# 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: Tenanting 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[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.

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[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)** | ☐ **Individual** (Go to ❶) | | |
| | ☒ **Registered company** (Go to ❷) | ☐ **Trust** (Go to ❷) | |
| | ☐ **Incorporated society** (Go to ❷) | ☐ **Other e.g. Educational institutes** (Go to ❷) | |

| | | | | | |
|---|---|---|---|---|---|
| ❶ | **Applicant name (individual)** | | | | |
| | **Phone** | | **Mobile phone** | | |
| | **Email** | | | | |
| | **Physical address** | | | **Postcode** | |
| | **Postal address (if different from above)** | | | **Postcode** | |

| | | | | | |
|---|---|---|---|---|---|
| ❷ | **Applicant name (full name of registered company, trust, incorporated society or other)** | Mountain Recreation Ltd | | | |
| | **Trading name (if different from applicant name)** | | | | |
| | **NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)** | *NZBN9429039642677* | **Company, trust or incorporated society registration number** | | |
| | **Registered office of company or incorporated society (if applicable)** | [redacted] | | | |
| | **Company phone** | [redacted] | **Company website** | **www.mountainrec.co.nz** | |
| | **Contact person and role** | Geoff WAYATT Managing Director | | | |
| | **Phone** | | **Mobile phone** | [redacted] | |
| | **Email** | geoff@mountainrec.co.nz | | | |
| | **Postal address** | | | **Postcode** | |
| | **Street address (if different from postal address)** | [redacted] | | **Postcode** | [redacted] |

## B. Pre-application meeting

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

| | |
|---|---|
| No | ☐ |
| Yes | ☒ |

- If yes record the:

| | |
|---|---|
| Date of DOC pre-application meeting | |
| Name of DOC staff member | Kelly McQuinn (email) |
| 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 | ☐ |
| Land use: Tenanting and/or using existing DOC facility/structure | 3a | ☐ |
| Land use: Use of public conservation land for private/commercial facility/structure | 3b | ☒ |
| Guiding/Tourism/Recreation: Watercraft activities | 4b | ☐ |
| Filming | 5a | ☐ |
| Sporting Events | 6a | ☐ |
| Marine reserves application form: Structure in a marine reserve | 11a | ☐ |
| Other activities (not covered in the above forms or in the new activity application forms that combine applicant and activity information) | 7a | ☐ |

**Note:** If the activity is not in this list check the activity on the DOC website to find the correct application form or book a pre-application meeting. Application forms that combine applicant and activity information on the DOC website include:

- Aircraft activities[8]
- Easements[9]
- Land based guiding[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:

## 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).

# Background and Experience

## Geoff Wayatt – Managing Director, Mountain Recreation Ltd

Geoff Wayatt is the founder and Managing Director of Mountain Recreation Ltd and has more than five decades of professional experience in New Zealand's alpine environment. Since beginning his guiding career in 1966, he has built an extensive reputation in mountaineering instruction, alpine safety, avalanche management, search and rescue, and conservation.

In 1973, Geoff established Mountain Recreation Ltd, one of New Zealand's longest-running mountaineering schools. Over the past 50 years, the company has trained more than 2,000 climbers, mountaineers and outdoor enthusiasts in safe alpine travel, technical climbing, and mountain leadership.

### Alpine Guiding and Mountaineering Experience

- Professional mountain guide since 1966.
- 97 ascents of Tititea / Mount Aspiring (3,033 m).
- 27 ascents of Aoraki / Mount Cook, including the first ski descent of the mountain.
- Member of the survey team that remeasured Aoraki / Mount Cook, contributing to its current recognised height of 3,724 metres.
- Participant in nine major high-altitude expeditions to the Himalaya and Peru, together with significant climbing experience in Yosemite and the Canadian Rockies.

### Avalanche Safety and Alpine Risk Management

Geoff has been actively involved in avalanche forecasting, snow safety education, and operational avalanche control throughout his career.

His experience includes:

- Former member of the Canadian Avalanche Association and Canadian Armed Forces-Mountain Instructor.
- Avalanche forecasting and snow safety work on the Milford Road.
- Avalanche programmes at Treble Cone and Cardrona Alpine Resort.
- More than 30 years teaching NZQA Level 1 and Level 2 Avalanche Safety courses at Polytechnic level, training over 400 students.
- Current Controlled Substance Licence holder for snow safety and construction blasting (CSL 5987).

## Emergency Management, Search and Rescue

Geoff has extensive experience in emergency response and alpine incident management.

His roles have included:

- Statutory Search and Rescue Advisor to New Zealand Police.
- Alpine & Cliff Rescue Team Leader
- Life Member of Wanaka Land Search and Rescue.
- Mountain Advisor and Expert Witness for the New Zealand Justice Department and Coroner, including six coronial inquests involving mountain incidents.
- Primary Response in Medical Emergency(PRIME) trained, Emergency Medical Technician (EMT), and Pre-Hospital Emergency Care (PHEC) qualified first aider.

## Mountain Operations and Leadership

Geoff has held several senior operational management positions within New Zealand's ski industry, including:

- Patrol Manager – Cardrona Alpine Resort.
- Health, Safety and Environmental Manager.
- Duty Operations Manager.
- Sustainability & Conservation Lead

These roles have involved responsibility for public safety, staff leadership, operational risk management, emergency response planning, environmental management, and alpine hazard infrastructure.

## Conservation and Community Contribution

Throughout his career Geoff has maintained a strong commitment to conservation and responsible management of New Zealand's alpine environment.

His contributions include:

- Sustainability and Conservation Lead for Cardrona Alpine Resort and Treble Cone, including composting initiatives and native revegetation programmes.
- Committee member of the Wanaka Branch of the Royal Society.
- Long-standing involvement with the New Zealand Alpine Club, Land Search & Rescue and the wider outdoor recreation community.

# Mountain Recreation Ltd

Established in 1973, Mountain Recreation Ltd is one of New Zealand's longest-established specialist mountaineering schools. For over 50 years the company has provided professional instruction, guiding, avalanche education, and alpine skills training to thousands of New Zealanders and international visitors.

The company has trained more than 2,000 participants in mountaineering, climbing, alpine safety and backcountry travel, while maintaining a strong reputation for professionalism, risk management, environmental stewardship, and responsible use of New Zealand's public conservation lands.

Mountain Recreation Ltd operates with a strong commitment to:

- safe and responsible mountain recreation;
- high standards of professional instruction and risk management;
- environmental sustainability and conservation;
- respectful stewardship of alpine huts and public conservation assets; and
- fostering an appreciation of New Zealand's mountain environment through education and activity.

Over more than five decades, Mountain Recreation Ltd has developed enduring relationships with the Department of Conservation, Search and Rescue organisations, the New Zealand Alpine Club, ski areas, and the wider outdoor recreation sector. This long history reflects the company's commitment to operating responsibly within New Zealand's alpine environment and to maintaining facilities and relationships that support safe public access to the mountains.

Mountain Recreation Ltd has a history of responsible hut management, use and relationship with DOC in Aoraki/Mt. Cook, Westland and Aspiring National Parks.  High maintenance standards are included in our commitment to preserving Shovel Flat hut and other mountain huts for future users.
The interpretation of conservation and mountain environmental values are core to Mountain Recreation Ltd current and future hut lease within the New Zealand National Park system.

Over past decade, Mountain Recreation Ltd Principals have also led:
A native plant re-habitation projects and pest control on 560hectare Estate to improve biodiversity
Provided Operational support to sub-alpine Skink capture/release programme.
Trained four new summer staff to continue a career in Sustainability & Conservation.

2025/2026 Planting: 3500 native shrubs & trees planted to improve high country grassland bio-diversity.
202520/26 Pest Control/catch: 22 cats, 14 ferrets, 69 hedgehogs, 35 Mice, 15 possums, 65 rats, 4 stoats
Stats summary:

**Traps:** 191 – DOC 200s, 250s, Timms, AT220s, Steve Allan's

| Metric | 24/25 | 25/26 | All-time |
|---|---|---|---|
| Catch numbers | 293 | 340 | 1,484 |
| Corrected Catch Rate* | 0.87 | 0.69 | 0.94 |
| Trap Checks | 1,687 | 1,259 | 5,745 |

## 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 |
|---|---|---|---|
| *Correct example ✓* *D* | *Locations* | *PDF* | *Trust Deed.* |
| *Incorrect example ✗* *Table* | *Doc1* | *Word* | *Table* |
| | | | |
| | | | |
| | | | |
| | | | |

## G. Checklist

| Application checklist | Tick |
|---|---|
| I have completed all sections of this applicant information form relevant to my application and understand that the form will be returned to me if it is incomplete. | ☒ |
| 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. | ☒ |
| I have completed the **activity application form**. | ☒ |
| I have appropriately labelled all attachments and completed section **F Attachments**. | ☐ |
| I will email permissions@doc.govt.nz my:<br>• Completed applicant information form<br>• Completed activity application form/s<br>• Any other attachments. | ☒ |

## 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 | ☐ |
| Yes | ☒ |
| If 'yes' under what name | Mountain Recreation Ltd |
| **Does your organisation require a purchase order number for invoicing purposes?** | ☐ |
| If yes, please provide the number here: | |
| All invoices related to this Permission will be coded to this purchase order number unless otherwise advised. It is the applicant's responsibility to advise the Department if the purchase order needs to change through the lifetime of the Permission. | |

**In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to the terms and conditions for an account with the Department of Conservation**

| **Terms and conditions** | **Tick** |
|---|---|
| I/We agree that the Department of Conservation can provide my/our details to the Department's Credit Checking Agency to enable it to conduct a full credit check. | ☒ |
| 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. | ☒ |

| **Typed applicant name/s** | Geoff WAYATT | **Date** | 22/07/2026 |
|---|---|---|---|

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