

NASEBY INFORMATION and CRAFT INCORPORATED - FORM A

A. Applicant details

Legal status of applicant (tick)

☐ Individual (Go to ①)

☐ Registered company (Go to ②)

☒ Incorporated society (Go to ②)

☐ Trust (Go to ②)

☐ Other e.g. Educational institutes (Go to ②)

① Applicant full name (individual) or equivalent

Phone 03 444 9937 Mobile phone

Email ladyjaine@yahoo.com

Physical address 14-16 Denant Street Naseby

Postal address (if different from above) 14-16 Denant Street Naseby

Postcode 9354

Postcode 9354

② Applicant name (full name of registered company, trust, incorporated society or other) Naseby Information and Craft Inc.

Trading name (if different from applicant name)

NZBN if applicable (to apply go to: <https://www.nzbn.govt.nz>) 94290429 62021

Company, trust or incorporated society registration number 1014683

Registered office of company or incorporated society (if applicable) 2 Oughter Street Naseby

Company phone / Company website /

Contact person and role Hazel Harrison Chairperson

Phone 03 444 9937 Mobile phone /

Email ladyjaine@yahoo.com

Postal address Box 11, Naseby

Postcode 9354

Street address (if different from postal address) 14-16 Denant Street Naseby

Postcode 9354

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

18th June 2026 (email)

Name of DOC staff member

Phil Tisch - Regional Planning and Performance Advisor - Southern S.I.

Name of person who had the pre-application meeting with DOC

Hazel Harrison

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: Tenancing 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).

The Naseby Information and Craft Inc. has been operating from the same site, 14-16 Derwent Street, Naseby, for 26 years. Their band of dedicated volunteers have a vast knowledge of local attractions, activities and history. They have the relevant skills to converse freely with all visitors.

The majority of the volunteers are also contributors of the many crafts sold on commission therefore have an in-depth knowledge of their creations and materials.

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
<i>Correct example ✓</i> D	Locations	PDF	Trust Deed.
<i>Incorrect example X</i> 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: • Completed applicant information form • Completed activity application form/s • 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	Naseby Information and Graft Inc.
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

Date

Hazel Mary Harrison Chairperson 25th June 2026
Naseby Information and Graft Inc.

CONCESSION APPLICATION NASEBY INFORMATION and CRAFTS
INC.

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, 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 you are applying for 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 3a:A1.

Attached

Do you believe you need to exclude others from the structure or facility?

(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, then provide details and supporting evidence and label Attachment 3a:A2.

B. 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.

Applying for a term of 5 years

C. 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 3a:C. 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
Eg: Tatarua Forest Park 14-16 Devent Street Naseko, Otago	Northern rata - threatened species Nil	Damage to the plants by construction Nil	Brief construction and maintenance staff of the location and importance of the species: clearly tape off areas with the species to avoid damage Not Needed

D. 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 3a:D. 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.

E. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Form 3a:E

The Naseby Information and Craft Centre has been operating for 24 years and the need is greater than ever for it to remain active under the dedicated volunteers team.

Like all other areas Naseby suffered a downturn of visitors. The Centre is the only place that monitors visitor numbers. These are gradually increasing and people frequently comment how beneficial it is to be able to speak to a person and obtain that local knowledge.

The majority of the crafts are from the wool industry therefore it supports the local farmers.

Many of the craft people are elderly and designing and creating their item maintains their mental alertness.

The Centre is the only Naseby outlet that produces brochures on Naseby, both historical interest and present attractions. These brochures are continuously taken by the visitors.

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Support letters can be obtained if required.

NIC CONCESSION APPLICATION

ATTACHMENT 3a:A1

Description of Activities

- [a] Provide, where possible, precise and clear information on the Naseby area, including services.
- [b] Promote the values of Naseby and the surrounding areas.
- [c] Ensure that all the volunteer workers within the Group are acquainted with the resource materials needed to perform the objectives 3.1, and 3.2.
- [d] Promote and encourage the craft persons of the local area.
- [e] To facilitate the sale by members of artifacts, works of art or other products of their craftsmanship.
- [f] Promote and assist to protect the history of Naseby and surrounding area.

Site

The area of the lower floor of former Naseby Post Office previously used as Postmaster's Room; Mail Room; and Public Office. No structure changes required. Size approx. 14sqm

14 - 16 Derwent Street, Naseby. Zoned Residential

Reason for Choice of Site

The building is on the main entrance to Naseby, a prominent looking historic building with sufficient area to display information with an adjoining area to adequately display crafts for sale, plus a separate office space for volunteers

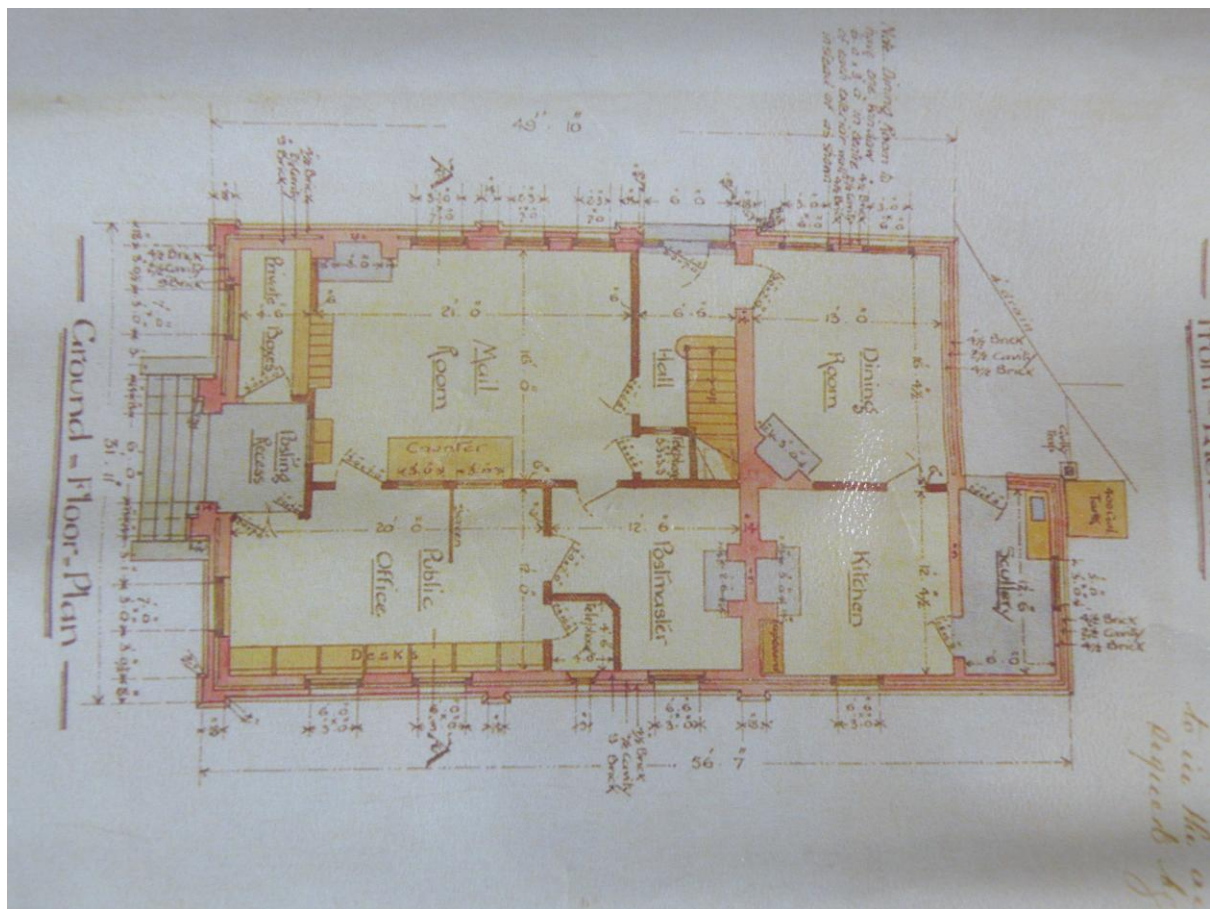
Photos of Application location







1901 floor plan of post office building ground floor:



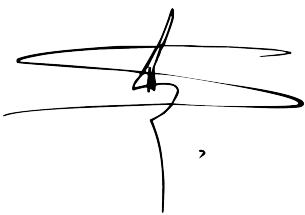
Certificate of Incorporation

NASEBY INFORMATION AND CRAFTS INCORPORATED

1014683

NZBN: 9429042962021

This is to certify that NASEBY INFORMATION AND CRAFTS INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 8th day of February 2000 and was reregistered to become a society under the Incorporated Societies Act 2022 on 27th day of November 2025



Registrar of Incorporated Societies
27th day of November 2025



To check the validity of this certificate visit
<https://app.businessregisters.govt.nz/sber-businesses/verify/9429042962021/IncorporatedSociety-49016280.html>