering via longline operations up to 300 trips
			Airbus AS350 B3 (Registration zkhkc)				
			Bell UH1 Iroquis (Registration KZhha, KZhbb and KZhbf)				

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	<input checked="" type="checkbox"/>
		- Do not cut down or damage any vegetation or natural feature	<input checked="" type="checkbox"/>
		- Do not feed any species	<input checked="" type="checkbox"/>
		- Do not harass any species	<input checked="" type="checkbox"/>
	Damage to wildlife or habitat	- Do not take animals, including domestic pets, onto the land	<input checked="" type="checkbox"/>
		- Do not play recordings of bird song	<input checked="" type="checkbox"/>
Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	<input checked="" type="checkbox"/>
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	<input checked="" type="checkbox"/>
		- Take all precautions to ensure weeds are not introduced to the land	<input checked="" type="checkbox"/>
Other users of the land	Too many landings in relation to the visitor setting.	- Ensure number of landings are kept to the limits set out in the statutory planning documents	<input type="checkbox"/>
		- Obtain a noise abatement certificate if required	<input type="checkbox"/>
	Cumulative impacts of additional landings / drones at already busy sites	- Ensure idle time on the ground is kept to a minimum	<input type="checkbox"/>
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	<input type="checkbox"/>
	Increased noise	- Co-ordinate visits with other concessionaires (where possible)	<input type="checkbox"/>
	Conflict between different activities and visitors	- Select landing sites that avoid huts, tracks and car parks.	<input type="checkbox"/>

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
		- Select flight paths that avoid huts, tracks and car parks.	<input checked="" type="checkbox"/>
		- Complete accurate annual activity returns and maintain GPS records to allow DOC to monitor usage	<input checked="" type="checkbox"/>
		- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	<input type="checkbox"/>
Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	<input type="checkbox"/>
		- Ensure any cultural interpretation is consistent with Iwi values	<input type="checkbox"/>
		- Educate clients to respect cultural values or traditions	<input type="checkbox"/>
Historic values	Damage to historic sites or objects, including Wahi Tapu	- Land away from historic sites and objects, including Wahi Tapu sites	<input type="checkbox"/>
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	<input type="checkbox"/>
		- Do not refuel, leave any fuel drums or construct fuel dumps, unless in an emergency	<input checked="" type="checkbox"/>
		- Do not bury any toilet waste within 50 metres of a water source	<input checked="" type="checkbox"/>
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	<input checked="" type="checkbox"/>
Fires	Wildfires	- Ensure no open fires	<input checked="" type="checkbox"/>
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	<input type="checkbox"/>

L. 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
<i>K Effects Assessment</i>	<i>TAM Phase 2 AEE</i>	<i>PDF</i>	<i>Assessment of Environmental Effects (Section 3.5.1 relates to the proposed use of Helicopters)</i>

M. Checklists

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"/>
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"/>
I have supplied the correct location and activity information in section J	<input type="checkbox"/>
I have completed the effects assessment in section K	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input type="checkbox"/>

N. 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	
Yes	Yes
If "yes", under what name:	Ngā Waihua o Paerangi Trust

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/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"/>	
Applicant Name/s (of authorised person/s)	Rowan Sapsford	Date	31 October 2024

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