

Application for Land Based Guiding Activities



Department of
Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all 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).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

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

- Check the DOC's '[Land-based guided activities](#)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)⁵ closest to where the activity is proposed. You can use [DOC maps](#)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁷ – 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.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁸ 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 maximum group size allowed.

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 it is 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 form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. 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/)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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 [Land-based guided activities](#)¹¹ page on the DOC website.

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.

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 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](#)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <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 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, trust, incorporated society or other)		Active Earth Holdings Ltd	
	Trading name (if different from applicant name)		Hiking New Zealand	
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	942904612245 2	Company, trust or incorporated society registration number	6280938
	Registered office of company or incorporated society (if applicable)		16 Carboys Road, Rd2, Rangiora, 7472 NEW ZEALAND	
	Company phone	phone: +64 3 3108188	Company website	Hikingnewzealand.com
	Contact person and role		Malcolm O'Neill director	
	Phone		Mobile phone	
	Email			
Postal address		POB0x 331 Rangiora	Postcode	

Street address (if different from
Postal address)

16 Carboys Road, Rd2,
Rangiora, NEW ZEALAND

Postcode

7472

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

☒

Yes

☐

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No

☒

Yes

☐

- State when and who with:

D. Description of activity

Select all the guiding activities you are applying for.

☒	Day walks, hiking and tramping	☐	Hunting*
☐	Night walks, hiking and tramping	☐	Fishing
☐	Overnight walks, hiking and tramping	☐	Motorbike
☐	Climbing	☐	4x4 vehicle
☐	Manual bike rides	☐	Quad bike
☐	Electric bike rides	☐	Snow mobile
☐	Horse riding	☐	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

E. 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:

Assuming that this application covers the use of roads

F. Duration

State how long (months and years) you want your concession to last?

Concession term to expire 30 November 2031

- Explain why you are seeking this duration:

As agreed under the Department's 2026 bulk process for Tongariro Alpine Crossing guiding concessions.

G. 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).

Active Earth Holdings Limited, trading as Hiking New Zealand, has extensive and long-standing experience carrying out guided walking and hiking activities on public conservation land throughout New Zealand.

This application should be understood in the context of more than 30 years of previous guiding operations, concession applications, and concession compliance. Hiking New Zealand has operated since 1993 and has held DOC concessions over many years for small-group guided walking and hiking activities in national parks, conservation parks, reserves, and other public conservation areas.

The company is New Zealand owned and operated, with directors and senior staff actively involved in trip planning, guide training, safety management, and field operations. Our guides are experienced outdoor professionals, and our systems are supported by current safety management processes, regular staff training, and external audit requirements.

Hiking New Zealand is a member of relevant tourism and outdoor sector organisations and holds recognised quality and safety certifications, including AdventureMark and Qualmark Gold. The company has a long record of operating in a low-impact, professionally managed manner, with strong emphasis on visitor safety, environmental care, interpretation, and respect for the places in which we operate.

In practical terms, the applicant's ability to carry out the proposed activity is already demonstrated by its long operating history, previous concessions, established systems, experienced staff, and ongoing record of safe, responsible, small-group guided walking in New Zealand.

H. 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 Maori) 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.

No



Yes



- If yes, supply details for each group consulted with:

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

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*:	

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

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example</u> ✓ Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example</u> ✗ Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example</u> ✓ Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day Walking	Tongariro National Park	Tongariro Alpine Crossing (Location ID: 18855)	Walking Track	All year	15	200	4-12 hours

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/)¹⁵ relevant to your application:

- Tongariro Taupo Conservation Management Strategy (2002 - 2012)
- Tongariro National Park Management Plan (2006 – 2016)

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

No



Yes



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

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	☒
		- Remain on formed tracks or well used routes	☒
		- Do not cut down or damage any vegetation or natural feature	☒
		- Ensure vehicles remain on formed roads	☒
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	☒
		- Ensure vehicles remain on formed roads	☒
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	☒
		- Don't startle wildlife with noise or camera flashes	☒
		- Use infra-red torches for night time viewing	☐
		- Do not feed any species	☒
		- Do not harass any species	☒
		- Do not take animals, including domestic pets, onto the land	☒
		- Do not play recordings of bird song	☒
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	☐

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	☒
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	☒
		- Take all precautions to ensure weeds are not introduced to the land	☒
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	☒
		- Complete accurate annual activity returns to allow DOC to monitor usage	☒
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	☒
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	☒
		- Allow other users to pass the group easily	☒
		- Park vehicles in designated parking spaces	☒
	Cumulative impacts of additional concessionaire operating at already busy sites	- Co-ordinate visits with other concessionaires (where possible)	☒
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	☐
		- Carry tents in case hut is full	☐
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	☐
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	☒
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	☒
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	☒

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	☒
		- Ensure any cultural interpretation is consistent with Iwi values	☒
		- Educate clients to respect cultural values or traditions	☒
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	☒
		- Limit approach distance and stay on existing paths	☒
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	☒
		- Do not bury any toilet waste within 50 metres of a water source	☒
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	☒
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	☒
Fires	Wildfires	- Ensure no open fires	☒
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	☐
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	☒

L. 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
<u>Correct example ✓</u> D	Locations	Excel	Spreadsheet of all NZTM GPS locations and activities using the table format set out in section D
<u>Correct example ✓</u> K	Effects assessment	Word	List of additional potential effects (e.g. due to unusual activity) and proposed methods to avoid, remedy or mitigate the effect.
<u>Incorrect example X</u> Table	Doc1	Word	Table

M. 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 supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	☐
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	☐

N. 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:	Active Earth Holdings

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.	☒
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)	Malcolm ONeill
Date	2 july 2026

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

Applicant Information Form 1a Notified or Non-notified Process



New Zealand Government

Is this the right application form for me?

This **Applicant Information Form 1a** – Notified or Non-notified Process must be completed for the following longer term applications (i.e. not one-off applications):

- Grazing
- Land use: Tenancing and/or using existing DOC facility/structure
- Land use: Use of public conservation land for private commercial facility/structure
- Guiding/Tourism/Recreation: Watercraft activities
- Filming
- Sports events
- Marine reserves application form 11a: Structure in a marine reserve

For other activities use the specific activity application forms that combine applicant and activity information or book a pre-application meeting.

How do I complete this applicant information form?

- Complete all sections of this **applicant information form**.
- In addition, you must complete the **activity application form/s** that you wish to undertake.
- DOC encourages electronic applications (e.g. typed Word document), rather than handwritten applications. Electronic applications are easier to read and less likely to be returned to you for clarification.
- If you need extra space, attach or include extra documents and label them according to the relevant section. Record all attachments in the table at the back of the application information form section **F Attachments**.

How do I submit my application?

Email the following to permissions@doc.govt.nz:

- **Completed applicant information form 1a**
- **Completed activity application form**
- Any other relevant attachments.

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

- Check the [DOC webpage for the activity you are applying](#)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.
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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?

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- 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.

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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 1)	
	Yes ☐ Registered company (Go to 2)	☐ Trust (Go to 2)
	☐ Incorporated society (Go to 2)	☐ Other e.g. Educational institutes (Go to 2)

Type to enter text

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)		
	Adrift Outdoors Ltd		
	Trading name (if different from applicant name)		
	Adrift Tongariro Guiding		
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429036790821	Company, trust or incorporated society registration number
			1158570
	Registered office of company or incorporated society (if applicable)		
	St Marks Rd Epsom Auckland		

Company phone	07 88922751	Company website	Adriftnz
Contact person and role	Stewart Barclay		
Phone	07 8922751	Mobile phone	
Email			
Postal address	PO Box 19 National park village	Postcode	3948
Street address (if different from postal address)	57 Carroll St, National Park Village	Postcode	3948

B. Pre-application meeting

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

No	☐
Yes	Yes

- If yes record the:

Date of DOC pre-application meeting	Numerous over the past year and quarter of a century
Name of DOC staff member	Libby Obrien
Name of person who had the pre-application meeting with DOC	Libby Obrien

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

Y e s

☐

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

Yes ☐

- If yes, state which application forms:

Transort and Guiding

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).

26 years of guiding and transporting clients to the Tongariro national park , and back again

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
<u>Correct example ✓</u> D	Locations	PDF	Trust Deed.
<u>Incorrect example ✗</u> Table	Doc1	Word	Table
Mangatepopo Rd			
Ketetahi Rd			
Whakapapa village roads			

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	☒ yes
If 'yes' under what name	
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.	

9429036790821

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	Stewart Barclay	Date 3 July 2026

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

Application for Guided Day Walks

- Conforming Tracks



Department of
Conservation
Te Papa Atawhai

New Zealand Government

Is this the right application for me?

Use this application form if you intend to undertake:

- **Guided day walking** on specific tracks listed on the current Department of Conservation (DOC) [conforming track schedules](#)¹ on public conservation land (PCL).

Guided day walking is defined as:

- A commercial operation in which the operator receives financial gain or reward for offering their services.
- Walking only (that is, the concession does not include other guided activities that also require a concession, for example hunting, fishing, rock climbing, or mountain biking).
- The entirety of the walk is on an established track or tracks, which are built, owned, and maintained by DOC.
- The duration of the walk is under 8 hours, and
- No sleeping arrangements are required (that is, no overnight or multi-day walks).

If your application for a guided day walking on DOC conforming tracks is approved, you will be granted a concession that allows you to:

- Undertake guided day walks on the specific DOC conforming tracks listed in your concession; and
- Transport your clients on formed roads on PCL and formed carparks on PCL for the purposes of guided walking **only**.

If you want to only transport clients to and from PCL for the purpose of clients undertaking their own self-guided trips, do not use this application form and instead apply for a transport concession. See [other activities](#)²

When should I use this form?

Use this form for new applications and variations to existing DOC Conforming Guided Day Walking concessions.

For applicants seeking a concession for guiding walking on tracks not listed in the conforming track schedules, or other guided activities, see [land-based guided activities](#)³ on the DOC website for further information.

¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/guided-walking-conforming/>

² <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/other-activities/>

³ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

How do I complete this application form?

- Complete all sections of this form.
 - Complete the relevant DOC [conforming track schedules](#)⁴ and attach the schedules to this application. Ensure you are using the most up to date version of the conforming track schedules on the DOC website. If you do not, your application will be returned.
 - 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.
 - If you need extra space, attach or include extra documents and label them according to the relevant section. Record any attachments in the table at the back of this application form
- Section J – Attachments.**

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)⁵.

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

- Check the DOC's [Guided Walking \(conforming\)](#)⁶ webpage. This page includes information on what a conforming tracks concession is and provides links to the conforming track schedules.
- Contact the National Transaction Centre at transactioncentre@doc.govt.nz who can provide support and advice.

How do I submit my application?

Email your completed application, conforming track schedules 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 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. Your answers allow us to assess:

- Your most update details so that DOC can contact you about your application.
- The effects of your activity and your proposed methods to avoid, remedy of mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.

DOC may assess your creditworthiness to determine whether DOC should extend credit to you.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/guided-walking-conforming/>

⁵ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

⁶ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/guided-walking-conforming/>

DOC will also 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.

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

Note: Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)⁷.

What processing fees will I pay?

You may be required to pay a **processing fee** for this application. In addition if you are granted a guided walking concession you may also be required to pay an annual; **activity and management fees**. These fees are listed on the [ongoing concession fees](#)⁸ page on the DOC website.

DOC will invoice your processing fees after your application has been considered. 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.

What does DOC require if my application is approved?

If your application is approved DOC requires:

- Throughout the term of your concession you will be required to hold Public Liability Insurance for general indemnity for an amount no less than \$1,000,000; and Third-Party Vehicle Liability Insurance of at least \$500,000.
- All businesses undertaking recreation and tourism related activities on public conservation land require an independently audited safety plan by an approved audit provider. A **copy of the auditor's certificate** must be received by DOC before the activity begins operating. See the [Safety Plans](#)⁹ 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 will also recover any costs incurred.

⁷ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

⁸ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/ongoing-concession-fees/>

⁹ <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 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, trust, incorporated society or other)		Adrift Outdoors Limited	
	Trading name (if different from applicant name)			
	NZBN (To apply go to: https://www.nzbn.govt.nz)	9429036790821	Company, trust or incorporated society registration number	1158570
	Registered office of company or incorporated society (if applicable)	1/18 St Marks Rd, Epsom, Auckland, 1051		
	Company phone	07 8922 751	Company website	adriftnz.co.nz
	Contact person and role	Stewart Barclay - Managing Director		
	Phone		Mobile phone	
	Email			
	Postal address	PO Box 19, National Park	Postcode	3948
	Street address (if different from Postal address)	53A Carroll Street, National Park	Postcode	3989

B. Description of activity

Tick the box for the activities that you are applying for:

Undertaking guided day walks on DOC conforming tracks as per the conditions set out in the conforming tracks schedule(s) (see Section H – Managing Adverse Effects)	☒
---	-------------------------------------

You should not use this application form if you are:

- Applying to undertake guiding activities on non-conforming tracks; or
- Applying to undertake guided walking on conforming tracks for the purpose of overnight or multi-day walks.

Instead, you should apply using the application form on [land based guided activity on non- conforming tracks](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/)¹⁰.

C. Variation of an existing concession

Is this application *varying* an existing concession? Tick which applies:

No	☐
Yes	☒

If yes, provide the following information:

Concession number you wish to vary	
Briefly describe the variation you are seeking to your existing concession (e.g. adding new tracks, removing existing tracks) <i>If you are applying to add new tracks to your existing concession, it will be in line with the term of your existing concession term.</i> <i>If you want to extend your existing concession term, you will need to make a separate variation application. See Concession changes, expiry and review: Managing your concession for more information.</i>	This is a renewal to our current concession which expires 30th Nov 2026. We can't see another form which allows us to do this. We are hoping the bulk process comes into play and supersedes this application.

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

D. Pre-application meeting

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

No	☐
Yes	☒

If yes provide the following:

Date of pre-application meeting	22nd May 2026
Name of DOC staff member(s) who attended	Libby O'Brien
Name of person(s) in applicant's organization who attended	Stewart Barclay

E. Duration

The maximum length of time for a conforming guided walking concession is 10 years.

- If you are applying for a new concession, complete this section and provide the information required.
- If you have an existing concession and do not want to extend the term, leave this section blank and proceed to **Section F – Background experience of Applicant.**
- If you have an existing concession and want to extend the term, you will need to complete a separate application. See **Section C – Variation to an existing concession** for details.

Duration applied for – 10 years	☒
Duration applies for – less than 10 years	☐

If you wish to apply for a duration of less than 10 years detail the duration in months and years and provide the reason(s) why you are seeking a reduced duration below:

--

F. Background experience of applicant

All businesses undertaking recreation and tourism related activities on public conservation land require an independently audited safety plan by an approved audit provider. A **copy of the auditor's certificate** must be received by DOC before the activity begins operating. See the [Safety Plans](#)¹¹ information on the DOC website for further information.

Tick which applies:

I have a copy of the auditor's certificate of my safety plan. This will provide in this application under Section J – Attachments .	☒
I do not have a copy of the auditor's certificate of my safety plan. I understand that, if I am granted a concession, I must provide this document to DOC prior to operating.	☐

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). Record any attachments in **Section J - Attachments**.

Held Concession for TAC for 20 years or longer, Hold concession for other DoC regions within the Central North Island.
 Adventure Activity registered company for Mountaineering and Canoeing White water Reg# AAO069
 NZOI qualified guide Alpine 1, Bush 1 Canoe 1 Avalanche 1
 Member of NZOIA, NZ Alpine Club, TIANZ Qualmark, TACTAG,

This application is for doing day walking in Tongariro National Park, specifically Tongariro Alpine Crossing. Dates of operation - year round, max group size including guides - 14. Max number of trips per year - 300. duration of visits - full day, half day, 2 hours, 1 hour.

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

G. Conforming track schedules

You must identify on the conforming track schedules all the tracks on which you want to undertake guided walking. On the conforming track schedules applied for:

- Tick the **location** you wish to apply for

Note: For each location conforming tracks have a maximum allowance for:

- Maximum party size (including guides); and
- Frequency of trips for that conforming track, per applicant.

Certain tracks may have additional conditions for operating on these tracks, such as seasonal access restrictions, or biosecurity protocols.

Ensure you have used the most up to date version of the conforming track schedules on the DOC website. If not, your application will be returned.

<u>Conforming track schedules</u> Fill out the conforming track schedule for the area you wish to undertake guided walking	Tick the box of the conforming track schedule you have filled out
North Island	
Northern North Island (NNI) Region	☐
Auckland (AUK) Region	☐
Hauraki-Waikato-Taranaki (HWT) Region	☐
Central North Island (CNI) Region	☒
Eastern North Island (ENI) Region	☐
Lower North Island (LNI) Region	☐
South Island	
Northern South Island (NSI) Region	☐
Eastern South Island (ESI) Region	☐
Western South Island (WSI) Region	☐
Southern South Island (SSI) Region	☐

H. Managing adverse effects

DOC has identified, in the table below, the following potential adverse effects of your activity and methods to avoid, remedy and mitigate these effects.

To be granted a conforming tracks concession you must comply with the special conditions set out in the concession document. Doing so ensures any potential adverse effects of your activity is avoided, remedied or mitigated.

I confirm: • I have read the table below and understand the methods required to avoid, remedy and mitigate any potential adverse effects arising from my concession activity; and • I confirm that I will comply with these methods.	Tick ☒
---	--

The potential effects of your proposal	Methods to avoid, remedy or mitigate effects
Rubbish	Remove clients rubbish/ Ensure no rubbish is left on the Land.
Damage to natural values	- Keep to established formed tracks. - Inform clients it is illegal to collect/remove any vegetation, rock, or soil.
Disturbance of native wildlife	- Inform clients not to touch or feed native wildlife. - Inform clients it is illegal to collect/remove native wildlife and/or their parts, including bones and feathers.
Weed introduction	- Clients and staff must inspect and clean gear before entering the Land. This includes footwear, hiking poles, gaiters. - Comply with any directive from DOC regarding weeds.
Didymo introduction	Comply with Ministry for Primary Industry (MPI)'s Check, Clean, Dry¹² cleaning methods to prevent the spread of didymo.
Kauri Dieback introduction	Comply with the Tiakina Kauri - Kauri Protection¹³ methods to prevent the spread of kauri dieback. This includes remaining on formed tracks and using kauri hygiene stations to clean your footwear and gear.
Animal pest introduction	When entering a pest-controlled area, check packs and equipment for rodents and other pests. Comply with any directive from the Department regarding pest threats.
Disturbance of/conflict with other visitors	Limit number of trips per day or stagger departures. Educate clients and staff regarding respect for others.
Fire risk	Educate staff and clients about risks of fire, particularly smoking.
Damage to historic sites or objects	Inform clients it is illegal to remove or deliberately damage any historic object.
Adverse effects on cultural values	- Ensure any cultural interpretation is correct and consistent with the values of tangata whenua. - Educate staff and clients to respect cultural values and sites.
Damage to tracks or other facilities	- Keep to established formed tracks and treat facilities with respect. - Inform the Department of any damage found/caused.

¹² <https://www.mpi.govt.nz/outdoor-activities/boating-and-water-activities-preventing-the-spread-of-pests-weeds-and-diseases/check-clean-dry/>

¹³ <https://www.kauriprotection.co.nz>

I. Other

Provide any further information you wish to include in support of your application in the box below.
Record any attachments to your application in **Section J – Attachments**.

J. Attachments

Attachments (apart from the conforming track schedules) should *only* be used if:

- There is not enough space in the section above 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
<u>Correct example ✓</u> G	Locations	PDF	Professional qualifications
<u>Incorrect example X</u> Table	Doc1	Word	Table
F	Suveillance Report	PDF	AdventureMark Audit Report

K. Checklists

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.	☒
I certify that the information provided in this application form, conforming track schedules and any attached additional forms is, to the best of my knowledge true and correct.	☒
I have appropriately labelled all attachments and completed section 'K, Attachments' to match.	☒
I agree to pay the processing fees for my application.	☒

L. 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:	Adrift Outdoors Ltd

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.	☒
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 (of authorised person/s)	Stewart Barclay
Date	27th May 2026

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

Application for Land Based Guiding Activities



Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all 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).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

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

- Check the DOC's '[Land-based guided activities](#)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)⁵ closest to where the activity is proposed. You can use [DOC maps](#)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁷ – 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.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁸ 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 maximum group size allowed.

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 it is 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 form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. 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/)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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 [Land-based guided activities](#)¹¹ page on the DOC website.

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.

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 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](#)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <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 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, trust, incorporated society or other)	Adventure Outdoors Ltd		
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429031062749	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)			
	Company phone		Company website	www.adventureoutdoors.co.nz
	Contact person and role			
	Phone		Mobile phone	
	Email	info@adventureoutdoors.co.nz		
	Postal address		Postcode	3948
	Street address (if different from Postal address)	60 Carroll Street Waimarino	Postcode	3948

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

☒

Yes

☐

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No

☒

Yes

☐

- State when and who with:

D. Description of activity

Select all the guiding activities you are applying for.

☒	Day walks, hiking and tramping	☐	Hunting*
☐	Night walks, hiking and tramping	☐	Fishing
☐	Overnight walks, hiking and tramping	☐	Motorbike
☐	Climbing	☐	4x4 vehicle
☐	Manual bike rides	☐	Quad bike
☐	Electric bike rides	☐	Snow mobile
☐	Horse riding	☐	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

E. 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:

F. Duration

State how long (months and years) you want your concession to last?

Concession term to expire 30 November 2031

- Explain why you are seeking this duration:

As agreed under the Department's 2026 bulk process for Tongariro Alpine Crossing guiding concessions.

G. 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).

Hold Current Concessionaire for Guiding Tongariro Alpine Crossing

Safety Audit Approved – Qualworx AAO 423 Expires 09/11/2026

Adventure Activities Approved Operator AAO 423

Sarah Cate – Owner Operator of Adventure Outdoors Ltd set up – 2003

Locally Based (Waimarino Village)

Previously named – National Park Adventures Then Tongariro Alpine Guides Now Adventure Outdoors Ltd.

I Sarah Cate have lived in National Park Village since 1995. I have been guiding & managing adventure activities since 1997 and set my own guiding business up in 2003. We are a family operated business with a 10- & 11-year-old enrolled at our local kura.

I acknowledge and appreciate we work within the boundaries of such a culturally & environmentally sensitive & significant area. We are a very professional operation who put safety and manaakitanga first. We take the role as Kaitiaki with pride & respect.

We are a Registered Adventure Activities Approved operator.

We are safety audit approved to run winter & summer guided walking tours on the Tongariro Alpine Crossing. We only use the highest of qualified and experienced staff. I personally have guided over 1600 times on the Tongariro Alpine Crossing and have spent 11 years winter guiding. Safety is paramount and myself and staff adopt a care for all approach. Care for all travellers, care for the land, care for preservation & protection of what is special.

We have strong influence and support within the industry; we have a good reputation as a strong and safety conscious operation. We work with many Schools and youth at risk (Oranga Tamariki) groups to provide our young New Zealanders a safe & memorable experience in our great outdoors.

We operate to deliver a challenge to all, and experience for all to remember.

We have the ability 100% to deliver the proposed activity and this comes with over 20 years' experience guiding in and around the Tongariro National Park.

Nga mihi nui ki a koutou Sarah Cate

H. 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 Maori) on your application. If you have

already consulted with our Treaty Partner, or with other interested stakeholders, DOC would like to know about it.

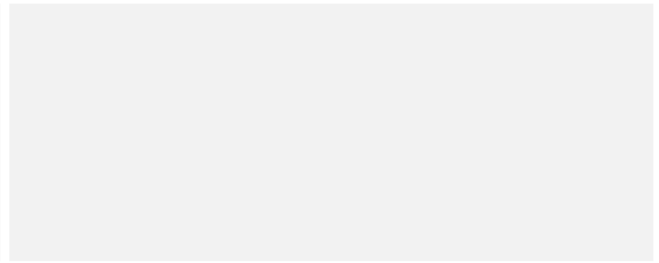
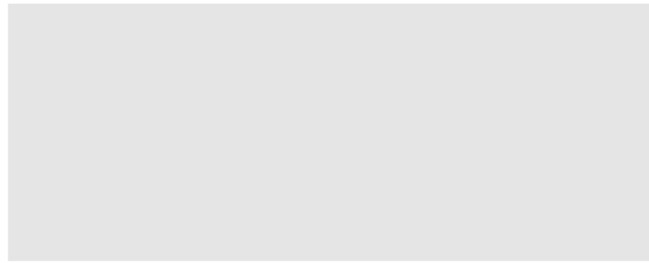
We recommend you discuss consultation with a DOC staff member before starting your application.

No	☒
Yes	☐

- If yes, supply details for each group consulted with:

Whānau/hapū/iwi consulted with:	
Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	Time frame given for this bulk application process has not allowed time for effective Iwi consultation. But more than happy to sit down with our local Hapu & Iwi to discuss matters of concern and further our understanding and requirements. Always open. Nga mihi.

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*:	



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

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

①	②	③	④	⑤	⑥	⑦	⑧
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day Walking	Tongariro National Park	Tongariro Alpine Crossing (Location ID: 18855)	Walking Track	All year	10	Tours operate daily weather & safe conditions dependent. 1 per day 4 per week 200 per year (Average. Depends on bookings)	4-12 hours

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁵ relevant to your application:

- Tongariro Taupo Conservation Management Strategy (2002 - 2012)
- Tongariro National Park Management Plan (2006 – 2016)

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

No

☒

Yes

☐

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

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	☒
		- Remain on formed tracks or well used routes	☒
		- Do not cut down or damage any vegetation or natural feature	☒
		- Ensure vehicles remain on formed roads	☒
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	☒
		- Ensure vehicles remain on formed roads	☒
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	☒
		- Don't startle wildlife with noise or camera flashes	☒
		- Use infra-red torches for night time viewing	☐
		- Do not feed any species	☒
		- Do not harass any species	☒
		- Do not take animals, including domestic pets, onto the land	☒
		- Do not play recordings of bird song	☒
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	☐

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	☒
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	☒
		- Take all precautions to ensure weeds are not introduced to the land	☒
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	☒
		- Complete accurate annual activity returns to allow DOC to monitor usage	☒
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	☒
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	☒
		- Allow other users to pass the group easily	☒
	Cumulative impacts of additional concessionaire operating at already busy sites	- Park vehicles in designated parking spaces	☒
		- Co-ordinate visits with other concessionaires (where possible)	☒
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	☐
		- Carry tents in case hut is full	☐
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	☐
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	☒
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	☒
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	☒

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	☒
		- Ensure any cultural interpretation is consistent with Iwi values	☒
		- Educate clients to respect cultural values or traditions	☒
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	☒
		- Limit approach distance and stay on existing paths	☒
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ‘Leave no Trace’ and ‘Visit the Kiwi way’ principles	☒
		- Do not bury any toilet waste within 50 metres of a water source	☒
		- Designate someone in the party as a ‘Tail-End Charlie’ to ensure no rubbish or debris is dropped/left behind	☒
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	☒
Fires	Wildfires	- Ensure no open fires	☒
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	☐
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	☒

L. 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

M. 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 supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	☒
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	☒

N. 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:	Adventure Outdoors Ltd

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.		☒
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)	Sarah Cate Director	Date 03/07/2026

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

Application for Land Based Guiding Activities



Department of
Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all 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).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

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

- Check the DOC's '[Land-based guided activities](#)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)⁵ closest to where the activity is proposed. You can use [DOC maps](#)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁷ – 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.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁸ 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 maximum group size allowed.

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 it is 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 form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. 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/)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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 [Land-based guided activities](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/)¹¹ page on the DOC website.

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.

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 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](https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <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 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, trust, incorporated society or other)		Adventure South Ltd	
	Trading name (if different from applicant name)		Adventure South NZ	
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429038969126	Company, trust or incorporated society registration number	552093
	Registered office of company or incorporated society (if applicable)		oneTeam Accounting, G3, 27 Gillies Ave, Newmarket, Auckland	
	Company phone	03 942 1222	Company website	adventuresouth.co.nz
	Contact person and role		General Manager	
	Phone	03 942 1222	Mobile phone	
	Email	@adventuresouth.co.nz		

Postal address	PO Box 9203, Tower Junction	Postcode	8149
Street address (if different from Postal address)	29 Iversen Tce, Christchurch	Postcode	8011

B. Variation of an existing concession

Is this application *varying* an existing concession?

No	☒
Yes	☐

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No	☒
Yes	☐

- State when and who with:

D. Description of activity

Select all the guiding activities you are applying for.

☒	Day walks, hiking and tramping	☐	Hunting*
☐	Night walks, hiking and tramping	☐	Fishing
☐	Overnight walks, hiking and tramping	☐	Motorbike
☐	Climbing	☐	4x4 vehicle
☐	Manual bike rides	☐	Quad bike
☐	Electric bike rides	☐	Snow mobile
☐	Horse riding	☐	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

E. 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:

F. Duration

State how long (months and years) you want your concession to last?

Concession term to expire 30 November 2031

- Explain why you are seeking this duration:

As agreed under the Department's 2026 bulk process for Tongariro Alpine Crossing guiding concessions.

G. 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).

Adventure South has held a Department of Conservation guiding concession since 1994. We are an existing guiding concessionaire at Tongariro and have concessions throughout Aotearoa including Rangitoto, Rotorua, Taranaki, Abel Tasman, Aoraki, Fiordland and Rakiura. We are a member of the Tourism Industry Assn of NZ and are a gold level Qualmark endorsed tourism operator. We are an Adventure Activity audited operator for hiking throughout NZ and for MTB in the South Island. We are an official partner of Nga Haerenga The NZ Cycle Trail Inc, West Coast Wilderness Trail, Waitaki Tourism, Otago Central Rail Trail Trust, Old Ghost Rd and Queenstown Trails.

H. 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 Maori) 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.

No	☒
Yes	☐

- If yes, supply details for each group consulted with:

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

--	--

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*:	

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

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

①	②	③	④	⑤	⑥	⑦	⑧
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example ✓</u> Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example ✗</u> Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example ✓</u> Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day Walking	Tongariro National Park	Tongariro Alpine Crossing (Location ID: 18855)	Walking Track	October-April	15 people	12	Up to eight hours

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁵ relevant to your application:

- Tongariro Taupo Conservation Management Strategy (2002 - 2012)
- Tongariro National Park Management Plan (2006 – 2016)

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

No



Yes



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

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	☒
		- Remain on formed tracks or well used routes	☒
		- Do not cut down or damage any vegetation or natural feature	☒
		- Ensure vehicles remain on formed roads	☒
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	☒
		- Ensure vehicles remain on formed roads	☒
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	☒
		- Don't startle wildlife with noise or camera flashes	☒
		- Use infra-red torches for night time viewing	☐
		- Do not feed any species	☒
		- Do not harass any species	☒
		- Do not take animals, including domestic pets, onto the land	☒
		- Do not play recordings of bird song	☒
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	☒

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	☒
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	☒
		- Take all precautions to ensure weeds are not introduced to the land	☒
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	☒
		- Complete accurate annual activity returns to allow DOC to monitor usage	☒
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	☒
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	☒
		- Allow other users to pass the group easily	☒
	Cumulative impacts of additional concessionaire operating at already busy sites	- Park vehicles in designated parking spaces	☒
		- Co-ordinate visits with other concessionaires (where possible)	☒
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	☐
		- Carry tents in case hut is full	☐
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	☒
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	☒
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	☒
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	☒

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	☒
		- Ensure any cultural interpretation is consistent with Iwi values	☒
		- Educate clients to respect cultural values or traditions	☒
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	☒
		- Limit approach distance and stay on existing paths	☒
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	☒
		- Do not bury any toilet waste within 50 metres of a water source	☒
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	☒
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	☒
Fires	Wildfires	- Ensure no open fires	☒
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	☐
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	☒

L. 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
<u>Correct example ✓</u> D	Locations	Excel	Spreadsheet of all NZTM GPS locations and activities using the table format set out in section D
<u>Correct example ✓</u> K	Effects assessment	Word	List of additional potential effects (e.g. due to unusual activity) and proposed methods to avoid, remedy or mitigate the effect.
<u>Incorrect example X</u> Table	Doc1	Word	Table

M. 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 supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	☐
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	☐

N. 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	Yes
If "yes", under what name:	Adventure South Ltd

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.	☒
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)	
Date	25.6.26

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

Application for Land Based Guiding Activities



Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all 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).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

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

- Check the DOC's '[Land-based guided activities](#)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)⁵ closest to where the activity is proposed. You can use [DOC maps](#)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁷ – 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.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁸ 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 maximum group size allowed.

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 it is 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 form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. 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/)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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 [Land-based guided activities](#)¹¹ page on the DOC website.

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.

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 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](#)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <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 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, trust, incorporated society or other)		ANTIPODES TRAVEL LTD	
	Trading name (if different from applicant name)		ANTIPODES TRAVEL	
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	Company, trust or incorporated society registration number	1568835	
	Registered office of company or incorporated society (if applicable)			
	Company phone	03 477 3300	Company website	www.antipodes-travel.com
	Contact person and role		Yoann & Sandrine Feillet (Directors)	
	Phone	03 477 3300	Mobile phone	
	Email	@antipodes-travel.com">@antipodes-travel.com		
	Postal address		Postcode	

Street address (if different from
Postal address)

Postcode

B. Variation of an existing concession

Is this application *varying* an existing concession?

No



Yes



- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No



Yes



- State when and who with:

D. Description of activity

Select all the guiding activities you are applying for.

☒	Day walks, hiking and tramping	☐	Hunting*
☐	Night walks, hiking and tramping	☐	Fishing
☐	Overnight walks, hiking and tramping	☐	Motorbike
☐	Climbing	☐	4x4 vehicle
☐	Manual bike rides	☐	Quad bike
☐	Electric bike rides	☐	Snow mobile
☐	Horse riding	☐	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

E. 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:

F. Duration

State how long (months and years) you want your concession to last?

Concession term to expire 30 November 2031

- Explain why you are seeking this duration:

As agreed under the Department's 2026 bulk process for Tongariro Alpine Crossing guiding concessions.

G. 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).

DOC Concessionaire since 2008 and TAC concessionaire since 2013	
---	--

Marine Mammal Permit since 2025	
---------------------------------	--

Tour guide since 2004	
-----------------------	--

Risk Management for Outdoor Leaders with Mountain Safety Council August 2006	
--	--

French Mountain Leader Diploma	
--------------------------------	--

Diploma in General Tertiary Studies : Life Sciences	
---	--

Second Tertiary Year Diploma in Filmmaking and Editing	
--	--

Passenger Endorsement and Passenger Service Licence	
---	--

Outdoor First Aid Certificate April 2007	
--	--

Nature Photographer	
---------------------	--

H. 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 Maori) 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.

No	☒
----	-------------------------------------



Yes	☐
-----	--------------------------



- If yes, supply details for each group consulted with:

Whānau/hapū/iwi consulted with:	
---------------------------------	--

Name of individual you consulted with:	
--	--

Date of consultation:	
-----------------------	--

Form of consultation (e.g. email, meeting):	
---	--

Outcome of consultation*:	
---------------------------	--

--	--

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*:	

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

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

①	②	③	④	⑤	⑥	⑦	⑧
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example</u> ✓ Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example</u> ✗ Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example</u> ✓ Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

①	②	③	④	⑤	⑥	⑦	⑧
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day Walking	Tongariro National Park	Tongariro Alpine Crossing (Location ID: 18855)	Walking Track	Labour day to 30 April (inclusive)	15 pax per group (inclusive of guides)	5 trips per month	Up to eight hours

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁵ relevant to your application:

- Tongariro Taupo Conservation Management Strategy (2002 - 2012)
- Tongariro National Park Management Plan (2006 – 2016)

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

No



Yes



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

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	☒
		- Remain on formed tracks or well used routes	☒
		- Do not cut down or damage any vegetation or natural feature	☒
		- Ensure vehicles remain on formed roads	☒
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	☒
		- Ensure vehicles remain on formed roads	☒
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	☒
		- Don't startle wildlife with noise or camera flashes	☒
		- Use infra-red torches for night time viewing	☐
		- Do not feed any species	☒
		- Do not harass any species	☒
		- Do not take animals, including domestic pets, onto the land	☒
		- Do not play recordings of bird song	☒
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	☐

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	☒
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	☒
		- Take all precautions to ensure weeds are not introduced to the land	☒
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	☒
		- Complete accurate annual activity returns to allow DOC to monitor usage	☒
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	☒
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	☒
		- Allow other users to pass the group easily	☒
	Cumulative impacts of additional concessionaire operating at already busy sites	- Park vehicles in designated parking spaces	☒
		- Co-ordinate visits with other concessionaires (where possible)	☒
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	☐
		- Carry tents in case hut is full	☐
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	☐
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	☒
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	☒
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	☒

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	☒
		- Ensure any cultural interpretation is consistent with Iwi values	☒
		- Educate clients to respect cultural values or traditions	☒
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	☒
		- Limit approach distance and stay on existing paths	☒
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	☒
		- Do not bury any toilet waste within 50 metres of a water source	☒
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	☒
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	☒
Fires	Wildfires	- Ensure no open fires	☒
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	☐
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	☒

L. 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
<u>Correct example ✓</u> D	Locations	Excel	Spreadsheet of all NZTM GPS locations and activities using the table format set out in section D
<u>Correct example ✓</u> K	Effects assessment	Word	List of additional potential effects (e.g. due to unusual activity) and proposed methods to avoid, remedy or mitigate the effect.
<u>Incorrect example X</u> Table	Doc1	Word	Table

M. 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 supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	☐
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	☐

N. 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/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.	☒
Applicant Name/s (of authorised person/s)	Sandrine and Yoann FEILLET
Date	03/07/2026

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

Application for Land Based Guiding Activities



Department of
Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all 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).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

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

- Check the DOC's '[Land-based guided activities](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](https://www.doc.govt.nz/footer-links/contact-us/office-by-name/)⁵ closest to where the activity is proposed. You can use [DOC maps](http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](https://www.doc.govt.nz/get-involved/apply-for-permits/contacts)⁷ – 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.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/)⁸ 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 maximum group size allowed.

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 it is 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 form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. 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/)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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 [Land-based guided activities](#)¹¹ page on the DOC website.

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.

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 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](#)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <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 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, trust, incorporated society or other)		Intrepid DMC New Zealand Limited	
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429031013093	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)		Intrepid Travel 39 Marketplace, Auckland 1010	
	Company phone	095205593	Company website	Intrepid Travel
	Contact person and role		[REDACTED] – Destination Product Manager	
	Phone	095205593	Mobile phone	[REDACTED]
	Email		[REDACTED]@intrepidtravel.com	
	Postal address		Intrepid Travel Marketplace, Auckland 39	Postcode 1010

Street address (if different from
Postal address)

Postcode

B. Variation of an existing concession

Is this application *varying* an existing concession?

No



Yes



- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No



Yes



- State when and who with:

Libby O'Brien- Friday 22nd May 11am

D. Description of activity

Select all the guiding activities you are applying for.

☒	Day walks, hiking and tramping	☐	Hunting*
☐	Night walks, hiking and tramping	☐	Fishing
☐	Overnight walks, hiking and tramping	☐	Motorbike
☐	Climbing	☐	4x4 vehicle
☐	Manual bike rides	☐	Quad bike
☐	Electric bike rides	☐	Snow mobile
☐	Horse riding	☐	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

E. 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:

F. Duration

State how long (months and years) you want your concession to last?

Concession term to expire 30 November 2031

- Explain why you are seeking this duration:

As agreed under the Department's 2026 bulk process for Tongariro Alpine Crossing guiding concessions.

G. 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).

Entity Update

In 2026, ownership of ANZ Nature Tours HTG Ltd transferred to Intrepid Group Limited (100%), alongside a legal name change to **Intrepid DMC New Zealand** and a registered address update to 39 Market Place, Auckland CBD, Auckland 1010.

While ANZ Nature Tours HTG Ltd remains the current concession holder (Concession No. 109938-GUI), this application reflects the updated entity. These administrative changes do not affect operational delivery, safety systems, or compliance. All activities continue unchanged and remain fully aligned with concession requirements

Operational Practices & Environmental Stewardship

Intrepid DMC New Zealand is an inbound tour operator specialising in small-group guided nature experiences, underpinned by the values of Whanaungatanga, Kaitiakitanga, and Manaakitanga. These principles guide strong relationships, environmental stewardship, and high-quality visitor experiences, while creating positive change through the joy of travel.

Intrepid's operational approach empowers guides to actively protect natural and cultural environments, embedding responsibility and respect across all guest interactions. Guides act as kaitiaki, reinforcing responsible visitor behaviour and supporting the protection of the park's natural, cultural, and spiritual values in line with DOC policy objectives. This is demonstrated through consistent practices, including

- Accurate and timely completion of all required documentation
- Strict adherence to marked tracks and concession conditions
- Removal of all waste from natural environments
- Delivery of comprehensive environmental and safety briefings
- Prohibition on the removal of natural or cultural materials
- Alignment with Leave No Trace principles, and promotion of the Tiaki Promise

Health and Safety

- Intrepid DMC New Zealand has a robust, formally governed health and safety framework led by the senior leadership of the business, collectively referred to as the New Zealand Management Team. The team provides strategic oversight, governance, and accountability in accordance with the New Zealand Safety Management System (NZ SMS). *Please refer to Attachment 1.*
- Responsibility for implementation and compliance with the NZ SMS sits with the New Zealand Management Team, with operational Tongariro Alpine Crossing delivery delegated to the Operations Manager and Deputy Operations Manager. They manage day-to-day communication, implementation, monitoring, and continuous improvement of the NZ SMS (Section 2.1)
- All safety documentation, standard operating procedures, and risk management practices for the Tongariro Alpine Crossing (TAC) are maintained, implemented, and regularly reviewed to ensure they remain current and effective. Emphasis is placed on managing risks associated with the TAC's alpine and remote environment, including variable weather, volcanic terrain, changing track conditions, and high visitor volumes. *Please refer to attachments 2-7.*

- All health and safety documentation for Intrepid DMC New Zealand have been independently audited and certified by AdventureMark, an ISO 45001-accredited and JASANZ-recognised certification body, meeting the Department of Conservation's TAC concession requirements. *Please refer to attachments 8-9.*
- All staff operating under this framework are formally inducted into the New Zealand Safety Management System (NZ SMS) and are required to comply with its policies and supporting materials. The AdventureMark certification applies across all entities operating under Intrepid DMC New Zealand's unified system.
- An on-site operational assessment of the Tongariro Alpine Crossing (TAC) has also been completed by AdventureMark, confirming alignment between documented procedures and on-the-ground practice *Please refer to attachment 10*
- Internal management evaluation by the Operations Manager and/or Deputy Operations Manager is scheduled for November to support continuous improvement and health and safety oversight *Please refer to attachment 11*
- All safety management systems and policy documents are written specifically for operating in New Zealand and are additionally supported by Intrepid Global Policies.

Compliance

Intrepid DMC New Zealand have met conditions for our current concessions (109938-GUI ANZ Nature Tours). *Please refer to attachments 12-14.*

- Timely submission of concession activity returns
- Payment of activity and management fees
- Maintenance of independently certified safety management systems

Industry Memberships

- Intrepid DMC New Zealand is a member of Tourism Export Council New Zealand and Tourism Industry Aotearoa (Membership No. C32586), demonstrating a strong commitment to recognised industry standards, best practice, and responsible tourism delivery. *Please refer to attachment 15*

Offerings to Visitors

Intrepid DMC New Zealand consistently delivers high-quality visitor experiences, reflected in strong customer feedback, high Net Promoter Scores (NPS), and positive ratings across key performance indicators, including environmental responsibility and responsible travel practices. *Please refer to Attachments 23 and 24.*

Year	Total Pax	Total Feedback	NPS	Environmental Rating	Responsible Travel
2025	2.34K	1.53K	87	4.66	4.81
2026 YTD	1.81K	1.27K	85	4.68	4.80

- **Comprehensive leader notes:** Detailed leader notes outline commentary guidance, essential reminders for guests', operational requirements, health and safety considerations, and environmental expectations. *Please refer to attachments 16 and 17*

Impact on and benefits to conservation

Established in 2002, the not-for-profit partner [The Intrepid Foundation](#), enables travelers to directly support communities and conservation initiatives. In Aotearoa, our local Intrepid Foundation partner is Forest & Bird and we support their work on biodiversity protection, advocacy, and restoration.

Guests visiting New Zealand can donate to the Intrepid Foundation and 100% of post-trip donations go directly to Forest and Bird with Intrepid matching donations and covering administrative costs. Recent annual donations are as follows:

- 2024: \$26,184
- 2025: \$34,127
- 2026 (Q1) \$14,531

Intrepid DMC New Zealand makes donations in kind to many local conservation initiatives by offering 2.5 days of volunteer leave to all full time staff members. Recently staff have volunteered with Whakatipu Reforestation Trust, Kaipātiki Project and Auckland Sea Cleaners. Donations in kind via volunteer hours over the past 3 years are as follows:

- 2024: 98.5 hours
- 2025: 125 hours
- 2026 (YTD): 36.5 hours

Additional local initiatives include:

- **Bird of the Year campaign:** Supported 67,000 votes for the Eastern Rockhopper Penguin, with the Intrepid Foundation donating \$1 per vote, contributing over AUD \$107,000 to Forest & Bird.
- **Guest education:** Delivery of structured sessions with Forest & Bird representatives, providing insight into New Zealand conservation efforts.

Benefits to the local area

Intrepid DMC New Zealand operates a small-group touring model (maximum 16 passengers, with many tours capped at 12). This minimises environmental and operational impacts associated with concession activities. This model supports sustainable visitor management at Tongariro National Park by reducing our impact on DOC land. Guests arrive to and depart from the National Park in a single vehicle lowering pressure on road and parking infrastructure.

- **Low group density:** Guests travel through the park in small groups aligned with concession limits, reducing congestion, and pressure on key sites and tracks.
- **Guided environmental and cultural interpretation:** All tours are led by trained leaders who recognise the original Māori gifting of the maunga and deliver interpretation on environmental values, cultural significance, and native flora and fauna. This reinforces appropriate visitor behaviour and supports kaitiakitanga, protection of natural and historic values, and informed, low-impact use *Please refer to attachments 18 and 19.*
- **Appropriate guide-to-guest ratios:** Groups exceeding 10 passengers are supported by an additional guide on TAC to maintain a 1:10 ratio, ensuring alignment with best practice and compliance with concession conditions

Intrepid actively supports seasonal dispersal to manage visitor pressure and protect the Tongariro Alpine Crossing's natural and cultural values, particularly during peak months (December–March). Departures are moderated during high-demand periods and increasingly scheduled in shoulder seasons, reducing environmental impact, congestion, and user conflict. This approach aligns with the visitor management and sustainable use objectives of the *Tongariro National Park Management Plan (2006–2016)*, supporting year-round, balanced access while maintaining the park's natural character.

All guests receive structured, guide-led briefings prior to entering key locations within the National Park, including the Tongariro Alpine Crossing. These briefings integrate health and safety, environmental stewardship, cultural values, and expected visitor behaviour, ensuring activities are undertaken responsibly. This approach promotes informed, low-impact visitation that protects natural and cultural resources, enhances the visitor experience, and aligns with the conservation, partnership, and sustainable recreation objectives of both the *Tongariro/Taupō Conservation Management Strategy (2002–2012)* and the *Tongariro National Park Management Plan (2006–2016)*.

In addition to its concession activities, Intrepid New Zealand DMC contributes to regional tourism outcomes by actively supporting and promoting local operators and experiences within Tongariro National Park and surrounding regions (Manawatu- Wanganui, Taranaki and Waikato). This approach helps distribute economic benefits across the region while enhancing the visitor experience. Key partnerships include:

- Morero Marae Experience with Hinemaia Tours
- Whanganui River Jet Boat & Canoe Tours – Whanganui River Adventure
- Sky Waka Gondola
- Tongariro River Rafting
- The Park Hotel, Waimarino
- The Powderhorn Hotel, Ōhakune
- Bridge to Nowhere Lodge, Whanganui
- River Valley Lodge, Taihape
- Tongariro Expeditions (Tongariro Crossing shuttle service)
- Dempsey Buses (Ruapehu District transport)
- Adrift Tongariro

Stakeholder Engagement & Cultural Responsibility

Intrepid recognises the cultural significance of Tongariro National Park and respects the role of mana whenua, particularly Ngāti Tūwharetoa, as kaitiaki. Operations are delivered in a manner that acknowledges their stewardship, ensuring experiences reflect cultural respect, environmental responsibility, and alignment with DOC management objectives.

H. 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 Maori) 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.

No	☒
Yes	☐

- If yes, supply details for each group consulted with:

Whānau/hapū/iwi consulted with:

Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	

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*:	

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

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example</u> ✓ Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example</u> ✗ Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example</u> ✓ Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day Walking	Tongariro National Park	Tongariro Alpine Crossing (Location ID: 18855)	Walking Track	All Year	15	1 per day	Up to eight hours

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁵ relevant to your application:

- Tongariro Taupo Conservation Management Strategy (2002 - 2012)
- Tongariro National Park Management Plan (2006 – 2016)

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

No



Yes



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

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	☒
		- Remain on formed tracks or well used routes	☒
		- Do not cut down or damage any vegetation or natural feature	☒
		- Ensure vehicles remain on formed roads	☒
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	☒
		- Ensure vehicles remain on formed roads	☒
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	☒
		- Don't startle wildlife with noise or camera flashes	☒
		- Use infra-red torches for night time viewing	☐
		- Do not feed any species	☒
		- Do not harass any species	☒
		- Do not take animals, including domestic pets, onto the land	☒
		- Do not play recordings of bird song	☒
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	☐

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	☒
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	☒
		- Take all precautions to ensure weeds are not introduced to the land	☒
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	☒
		- Complete accurate annual activity returns to allow DOC to monitor usage	☒
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	☒
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	☒
		- Allow other users to pass the group easily	☒
	Cumulative impacts of additional concessionaire operating at already busy sites	- Park vehicles in designated parking spaces	☒
		- Co-ordinate visits with other concessionaires (where possible)	☒
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	☐
		- Carry tents in case hut is full	☐
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	☐
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	☒
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	☒
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	☒

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	☒
		- Ensure any cultural interpretation is consistent with Iwi values	☒
		- Educate clients to respect cultural values or traditions	☒
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	☒
		- Limit approach distance and stay on existing paths	☒
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	☒
		- Do not bury any toilet waste within 50 metres of a water source	☒
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	☒
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	☒
Fires	Wildfires	- Ensure no open fires	☒
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	☒
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	☒

L. Attachments

Attachments should *only* be used if there is:

- Not enough space on the form to finish your answer
- You have additional information that supports your answer
- You wish to make an additional request of DOC regarding the application.

Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document title	Document format (e.g. Word, PDF, Excel, jpg etc.)	Description of attachment
G	1. New Zealand Safety Management System	PDF	Details of Intrepid DMC New Zealand safety framework
G	2. TAC Standard Operating Procedure	PDF	Information on Intrepid DMC New Zealand's documented process for guiding walks on the TAC
G	3. TAC Risk Assessment	PDF	Formalised recording of potential risks, the level of risk and measures taken to control risks
G	4. TAC Contingency Plan	PDF	Outline of contingency plan for Intrepid Tour Leaders and Operations staff
G	5. TAC Leader Requirements (Cheat Sheet)	PDF	Description of requirements for Intrepid Tour Leaders before undertaking the TAC
G	6. Safet Briefing New Zealand Day Hikes	PDF	A checklist Intrepid tour leaders use to brief guests before undertaking the TAC
G	7. Hiking on Scree Techniques	PDF	Training material for Intrepid tour leaders on how to navigate local conditions
G	8. Surveillance Report 2026 – ANZ Nature Tours Certification Update	PDF	Confirmation of 3 rd party audit of Intrepid DMC New Zealand's safety management documentation completed in April 2026
G	9. ANZ Nature Tours HTG Ltd	PDF	Certificate confirming completion suitability of Intrepid DMC New Zealand to undertake guided hiking as approved by 3 rd party assessor

Section of the application form the attachment relates to	Document title	Document format (e.g. Word, PDF, Excel, jpg etc.)	Description of attachment
	<i>Certification 2026</i>		
G	<i>10. Intrepid Adventure Mark Onsite Evaluation COMPLETED 2026</i>	<i>PDF</i>	<i>Details of 3rd party audit conducted on site at TAC</i>
G	<i>11. PHXB261113 Trip Safety Audit Walk New Zealand's Tongariro Crossing</i>	<i>.png</i>	<i>Evidence of Intrepid plans to conduct an internal audit of an upcoming activity at TAC</i>
G	<i>12. 109938-GUI Activity Return 1 Dec 2025 to 31st May 2026</i>	<i>Excel</i>	<i>Activity return for Intrepid's current concession (109938-GUI)</i>
G	<i>13. Invoice - Tongariro to May 2026</i>	<i>PDF</i>	<i>Latest invoice for Intrepid's current concession (109938-GUI)</i>
G	<i>14. 109938 – GUI Permit</i>	<i>PDF</i>	<i>Latest approved contract from DOC issued October 2024</i>
G	<i>15. TECNZ Membership Certificate</i>	<i>PDF</i>	<i>Certificate showing current membership of Tourism Export Council</i>
G	<i>16. 2025 Feedback Summary</i>	<i>PDF</i>	<i>Report showing 2025 customer feedback including NPS, H&S, Tour leader scores.</i>
G	<i>17. 2026 YTD Feedback Summary</i>	<i>PDF</i>	<i>Report showing 2026 customer feedback including NPS, H&S, Tour leader scores.</i>
G	<i>18. PHXB Departure Notes</i>	<i>PDF</i>	<i>Example of documentation provided to Tour leaders before undertaking activities with guests</i>

Section of the application form the attachment relates to	Document title	Document format (e.g. Word, PDF, Excel, jpg etc.)	Description of attachment
G	19.PHXB Tour Details	PDF	Example of documentation provided to Tour leaders before undertaking activities with guests
G	20. Leader Sharepoint Resources DOC	.png	Examples of internal resources provided to tour leaders to assist training on local areas, pronunciation, history etc.

M. 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 supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	☐
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	☒

N. 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:	Intrepid DMC New Zealand

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.		☒
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)		Date 3/07/2026

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

Application for Land Based Guiding Activities



Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all 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).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

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

- Check the DOC's '[Land-based guided activities](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](https://www.doc.govt.nz/footer-links/contact-us/office-by-name/)⁵ closest to where the activity is proposed. You can use [DOC maps](http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](https://www.doc.govt.nz/get-involved/apply-for-permits/contacts)⁷ – 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.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/)⁸ 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 maximum group size allowed.

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 it is 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 form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. 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/)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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 [Land-based guided activities](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/)¹¹ page on the DOC website.

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.

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 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](https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <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 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	@hillaryoutdoors.co.nz		
	Physical address	Hydro Access Rd No.3, Turangi	Postcode	3353
	Postal address (if different from above)	34 Turangi Town Centre – Private Box	Postcode	3353

②	Applicant name (full name of registered company, trust, incorporated society or other)	The Sir Edmund Hillary Outdoors Trust		
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	94290428888666	Company, trust or incorporated society registration number	CC26731
	Registered office of company or incorporated society (if applicable)			
	Company phone	07 386 5511	Company website	https://www.hillaryoutdoors.co.nz/
	Contact person and role	– Centre Manager		
	Phone		Mobile phone	
	Email	@hillaryoutdoors.co.nz		
	Postal address	34 Turangi Town Centre – Private Box	Postcode	3353

Street address (if different from
Postal address)

Postcode

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

☒

Yes

☐

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No

☒

Yes

☐

- State when and who with:

D. Description of activity

Select all the guiding activities you are applying for.

☒	Day walks, hiking and tramping	☐	Hunting*
☒	Night walks, hiking and tramping	☐	Fishing
☒	Overnight walks, hiking and tramping	☐	Motorbike
☐	Climbing	☐	4x4 vehicle
☐	Manual bike rides	☐	Quad bike
☐	Electric bike rides	☐	Snow mobile
☐	Horse riding	☐	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

E. 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:

The roads/car park use

F. Duration

State how long (months and years) you want your concession to last?

Concession term to expire 30 November 2031

- Explain why you are seeking this duration:

This application is being submitted as part of the Department of Conservation's 2026 bulk concession renewal process for existing Tongariro Alpine Crossing guiding operators. The requested term aligns with that process.

G. 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).

Hillary Outdoors has over 50 years' experience delivering high-quality outdoor education, recreation, and guided experiences throughout Aotearoa New Zealand. As a charitable trust and nationally recognised outdoor provider, we have extensive experience operating within public conservation land under Department of Conservation concessions and work closely with DOC to ensure all activities align with conservation values and visitor management objectives.

Our organisation maintains comprehensive health and safety systems that meet legislative requirements and industry best practice. We employ highly qualified and experienced instructors who hold nationally recognised outdoor leadership and technical qualifications, first aid certifications, and activity-specific competencies. Staff participate in ongoing professional development, regular competency assessments, and robust operational risk management processes.

Hillary Outdoors is an active member of the New Zealand outdoor education community and is committed to delivering experiences that foster environmental stewardship, cultural understanding, and personal growth. Our programmes are underpinned by strong organisational governance, environmental management practices, and a proven history of safely facilitating thousands of participants in remote and challenging environments each year.

Our experience operating on the Tongariro National Park volcanic plateau and surrounding regions provides us with a thorough understanding of the unique environmental, cultural, and operational considerations associated with the Tongariro Alpine Crossing. We are committed to working collaboratively with the Department of Conservation and mana whenua to ensure the Crossing is managed responsibly while providing participants with a safe, educational, and environmentally respectful experiences

H. 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 Maori) 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.

No

☐

Yes

☐

- If yes, supply details for each group consulted with:

Whānau/hapū/iwi consulted with:

Name of individual you consulted with:

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

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*:	

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

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

①	②	③	④	⑤	⑥	⑦	⑧
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day/night Walking	Tongariro National Park	Tongariro Alpine Crossing (Location ID: 18855)	Walking Track	January 1 st – December 31 st	15	10 per year	8-12 hours

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁵ relevant to your application:

- Tongariro Taupo Conservation Management Strategy (2002 - 2012)
- Tongariro National Park Management Plan (2006 – 2016)

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

No



Yes



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

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	☒
		- Remain on formed tracks or well used routes	☒
		- Do not cut down or damage any vegetation or natural feature	☒
		- Ensure vehicles remain on formed roads	☒
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	☒
		- Ensure vehicles remain on formed roads	☒
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	☒
		- Don't startle wildlife with noise or camera flashes	☒
		- Use infra-red torches for night time viewing	☒
		- Do not feed any species	☒
		- Do not harass any species	☒
		- Do not take animals, including domestic pets, onto the land	☒
		- Do not play recordings of bird song	☒
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	☒

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	☒
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	☒
		- Take all precautions to ensure weeds are not introduced to the land	☒
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	☒
		- Complete accurate annual activity returns to allow DOC to monitor usage	☒
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	☒
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	☒
		- Allow other users to pass the group easily	☒
		- Park vehicles in designated parking spaces	☒
	Cumulative impacts of additional concessionaire operating at already busy sites	- Co-ordinate visits with other concessionaires (where possible)	☒
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	☒
		- Carry tents in case hut is full	☒
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	☒
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	☒
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	☒
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	☒

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	☒
		- Ensure any cultural interpretation is consistent with Iwi values	☒
		- Educate clients to respect cultural values or traditions	☒
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	☒
		- Limit approach distance and stay on existing paths	☒
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ‘Leave no Trace’ and ‘Visit the Kiwi way’ principles	☒
		- Do not bury any toilet waste within 50 metres of a water source	☒
		- Designate someone in the party as a ‘Tail-End Charlie’ to ensure no rubbish or debris is dropped/left behind	☒
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	☒
Fires	Wildfires	- Ensure no open fires	☒
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	☒
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	☒

L. 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

M. 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 supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	☐
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	☐

N. 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/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.	☒
Applicant Name/s (of authorised person/s)	
Date	02/07/2026

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

Application for Land Based Guiding Activities



Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all 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).

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

- Check the DOC's '[Land-based guided activities](#)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)⁵ closest to where the activity is proposed. You can use [DOC maps](#)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁷ – choose the one closest to where the activity is proposed.
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Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁸ 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 maximum group size allowed.

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

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- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
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⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

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Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. 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/)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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 [Land-based guided activities](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/)¹¹ page on the DOC website.

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.

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 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](https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <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 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, trust, incorporated society or other)			TMGH Jolly Limited Partnership
	Trading name (if different from applicant name)			Chris Jolly Outdoors
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429047643888	Company, trust or incorporated society registration number	50010020
	Registered office of company or incorporated society (if applicable)			14 Rauhoto Street, Nukuhau, Taupo, 3330, New Zealand
	Company phone	073780623	Company website	www.chrisjolly.co.nz
	Contact person and role			General Manager
	Phone	07 378 0623	Mobile phone	
	Email			gm@chrisjolly.co.nz
	Postal address	PO Box 1020 Taupo	Postcode	3330
	Street address (if different from Postal address)	14 Rauhoto Street, Nukuhau, Taupo, 3330	Postcode	3330

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

☒

Yes

☐

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No

☒

Yes

☐

- State when and who with:

D. Description of activity

Select all the guiding activities you are applying for.

☒	Day walks, hiking and tramping	☐	Hunting*
☐	Night walks, hiking and tramping	☐	Fishing
☐	Overnight walks, hiking and tramping	☐	Motorbike
☐	Climbing	☐	4x4 vehicle
☐	Manual bike rides	☐	Quad bike
☐	Electric bike rides	☐	Snow mobile
☐	Horse riding	☐	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

E. 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:

F. Duration

State how long (months and years) you want your concession to last?

Concession term to expire 30 November 2031

- Explain why you are seeking this duration:

As agreed under the Department's 2026 bulk process for Tongariro Alpine Crossing guiding concessions.

G. 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).

We have provided this activity for approximately 15 years, AdventureMark accredited, operate a professional outdoors business. Owned by Taupo Moana Group Holdings which is a subsidiary company of Tuwharetoa Maori Trust Board.

H. 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 Maori) 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.

No	☒
Yes	☐

- If yes, supply details for each group consulted with:

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

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*:	

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

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example</u> ✓ Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example</u> ✗ Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example</u> ✓ Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day Walking	Tongariro National Park	Tongariro Alpine Crossing (Location ID: 18855)	Walking Track	From the Tuesday after Labour Day, weekend to 30 April (inclusive)	6 pax per group (inclusive of guides)	Maximum of 200 trips per summer season	Up to eight hours

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/)¹⁵ relevant to your application:

- Tongariro Taupo Conservation Management Strategy (2002 - 2012)
- Tongariro National Park Management Plan (2006 – 2016)

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

No

☒

Yes

☐

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

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	☒
		- Remain on formed tracks or well used routes	☒
		- Do not cut down or damage any vegetation or natural feature	☒
		- Ensure vehicles remain on formed roads	☒
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	☒
		- Ensure vehicles remain on formed roads	☒
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	☒
		- Don't startle wildlife with noise or camera flashes	☒
		- Use infra-red torches for night time viewing	☐
		- Do not feed any species	☒
		- Do not harass any species	☒
		- Do not take animals, including domestic pets, onto the land	☒
		- Do not play recordings of bird song	☒
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	☐

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	☒
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	☒
		- Take all precautions to ensure weeds are not introduced to the land	☒
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	☒
		- Complete accurate annual activity returns to allow DOC to monitor usage	☒
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	☒
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	☒
		- Allow other users to pass the group easily	☒
		- Park vehicles in designated parking spaces	☒
	Cumulative impacts of additional concessionaire operating at already busy sites	- Co-ordinate visits with other concessionaires (where possible)	☒
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	☐
		- Carry tents in case hut is full	☐
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	☐
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	☒
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	☒
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	☒

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	☒
		- Ensure any cultural interpretation is consistent with Iwi values	☒
		- Educate clients to respect cultural values or traditions	☒
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	☒
		- Limit approach distance and stay on existing paths	☒
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	☒
		- Do not bury any toilet waste within 50 metres of a water source	☒
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	☒
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	☒
Fires	Wildfires	- Ensure no open fires	☒
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	☐
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	☒

L. 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
<u>Correct example ✓</u> D	Locations	Excel	Spreadsheet of all NZTM GPS locations and activities using the table format set out in section D
<u>Correct example ✓</u> K	Effects assessment	Word	List of additional potential effects (e.g. due to unusual activity) and proposed methods to avoid, remedy or mitigate the effect.
<u>Incorrect example X</u> Table	Doc1	Word	Table

M. Checklist

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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.	☒
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Have you held an account with the Department of Conservation before?	Tick
No	☐
Yes	☐ tick
If "yes", under what name:	TMGH Jolly Limited Partnership

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.	☒
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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)	
Date	18/06/2026

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

Application for Land Based Guiding Activities



Department of
Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
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- Your creditworthiness is 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.

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⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

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Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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 [Land-based guided activities](#)¹¹ page on the DOC website.

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.

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 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](#)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <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 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	admin@tongarirowild.co.nz		
	Physical address	187 Te Rangitautahanga Road	Postcode	3334
	Postal address (if different from above)	Tūrangi	Postcode	

②	Applicant name (full name of registered company, trust, incorporated society or other)	Tongariro Wild Ltd		
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429053788146	Company, trust or incorporated society registration number	9441778
	Registered office of company or incorporated society (if applicable)	187 Te Rangitautahanga Road, Tūrangi		
	Company phone		Company website	admin@tongarirowild.com
	Contact person and role	Director		
	Phone		Mobile phone	
	Email	admin@tongarirowild.co.nz		
	Postal address	as above	Postcode	
	Street address (if different from Postal address)	as above	Postcode	

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

☒

Yes

☐

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No

☐

Yes

☒

- State when and who with:

Fiona Wilson, Tongariro National Park DOC Office. Email communication.

D. Description of activity

Select all the guiding activities you are applying for.

☒	Day walks, hiking and tramping	☐	Hunting*
☐	Night walks, hiking and tramping	☐	Fishing
☐	Overnight walks, hiking and tramping	☐	Motorbike
☐	Climbing	☐	4x4 vehicle
☐	Manual bike rides	☐	Quad bike
☐	Electric bike rides	☐	Snow mobile
☐	Horse riding	☐	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

E. 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:

F. Duration

State how long (months and years) you want your concession to last?

30th November 2031

- Explain why you are seeking this duration:

Sort under the departments 2026 Bulk Process for Tongariro Alpine Crossing Guiding Concessions. A five year term provides certainty to establish the business, invest in staff training and equipment and building enduring relationships Iwi, DOC and local communities.

G. 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).

- Tongariro Wild is a whānau owned business, established by descendants of Ngāti Hikairo, Ngāti Tūwharetoa. A strong ancestral connections to Tongariro National Park, Ngā Kāhui Maunga.
- Our mission is to “help manuhiri experience Tongariro through the eyes of mana whenua”, combining local mātauranga Māori, kaitiakitanga, manaakitanga, haumarutanga and safe outdoor guiding
- Guides hold extensive local knowledge of the Tongariro National Park, weather conditions, cultural values, local history, tikanga and kawa, environmental stewardship and outdoor safety.
- The business is committed to compliance with the Health & Safety at Work Act 2015, Adventure Activities Regulations, DOC Concession Conditions; Leave no trace principles, Manaakitanga and Kaitiakitanga.
- Relevant and extensive experience hiking the Tongariro National Park including the Tongariro Alpine Crossing, sharing local knowledge handed down and developed over many years, with international and domestic visitors including DOC.
- Tourism Planning and Environmental Education, guided outdoor recreation, continued outdoor first aid with Peak Safety,

H. 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 Maori) 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.

No

☐

Yes

☒

- If yes, supply details for each group consulted with:

Whānau/hapū/iwi consulted with:	Ngāti Hikairo
Name of individual you consulted with:	Te Rūnanga o Ngāti Hikairo - Te Hau Matao
Date of consultation:	11 May 2026
Form of consultation (e.g. email, meeting):	Letters of Support
Outcome of consultation*:	All support application

Other interested stakeholders consulted with e.g. Conservation Boards or community groups:	Ngāti Hikairo
Name of individual you consulted with:	Papakai Marae Committee
Date of consultation:	14 May 2026
Form of consultation (e.g. email, meeting):	Letter of support
Outcome of consultation*:	All supported application

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

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

①	②	③	④	⑤	⑥	⑦	⑧
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example ✓</u> Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example ✗</u> Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example ✓</u> Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

①	②	③	④	⑤	⑥	⑦	⑧
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Tongariro National Park	Tongariro Alpine Crossing (Location ID: 18855)	Carparks at Managatēpōpō and Ketetahi	1 November to 30 April	10 people maximum	1 per day 3 per week 50 per year	4 to 12 hours

①	②	③	④	⑤	⑥	⑦	⑧
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁵ relevant to your application:

- Tongariro Taupō Conservation Management Strategy (2002 - 2012)
- Tongariro National Park Management Plan 2006 with approved partial reviews 2011 and 2018
- Tongariro National Park bylaws
- DOC concession system
- Conservation Act 1987
- National Parks Act 1980

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

No

☒

Yes

☐

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

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	☒
		- Remain on formed tracks or well used routes	☒
		- Do not cut down or damage any vegetation or natural feature	☒
		- Ensure vehicles remain on formed roads	☒
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	☒
		- Ensure vehicles remain on formed roads	☒
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	☒
		- Don't startle wildlife with noise or camera flashes	☒
		- Use infra-red torches for night time viewing	n/a ☐
		- Do not feed any species	☒
		- Do not harass any species	☒
		- Do not take animals, including domestic pets, onto the land	☒
		- Do not play recordings of bird song	☒
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	☒

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	☒
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	☒
		- Take all precautions to ensure weeds are not introduced to the land	☒
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	☒
		- Complete accurate annual activity returns to allow DOC to monitor usage	☒
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	☒
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	☒
		- Allow other users to pass the group easily	☒
	Cumulative impacts of additional concessionaire operating at already busy sites	- Park vehicles in designated parking spaces	☒
		- Co-ordinate visits with other concessionaires (where possible)	☒
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	☐ n/a
		- Carry tents in case hut is full	☐ n/a
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	☐ n/a
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	☒
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	☒
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	☒

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	☒
		- Ensure any cultural interpretation is consistent with Iwi values	☒
		- Educate clients to respect cultural values or traditions	☒
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	☒
		- Limit approach distance and stay on existing paths	☒
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	☒
		- Do not bury any toilet waste within 50 metres of a water source	☒
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	☒
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	☒
Fires	Wildfires	- Ensure no open fires	☒
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	☒
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	☒

L. 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
<u>Correct example ✓</u> D	Locations	Excel	Spreadsheet of all NZTM GPS locations and activities using the table format set out in section D
<u>Correct example ✓</u> K	Effects assessment	Word	List of additional potential effects (e.g. due to unusual activity) and proposed methods to avoid, remedy or mitigate the effect.
<u>Incorrect example X</u> <u>Table</u>	Doc1	Word	Table
Section H	Letter of Support Papakai Marae	PDF	Application Letter of Support
Section H	Letter of Support Te Rūnanga o Ngāti Hikairo	PDF	Application Letter of Support
Section G	Mathew Howell CV	PDF	Curriculum Vitae with relative experience, knowledge, skill
Section J	Health & Safety Plan	PDF	Risks and mitigation, outdoor safety first aid, check lists

M. 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 supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	☒
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	☒

N. 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:	Tongariro Natives

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.	☒
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)	
Date	9 July 2026

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

Application for Land Based Guiding Activities



Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all 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).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

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

- Check the DOC's '[Land-based guided activities](#)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)⁵ closest to where the activity is proposed. You can use [DOC maps](#)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁷ – 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.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁸ 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 maximum group size allowed.

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 it is 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 form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. 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/)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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 [Land-based guided activities](#)¹¹ page on the DOC website.

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.

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 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](#)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <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 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, trust, incorporated society or other)		Walking Legends Ltd	
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429041988473	Company, trust or incorporated society registration number	5810707
	Registered office of company or incorporated society (if applicable)		MSL Limited, 47 Corinth Grove, Papamoa Beach, Papamoa, 3118 , New Zealand	
	Company phone	075333157	Company website	www.walkinglegends.co.nz
	Contact person and role		Cathy Taylor - Director	
	Phone	075333157	Mobile phone	
	Email	[redacted]@walkinglegends.co.nz		
	Postal address	119 Benner Road, RD6, Te Puke	Postcode	3186
Street address (if different from Postal address)		Postcode		

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

☒

Yes

☐

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

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

No

☒

Yes

☐

- State when and who with:

D. Description of activity

Select all the guiding activities you are applying for.

☒	Day walks, hiking and tramping	☐	Hunting*
☐	Night walks, hiking and tramping	☐	Fishing
☐	Overnight walks, hiking and tramping	☐	Motorbike
☐	Climbing	☐	4x4 vehicle
☐	Manual bike rides	☐	Quad bike
☐	Electric bike rides	☐	Snow mobile
☐	Horse riding	☐	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

E. 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:

F. Duration

State how long (months and years) you want your concession to last?

Concession term to expire 30 November 2031

- Explain why you are seeking this duration:

As agreed under the Department's 2026 bulk process for Tongariro Alpine Crossing guiding concessions.

G. 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).

Please refer to the 'L: Attachments' section.

H. 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 Maori) 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.

No

☒

Yes

☐

- If yes, supply details for each group consulted with:

Whānau/hapū/iwi consulted with:

Name of individual you consulted with:

Date of consultation:

Form of consultation (e.g. email, meeting):

Outcome of consultation*:

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*:	

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

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

①	②	③	④	⑤	⑥	⑦	⑧
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example</u> ✓ Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example</u> ✗ Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example</u> ✓ Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

①	②	③	④	⑤	⑥	⑦	⑧
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day Walking	Tongariro National Park	Tongariro Alpine Crossing (Location ID: 18855)	Walking Track, associated toilets and shelters	Oct – April (inclusive) every year	15	20	Up to eight hours

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁵ relevant to your application:

- Tongariro Taupo Conservation Management Strategy (2002 - 2012)
- Tongariro National Park Management Plan (2006 – 2016)

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

No

☒

Yes

☐

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

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	☒
		- Remain on formed tracks or well used routes	☒
		- Do not cut down or damage any vegetation or natural feature	☒
		- Ensure vehicles remain on formed roads	☒
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	☒
		- Ensure vehicles remain on formed roads	☒
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	☒
		- Don't startle wildlife with noise or camera flashes	☒
		- Use infra-red torches for night time viewing	☐
		- Do not feed any species	☒
		- Do not harass any species	☒
		- Do not take animals, including domestic pets, onto the land	☒
		- Do not play recordings of bird song	☒
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	☒

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	☒
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	☒
		- Take all precautions to ensure weeds are not introduced to the land	☒
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	☒
		- Complete accurate annual activity returns to allow DOC to monitor usage	☒
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	☒
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	☒
		- Allow other users to pass the group easily	☒
		- Park vehicles in designated parking spaces	☒
	Cumulative impacts of additional concessionaire operating at already busy sites	- Co-ordinate visits with other concessionaires (where possible)	☒
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	☐
		- Carry tents in case hut is full	☐
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	☐
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	☒
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	☒
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	☒

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	☒
		- Ensure any cultural interpretation is consistent with Iwi values	☒
		- Educate clients to respect cultural values or traditions	☒
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	☒
		- Limit approach distance and stay on existing paths	☒
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	☒
		- Do not bury any toilet waste within 50 metres of a water source	☒
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	☒
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	☒
Fires	Wildfires	- Ensure no open fires	☒
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	☐
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	☒

L. 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
<u>Correct example ✓</u> <i>D</i>	<i>Locations</i>	<i>Excel</i>	<i>Spreadsheet of all NZTM GPS locations and activities using the table format set out in section D</i>
<u>Correct example ✓</u> <i>K</i>	<i>Effects assessment</i>	<i>Word</i>	<i>List of additional potential effects (e.g. due to unusual activity) and proposed methods to avoid, remedy or mitigate the effect.</i>
<u>Incorrect example X</u> <i>Table</i>	<i>Doc1</i>	<i>Word</i>	<i>Table</i>

M. 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 supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	☐
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	☒

N. 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:	Walking Legends Ltd

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.	☒
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)	Cathy Taylor
Date	22/06/2026

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