



Wildlife Act Authority (Marine animals declared to be wildlife)

Application form 9d

This application form is only for activities involving marine species declared to be animals (Schedule 7A Wildlife Act 1953) and therefore protected under the Wildlife Act 1953 (please note this does not include marine mammals).

This application is made pursuant to section 53; 54; 55 and/or 56 of the Wildlife Act 1953; and section 38 of the Conservation Act 1987 (where applicable); and section 11 of the Marine Reserves Act 1971 (where applicable).



Using this application form

! Application checklist

Completing the application



Save – You can save this application form to your digital device and edit or fill it in your own time.



Fill – You can fill this application digitally using Microsoft word.



Print – You can print this application form and fill it manually, or you can fill it digitally, then print it.



Submit – This application form can be submitted by email or by post.



Email – Email your application and all the required labelled attachments to: permissions@doc.govt.nz



Post – Post your application and all the required labelled attachments to:
Statutory Process Team
Private Bag 3072
Hamilton 3240

Have you included labelled attachments as required for your activities (including maps, testimonials, and consultations)?

Have you read the section regarding liability of the applicant for payment of fees?

Have you checked if your application requires a CITES permit or EPA application and included these as applicable?

Have you signed your application (digitally or manually)?

Navigation



Hints – Use the links through the hints column on the right hand side of the application form



Scroll – Simply use your mouse or keyboard arrows to scroll through the document page-by-page.

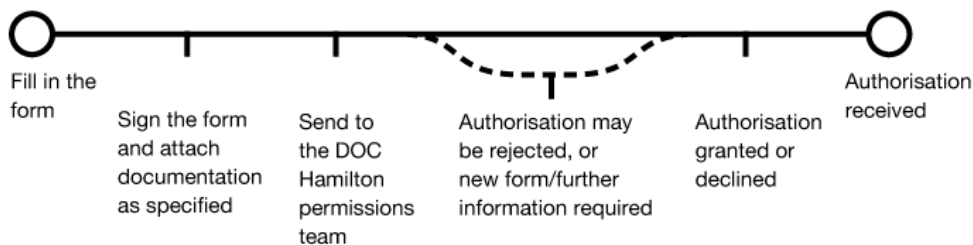


Before you start

! Please complete the relevant [application form](#).

If the activity is to take place within a Marine Reserve you will also need authorisation under the Marine Reserves Act – Please note that a minimum of 2 months notice is required before undertaking your approved activity.

Process



! An application is deemed complete when all information requested has been received.

Applications for proposals of activities are categorised as either standard or complex proposals:

! Please see also the [fees](#) section.

- Standard proposals are those activities that are likely to have little or no significant effect on conservation values. See the fee section for information on what fees are likely to apply.
- Complex proposals are those activities likely to have more significant effects, and therefore require careful consideration. See the fee section below for information on what fees are likely to apply.

Contact

Statutory Process Team
Private Bag 3072
Hamilton 3240

+64 27 308 8958
permissions@doc.govt.nz

! It is strongly advised that you contact DOC for advice and assistance on the application process before completing this form.



Section A | Applicant details

Full name (registered company, institute, organisation, or individual)

! Enter your details in the white fields.

Legal status of applicant:

Individual Trust Registered company

Research institute

Other (specify)

! Please attach a copy of Trust Deed

Registration number (if company, trust or incorporated society)

Trading name (if different from applicant name)

Any previous Authorisations held? Yes No

If yes, please provide Authority number

Postal address

Street address (if different from postal)

! You must provide a New Zealand address for service.

Registered office of company or incorporated society (if applicable)

Phone

Website

Contact person and role

Phone

Mobile

Email

! Please fill these three fields for your company contact person or if you are applying as an individual.

Section B | Activities Applied For



1. SPECIES NAME AND THREAT CLASSIFICATION

Please tick the species to which your application applies and note the threat classification (if species is listed) of all protected wildlife species for which authorisation is sought

! Threat classifications can be found on the DOC website - [New Zealand Threat Classification System Lists.](#)

List of species	Threat Classification	✓
Black corals (all species in the order Antipatharia)		<input type="checkbox"/>
Gorgonian corals (all species in the order Gorgonacea)		<input type="checkbox"/>
Stony corals (all species in the order Scleractinia)		<input type="checkbox"/>
Hydrocorals (all species in the family Stylasteridae)		<input type="checkbox"/>
Basking shark (<i>Cetorhinus maximus</i>)		<input type="checkbox"/>
Deepwater nurse shark (<i>Odontaspis ferox</i>)		<input type="checkbox"/>
White pointer shark (<i>Carcharodon carcharias</i>)		<input type="checkbox"/>
Whale shark (<i>Rhincodon typus</i>)		<input type="checkbox"/>
Manta ray (<i>Manta birostris</i>)		<input type="checkbox"/>
Spinetail devil ray (spinetail mobula) (<i>Mobula japonica</i>)		<input type="checkbox"/>
Giant grouper (Queensland grouper) (<i>Epinephelus lanceolatus</i>)		<input type="checkbox"/>
Spotted black grouper (<i>Epinephelus daemeli</i>)		<input type="checkbox"/>



Section B (continued) | Activities Applied For

2. ACTIVITY

2.1. Actions to be undertaken

Please tick **all** the actions that are applicable to the activity you wish to carry out.

Activity	✓
Catch and handle wildlife	<input type="checkbox"/>
Take samples from wildlife once caught	<input type="checkbox"/>
Take or destroy the eggs of wildlife	<input type="checkbox"/>
Mark – band, tag or attach other scientific apparatus (except bands) to wildlife	<input type="checkbox"/>
Catch and temporarily hold wildlife in captivity (for less than 3 months)	<input type="checkbox"/>
Hold wildlife in permanent captivity, if already held in captivity	<input type="checkbox"/>
Transfer captive animals from one holding facility to another facility	<input type="checkbox"/>
Export living animals and/or their live eggs *	<input type="checkbox"/>
Export dead specimens and/or their parts *	<input type="checkbox"/>
Kill wildlife	<input type="checkbox"/>
Hunt, disturb, kill or catch alive protected wildlife that are causing damage (under section 54 of the Wildlife Act).	<input type="checkbox"/>
Hold dead specimen/s or parts	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>

! * Please note:
Approval may also
be required under
the Trade of
Endangered
Species Act 1989



Section B (continued) | Activities Applied For

2.2. Purpose

Please tick or specify the purpose of the activity.

Purpose	
Traditional/cultural use	<input type="checkbox"/>
Species management	<input type="checkbox"/>
Rehabilitation of sick/injured/orphaned animals	<input type="checkbox"/>
Research	<input type="checkbox"/>
Education	<input type="checkbox"/>
Museum display/collection	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>

✓

2.3. Overview of the activity

Please briefly explain, provide an overview of the purpose of the activity here.

! Please attach a copy of your proposal to this form and label Attachment B2.3

3. TERM AND TIMEFRAMES OF THE AUTHORISATION

3.1. Term.

Authorisations will be granted for a limited term. Please specify the start and end dates that you want your proposed authorisation to cover and explain why this term is sought eg "10 years" or "July 2015 – March 2015"

! See Authorisations and Special Conditions [for your information.](#)

Length of term:

Reason:

Note: If you apply for more than ten years, processing may take longer as long term impacts need to be assessed and there may be additional legal requirements.



Section B (continued) | Activities Applied For

3.2. Timeframes.

Please state, as accurately as you can, when the activity is proposed to take place (e.g. “during breeding season June – July 2014 and 2015”). If you can, please list specific dates (e.g. “June 22, July 14” etc). Please tick or specify the purpose of the activity.

4. NUMBER TO BE CAUGHT, HELD OR KILLED

Where possible, please state:

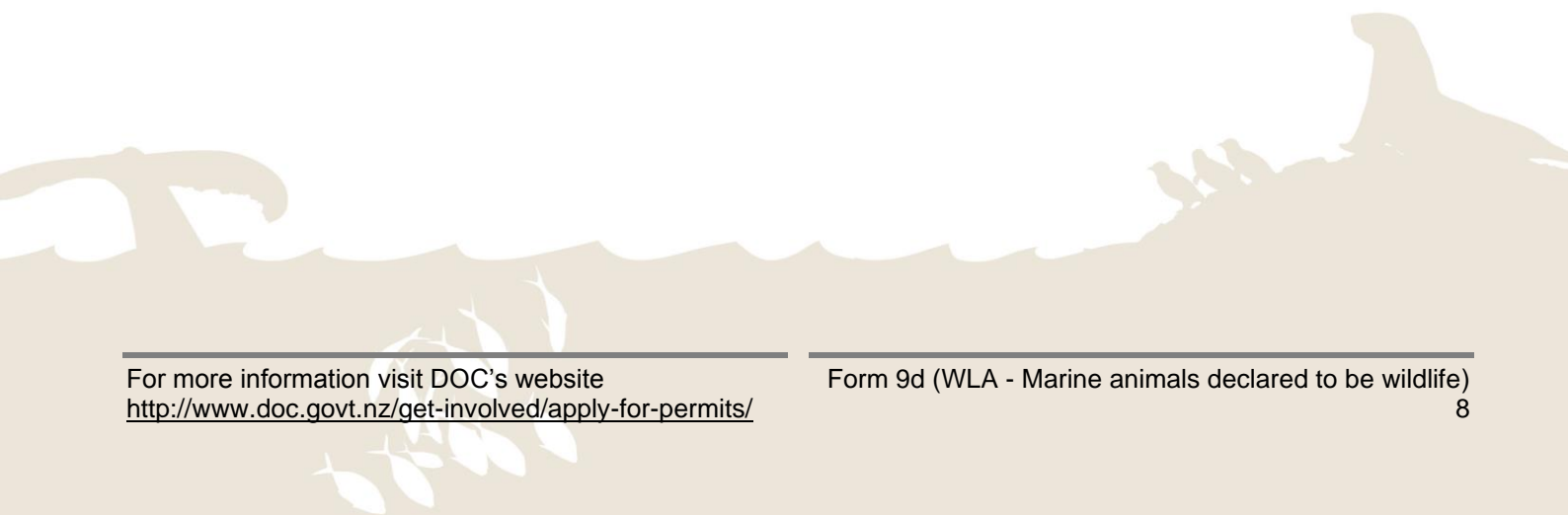
- (i) the target number of individuals of each species of protected wildlife to be caught, held or killed as far as applicable to your activity; and
- (ii) what proportion of the local and global species population you estimate would be affected by your activity.

! If your application is not to catch, hold or kill a live animal (i.e. you are applying to hold dead specimens) please go to [Question 10](#).

Species	Number / Proportion of population and species

5. METHOD/S

Please describe the methods to be used to safely, efficiently and humanely catch, hold or kill the animals. Please identify relevant animal ethics processes to be used.





Section B (continued) | Activities Applied For

6. TISSUE SAMPLES TO BE COLLECTED

! If no tissue samples are to be collected please go to [Question 7](#).

6.1. Samples, Amounts and Methods

Please complete this section if tissue samples would be taken from the animals. List exactly what samples would be taken (e.g. blood, DNA etc) and the method/s to be used, including amounts to be taken (if known).

Sample	Method	Amount
1.		
2.		
3.		
4.		
5.		

6.2. Purpose for taking tissue samples

6.2.1. Please state the purpose for which the tissue samples would be taken (e.g. taxonomic purposes, genetic modification, disease screening etc) and whether or not they would be sent overseas.

Purpose

Sending overseas: Yes No if you answered **Yes** please go to 6.2.2 otherwise got to 6.2.3

6.2.2. Please state where it is proposed to send and store the samples. Please be aware that a CITES permit may also be necessary – please confirm on the DOC website www.doc.govt.nz/about-doc/role/international/endangered-species/permits/

Overseas facility address:



Section B (continued) | Activities Applied For

6.2.3. If it is proposed to take samples for the purpose of genetic modification please attach your Environmental Risk Management Authority (ERMA) application and label it **Attachment B 6.2.**

! Please attach ERMA application and label it **Attachment B 6.2.**

7. MARKING / BANDING / TAGGING ETC

If you are marking wildlife with any other mark than a band please complete this section. Describe the type of marking to be used and details of the method to be used to attach it, to ensure the animal's/ animals' health and safety.

Mark / tag apparatus to be fitted

Method

Mark / tag apparatus to be fitted	Method

! If you are not marking, banding or tagging animals please go to [Question 8.](#)

8. LOCATION INFORMATION

8.1. Wild

State the area/s in which the activity will be carried out and why the site/s is the best option, please use NZTM GPS coordinates where possible. For specific sites please include a map (and GPS co-ordinates if available), and label it **Attachment B8.1.**

! If the activity does not involve animals in the wild please go to [Question 8.2.](#)

! Use [DOCgis](#) to view Conservation Land.

! Please include a map (and GPS co-ordinates if available, and label it **Attachment B 8.1.**





Section B (continued) | Activities Applied For

8.2. Captive

Please fill in this section if the activity involves live animal/s; specimen/s; or sample/s which are already in captivity. Fill in the following information for the person from whom the species/specimen/sample is to be obtained – NOTE: this person must also have an authorisation under the Wildlife Act

Name:

DOC authorisation number and expiry date:

Address:

! If the activity does not involve animals already captive please ensure you have answered [Question 8.1.](#) Then go on to [Question 11.](#)

9. HOLDING LIVE ANIMALS

Please fill in this section if you currently hold animals in captivity and wish to continue to do so; or you wish to receive animals held in captivity at another facility; or you wish to hold animals for fewer than 3 months for rehabilitation.

9.1. Captive Management Programme

Indicate whether you are part of a co-ordinated Captive Management Programme for the species:

Yes

No

If yes, state the name of the DOC Captive Co-ordinator and whether or not he/she supports this application (attach written proof of that support and label it **Attachment B9.1**):

Co-ordinator's Name:

Supports application:

Yes

No

! If you are not applying to hold live animals in captivity please go to [Question 10.](#)

9.2. Holding Site

Provide a detailed description of the holding facility/cage including dimensions.

Holding site/address:

Description of facilities:

! The applicant must meet the requirements of the DOC Captive Management SOP (available [here](#)) and the facility must meet the requirements of the husbandry manual for the species, where one exists.



Section B (continued) | Activities Applied For

10. HOLDING DEAD SPECIMEN/S OR PARTS

10.1. Purpose

Describe what the specimen/parts will be used for (e.g. museum collection).

10.2. Location

Please state the address of the facility where the specimen/part will be held and how it will be looked after and, if relevant, how it will be disposed of.

11. MANAGEMENT OF EFFECTS

Please list all actual and potential adverse (or positive) effects of the proposed activity at the activity site, including effects on the target species, other indigenous species and the ecosystems at the site. Where adverse effects are identified please state what methods will be used to manage those effects.

Effect

Method to manage:

! If you are not applying to hold dead specimens or parts of them please go to [Question 11](#).


! If you are applying to hold dead specimens or parts of them please go to [Section C](#).





Section C | Applicant skills and experience

Please provide relevant information about your ability to carry out the proposed activity (e.g. details of previous authorisations, membership of professional organisations and relevant qualifications and experience). List the full names of all individuals who would be involved in the activity.

 Please attach details and label as Attachment C.

All individuals involved in activity

Full Names

Has the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application Yes No been convicted of any offence?

If yes please provide details:

Does the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application Yes No have any current criminal charges pending before the court?

If yes please provide details:

Section D | Consultation



Many applications require consultation with tāngata whenua (local Māori), and other interested parties. Please attach proof and details of all consultation, including with hapū or iwi, to this application and label as attachment D1.

Please attach any additional written expert views, advice or opinions you have obtained concerning your proposal to support the application and label them attachment D2.

! If you are unsure of any consultation requirements for your proposal, please see the [iwi consultation section](#) or contact your [local DOC Partnerships office](#) to discuss what is required.



Section E | Fees

Please note

This section only applies to applications with a commercial focus – which will include applications from registered companies. The Department does not charge fees for non-commercial Wildlife Act authorisations.

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 an application from applicants regardless of whether the application is approved or declined. If at any stage an application is withdrawn, the Department will invoice the applicant for the costs incurred by the Department up to that point.

Standard application fee

The estimated standard application fee is **\$400 +GST**.

This covers most applications. However if your application is likely to have significant effects, is novel, or spans multiple DOC regions, it will require more careful consideration and may take up to 6 weeks to process and cost approximately **\$800 +GST**.

Particularly complex applications may incur further costs – you will be sent an estimate of costs in this situation. We will contact you to advise if the fee is more than the estimated standard cost. 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.

Paying fees

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.

Please select your method of payment below.

- I have attached a cheque
- I have direct credited the DOC account

Please use the Applicant name and permission number (which the permissions team will give to you) as the references.

Department of Conservation
Westpac Bank
Account number: 03 0049 0002808 00

- I do not intend to pay the fees at the time of applying and/or I require an invoice for payment
- I have a purchase order/number from an organisation registered with DOC

! If you are making an application for non-commercial activity, [proceed to declaration](#).

! 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.

! If you are applying from outside New Zealand we can process a credit card payment – please [contact us](#) to request this procedure.




Section E (continued) | Fees

Fee waivers and reductions

The Director-General has discretion to reduce or waive processing fees. You may apply for a fee waiver or reduction if you can provide information to the permissions team about how your application meets at least one of the following criteria.

- The activity will make a direct contribution to management
- The activity will support or contribute to the Department's priority outcomes – stated in the Department's 2013 – 2017 Statement of Intent
- There will be other non-commercial public benefits from the activities covered by the authorisation (if approved)
- Activity covered by the authorisation (other than research, collection or educational activities) will make a contribution to the management of, or the public interest in, the lands that are covered by the authorisation

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.

 View the Department's 2013 – 2017 Statement of Intent [here](#) for the priority outcomes.

Terms and conditions: Account with the Department of Conservation

Have you held an account with the Department before?

Yes

No

If **yes**, under what name?

Terms and conditions: Account with the Department of Conservation

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.

Section E (continued) | Fees



Reduction in fees for exceeding processing timeframe

If the Department fails to meet its own processing timeframes the estimate of 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.

Additional Fees

You may also be required to pay additional fees. These may include:

- Annual management fee to cover administration time; and/or
- Monitoring fee to cover the cost of monitoring the effects of your activity.

! Please [contact the Permissions team](#) to discuss whether these fees apply.



Section G | 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.

Signature (applicant)

Date (dd/mm/yyyy)

! An Authorisation may be varied or revoked if the information given in this application contains inaccuracies.

This application is made pursuant to Section/s 41(1)(g), 53; 54; 55; and/or 56 of the Wildlife Act 1953 [and (where applicable) Section/s 22; 49; 50; 51; 57; and/or 59 of the Reserves Act 1977; and/or Section/s 5; 13; 14(3) of the National Parks Act 1980; and/or 38 of the Conservation Act].

Applicants should familiarise themselves with the relevant provisions of the Wildlife Act 1953, the Conservation Act 1987, the Reserves Act 1977 and the National Parks Act 1980 relating to authorisations.

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 may require that some or all information in this application be publicly released.

For Departmental use

Credit check undertaken?

 Yes No

Comments

Signed

Name

Approved

Name

! Approval is to be by a Tier 4 Manager or above.