

Application Form 8b Commercial Shore-Based Operations involving Marine Mammals



Department of
Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application form for me?

This form is to be used when applying for a new permit or the renewal of an existing permit, and where the proposed activity involves shore-based marine mammal viewing.

View marine mammals, including:

- New Zealand fur seal
- New Zealand sea lion
- Other species

Update staff member and vessel

If you have a permit for a commercial operation to interact with marine mammals complete [Application Form 8f Commercial Operations involving Marine Mammals Update staff member, vessel, vehicle, or aircraft](#)¹ to apply for:

- Any new staff member – driver, guide or other staff member – who will have contact with marine mammals as part of your commercial operation; or
- Any new vehicle which will be used to undertake your permit.

Please complete this application form, providing all information requested in as much detail as possible. Attach any other applicable forms and information and send to permissions@doc.govt.nz.

How do I complete this application form?

- If you are applying for a **new permit** e-mail permissionschristchurch@doc.govt.nz for a pre-application meeting before lodging your application. There is location, species and treaty partner consultation information that the Department of Conservation (DOC) needs to make you aware of.
- Complete all sections of this form.
 - If your application involves Vessel-based marine mammal viewing, please also fill in Form <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/marine-mammal-permits/vessel-based-activity-marine-mammal-permit-form-8a.doc> 8a.
 - If your application involves aircraft-based marine mammal viewing, please also fill in Form 8c.
 - If your application involves swimming with marine mammals, please also fill in Form 8e.
- DOC encourages electronic applications (e.g. email a typed Word document), rather than handwritten applications. Electronic applications are easier to read and less likely to be returned to you for clarification.

¹ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/marine-mammal-permits/update-staff-member-8f.doc>

- If you require extra space, attach or include extra documents and label them according to the relevant section. Record all attachments in Section 'Q Attachments'.

Personal and sensitive information (e.g. criminal convictions or criminal charges pending before the court relating to the mistreatment of animals) will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)².

Have you considered DOC's Conservation General Policy and statutory planning documents?

Your permit must not be inconsistent with DOC's [Conservation General Policy](#)³ and [relevant statutory planning documents](#)⁴, 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, with conservation management strategies identifying where human interactions with marine mammals should be managed to avoid or minimise adverse effects on populations and individuals.

Have you undertaken Treaty Partner consultation?

DOC has a responsibility to give effect to the principles of the Treaty of Waitangi and may consult with our Treaty Partners about your permit application.

Contact permissionschristchurch@doc.govt.nz for further information about consultation.

Have you undertaken Customary Marine Title consultation?

If you are applying for a new permit to view marine mammals, under the Marine and Coastal Area (Takutai Moana) Act 2011, you must:

- Notify the Customary Marine Title Applicants about your application.
- Seek the views of the Customary Marine Title Applicants.

To identify the Customary Marine Title Applicants relevant to your application, please visit [Te Tari Whakatau - Applications](#)

Have you confirmed that your activity does not fall within a moratorium?

A moratorium is a temporary suspension that restricts the viewing of marine mammals in specific areas or for certain species. It prohibits the start of new activities as well as increases to existing permitted activities. To determine whether your application is affected by a moratorium, it is recommended that you contact permissionschristchurch@doc.govt.nz.

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

- Check the DOC [interacting with marine mammals](#)⁵. This page includes information on the types of permits available, fees, reporting, and processing timeframes.
- Read [sharing our coasts with marine mammals](#)⁶.

² <https://www.doc.govt.nz/footer-links/privacy-and-security/>

³ <https://www.doc.govt.nz/about-us/our-policies-and-plans/conservation-general-policy/>

⁴ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

⁵ <https://www.doc.govt.nz/get-involved/apply-for-permits/interacting-with-marine-mammals/>

⁶ <https://www.doc.govt.nz/sharingcoasts>

- Become a DOC [Sustainable Marine Mammal Actions in Recreation and Tourism \(SMART\)](#) operator⁷.
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the Christchurch Permissions team permissionschristchurch@doc.govt.nz.

How do I submit my application?

Email your completed application, and any attachments (recorded in section 'Q Attachments') to: permissions@doc.govt.nz

What happens next?

Your application will be assessed by DOC. If it is complete, DOC will begin processing the application.

If it is incomplete or requires amendment it will be returned to you for you to amend and incorporate the matters that DOC has specified in writing.

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 details of your proposed operation against the requirements in sections 6 and 7 of the Marine Mammals Protection Regulations 1992.
- The effects of your proposed operation (including proposed encounter times with marine mammals) and your proposed methods to avoid, remedy or mitigate any adverse effects.
- Your qualifications and resources (e.g. vessel, skills and experience) to adequately conduct the proposed operation in marine areas.
- The educational material you will be using in your proposed operation.

Note:

- Under regulation 10 of the Marine Mammals Protection Regulations 1992, the Department must determine whether or not the application is acceptable and may require the application to be amended. The Department will advise applicants if, and what, amendments are required before this application can be processed by the Department.
- The Department will process the application and issue a permit if it is satisfied that the application meets all the requirements for granting a permit under the Marine Mammals Protection Regulations 1992.
- If the application is approved, it is deemed to form part of the permit which is issued and must be complied with accordingly. Your application, therefore, must be clear, complete and accurate.
- Your application will also assist us in undertaking consultation with our Treaty Partners.
- Your creditworthiness is a factor in determining whether DOC should extend credit to you and set up a DOC customer accounts receivable credit account. To make this assessment DOC will supply your information to a credit checking agency.

⁷ <https://www.doc.govt.nz/our-work/smart-operator-programme/>

Note: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of fees.

What fees will I pay?

You may be required to pay a processing fee for this application regardless of whether a permit is granted or not. You may request an estimate of the processing fees after your application has been submitted. 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 permit you may be required to pay annual research or management fees. These fees are listed on the [interacting with marine mammals](https://www.doc.govt.nz/get-involved/apply-for-permits/interacting-with-marine-mammals/)⁸ page of the DOC website.

If you are applying for a new permit, see information in the 'Will my application be publicly notified?' section below.

DOC will invoice your processing fee 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 has been made on your application. If you withdraw your application DOC will invoice you for the costs incurred up to that point.

Will my application be publicly advertised?

Your application will be **publicly advertised**⁹ on the DOC website and appropriate newspapers if:

- the application is for a new permit
- the application is for a renewal of a permit and the renewal is not substantially the same as the existing permit
- or the application is a major amendment to an existing permit.

Publicly advertising may increase the time and cost of processing of your application.

If you believe public advertising may be required for your application email: permissionschristchurch@doc.govt.nz to arrange a pre-application meeting.

What does an approved DOC permit include / require?

A permit approved by DOC (in accordance with section 10(2) Marine Mammals Protection Regulations 1992):

- Includes your 'Application for commercial operations from a vessel to view and swim with marine mammals'.
- Requires you to comply with all the information supplied in your 'Application for commercial operations from a vessel to view and swim with marine mammals'.

Note: It is a condition of this permit that DOC retains the right to suspend or revoke this permit, or restrict the operation authorised by the permit, where the information on which the permit was granted contained material inaccuracies.

⁸ <https://www.doc.govt.nz/get-involved/apply-for-permits/interacting-with-marine-mammals/>

⁹ Marine Mammals Protection Regulation 1992 section 11.

A. Applicant details

Legal status of applicant (tick)	☐ Individual (Go to ①)	
	☐ YES Registered company (Go to ②)	☐ Trust (Go to ②)
	☐ Incorporated society (Go to ②)	☐ 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)		Clearwater Wildfie Tours	
	Trading name (if different from applicant name)		Clearwater Wildfie Tours Limited	
	NZBN (To apply go to: https://www.nzbn.govt.nz)	942 904 830 9271	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)		73 Royal Crescent, St Kilda, Dunedin	
	Company phone	034778899	Company website	https://clearwaterwildlifetours.co.nz/
	Contact person and role		Rachel Jane Kerr	
	Phone		Mobile phone	
	Email	rachel@clearwaterwildlife.co.nz		
	Postal address		Postcode	

B. New or renewal of an existing permit

I am applying for a new permit.

You need to have a pre-application meeting with DOC before you submit this application as there are location restrictions and consultation requirements that you need to be aware of.

E-mail permissionschristchurch@doc.govt.nz.

☐

I am applying for a like-for-like renewal of an existing permit

☐

I am applying to renew an existing permit with a major amendment¹⁰.

☐ Variation to 107340-MAR

Permit number

C. Activities applied for

Please fill in all the forms that are applicable. Please tick below the forms that have been completed and attach with this form. Please note that even if you are applying for a renewal of an existing permit, these forms are a necessary requirement of the application process and must be filled out in full.

ACTIVITY	FORM	✓
Vessel Based Viewing	8a	☐
Land Based Viewing	8b	☐ YES
Aircraft Based Viewing	8c	☐
Filming only	8d	☐
Swimming with marine mammals	8e	☐

D. Pre-application meeting

Have you had a pre-application meeting with a DOC Permissions Advisor?

No

If your application is for a new permit your application will not be processed without a pre-application meeting as there are location restrictions and consultation requirements that you need to be aware of.

E-mail permissionschristchurch@doc.govt.nz

☐

¹⁰ Marine Mammals Protection Regulation 1992 section 11.

Yes

☐

If yes, state when and who with.

E. Consultation undertaken under the Marine and Coastal Area (Takutai Moana) Act 2011

Have you notified and sought the views of the relevant Customary Marine Title Applicants¹¹ prior to submitting this application?

Note:

- You are required to notify affected iwi, hapu or whanau even if you have previously held a permit. We recommend you speak to DOC about this requirement prior to lodging your application.
- You may submit an application before receiving communication from Customary Marine Title applicants.

No. **Your application will not be processed.**
You need to speak to DOC before you can submit this application form.¹²
E-mail permissionschristchurch@doc.govt.nz

☐

Yes

☐

If yes, supply details for each Customary Marine Title Applicant you have consulted with. Copy and paste the table below and complete for each Customary Marine Title Applicant. Record all attachments in section 'Q Attachments'.

Attachments may include:

- Additional pages with the required information
- Any written response to your notification from the Customary Marine Title Applicant.

Customary Marine Title Applicant notified	
Name of individual you notified and sought views on your application	
Date /s of notification and views sought	
Form of notification and means of views given (e.g. email, meeting)	
Outcome of consultation	

¹¹ A "Customary Marine Title Applicant" is a person or group who has applied for recognition of customary marine title either under section 95 or sections 100 and 103 of the Marine and Coastal Area (Takutai Moana) Act 2011 in an area to which your application relates and where no customary marine title order or agreement applies.

¹² It is a statutory requirement under section 62(3) to notify and seek the views of a Customary Marine Title Applicant on your application before it is lodged with the Department.

Customary Marine Title Applicant notified	
Name of individual you notified and sought views on your application	
Date /s of notification and views sought	
Form of notification and means of views given (e.g. email, meeting)	
Outcome of consultation	

F. Consultation undertaken with Treaty Partners

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This often requires consultation with our Treaty Partner (iwi/hapū/whānau of local Māori) on your application. If you have already consulted with our Treaty Partners, DOC would like to know about it.

Have you carried out any consultation with Treaty Partners?

No	☐
Yes	☐

If yes, supply details for each Treaty Partner you have consulted with. Copy and paste the table below and complete for each Treaty Partner. Record all attachments in section 'Q Attachments' including:

- Additional pages with any required information.
- The written response to your consultation with Treaty Partners.

Whānau/hapū/iwi consulted with	
Name of individual you consulted with	

Date of consultation	
Form of consultation (e.g. email, meeting)	
Outcome of consultation*	

Provide details of any cultural interpretation or activities that you are providing to support the cultural values of the Treaty Partners, Customary Marine Title Applicants or other interested stakeholders.

--

G. Consultation with interested stakeholders

Have you carried out any consultation with interested stakeholders?

No	☐
Yes	☐

If yes, supply details for each Interested Stakeholder you have consulted with. Copy and paste the table below and complete for each Interested Stakeholder. Record all attachments in section 'Q Attachments' including:

- Additional pages with any required information
- The written response to your consultation with Interested Stakeholders.

Other interested stakeholders consulted with e.g. Conservation Boards or community groups	
Name of individual you consulted with	
Date of consultation	

Form of consultation (e.g. email, meeting)	
Outcome of consultation*	

H. Educational material

Provide details of the education material (including the source of the material) and education aspects of your proposed operation.

I. Conservation, management, and the protection of marine mammals

State how your proposed operation is in the interests (advantage and benefit) of the conservation, management or protection of marine mammals?

J. Details of the proposed operation

1 Proposed base and area of operation

Attach a map of the proposed area of operation. It must clearly show:

- Proposed area of operation
- Boundaries of the area
- Any specific locations where contact with marine mammals is likely
- Expected routes

Record your map details in section 'Q Attachments'.

Map questions	Written description
Proposed base of operation	
Proposed area of operation	
Proposed locations for viewing contact with marine mammals	
Proposed route to, along and across the shore	

2 Term of operation

Record the proposed term of operation (months and years)
Permits may not be issued for a term longer than 10 years

3 Trip duration and frequency

Duration of trips proposed	4 hours from Dunedin city to Cape Saunders and return (Wild One Tour) or 5 hours from Port Otago to Cape Saunders and return (Wild Private tour)
Maximum number of trips proposed per day	0 - 10 tours per day Low season May-August Availability 0-1 tours Shoulder Season March, April, Sept, Oct, Availability 0 - 5 tours High Season November – February 5 Average 6-10 tours on large or two cruise ship days (approx. 15 days per season) On large or two cruise ship days (Maximum 6 tours in AM and 4 tours in PM) Example: AM TOURS 8.00AM - Private tour Port Otago pick up 9.00am - from Central City 9.30am - from Central City 10.00am - from Central City 10.30am - from Central City 11.00am – from Central City Example: PM TOURS 3.00AM - from Central City 3.30am - from Central City 4.00am - from Central City 4.30am - from Central City

	There are very few days we can operate 6 tours in the AM due to the arrival and departure time of ships as we need 2 hours either side of docking or departure for guests to transport to and from the Octagon. The majority of cruise days we operate 4-5 morning tours for large ships and 2-3 morning tours for small ships. These tours include passengers not arriving on cruise ships Private tours average 4 people per vehicle. Private tours are included in my stats Our scheduled tours are staggered throughout the day, with start times between 8.00am and 11.30am in the morning and 3.00- 4.30pm in the afternoon. We ensure a minimum 30-minute separation between groups reaching the beach, which means there is never more than one tour group (10 passengers max.) on the beach at once. Morning start times vary depending on cruise ship schedules, so we do not have fixed departures times, but I have supplied the above tour times as an example.
Maximum number of trips proposed per annum	Maximum 967 annually. This is less annual tours than the 1092 submitted in our 2023 application High Season (November –February) Average 5 tours per day (120 days x5 is 600) Mid Season (March, April, September, October) Average 2 tours per day (244 days x2 is 488) Low Season (May, June, July, August) Average 0-1 tours per day (123 x 1 is 123) At present we are not operating for the majority of the low season, but this may change in 2027 if demand increases. It is not expected that we will perform more than 1 tour in the low season per day as our market is international travellers.
Maximum number of vehicles you propose to operate at any one time	6
Maximum number of passengers per trip	10
Vehicle approach route and orientation of approach relative to seals or sea lions	No viewing from vehicle, passengers walk to viewing areas
Position of vehicles relative to seals or sea lions, the shore and the sea while viewing	N/A
Maximum number of passengers	10 per vehicle

How groups of people will be managed in the vicinity of seals or sea lions in particular to manage noise and behaviour	A safety briefing at beach car park prior to entering the reserve or the beach area. People remaining quiet in the presence of wildlife, essential to stay close to the guide and keeping a distance of 20 metres from seals and sea lions will be communicated. Tour groups are spaced a minimum of 30 minutes apart on entry to the beach area. There is no more than one tour group on the beach at any one time. Nobody is able to access the beach area or wildlife areas through our land without a Clearwater guide or my permission. There is no public access to this beach other than through private farmland or access from the ocean. This is to protect people from walking into penguin pathways or disturbing any wildlife or their habitats.
Behaviour around breeding colonies, nurseries and pups	We do not see sea lion pups on Papanui beach. This is a male dominated beach, so breeding females are rarely seen and not with pups. The fur seal colony is protected by cliffs so there is no access or ability for people to encounter pups or breeding females.
What other actions you will take to minimise disturbance of the marine mammals	Keeping 20 metres from seals and sea lions and using our new roading and walking tracks to avoid close contact with marine mammals. Additional entry and exit paths and roads have been added in winter 2025 to avoid close proximity to sea lions that are blocking access areas on or near the beach and for passengers that are not able to walk the beach due to walking disabilities. The new car park area is over 100 metres away from the beach or any sea lions or fur seal habitat.
Vehicle departure route and orientation of departure relative to seals or sea lions	No vehicles are anywhere near the beach or any wildlife areas.

4 Species of marine mammal you seek to view or come in contact with from land	
New Zealand fur seal	☐ yes
New Zealand sea lion	☐ yes
Other (please list)	☐

Nature of contact with marine mammals	☐ yes Primary purpose ☐ Secondary purpose
---------------------------------------	---

5 Proposed viewing or contact times with marine mammals

State the maximum time you will view or be in contact with each marine mammal (or group of mammals) you encounter per trip.

New Zealand fur seal viewing or contact	
Not applicable	☐
Individual viewing or contact time in minutes	Maximum 10 minutes per area
Cumulative viewing or contact time per trip in minutes	20 minutes total 10 minutes in 2 areas overlooking the fur seal colony (20 minutes)

New Zealand sea lion viewing or contact	
Not applicable	☐
Individual viewing or contact time in minutes	10-20 minutes viewing sea lions at one of several locations either on the beach or from the dunes or above the beach looking down from 4 viewing platforms. Passengers are rotated through these locations to ensure no group is in the same area at the same time and are spaced 30 minutes apart.
Cumulative viewing or contact time per trip in minutes	20 minutes

Other viewing or contact	
Not applicable	☐
Individual viewing or contact time in minutes	
Cumulative viewing or contact time per trip in minutes	

K. Vehicle information – (refer to Appendix 1 for detailed guidance)

If your operation involves more than two vehicles, copy and paste the table below and complete for each vehicle. Alternatively attach additional pages with the required information and record all attachments in section 'Q Attachments'.

Vehicle 1 description:	
Registration 6 identical vehicles	Registrations: RKL68, RKL67, QSR219, QSL677, RMW740, QYK500

Make	Toyota
Model	Hi Ace
2WD/4WD	All 4WD
Colour	All White
Carrying Capacity	All 12 seaters

Vehicle 2 description:	
Registration	
Make	
Model	
2WD/4WD	
Colour	
Carrying Capacity	6 x 10 so 60 passengers over the 6 vans

L. Background of proposed operator

State the applicant's experience operating with marine mammals (e.g. the number of years the company / business has been operating around marine mammals).	Companies first tour date 3rd January 2024 Rachel has had interactions with the marine mammals in this area since her childhood and has experience and understanding of what is required to ensure that they are protected from any stress, disturbance or displacement. Additionally, Rachel has guided many visitors to Cape Saunders Farm in and around the MM locations and is aware of the safety aspect around sealions often curious behaviours.
State the applicant's knowledge of operating within the local area, and of the sea and weather conditions (e.g. number of years' experience operating within the area).	I am also the land owner of Cape Saunders Farm. Weather conditions are monitored closely for extreme wind or rain events. Being farmers, we have extensive knowledge of the weather conditions at Cape Saunders.

Has the applicant been convicted of any offence involving the mistreatment of animals?	
No	☐ No
Yes	☐
If "yes", provide details	

Does the applicant have any current criminal charges pending before the court involving the mistreatment of animals?

No

☐ No

Yes

☐

If "yes", provide details

Does the Applicant agree to DOC undertaking a check of their criminal convictions or pending current criminal charges involving the mistreatment of animals?

Note: DOC may require the proposed operator to fill out and sign a form that allows DOC to receive their criminal conviction history to enable the Director-General of DOC to be satisfied that the proposed operator does not have convictions for offences involving the mistreatment of animals.

No

☐

Yes

☐ Yes

M. Background experience of individual staff members

Complete the table below for every staff member who may come into contact with marine mammals during the operation. Copy and paste the table and complete for each staff member. Alternatively attach additional pages with the required information and record all attachments in section 'Q Attachments'.

Staff member No. 1

Full name:

Ben McConnell, Paula Meijerink, Thomas McDermott, Fergus Chinnery, Adrian Foote, Kelly Meade, Quinn Sole, Rachel Kerr, Simon Smith

Job Title:

Has this person had any convictions or prosecutions for offences against the Act or any other Act involving the mistreatment of animals?

☐ Yes No criminal convictions involving offences or mistreatment of animals
☐ No

If "yes", please provide details:

Relevant experience with marine mammals (including species and years operating around):

Ben McConnell, 2016-2026 Otago Peninsula tour guide (penguins, seals and sea lions)
Paula Meijerink, 2014-2026 Otago Peninsula tour guide (penguins, seals and sea lions)
Thomas McDermott, CWT guide 2024-2026 (penguins, seals and sea lions)
Fergus Chinnery, CWT guide 2024-2026 (penguins, seals and sea lions)
Adrian Foote, 2012-2026 Otago Peninsula tour guide (penguins, seals and sea lions)
Kelly Meade, CWT guide 2024-2026 (penguins, seals and sea lions)
Quinn Sole, CWT guide 2025-2026 (penguins, seals and sea lions)
Rachel Kerr, CWT guide 2023-2026 (seals and sea lions)
Simon Smith (in training 2026)

Staff member No. 2

Full name:

Job Title:

Has this person had any convictions or prosecutions for offences against the Act or any other Act involving the mistreatment of animals?	☐ Yes ☐ No
If "yes", please provide details:	
Relevant experience with marine mammals (including species and years operating around):	

Staff member No. 3	
Full name:	
Job Title:	
Has this person had any convictions or prosecutions for offences against the Act or any other Act involving the mistreatment of animals?	☐ Yes ☐ No
If "yes", please provide details:	
Relevant experience with marine mammals (including species and years operating around):	

N. Marine Mammals Protection Regulations 1992

Tick the following boxes to confirm you will operate in accordance with each of the following behaviours as required under Part 3 of the Marine Mammals Protection Regulations 1992.	Tick
Marine mammals will not be disturbed or harassed	☐ Tick
Best endeavours will be used to operate vehicles in a way that the normal movement or behaviour of any marine mammal is not disrupted	☐ N/A
Contact with any marine mammal shall be abandoned at any stage if it becomes or shows signs of becoming disturbed or alarmed	☐ Tick
Marine mammals are not to be separated from a group of marine mammals, or caused to scatter	☐ Tick
Rubbish or food is not to be thrown near or around any marine mammal	☐ Tick
No person shall make any loud or disturbing noises around any whale, dolphins or seals	☐ Tick
Vehicles must remain above the mean high water spring tide mark and shall not approach within 50 metres of a marine mammal unless in an official carpark or on a public or private slipway or on a public road	☐ N/A
No person or vehicle shall cut off the path of a marine mammal or prevent a marine mammal from leaving the vicinity of any person or vehicle	☐ Tick

O. Operational best practice based on recommended DOC guidelines

Tick that you understand and will comply with the following conditions relating to seals and sea lions specific behaviours	Tick
Not applicable as not applying to view seals and sea lions	☐
When seals and sea lions are hauled out on shore or rocks, the vehicle and people will remain 20m or more from animals	☐ Tick
Tick that you understand and will comply with the following conditions relating to location specific best practice. <i>You will have been given information on best practice recommendations when you contacted permissionschristchurch@doc.govt.nz prior to making your application. If any location specific best practices apply to your area of operation, attach the relevant schedule.</i>	
Not applicable as there is no location specific best practice	☐
Location specific best practices for my area of operation are attached and recorded in section 'Q Attachments'	☐
All proposed operations will be undertaken in accordance with the best practice guidelines for the area of operation	☐ Tick

P. Attachments

Attachments should *only* be used if there is:

- A specific question that requires an attachment e.g. map of the proposed base and area of operations
- Not enough space on the form to finish your answer
- Additional information that supports your answer
- An additional request you wish to make of DOC regarding the application.

Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document title	Document format (e.g. Word, PDF, Excel, jpg etc.)	Description of attachment
<u>Correct example ✓</u> <i>E</i>	<i>Proposed base and area of operation</i>	<i>.shp</i>	<i>Map of proposed base and area with locations of where contact with marine mammals is proposed.</i>
<u>Correct example ✓</u> <i>K</i>	<i>Educational Material</i>	<i>Word</i>	<i>Educational material provided to clients undertaking marine mammal journey.</i>
<u>Incorrect example X</u> <i>Table</i>	<i>Doc1</i>	<i>Word</i>	<i>Table</i>

Q. Checklist

Application checklist	Tick which apply
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.	☐ Tick
I certify that the information provided in this application form and any attached additional forms and information is, to the best of my knowledge, true and correct..	☐ Tick
I have supplied a map with the departure location, boundaries of operation, expected tour routes of operation specific locations where viewing of marine mammals are likely, and if applicable specific location where swimming with marine mammals are likely as required in and section 'Q Attachments'.	☐ N/A
I have appropriately recorded all attachments in section 'Q Attachments'.	☐ N/A
I understand that in accordance with Regulation 10(2) of the Marine Mammals Protection Regulations 1992, this application shall form part of any permit issued and shall be complied with accordingly.	☐ Tick

R. 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	☐ Tick
If "yes", under what name:	Clearwater Wildlife Tours

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.	☐ Tick
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.	☐ Tick
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	☐ Tick
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	☐ Tick
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	☐ Tick
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.	☐ Tick
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.	☐ Tick
Applicant Name/s (of authorised person/s)	Rachel Kerr
Date	15.02.2026

Email your completed application, and any attachments (e.g. recorded in section 'Q Attachments') to: permissions@doc.govt.nz

For Department of Conservation use

Credit check completed	
------------------------	--

Comments :			
Signed:		Name	
Approved (Tier 4 manager or above)		Name	

APPENDIX 1

GUIDANCE INFORMATION FOR FILLING IN THE FORM

Location information

“Base of operation” -specify the location where passengers board the vehicle.

“Proposed area of operation” -provide a written description of the general extent of the operation where you will be likely to have contact with marine mammals – please specify the boundaries (e.g. key landmarks) and the location as it is generally known; e.g. Wellington coast or Wairarapa coast.

“Specific locations where contact with marine mammals is proposed” - you need to list any particular sites you will visit where marine mammals are known or expected to be encountered; e.g. Red Rocks, Ohau Stream lookout I, Point Kean, Barney’s Island, Adele Island.

Trip details

Clearly identify where there are seasonal differences in the trip details

Type and number of vehicles to be used

If you have more vehicles than the spaces provided please copy the fields and paste to the bottom of the table in the section.

Drivers, guides and other relevant staff

If you have more staff members than the spaces provided please copy the fields and paste to the bottom of the table in the section.

Additional information

Please be specific for each class of marine mammal or for individual species.

Maximum time spent with marine mammals per individual encounter:

“Encounter” means being less than 100 metres from a seal or sea lion.

Nature of the contact with marine mammals:

“Primary purpose” means the operation’s main focus is to seek out and encounter seals or sea lions e.g. seal encounter tours and trips to known seal colonies.

“Secondary purpose” means that viewing seals or sea lions is not the operation’s main focus but will still be viewed if encountered; e.g. certain scenic cruises, tourist bus trips.

Educational Material

Please briefly describe the educational aspects of the proposed operation and supply any proposed educational material, copies of brochures or information booklets as an attachment (note, these may be returned if requested).