

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:

- **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 type="checkbox"/> Trust (Go to ②)
	<input checked="" 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)			Russell Boating Club Incorporated
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429042798828	Company, trust or incorporated society registration number	224335
	Registered office of company or incorporated society (if applicable)			46 Matauwhi Road, Matauwhi Bay, Russell 0202
	Company phone	09 403 7222	Company website	www.russellboatingclub.org.nz
	Contact person and role			— Commodore
	Phone	Mobile phone		
	Email			commodore@russellboatingclub.org.nz
	Postal address	P.O. Box 99, Russell	Postcode	0202
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	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>

- If yes record the:

Date of DOC pre-application meeting	22 nd July 2021
Name of DOC staff member	Fleur Corbett, Laura Meyer, Lara McDonald
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: Tenancing 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	
Filming	5a	<input type="checkbox"/>
Sporting Events	6a	<input type="checkbox"/>
Marine reserves application form: Structure in a marine reserve	11a	<input checked="" 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/)⁸
- [Easements](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/)⁹
- [Land based guiding](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/)¹⁰

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

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:

Concession application 3b for private structures

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 Russell Boating Club has been operating from their existing premises, in Matuawhi Bay, since 1974.

Russell Boating Club is a member of Yachting New Zealand.

Existing concessions include easements for power supply and wastewater drainage across Matauwhi Bay Reserve.

RBC hold an existing concession to hold the annual Tall Ships Race Prizegiving and Hangi on the Matauwhi Bay Reserve.

Previous concessions include leases for existing RBC structures on the Matauwhi Bay Reserve.

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

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 activity application form .	<input checked="" 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 checked="" type="checkbox"/>
If 'yes' under what name	Russell Boating Club

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	Russell Boating Club Commodore	Date	31 March 2025

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.

Russell Boating Club – Matauwhi Bay, Russell – Organisation supporting private boating activities in Russell
Existing Clubhouse Building and Wharf [general public access to wharf] – NRC Resource Consent
Existing Potable Water Storage Tank – Land Based
Existing Reclamation – NRC Resource Consent – Club Drainage and Pump Station
Existing Pedestrian Access – Land Based [general public access to RBC, wharf and headland]
Existing Boat Haul Out Facility – NRC Resource consent Existing Haulout Winch Shed – Land Based
Existing Junior Sailing Shed – Land Based
Existing Dinghy Rack – Land Based
Existing Pedestrian Access from the Road – in the form of stairs, landings, and paths

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

The existing RBC clubhouse is an established feature in Matauwhi Bay.

Its associated wharf structure provides public access to the established mooring area in Matauwhi Bay, and its haul out facility supports local boat hull maintenance.

These structures are located outside the boundaries of the public conservation land, however, there are existing structures, located on the adjacent public conservation land, that are an integral part of the RBC Club, Wharf, and Haul Out Facilities, and therefore cannot be reasonably relocated to other sites.

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?

(Exclusive occupation requires a lease which requires public notification of the application)

YES / ~~NO~~

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 existing water tank holds RBC potable water supply and there is not access for the public
The winch shed and junior sailing sheds contain equipment that has to be secured against damage/theft

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.

10 years to align with NRC Resource Consent approvals for the main structures over the water.

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.

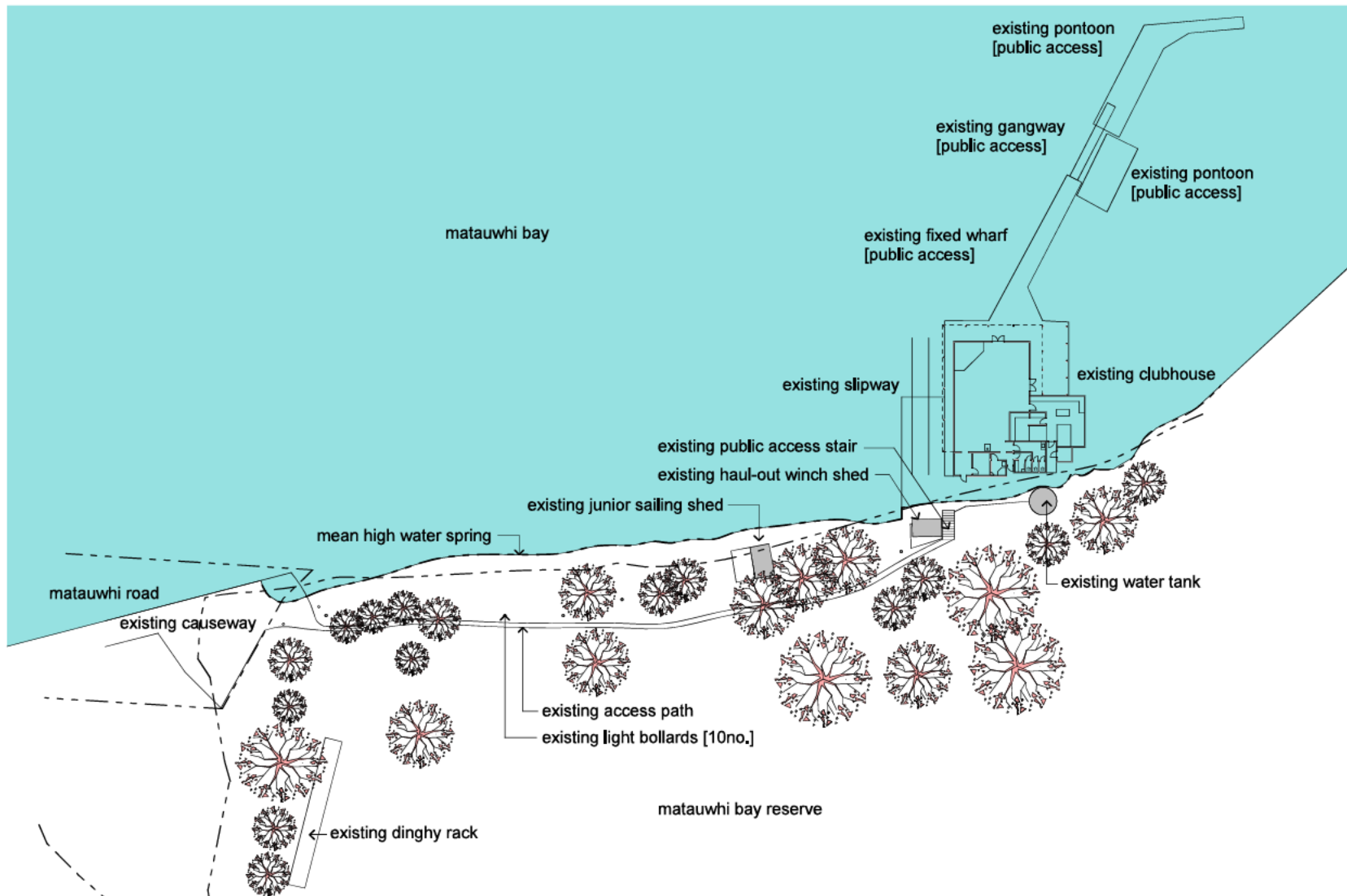
Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

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
Matauhi Bay Reserve	Historic values	Disturbing natural ground during construction may uncover buried Taonga	Keep to existing building footprints and areas for any maintenance and upgrade work. Minimise excavation in any proposed maintenance and upgrade work. Where excavation is required for safe structure foundations, follow Heritage NZ Accidental Discovery Protocol to ensure that any artifacts found are not disturbed until investigated by authorities
	Cultural Values	The land has special significance for Tangata Whenua	Consult with local Iwi regarding activities and alterations to existing built structures.

	Landscape Values	Structures are visible from public and private land in Matauwhi Bay.	<p>Long term plan is to improve the look of existing structures, in consultation with local interest groups, and the general public.</p> <p>Use of simple forms and heritage colour schemes as defined in the district plan.</p>
	Recreation/ enjoyment/ free public access	Private use of some of the reserve area	Existing structures to remain outside of useful recreation open space, occupying the edges of the reserve that are challenging for general public access. Long term plan is to improve access for the general public as part of any upgrade work
	Cumulative impact on any values	Improved club facilities may increase both RBC and public use of the reserve	<p>Structures associated with access to the RBC club building, and operation of the haul out facility, support a finite number of club users, due to the size of the club facilities.</p> <p>There is a drive to increase the number of young people learning sailing and water skills, however, the activity occurs mainly on the water, and is limited by club volunteer capacity to oversee training.</p> <p>Any improvements to structures promoting safer access for the general public is deemed to be in keeping with the general purpose of the reserve land.</p>

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.



russell boating club

site plan

scale A3 1:500

date **march 2025**

project number drawing number

014-025

01



existing dinghy rack



existing access path



light bollard



junior sailing shed



existing winch shed



existing stairs



existing water tank



GENERAL NOTES

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	Name	Date
Surveyed	MP	Feb 22
Designed		
Drawn	WF	May 22

Height Datum

Local Reference

Contour Interval

Major	Minor
Address	Matawhi Road, Russell
Title	Area

JOB/CLIENT:

RUSSELL BOATING CLUB

RUSSELL

SHEET TITLE:

LEASE AREAS

Williams & King
Registered Land Surveyors, Planners &
Lead Development Consultants
27 Hobson Ave
PO Box 937, Kerikeri
Tel: 08-447 6830
Email: kerikeri@saps.co.nz

Job No: 23477

File: Russell Boating Club photo 1-250

SCALE @ A3
1:250

SHEET No
1/2

LIGHT POLE •

JOIN LINE SHEET 1

JOIN LINE SHEET 2

LIGHT POLE •

LIGHT POLE •

CONCRETE PAD

LIGHT POLE •

JUNIOR SAILING SHED

LIGHT POLE •

ROCK RETAINING

MATAWHI BAY

ALLOT 12
TOWN OF RUSSELL

LIGHT POLE •

HAUL OUT RAMP

WINCH SHED

PEDESTRIAN STAIRS

RETAINING WALL

BRICK FIREPLACE

RETAINING WALL

POTABLE WATER STORAGE TANK

RUSSELL BOAT CLUB
BUILDING

GENERAL NOTES

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	Name	Date
Surveyed	MP	Feb 22
Designed		
Drawn	WF	May 22

Height Datum

Local Reference

Contour Interval

Major Minor

Address Matawhi Road, Russell

Title Area

JOB/CLIENT:

RUSSELL BOATING CLUB

RUSSELL

SHEET TITLE:

LEASE AREAS

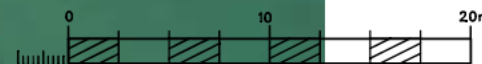
Williams & King
Registered Land Surveyors, Planners &
Land Development Consultants
27 Hobson Ave
PO Box 837, Kaitake
Tel: 09-407 5030
Email: kerikeri@waks.co.nz

Job No: 23477

File: Russell Boating Club photo 1-250

SCALE • A3
1:250

SHEET No
2/2



From: [REDACTED]
To: [permissions](#)
Cc: [Lara McDonald](#)
Subject: Russell Boating Club Lease for Structures on Matauwahi Bay Reserve
Date: Saturday, 29 March 2025 3:34:01 pm
Attachments: [RussellBoatingClub-Form1a.pdf](#)
[RussellBoatingClub-Form3b.pdf](#)

See application forms 1a and 3b for permissions for structures on the Matauwahi Bay Reserve, that Russell Boating Club maintain.

Pedestrian access across the reserve, including the stairs down to the Russell Boating Club level are for both club access, and public access to our wharf and jetty [available for public use].
This access is lit at night by light bollards, that are powered off the Russell Boating Club switchboard.

The dinghy rack is for Russell Boating Club dinghies, however, it can be used by the general public.

The junior sailing shed is a secure shed to store boats and sailing equipment for the RBC Youth Sailing Programme. Russell Boating Club provide sailing and water skill training for pupils from the local primary schools, from this facility.

The slipway winch shed sits on the land side of the mean high water spring boundary [on reserve land]. This is another secure shed that houses the winch and haul out equipment for the RBC slipway.

The club potable water supply is collected from the club roof and stored in a 20,000litre concrete water tank, which is located on the reserve land.

regards

[REDACTED]
Commodore RBC