



Department of
Conservation
Te Papa Atawhai

Wildlife Act Authority

Export live/dead wildlife or parts thereof

Application form 9f

This application form is only for the activity to **Export live/dead wildlife or parts thereof** under the Wildlife Act 1953 (which does not include marine mammals).



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.

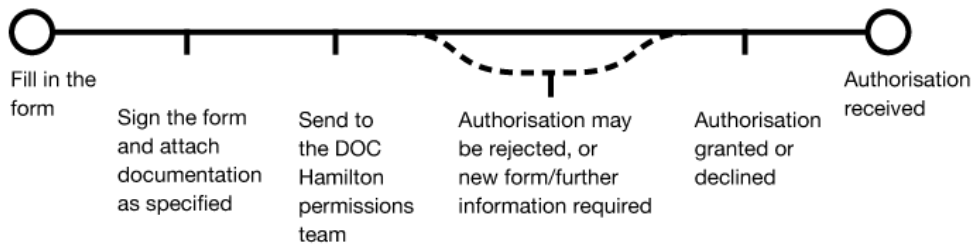
Before you start

You will need to attach evidence of your current Wildlife Act Authorisation.



! Please take the timeframes below into consideration when submitting your application

Process



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

! Any amendments requested after lodgement may require a new application to be completed resulting in a delay of processing of your application

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

- 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.

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

Consultation

- Consultation is required on most applications. In general iwi have 20 working days to respond to DOC once we make a formal request. If there are considerable iwi values to consider they may request a further 20 working days to respond. If no response is received from iwi within the specified period DOC will continue to process your application, as we may be able to locate relevant information about their interests from other sources.

! For more information please see [iwi consultation section](#).

Contact

Statutory Process Team
Private Bag 3072
Hamilton 3240

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



Section A | Authority holder details



Full name of Authorised holder

! Please provide evidence of your Current Authorisation

Authorisation number

! Please update your address details if they have changed.

Postal address

Street address (if different from postal)

! You must provide a New Zealand address for service.

Phone

Website

Contact person

Role

Phone

Mobile

Email



Section B | Activities



1. Purpose for exporting?

Please provide a brief summary paragraph (100 words or less) here:

! Attach your proposal here and label as B.1

2. Name of the port, aerodrome, or other place from which export is desired?

3. Samples being sent overseas

3.1. Please state the name of the person to whom and where it is proposed to send and store the samples. Please be aware that a CITES permit may also be necessary.

! If you are unsure about needing a CITES permit, check/confirm [here](#) through the DOC website.

4. Authorisation term and activity timeframes

4.1. Authorisation term

Authorisations will be granted for a limited term. Please specify the start and end dates you would like your proposed authorisation to cover and explain why this term is sought. e.g. '10 years' or 'July 2015 – March 2015.'

Term:

Reason:

! If you apply for more than 10 years, processing may take longer as longer term impacts will need to be assessed and there may be additional legal requirements.

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

Section B (continued) | Activities



5. What is being exported?

Species name and threat classification

Please list the common and scientific name/s and threat classification of all protected species for which the authorisation is sought.

Common name	Scientific name	NZ threat classification	#Amount
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.

! A New Zealand classification system guide can be found [here](#) on the DOC website.

6. Will samples be destroyed overseas? Yes No

7. If not, would you agree to return the samples to the relevant Iwi if requested? Yes No

! Please contact your [local DOC Partnerships office](#) to discuss what is required.

Section E | 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 E.

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

! 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 F | 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.

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

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.

! 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.

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



Section F (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 F (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.