



Please provide all information requested in as much detail as possible. Applicants will be advised if further information is required before this application can be processed by the Department.

This form must be completed for all longer term applications (ie not one-off applications), then please fill in and attach the form(s) for the activities you wish to undertake. If extra space is required for answering please attach and label according to the relevant section.

Once you have filled in your application form, please complete this checklist to ensure that all components of your application form are complete. This will help prevent any possible delays in the processing of your application:

- Legal status registration number (if not an individual)
- Written testimonials (if required)
- All appropriate activity application forms - for concessions we require the applicant information form **and** relevant activity form(s)
- Supporting evidence for Environmental Impact Assessment (if required)
- Evidence of MPI certified supplier status
- Evidence of a supply contract with a registered MPI processor **or**
- Evidence of a supply contract with a marketing entity with evidence of the arrangement with an MPI registered processor who will be processing the carcasses for supply
- Supporting evidence for details of activity forms
- Have you read the section regarding the liability of the applicant for payment of fees?
- Have you signed your application?**

**All efforts in putting together a detailed application are greatly appreciated and will allow the Department to effectively and efficiently process your application.**

## A. Applicant Details

Applicant Name (full name of registered company or individual)								
Legal Status of applicant (tick)	Individual		Registered Company		Trust		Incorporated Society	
Other (please specify full details)								
Please supply the company, trust or incorporated society registration number:								
If an individual please supply your date of birth (this is a unique identifier for you):								
Trading Name (if different from Applicant name)								
Postal Address								
Street Address (if different from Postal Address)								
Registered Office of Company or Incorporated Society (if applicable)								
Phone				Website				
Contact Person and role								
Phone				Cell Phone				
Email								
Contact Person and role								
Phone				Cell Phone				
Email								

---

## B. Background Experience of Applicant

Please provide relevant information relating to the applicant's ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations and relevant qualifications). Attach details and label Attachment B.

Has the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application been convicted of any offence? Does the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application have any current criminal charges pending before the court? If yes, please supply details.

---

## C. Description of service/activity and Location

This application covers only the activities detailed below:

**North Island permit**

The use of aircraft (whether or not for hire or reward) to carry out one or more of the following activities:

- (a) the searching for, shooting, or immobilising of deer, pig and goat:
- (b) the searching for, shooting of pig and goat.
- (c) the recovery of dead deer, pig, and goat or any part of such deer (including velvet), pig and goat for supply to a MPI registered processing facility:
- (d) the recovery of dead deer, pig or goat or any part of such deer (including velvet), pig or goat for the personal consumption of the Concessionaire or its employees, only where undertaking the activity in (c):
- (e) the capture and conveyance of live deer, pig or goat:
- (f) the carriage of persons, supplies, equipment, firearms, ammunition, or other things that may be used for the purposes of paragraph (a) or paragraph (b) or paragraph (c) or paragraph (d) or paragraph (e):
- (g) the use of aircraft to facilitate the offloading of recovered deer, pig, or goat carcasses to a refrigerated truck

or similar vehicle for transport

**BUT EXCLUDING THE FOLLOWING ACTIVITIES:**

- 1) Live capture of any other species of live wild animals.
- 2) Carriage of any other species of wild animal.
- 3) Carriage of recreational hunters involved with the searching for, shooting or immobilising and recovery of wild animals (e.g. heli-hunting).
- 4) Carriage of ground-based hunters who are not employees of the Concessionaire.
- 5) Carriage of individuals who are providing a guided hunting service.
- 6) Carriage of any passenger other than employees of the Concessionaire who are engaged in the Concession Activity
- 7) Subject to (d) above the recovery of wild animals for the purpose of personal consumption
- 8) Recovery of wild animals for trophy mounting purposes

**South Island permit**

The use of aircraft (whether or not for hire or reward) to carry out one or more of the following activities:

- (a) the searching for, shooting, or immobilising of deer
- (b) the searching for, shooting of pig, goat and chamois.
- (c) The recovery of dead deer, pig, goat, chamois or any part of such deer (including velvet), pig, goat, chamois for supply to a MPI registered processing facility:
- (d) The recovery of dead deer, pig, goat, chamois or any part of such deer (including velvet), pig, goat, chamois for the personal consumption of the Concessionaire or its employees, only where undertaking the activity in (c).
- (e) The capture and conveyance of live deer only:
- (f) The carriage of persons, supplies, equipment, firearms, ammunition, or other things that may be used for the purposes of paragraph (a) or paragraph (b) or paragraph (c) or paragraph (d) or paragraph (e):
- (g) The use of aircraft to facilitate the offloading of recovered deer, pig, goat, or chamois carcasses to a refrigerated truck or similar vehicle for transport.

**BUT EXCLUDING THE FOLLOWING ACTIVITIES:**

- (1) Live capture or carriage of other species of live wild animals including pig, goat, and chamois.
- (2) Carriage of any other species of wild animal
- (3) Carriage of recreational hunters involved with the searching for, shooting or immobilising and recovery of wild animals (e.g. heli-hunting)
- (4) Carriage of ground-based hunters who are not employees of the Concessionaire
- (5) Carriage of individuals who are providing a guided hunting service
- (6) Carriage of any passenger other than employees of the Concessionaire who are engaged in the Concession Activity
- (7) Subject to (d) above the recovery of wild animals for the purpose of personal consumption
- (8) Recovery of wild animals for trophy mounting purposes

***Note: If you wish to apply to undertake the above activity at locations outside of those within the national WARO permits or if you wish to undertake any other activities outside of the national WARO permits you will need to complete a separate application form. If unsure please discuss with Janine Sidery ([jsidery@doc.govt.nz](mailto:jsidery@doc.govt.nz)) phone 03 371 3700.***

Which of the above described permits do you wish to apply for? Please indicate your choice below.

- North Island Schedule only
- South Island Schedule only
- Both North and South Island schedules



The Department has made an assessment of the activity being offered through the national WARO permits and has addressed the effects of this within the standard and special conditions contained in the permit on offer. That assessment covers the following effects:

- Impact upon recreation hunters and other public conservation land users
- Disturbance to plant life
- Disturbance to other wildlife
- Disposal of carcasses
- Effects on animal densities
- Effect upon public conservation land from any off-road activity (access)
- Removal of rubbish
- Disturbance to natural quiet
- Toileting
- Public and operator safety

If your activity is likely to have additional or more potentially adverse effects than those stated above please list these and state how you propose to avoid, remedy or mitigate these in Section D.

## F. Description of additional, actual or potential effects of proposal

If you have identified additional or more potentially adverse effects than those assessed by the Department in Section C please complete the table below. Effects can either be actual or potential that you are aware of. An excellent resource to assist with this process is available online at <http://www.doc.govt.nz/upload/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf>

Record the potential effects of your proposal here	Outline methods to avoid, remedy or mitigate effects here

## G. Concessionaire identity cards

Please advise how many ID cards you will require. Each individual aircraft and/or ground-based support vehicle that will be used on public conservation land will be required to clearly display a concessionaire identity card. Please note that replacement cards will incur a charge.

Aircraft <input type="checkbox"/>	Ground-based vehicles <input type="checkbox"/>
-----------------------------------	--

## H. Testimonials

Please attach two written testimonials, together with the names, occupations, addresses and phone numbers of two people who will vouch for the proficiency of the applicant in the proposed activity. At least one testimonial should contain information in relation to the financial viability and standing of the applicant. These testimonials are to be labelled Attachment H.

---

## **I. Insurance**

WARO permit holders are required to indemnify the Minister against any claims or liabilities arising from their actions.

If your application is approved you will be required to hold the following insurance for each aircraft:

- (a) General Public Liability for an amount no less than NZ\$2,000,000 including Forest & Rural Fires Act Extension with this extension having a sub-limit of no less than NZ\$1,000,000;
- (b) Third Party Motor Vehicle Liability for an amount no less than NZ\$1,000,000;
- (c) Aviation Legal Liability for an amount of no less than NZ\$2,000,000 including Forest & Rural Fires Act Extension with this extension having a sub-limit of no less than NZ\$1,000,000.

If my application is granted, I agree to arrange insurance cover as above before commencing operations.

---

## **J. Fees and costs**

### **Processing Fees:**

Section 60B of the Conservation Act contains the statutory provisions regarding processing fees.

The Department recovers all direct and indirect costs to process a WARO application from Applicants regardless of whether the application is approved or declined.

The estimated cost of processing a WARO application is **\$1540 + GST**. If the application is particularly complex or complicated then further costs will be incurred. In this situation the Applicant will be sent an estimate of costs. Applicants are also entitled to request an estimate of costs at any point but the Department may impose a charge for preparing such an estimate. Estimates are not binding.

The Department will ordinarily invoice the Applicant for processing fees after a decision has been made on the application but in some cases interim invoices will be issued. If at any stage an application is withdrawn the Department shall invoice the Applicant for the costs incurred by the Department up to that point. Applicants are required to pay the processing fees within 28 days of receiving an invoice. The Director-General is entitled to recover any unpaid fees as a debt.

The Director-General of Conservation has discretion to reduce or waive processing fees.

The Department may obtain further information either from the applicant or from any other relevant source in order to process the application. The applicant will be advised of any information obtained from other sources. The cost of obtaining such information will be charged to and recovered from the applicant. The applicant will be informed as soon as practicable from receipt of the application if further information is required before this application form can be fully processed by the Department.

### **Reduction in Processing Fees for exceeding processing timeframe:**

If the Department fails to meet its processing timeframes the fees will be reduced at a rate of 1% per day late, up to a maximum of 50% of the total processing fee. The reduction will not apply if the Applicant's actions have delayed the process.

**Ongoing Fees:**

If your application is approved, you will also be required to pay annual administration management fees throughout the term of the WARO concession to cover the cost of administration.

Please contact the nearest Department of Conservation office to discuss the applicable fee and processing timeframe for the application.

**Terms and Conditions for an Account with the Department of Conservation:**

Have you held an account with the Department before? (Please tick)  Yes  No

If yes, under what name:

1. I/We agree that the Department of Conservation can provide my details to the Department’s Credit Checking Agency to enable it to conduct a full credit check.
2. 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.
3. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.
4. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
5. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
6. 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 of the credit account are not met.
7. 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.

**K. Other**

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment K.

**Declaration**

I certify that the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct.

**Note: The Minister can vary any concession granted if the information given in this application contains inaccuracies.**

Signature (Applicant)  Date



<b>Signature (Witness)</b>		<b>Date</b>	
<b>Witness Name</b>			
<b>Witness Address</b>			

This application is made pursuant to Sections 17R and 17S of the Conservation Act 1987 the Wild Animal Control Act 1977 [and (where applicable) Section 49 of the National Parks Act 1980/Section 59A of the Reserves Act 1977].

Applicants should familiarise themselves with the relevant provisions of the Conservation Act 1987, the Reserves Act 1977 the National Parks Act 1980, the Wild Animal Control Act 1977 and the Wild Animal Control Amendment Act 1977 relating to concessions.

Once the application is complete, the Minister has 20 days within which to advise the applicant whether the application is declined on the grounds that the application does not comply with or is inconsistent with the provisions of the Act or any relevant Conservation Management Strategy or Conservation Management Plan. If the Minister does not so advise the applicant the application will be processed in accordance with Section 17T of the Conservation Act 1987.

The purpose of collecting this information is to enable the Department to process your application. The Department will not use this information for any reason not related to that purpose.

Applicants should be aware that provisions of the Official Information Act might require that some or all information in this application be publicly released.

**For Departmental use**

<b>Credit check undertaken</b>			
<b>Comments :</b>			
<b>Signed</b>		<b>Name</b>	
<b>Approved (Tier 4 manager or above)</b>		<b>Name</b>	