



Is this the right application form for me?

Use this application form for existing or proposed buildings/structures (e.g. boatsheds, sheds, retaining walls, bridges, steps, etc.) on Sounds Foreshore Reserve (SFR).

The Department of Conservation (DOC) will process the application and issue a concession if it is satisfied that the application meets all the requirements for granting a concession under Part 3B of the Conservation Act 1987.

You can also use this form to apply for a 'variation' of a current licence/lease concession if the change(s) are only minor. A variation can't be used if you want to extend the term, substantially change the location or increase the environmental effects of your concession activity.

What other application forms may be relevant?

If you seek an easement concession across SFR, either to benefit other land or in gross (e.g. right of way), for the following purpose:

- a right to convey water.
- a right to drain water.
- a right to drain sewage.
- a right of way.
- a right to convey electricity.
- a right to convey telecommunications.
- a right to convey gas.

Use or include this [form for new easement applications and variations to an existing easement concession](#)¹ across land administered by DOC.

How do I complete this application form?

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

Note: Personal and sensitive information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)².

¹ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/easement-application-form.pdf>

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

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

- Check DOC's [SFR Licences/Concessions](https://www.doc.govt.nz/get-involved/apply-for-permits/individuals/sounds-foreshore-reserve-licences-and-concessions/)³ and [Access structures on SFR](https://www.doc.govt.nz/get-involved/apply-for-permits/individuals/access-structures-on-the-sounds-foreshore-reserve/)⁴ webpages.
- DOC recommends that the applicant contact the Waitohi/Picton District Office to discuss the application and arrange a pre-application meeting (either face to face or over the phone) prior to filling in this form. Phone +64 3 520 3002. Email picton@doc.govt.nz
- It is also recommended that you seek legal advice for guidance when completing this form.

Have you considered DOC's statutory planning documents?

Your building or structure must not be inconsistent with [DOC's relevant statutory planning documents](https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/)⁵ 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 track limitations and vegetation clearance.

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 with a request 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. DOC will not use this information for any other reason not related to that purpose. Your answers allow us to assess:

- The effects of your encroachment and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your creditworthiness – 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: Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](https://www.doc.govt.nz/footer-links/privacy-and-security/)⁶.

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

³ <https://www.doc.govt.nz/get-involved/apply-for-permits/individuals/sounds-foreshore-reserve-licences-and-concessions/>

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/individuals/access-structures-on-the-sounds-foreshore-reserve/>

⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

⁶ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

Treaty Partner consultation

DOC has a responsibility to give effect to the principles of the Treaty of Waitangi in all areas of our work and may consult with our Treaty Partners about your application. More information can be found on the DOC website on our [iwi/hapū/whānau consultation](https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/)⁷.

Contact your [local DOC office](#)⁸ if you require further information about consultation.

What fees will I pay?

You will be charged a processing fee for this application, regardless of whether your application is granted or not. If your application is granted, you may be required to pay annual activity and management fees.

DOC will send you a cost estimate of the processing fee once your application has been accepted. If further charges are likely to be incurred, DOC will provide you with a revised estimate.

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.

In addition, if you are granted a licence over public conservation land you may also be required to pay a bond, insurance, monitoring fees and [ongoing activity fees](#)⁹ and management fees.

Bond

A bond may be required to ensure compliance with the conditions of a Sounds Foreshore Reserve permit or licence. The amount of the bond will be set at an appropriate level to recognise potential costs. The bond may be an unconditional on-demand surety bond or a cash bond held in trust and refunded (with any interest) at the conclusion of the building activity or called upon to ensure compliance with the conditions of the permit or licence.

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 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 occupation and/or activities on SFR. The level of insurance cover will depend on the activity.

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/iwi-consultation/>

⁸ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/ongoing-concession-fees/>

A. Applicant details

Legal status of applicant (tick)	☐ Individual (Go to ①)	
	☐ 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, trustees, educational institute or incorporated society)		[REDACTED] and Smith & Partners Trustee Co. Limited as Trustees of the Clive Knolles Family Trust	
	Trading name or trust name (if different from applicant name)			
	NZBN if applicable (To apply go to: https://www.nzbn.govt.nz)	N/A	Company, trust or incorporated society registration number	N/A
	Registered office of company or incorporated society (if applicable)		N/A	
	Company phone		Company website	
	Contact person and role		[REDACTED] (Trustee)	
	Phone		Mobile	[REDACTED]
	Email	[REDACTED]		
	Postal address	[REDACTED]	Postcode	[REDACTED]
	Street address (if different from Postal address)			Postcode

B. Variation of an existing licence and/or concession.

Is this application *varying* an existing licence/lease concession?

No	☒
Yes	☐
Licence/lease concession number(s) you wish to vary	

C. Pre-application meeting

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

☐ No (continue to section D.)

☒ Yes (record details below)

Date of DOC pre-application meeting	5 January 2026
Name of DOC staff member(s)	Max Clark (Permissions Advisor)
Name of person(s) who had the pre-application meeting with DOC	

Record relevant notes/comments:

Email and phone communication with Max; Max has supported with filling out the application form.

D. What structures or activities are currently on SFR fronting your property?

All existing/new structures or activities are required to have prior approval for the continued occupancy of SFR. This may mean you have unauthorised structures or activities adjacent to your property that you are unaware of.

Please select below all appropriate structures and activities in relation to SFR fronting your property (Licensed and/or Unlicensed):

Boardwalk	Boatshed	Boatshed Deck/Lean To
Boatshed storage	Box steps	Bridge 1 (Bridge 2 removed)
Concrete path	Concrete steps	Conveying electricity
Conveying gas	Conveying telecoms	Conveying water
Culvert	Decking	Drainage/Stormwater pipe
Handrail	House	Retaining walls x2 <1.5m
Retaining walls >1.5m	Seawall	Sculptures x3
Septic system	Shed	Shelter
Slipway	Staircase (removed)	Step riser
Tramway/Trolley	Water tank	Other: Wooden steps
		BBQ Pit and Large Table

Structures as noted by Applicant:

Boatshed (5.5m x 8.5m = 46.7m ²)	Boatshed deck/lean to (49.3m),
Boatshed storage (7.4m ²),	Bridge 1 (1.5mWx3.5mL), (Bridge 2 removed),
Concrete pathway	Decking
Drainage/Stormwater	Retaining walls x 2 (range from 800mm to 1.3m H),
Sculptures x3	Staircase (removed)
Other: Wooden steps	BBQ Pit and Large Table

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](#)¹⁰
- [Easements](#)¹¹
- [Land based guiding](#)¹²

Provide details of currently held SFR Licenses, Permissions/Permits and Easements:

The boatshed for this site has previously been authorised under NM-30558-SFR. Since then, the ownership of the property has changed. Please see an **attachment** of the record of title for the property.

E. Duration

State how long (months and years) you want any granted concession for private buildings or structures 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.

30 years

The boatshed is classified as “exclusive use”, therefore public notification is required, even if a term of 10 years was applied for. For long-term security, we are applying for the maximum term available.

F. Is this application for existing or new buildings and structures?

Select from the following:

- ☐ No (for **new buildings and structures only** fill in all sections **except** Section G.)
- ☒ **Yes** (for **existing buildings and structures only** fill in all sections **except** Section H.)
- ☐ Both (for **existing AND new buildings and structures** complete **both** Sections G. & H.)

¹⁰ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

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

G. Existing Buildings or Structures – Description of Encroachment on Sounds Foreshore Reserve

1. Provide the Lot, Deposited Plan (DP) number and name of the bay of the **adjoining property** to the encroachment.

Lot number: **Lot 2**

DP number: **DP 1862**

Name of the bay: **Monkey Bay, Queen Charlotte Sound**

Address (if applicable): **N/A**

2. Describe in detail the existing encroachment, including when it was installed / constructed, the size and footprint of the structure/s and the purpose of the structure/s. Attach all relevant information and list in section L Attachments including:

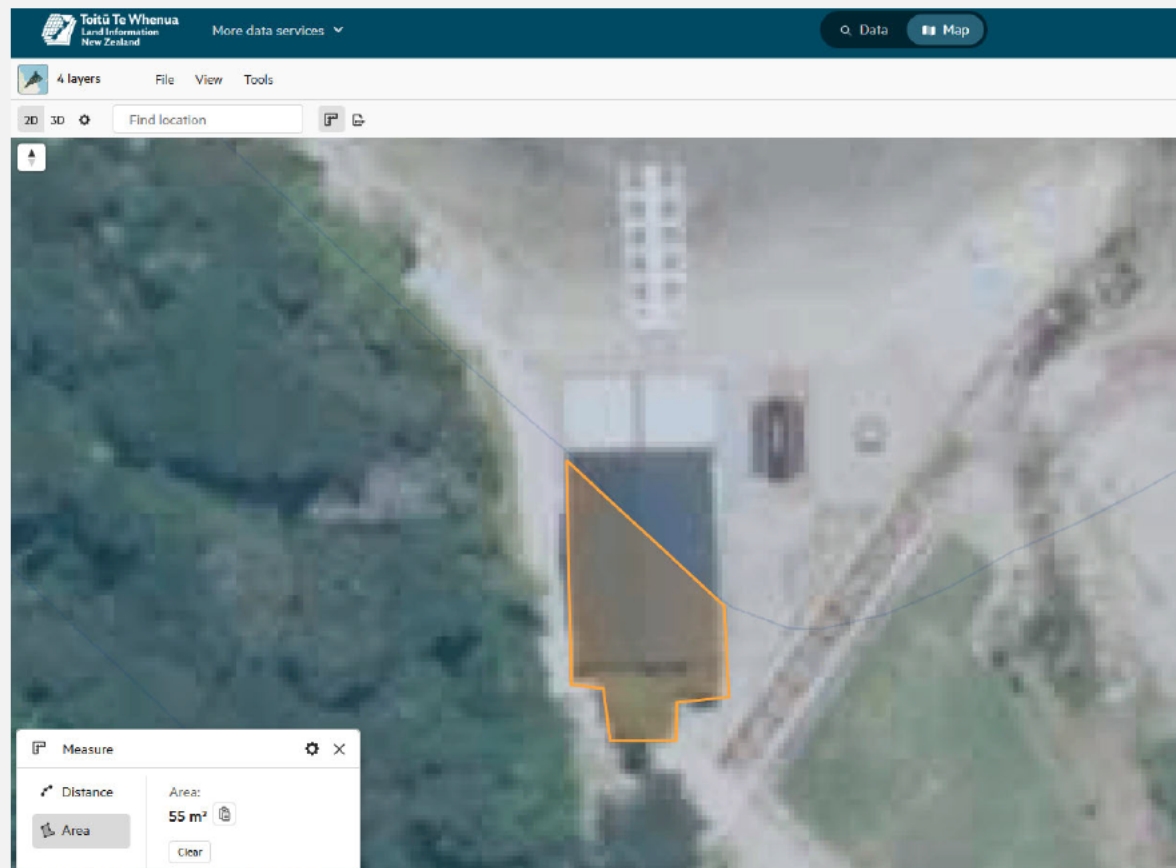
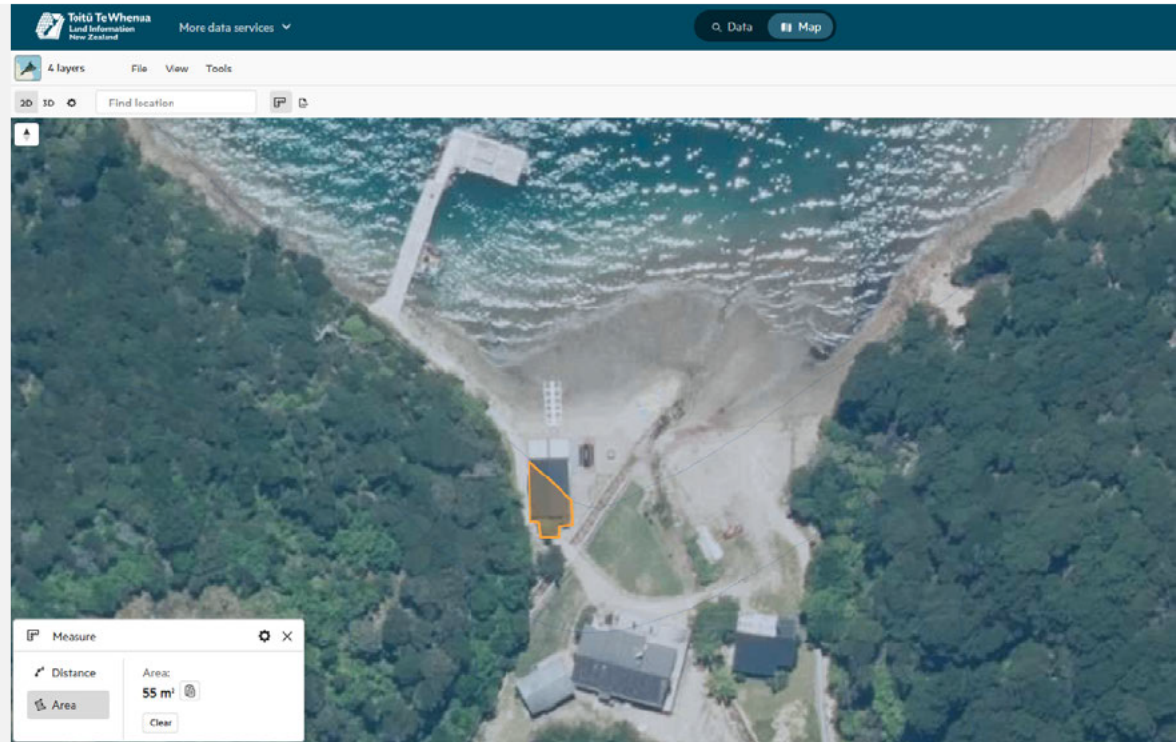
- Record(s) of Title for your property (mandatory)
- Maps
- NZTM coordinates
- Photographs
- Survey plans
- Resource consent applications
- Concept plans
- Engineering reports
- Other

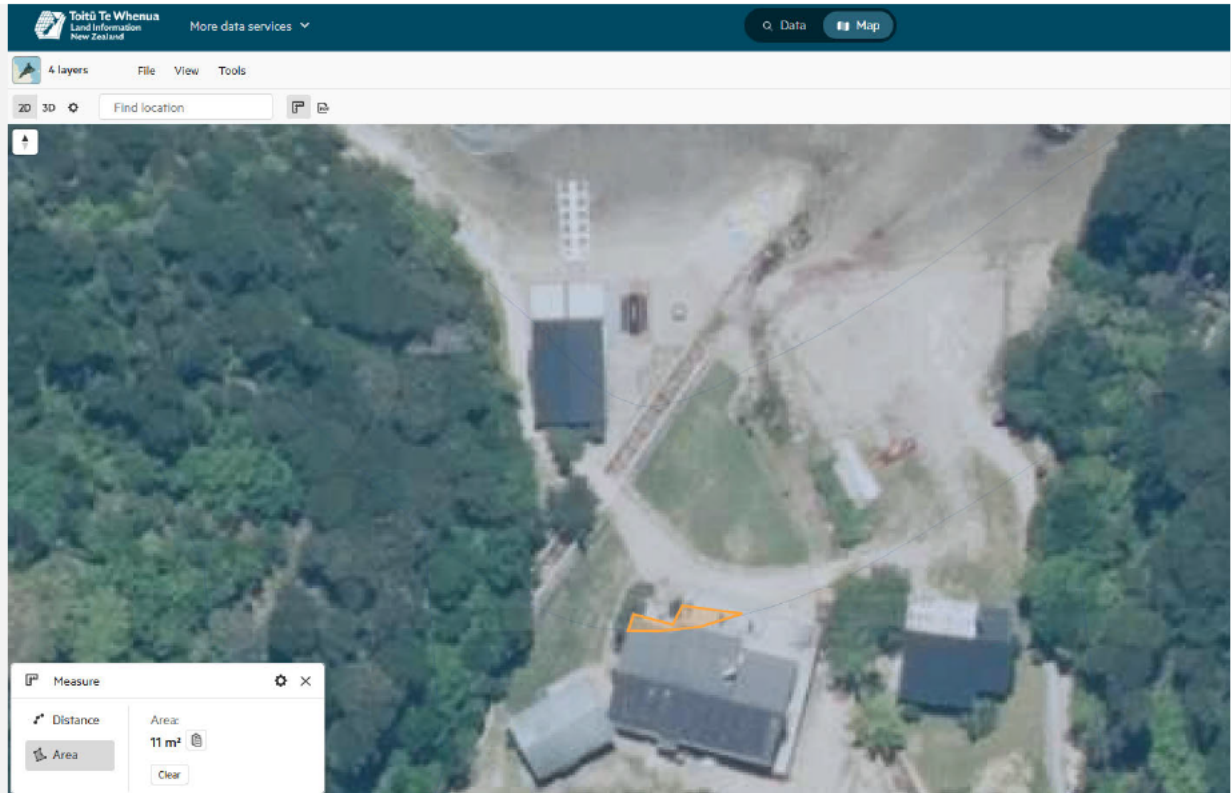
This application is to replace the now-expired ROLD licence (NM-30558-SFR), previously approved for the site's boatshed.

The maps from the publicly available LINZ Database indicate a partial boatshed encroachment (estimated 55m² on the SFR, including lean-to structure behind boatshed) and partial house/decking encroachment (estimated 11m² on the SFR). These are indicated on the maps below in orange.

The inclusion of a boatshed/decking encroachment (not within scope for NM-30558-SFR) is not due to any new structures being built since the original ROLD license was issued. The site maps/plans for NM-30558-SFR have recorded the main house on the adjoining record of title since 2001 – but previously it was understood that the boatshed and associated structures were located entirely on private property.

This application also includes smaller access structures (stairs, footpaths, bridges, etc) that were not specifically described under NM-30558-SFR, but they have been in place for some time.





The following map indicates where specific structures are located, in relation to the Sounds Foreshore (outline in bright yellow).



The site photos below were taken on 15th July 2020 by DOC Picton District staff. Where anything has changed since 2020, I have made notes next to the relevant photo.



We understand that the existing agapanthus and introduced succulents on site may be declined, and these would subsequently need to be removed.







The two Gorilla Sculptures have been moved, please see the attached Updated photos from the Applicant.









Please also see the attachments:

“Info on file from DOC Lot 2 DP 1862 relating to NM-30558-SFR” for more detail about the site’s history; and

“Updated Photos from the Applicant”.

3. Could this structure/work be reasonably located on your private property? Provide details of other sites considered:

No, as the boatshed is located in front of the slipway for water access.

4. Is the building going to be used for commercial purposes? Give details/reasons.

No, this structure is only used for personal access to the property. The boat shed is not used for accommodation.

H. New Structures/Work - Description of Encroachment on Sounds Foreshore Reserve

**This section is not applicable for this application –
no new structures are being applied for.**

1. Provide the Lot, Deposited Plan (DP) number and name of the bay of the adjoining property to the encroachment.

Lot number:

DP number:

Name of the bay:

Address (if applicable):

2. Describe in detail the proposed encroachment including when work is to commence, the size and footprint of the structure/s and the purpose of the structure/s. Attach relevant documents, including:

- Record(s) of Title (mandatory)
- Maps
- NZTM coordinates
- Photographs
- Survey plans
- Resource consent applications
- Concept plans
- Engineering reports
- Other

3. Could this structure/work be reasonably located on your private property? Provide details of other sites considered:

4. Is the activity applied for being used for commercial purposes? Give details/reasons.

I. Are you applying for anything else?

Are you applying for other DOC permissions (e.g. easement, concession) as well as this activity?

No – the application can be treated as a single concession.

☒

Yes

☐

If yes, state the other permissions you are applying for?

J. Planning provisions (all applicants)

1. Does your proposal comply with the Marlborough District Council district plan(s) for the area?

☐ No

☒ Yes

2. Do you require resource consent and/or building consent? (Ask the relevant councils' planning sections for advice. Generally, if structures are to be built (or have been built), it is likely that consent/s will be required).

☒ No – all structures are pre-existing

☐ Yes

3. If resource/building consent is required, provide details of the consent together with information on progress with the application for consents. (It will be a condition of any licence to occupy that all necessary consents have been obtained.)

K. Consultation undertaken

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 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 – this was not recommended at the pre-application stage.

☐ Yes

If yes, supply details for each group consulted with:

Whānau/hapū/iwi or other interested party consulted with:	
Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	

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

L. Consistency with DOC statutory plans

List [DOC's statutory planning documents](https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/)¹³ relevant to your application (e.g. Nelson/Marlborough Conservation Management Strategy):

Conservation General Policy 2005

Nelson/ Marlborough Conservation Management Strategy 1996

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

No



Yes



If you have answered 'yes' explain why it is inconsistent with the statutory planning documents.

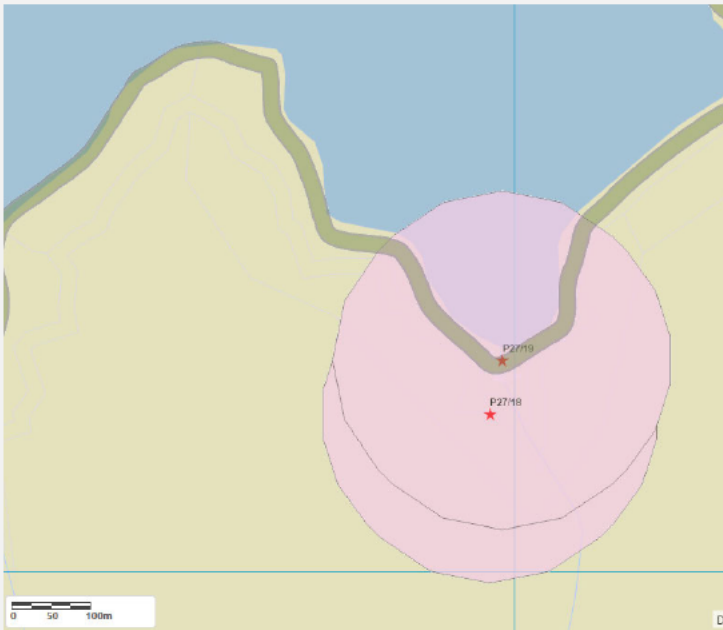
¹³ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

M. Description of actual and potential effects of existing or proposed works (all applicants)

Identify actual or possible effects of the activity applied for. Describe the actions you propose to take to avoid, remedy or mitigate those effects. For further information check [DOC's Environmental Impact Assessment](https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/environmental-impact-assessment/#low-medium-impact)¹⁴ and [DOC's guide to preparing your environmental impact assessment](https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf)¹⁵.

In many cases an Assessment of Environmental Effect (AEE) prepared for resource consent under the Resource Management Act 1991 will satisfy this requirement.

Provide details below and record the document details in the L Attachments section of this form.

Effects	Description
Effects on the landscape e.g. ability of landscape to accommodate changes.	Nothing beyond the existing structures authorised under NM-30558-SFR.
Effects on the visual composition of the landscape.	Nothing beyond the existing structures authorised under NM-30558-SFR.
Effects on cultural values of Tangata Whenua or members of the public.	Two known historic sites are located within 200m of the site. These are P27/19 (midden) and P27/18 (pits).
Effects on historic sites or objects including Wāhi Tapu e.g., disturbance of the ground.	 We understand that proximity to a known archaeological site¹⁶ means that if earthworks are proposed in future, we are required to contact Heritage New Zealand Pouhere Taonga about the proposed activity¹⁷, as well as DOC as a regulatory body for the Sounds Foreshore. No earthworks are proposed as part of this application.

¹⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/environmental-impact-assessment/#low-medium-impact>

¹⁵ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf>

¹⁶ <https://nzaa-archsite.hub.arcgis.com/pages/public-map>

¹⁷ <https://www.heritage.org.nz/archaeology/affecting-an-archaeological-site>

Effects on existing infrastructure such as roads, tracks, huts, carparks etc.	Nothing beyond the existing structures authorised under NM-30558-SFR. No public tracks in the area.
Effects on existing vegetation e.g. disturbance or removal of vegetation.	We understand that the existing agapanthus and introduced succulents on site may be declined, and these would subsequently need to be removed.
Effects of earthworks e.g. removal of topsoil and where removed earthworks will be stored. Note: All earthworks storage on public conservation land needs to be authorised.	No earthworks are proposed as part of this application.
Effects on wildlife or wildlife habitat .	Nothing beyond the existing structures authorised under NM-30558-SFR.
Effects on aquatic habitat (waterways, swamps, freshwater animals and vegetation).	Nothing beyond the existing structures authorised under NM-30558-SFR.
Effects on other users (Tangata Whenua, recreational users, and concessionaires) of the land.	Nothing beyond the existing structures authorised under NM-30558-SFR.
Effects of potential increased threats (pests, weeds, pathogens, and fire) to public conservation land.	Nothing beyond the existing structures authorised under NM-30558-SFR. We understand that the existing agapanthus and introduced succulents on site may be declined, and these would subsequently need to be removed.
Effects of increased rubbish, toilet waste or debris left on public conservation land during construction and regular use of the easement.	We do not intend to leave any waste or debris on the Sounds Foreshore; this will be stored on our private land.
Cumulative effects that could be caused by the activity.	Nothing beyond the existing structures authorised under NM-30558-SFR.
Positive effects of the activity.	

N. Attachments

Attachments should *only* be used if:

- You are answering a specific question and providing a report e.g. Environmental Impact Assessment.
- 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
Section D	Record of Title MB48/99 Lot 2 DP 1862	PDF	Record of Title for the private property adjoining the SFR
Section G	Info on file from DOC Lot 2 DP 1862 118248-OTH NM-30558-SFR	Word	Info provided by Max Clark, summarising the site history as DOC records indicate
Section G	Updated photos from the Applicant	PDF	

O. Checklist

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	☒
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	☒
I have attached all relevant information (e.g. Certificate of Title, maps, photographs, resource consent applications etc) and recorded them in Section N .	☒
I have appropriately labelled all attachments and completed the Section N . Attachments to match	☒
I have completed the terms and conditions for a credit account with the Department of Conservation outlined in Section P .	☒
I will email permissions@doc.govt.nz my: • Completed applicant information form • Any other attachments	☒

P. 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	☐
If 'yes' under what name:	

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 details to the Department's Credit Checking Agency to enable it to conduct a full credit check.	☒
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.	☒
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	☒
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	☒
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	☒
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.	☒
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.	☒

Applicant name/s (of authorised person/s):

and
Smith & Partners Trustee Co.
Limited as trustees of the
Clive Knolles Family Trust
as
Authorised Person)

(Authorised Person)

Date:

25/03/26

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

27 March 2026

Department of Conservation

BY EMAIL

Attention: Max Clark

Email: maclark@doc.govt.nz

Dear Max

**CLIVE KNOLLES FAMILY TRUST - APPLICATION FOR CONCESSION OVER DOC
RESERVE LAND 118248-OTH TO REPLACE NM-30558-SFR**

1. We refer to our letter of 26 February 2026 and **enclose** our client's application for the Monkey Bay Concession and note as follows:
 - 1.1 An additional set of four photographs is provided which update the current use of the DOC land by our client.
 - 1.2 Our client confirms in respect of the facilities installed on the land, as follows:
 - (a) Boatshed – no change;
 - (b) Boatshed Deck/Lean To is now 49.3m² and not 39.1m²;
 - (c) Boatshed storage - no change;
 - (d) Bridge 1 – no change;
 - (e) Bridge 2 – has been removed;
 - (f) Retaining Wall x2 ranges from 800mm to 1.3m high;
 - (g) Concrete pathway - no change;
 - (h) Staircase – has been removed;
 - (i) Large Sculptures - there are two gorillas;
 - (j) BBQ Pit and Large Table has been added.
2. We confirm that you will bill our client directly for the application fee.
3. We look forward to any final queries that you may have otherwise we look forward to the application being processed and the concession granted in due course.

Yours faithfully

Smith and Partners



Consultant

DDI: +64

Email:

SUPERVISING DIRECTOR:

16 June 2026

Department of Conservation

BY EMAIL

Attention: Colm Dubieniec - Permissions Advisor

Email: cdubieniec@doc.govt.nz

Dear Colm

MONKEY BAY CONCESSION (125867-OTH)

1. On behalf of [REDACTED], we thank you for your email of 10 June 2026 addressed to [REDACTED].
2. We would be pleased if you would include in our client's application for the concession, an application for an easement to cross the concession covering underground electricity and water supply, both services supplied from our client's property.
3. Please note that there is no waste water or storm water easement required.
4. We confirm your advice that the application for the easement for the underground electricity and water supply, both of which are existing services, will be included in the public notification.
5. We thank you for your assistance in this matter.

Yours faithfully

Smith and Partners

[REDACTED]

[REDACTED]

Consultant

DDI: +64 [REDACTED]

Email: [REDACTED]

SUPERVISING DIRECTOR: [REDACTED]

From: [REDACTED]
Sent: Thursday, 2 July 2026 11:10 am
To: Colm Dubieniec
Subject: Re: Please confirm structures (and associated areas) to be included within application: 125867-OTH

Hi Colm,

Great work, I can confirm all structures and associated areas are correct.

Please let me know if you need anymore information from me otherwise I will leave it up to you for the step.

Regards,

[REDACTED]

[REDACTED]

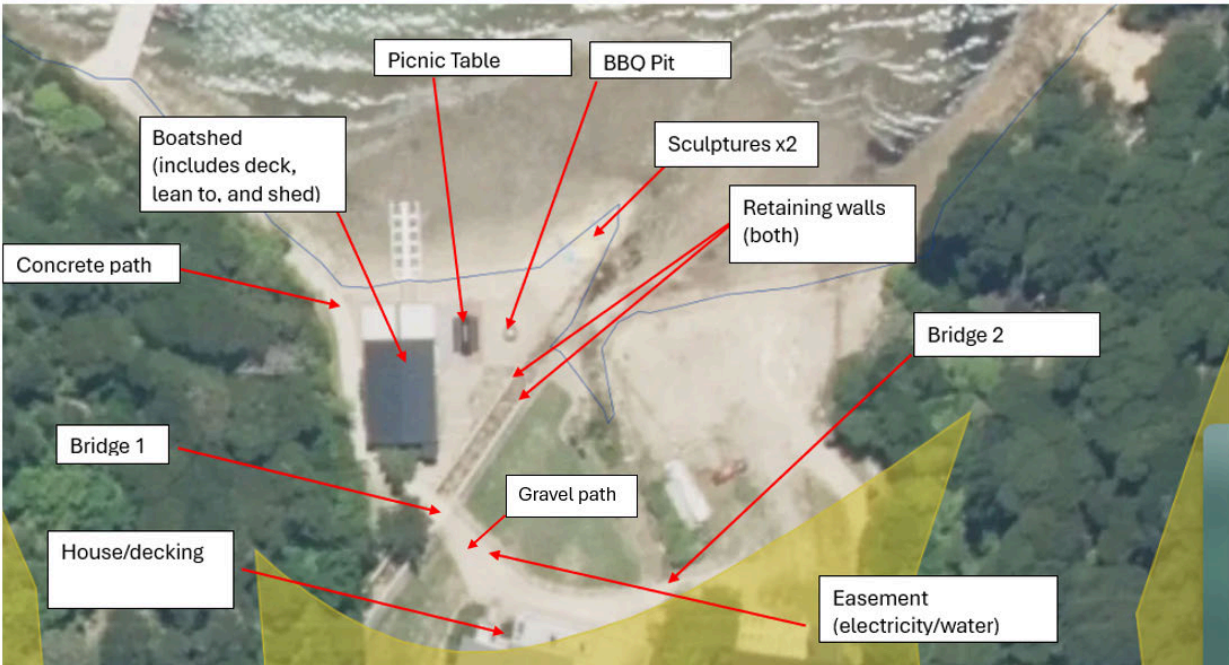
From: Colm Dubieniec <cdubieniec@doc.govt.nz>
Sent: Thursday, July 2, 2026 9:02 AM
To: [REDACTED]
Subject: Please confirm structures (and associated areas) to be included within application: 125867-OTH

Kia ora [REDACTED]

Thanks for the call yesterday regarding the application. As discussed, I said I would send you though map/list of structures on the Sounds Foreshore(in relation to the updated mean high water springs) that you wish to authorise as this is a more timely approach to keep progressing the application.

Please can you confirm that you are apply for the structures (and the associated areas below):

- **Boatshed (includes deck, lean to, and shed):** 103.4m²
- **House/decking encroachment :** 11m²
- **Bridges x2:** Bridge 1: (5.25m²), Bridge 2 (5m²)
- **Concrete Path:** 80m²
- **Gravel Footpath:** 70m²
- **Retaining walls:** 2 x 30m long.
- **BBQ pit:** 2m²
- **Picnic Table:** 10m²
- **Sculptures x2:** 2 x 1m²
- **Easement (Electricity/Water)**



Please note that all the structures above have been identified either; off your application and supporting documents or using aerial imagery. Please note that the area of structures have been estimated using mapping tools, therefore may not be fully representative of what exists on the land. If you disagree with any of the structures (and their associated areas) identified above, please let me know and provide measurements of these structures so I can update the application accordingly.

Once we have confirmed all the structures (and their associated areas) to be included within the application – I can continue getting this application publicly notified.

Cheers

Colm

Colm Dubieniec

Permissions Advisor | Kaitohu Whakaaetanga

Christchurch Office | Ōtautahi

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Department of
Conservation
Te Papa Atawhai

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