

From: [permissions](#)
To: [permissions](#)
Subject: FW: Application for Concession - Matata Cemetery Reserve, Awakaponga
Date: Tuesday, 10 August 2021 9:12:12 am
Attachments: [Re Awakaponga Water Treatment Plant Upgrade.msg](#)
[concession-application-3b-private-structures.pdf](#)
[Appendix 3 - Shed Elevations.pdf](#)
[Appendix 3 - Site Plan.pdf](#)
[Appendix 3 - Devan 30000l water tank.pdf](#)
[Awakaponga site photos.pdf](#)
[concession-application-applicant-info-1a.pdf](#)
[RE Application for Concession - Matata Cemetery Reserve Awakaponga.msg](#)

All info combined for capture

From: Tim Fergusson [REDACTED]
Sent: Thursday, 5 August 2021 2:55 pm
To: permissions <permissions@doc.govt.nz>
Subject: Application for Concession - Matata Cemetery Reserve, Awakaponga

Hi,

Please find attached an application for a concession to authorise the existing water treatment facility at 33 Braemar Road, Awakaponga (Matatā Cemetery Reserve) within the Whakatāne District.

The application also seeks to occupy an additional land area to enable an upgrade to the existing facility.

Iwi consultation is currently underway with the following groups.

Ngāti Awa

Ngāti Tūwharetoa (Tūwharetoa ki Kawerau)

Ngāti Rangitahi

Iramoko Marae (Ngāti Awa Ki Te Awa o Te Atua - Te Tawera Hapū) (email confirming support is attached).

Please let me know if you have any questions or require any further information.

Tim Fergusson

CONSULTANT PROJECT PLANNER

KAIARATAKI WAITARA

WHAKATĀNE DISTRICT COUNCIL

M
E

[REDACTED] [W whakatane.govt.nz](mailto:permissions@doc.govt.nz)
Commerce Street, Private Bag 1002, Whakatāne 3158, New Zealand

From: [REDACTED]
To: [Tim Fergusson](#)
Subject: Re: Awakaponga Water Treatment Plant Upgrade
Date: Thursday, 29 July 2021 2:44:02 pm

Kia ora Tim

Thanks for the email to consult with us as mana whenua of the region.

I have read the content, reports and diagrams and as the Chairman of Te Tawera hapū, Iramoko marae, Ngāti Awa Ki Te Awa o Te Atua we fully endorse this application in regards to the Matatā wastewater treatment.

If you require further consultation please let me know. I wish you all the success and a favorable outcome for people of Matatā and Manawahe.

Naku noa Pouroto

On Thu, 29 Jul 2021, 9:45 am Tim Fergusson, [REDACTED] >
wrote:

Kia ora Pouroto

The Whakatāne District Council is currently undertaking works to upgrade the existing water treatment facility next to the Awakaponga Hall at the intersection of Braemar Road and Caverhill Road. This is part of a wider project to upgrade the Matatā water supply to comply with Ministry of Health Drinking Water Standards. The Awakaponga facility is part of the Matatā water treatment system, but also provide supply for the hall, the Awakaponga motorcross site, the cemetery and a local residence nearby.

The proposed works involve the construction of a small 15m² shed and 30,000 litre water tank next to the existing buildings. The proposed buildings will be closer to the boundary with Braemar Road than the 25m setback required by the District Plan and therefore resource consent is required for the front yard encroachment. In addition, the water treatment facility is located on reserve land (Local Purpose Reserve (Matatā Cemetery)) which is administered by the Department of Conservation. A concession is required to occupy the land on which the facility is located.

Please find attached a copy of the resource consent application, including plans of the proposed buildings.

Prior to lodging the resource consent and concession applications, we would like to seek the views of tangata whenua on the proposal. Feel free to contact me if you require any further information.

Ngā mihi

Tim

Tim Fergusson

CONSULTANT PROJECT PLANNER

KAIARATAKI WAITARA

WHAKATĀNE DISTRICT COUNCIL

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E

W whakatane.govt.nz
Commerce Street, Private Bag 1002, Whakatāne 3158, New Zealand



The Department recommends that you contact the Department of Conservation Office closest to where the activity is proposed to discuss the application prior to completing the application forms. 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 is to be used when the proposed activity is the building or use of any private or commercial facility or structure on public conservation land managed by the Department of Conservation. Examples may include lease of land to erect an information centre; authorisation to erect a weather station; or construct or lease a private/commercial campground or lodge. This form is to be completed in conjunction with either Applicant Information Form 1a (longer term concession) or Applicant Information Form 1b (one-off concession) as appropriate.

Please complete this application form, attach Form 1a or Form 1b, and any other applicable forms and information and send to permissions@doc.govt.nz. The Department will process the application and issue a concession if it is satisfied that the application meets all the requirements for granting a concession under the Conservation Act 1987.

If you require extra space for answering please attach and label according to the relevant section.

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, please use NZTM GPS coordinates where possible, what you intend to use the building for, whether you intend to make any changes to the infrastructure.

Please include the name and status of the public conservation land, the size of the area for which you are applying and why this area has been chosen.

If necessary, attach further information including a map, a detailed site plan and drawings of proposal and label Attachment 3b:A.

Additional land is required to upgrade the existing water treatment facility at 33 Braemar Road Awakaponga. The site adjoins the Matata Cemetery (s. 23 Local Purpose Reserve). The proposed upgrade requires the occupation of approximately 70m² of reserve land as identified on the plan attached as Attachment 3b:A.

B. Alternative sites considered

If your application is to **build, extend or add** to any permanent or temporary structures or facilities on public conservation land, please provide the following details:

- Could this structure or facility be reasonably located outside public conservation land? Provide details of other sites/areas considered.
- Could any potential adverse effects be significantly less (and/or different) in another conservation area or another part of the conservation area to which the application relates? Give details/reasons

The proposal will authorise the existing occupation of the reserve by the existing water treatment facility and provide for the proposed upgrade. The facility is strategically located to supply water to Matata as well as the neighbouring cemetery, motorcross track and neighbouring residents.

C. Larger area

Is the size of the area you are applying for **larger** than the structure/facility

YES / NO

If **yes**, please detail the size difference in the box below, and answer the following 3 questions, if **no** please go on to the next section:

The proposed building is approximately 10.5m² and the land area proposed to be occupied is 70m².

Is this necessary for safety or security purposes?

YES / NO

Is this necessary as an integral part of the activity?

YES / NO

Is this essential to carrying on the activity?

YES / NO

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:C.

The area proposed to be occupied by the facility is defined by the extent of the existing facility and a logical extension of existing fencelines. It is also necessary to exclude public access to the site to ensure the security of the treatment facility and protect the health and safety of public. The treatment plant includes the storage and use of hazardous substances (caustic soda).

D. Exclusive possession

Do you believe you need **exclusive possession** of the public conservation land on which your structure/building is located, ie no one else can use the land during your use of it? **YES / NO**
(Exclusive occupation requires a lease which requires public notification of the application)

If **yes**, please answer the following 3 questions, if no please go to the next section:

Is exclusive possession necessary to protect public safety? **YES / NO**

Is exclusive possession necessary to protect physical security of the activity? **YES / NO**

Is exclusive possession necessary for the competent operation of the activity? **YES / NO**

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:D.

Exclusive occupation of the water treatment facility is required to ensure the security of the plant and protect public health and safety.

E. Technical Specifications (for telecommunications sites only)

Frequencies on which the equipment is to operate

Power to be used (transmitter output)

Polarisation of the signal

Type of antennae

The likely portion of a 24 hour period that transmitting will occur

Heaviest period of use

F. Term

Please detail the length of the term sought (i.e. number of years or months) and why.

Note: An application for a concession for a period over 10 years must be publicly notified, an application for a concession up to 10 years will not be publicly notified unless the adverse effects of the activity are such that it is required, or if an exclusive interest in the land is required.

30 years with right of renewal for further 30 years.

G. Bulk fuel storage

Under the Hazardous Substances and New Organisms Act 1996 (HSNO Act) 'Bulk fuel storage' is considered to be any single container, stationary or mobile, used or unused, that has a capacity in excess of 250 litres of Class 3 fuel types. This includes petrol, diesel, aviation gasoline, kerosene and Jet A1. For more information on Hazardous Substances, go to:

<http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996>

Do you intend to store fuel in bulk on the land as part of the activity?

YES / NO

If you have answered yes, then please provide full details of how and where you intend to store the fuel, and label any attachments including plans, maps and/or photographs as Attachment 3b:G. If your concession application is approved you will be required to provide a copy of your HSNO compliance certification to the Department before you begin the activity.

H. Environmental Impact Assessment

This section is one of the most important factors that will determine the Department’s decision on the application. Please answer in detail.

In column 1 please list all the locations of your proposal, please use NZTM GPS coordinates where possible. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects noted in column 3. Please add extra information or supporting evidence as necessary and label Attachment 3b:H.

Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

Location on public conservation land	Special feature or value	Potential effects of your activity on the feature or value (positive or adverse)	Methods to remedy, mitigate or avoid any adverse effects identified
<i>EG: Tararua Forest Park</i>	<i>Northern rata - threatened species</i>	<i>Damage to the plants by construction</i>	<i>Brief construction and maintenance staff of the location and importance of the species; clearly tape off areas with the species to avoid damage</i>
Matata Cemetery Reserve	Local purpose reserve (cemetery). No significant environmental values.	None identified. Affected land is well separated from cemetery.	Affected area is grassed reserve. Site will be fenced off from reserve prior to construction commencing. Cemetery access is from Braemar Road and is unaffected by existing treatment facility and proposed upgrade.

I. Other

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

Attachment 3a:l 1 - Site Photos

Attachment 3a:l 2 - Project Overview

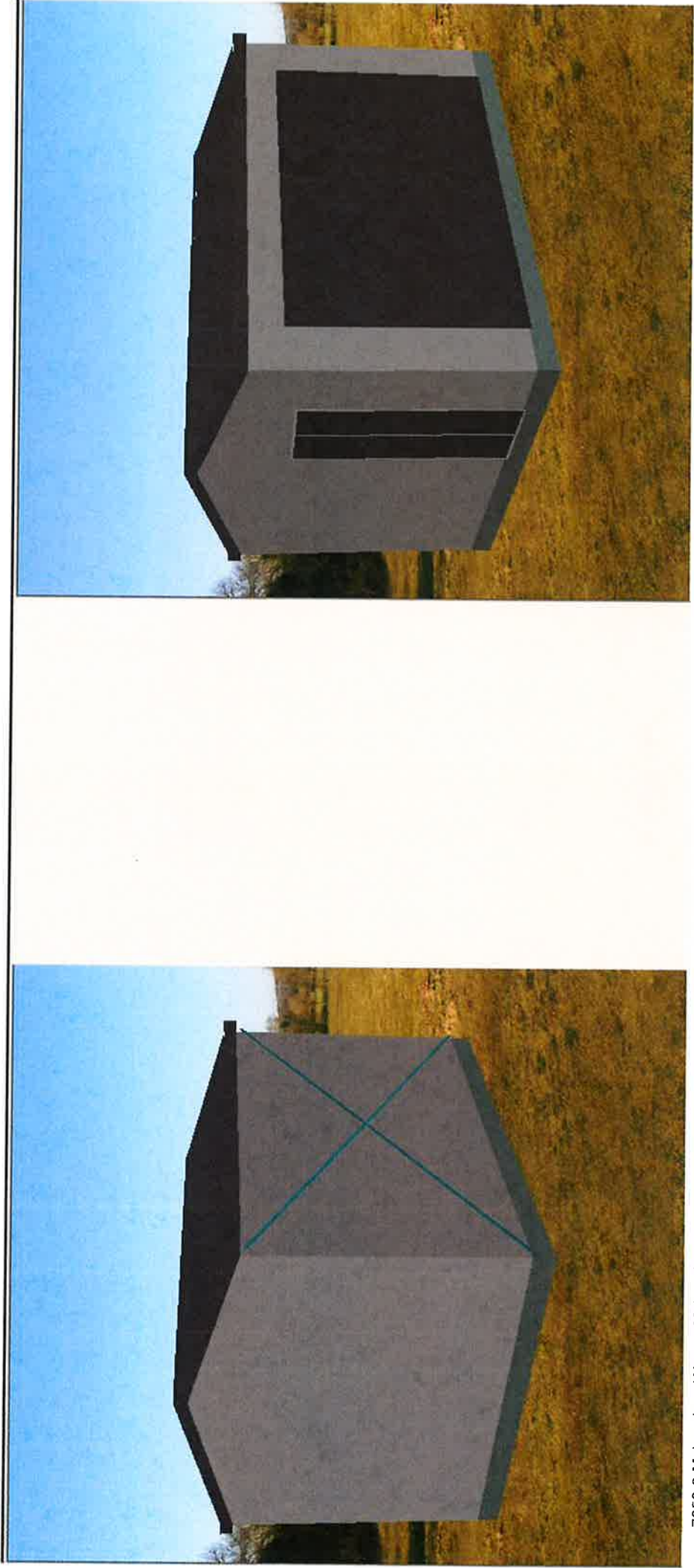
3D Model

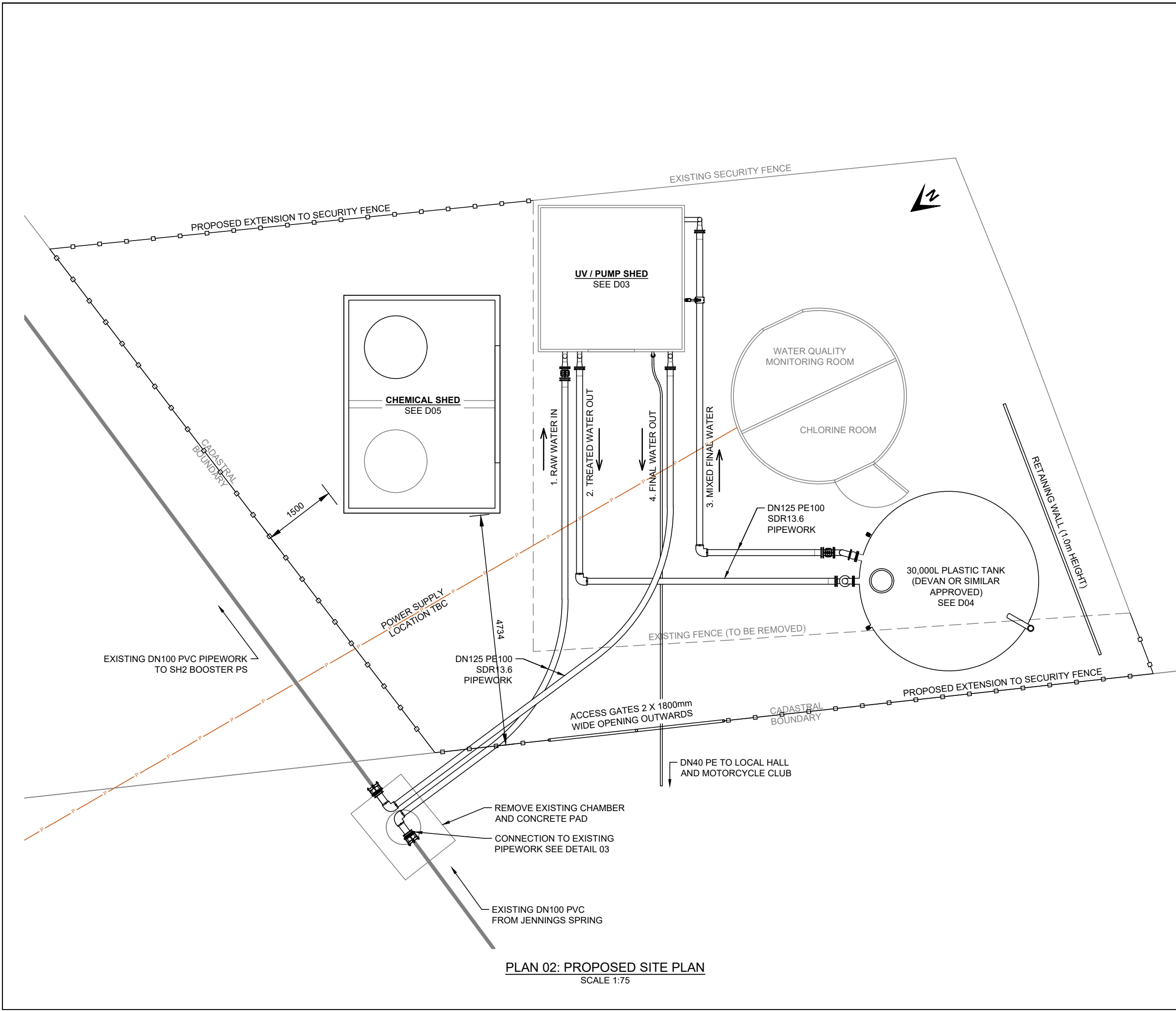
Customer : Warren Mckenzie
Site Address : Matata
Suburb : Matata
City : NZ
State :

Project : 7059-0-Mckenzie
Lot on RP :
Parish :
County :
Wind Speed : W41N:N3

These drawings are to be read in conjunction with
Shed Boss standard structural detail drawings.
Use figured dimensions only.

Note! Drawing is NOT TO SCALE





PLAN 02: PROPOSED SITE PLAN
SCALE 1:75

- GENERAL NOTES:
1. ALL MEASUREMENTS AND LEVELS TO BE VERIFIED BY THE CONTRACTOR ON-SITE AND APPROVED BY THE ENGINEER PRIOR TO CONSTRUCTION.
 2. THE LOCATION AND IDENTITY OF ANY SERVICES SHOWN ON THE DRAWINGS CANNOT BE GUARANTEED TO BE COMPLETED OF ACCURATE. ALL SERVICES ARE TO BE POSITIVELY IDENTIFIED ON SITE BEFORE CONSTRUCTION.
 3. TRENCH DETAILS & REINSTATEMENT TO BE IN ACCORDANCE WITH WDC ECoP STANDARD DRAWING R31.
 4. TEST PRESSURE IS 500 KPA.
 5. FLANGES TO COMPLY WITH AS/NZS 4087:2011 PN16. ALL FLANGE GASKETS TO COMPLY WITH WSA 109. ALL DRESS SETS TO BE SS 316.
 6. ALL THREADED FITTINGS TO BE BSP THREADS AND SOCKETS.
 7. ALL BELOW GROUND STEEL PIPEWORK AND FLANGED CONNECTIONS TO BE DENSO WRAPPED EXCEPT WHERE IN CONTACT WITH PE PIPEWORK.
 8. BEND RADIUS OF PE PIPE TO BE MINIMUM 40XOD.

B	Issued for Review	Jun 2021
A	Issued for Review	Apr 2021
Revision		Date
Designed, Drawn and Approved by Warren McKenzie		
Status:	REVIEW ISSUE	

Prepared by



Warren McKenzie CONSULTING LTD
SERVICE | QUALITY | INTEGRITY

Prepared for



WHAKATĀNE District Council
Kia Whakatāne au i ahau

Project
MATATA WATER SUPPLY UPGRADE

Title
WTP - PROPOSED WORKS

Scale	Project No.	Drawing No.	Revision
1:75	119	02	B



PROUDLY
MADE IN TAURANGA
SINCE 1992



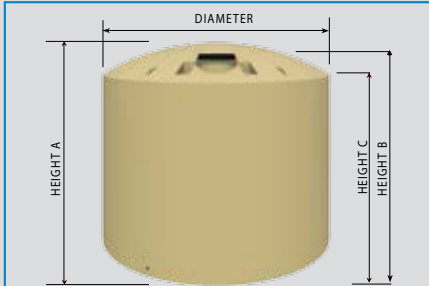
**Devan Tanks are developed,
designed and produced to the
highest standards for New Zealand
conditions.**

WHY CHOOSE DEVAN?

Devan pioneered New Zealand's first large volume plastic water tank with the first development starting in the late 1980's.

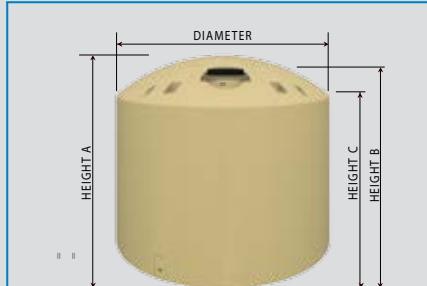
Since then Devan has gone on to develop a full range of water tanks, septic tanks, wastewater systems and key accessories to assist with all your water based needs.

Devan Tanks are only manufactured from the highest quality polyethylene which is ideally suited to our moulding technique giving long life and trouble free service.



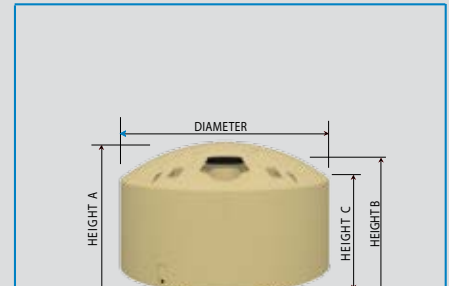
TT30 - 30,000 Litres

DIAMETER: 3.7 metres
HEIGHT A: 3.1 metres
HEIGHT B: 2.9 metres
HEIGHT C: 2.7 metres
WEIGHT: 475 kg
MANWAY: 435mm
OUTLETS: 2 x 50mm
THREAD: Brass BSP



TT25 - 25,000 Litres

DIAMETER: 3.5 metres
HEIGHT A: 3.0 metres
HEIGHT B: 2.8 metres
HEIGHT C: 2.5 metres
WEIGHT: 375 kg
MANWAY: 435mm
OUTLETS: 2 x 50mm
THREAD: Brass BSP



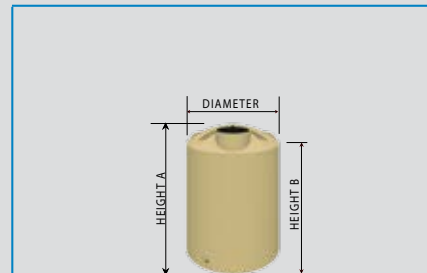
TT15 - 15,000 Litres

DIAMETER: 3.5 metres
HEIGHT A: 2.0 metres
HEIGHT B: 1.8 metres
HEIGHT C: 1.6 metres
WEIGHT: 250 kg
MANWAY: 435mm
OUTLETS: 2 x 50mm
THREAD: Brass BSP



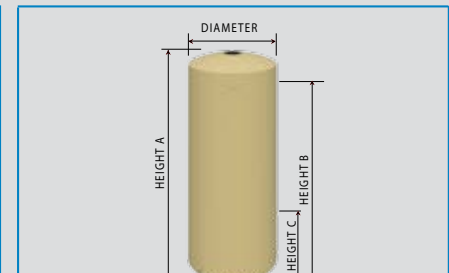
TT03 - 3,500 Litres

DIAMETER: 2.0 metres
HEIGHT A: 1.3 metres
HEIGHT B: 1.1 metres
WEIGHT: 65 kg
MANWAY: 383mm
OUTLETS: 1 x 50mm
THREAD: Brass BSP



TT02 - 2,000 Litres

DIAMETER: 1.4 metres
HEIGHT A: 1.8 metres
HEIGHT B: 1.6 metres
WEIGHT: 50 kg
MANWAY: 383mm
OUTLETS: 1 x 50mm
THREAD: Brass BSP



TT01 - 1,000 Litres

DIAMETER: 0.87 metres
HEIGHT A: 2.0 metres
HEIGHT B: 1.8 metres
HEIGHT C: 0.4 metres
WEIGHT: 35 kg
MANWAY: 150mm
OUTLETS: 2x50mm & 2x15mm
THREAD: Brass BSP

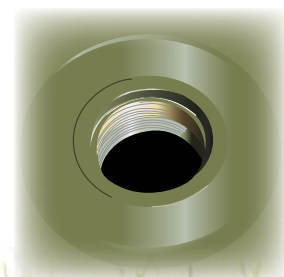
OUR 20 YEAR GUARANTEE

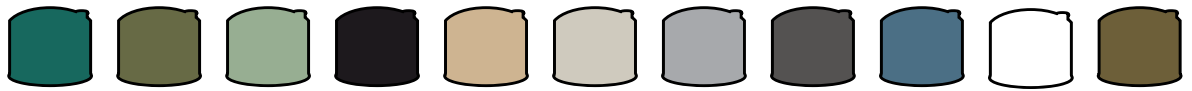
Devan Tanks offers a no nonsense 20 year guarantee on all our domestic water tanks. Our tanks are manufactured to the highest standards utilising advanced technology and production procedures. Full installation guides are available to ensure your installation meets the warranty conditions.



MOULDED OUTLETS

Devan Tanks are the only tank that comes with brass (or stainless steel) moulded in outlets. Having metal outlets allows for an easy plumb that is solid and eliminates any risk of cross threading. Better yet, our big tanks come with two of them as standard!





Devan Colours

Dark Green	Olive Green	Mist Green	Black	Beige	Birch Grey	Light Grey	Slate Grey	Mountain Blue	White	Clay Brown
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Colorsteel Colours

Perma-ment Green	Karaka	Mist Green	Ebony	Desert Sand	Cloud	Gull Grey	Iron Sand	Denim Blue	White	Lignite
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Please note that the colours represented above are the best match possible within screen and printing variations. Colorsteel colours are a guide only not colour matches.

TT10 - 10,000 Litres

DIAMETER: 2.5 metres
HEIGHT A: 2.6 metres
HEIGHT B: 2.2 metres

WEIGHT: 225 kg
MANWAY: 435mm
OUTLETS: 2 x 50mm
THREAD: Brass BSP

TT05 - 5,500 Litres

DIAMETER: 1.9 metres
HEIGHT A: 2.3 metres
HEIGHT B: 2.0 metres

WEIGHT: 112.5 kg
MANWAY: 435mm
OUTLETS: 1 x 50mm
THREAD: Brass BSP

TT04 - 4,000 Litres

DIAMETER: 1.7 metres
HEIGHT A: 1.9 metres
HEIGHT B: 1.8 metres

WEIGHT: 75 kg
MANWAY: 383mm
OUTLETS: 1 x 50mm
THREAD: Brass BSP

TT007 - 750 Litres

LENGTH: 1.3 metres
HEIGHT: 1.0 metres
DIAMETER: 0.9 metres

WEIGHT: 30 kg
MANWAY: 435mm

TT006 - 600 Litres

DIAMETER: 0.86 metres
HEIGHT A: 1.2 metres
HEIGHT B: 1.1 metres

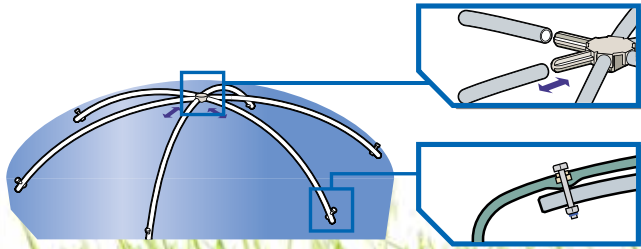
WEIGHT: 20 kg
MANWAY: 190mm
OUTLET: 1 x 50mm
THREAD: Brass BSP

FREE DELIVERY
 ALL SIZES WITHIN NORTH ISLAND



CERTIFIED MATERIAL

Devan Tanks are manufactured from the highest quality food grade polyethylene which is ideally suited to our moulding technique giving long life and trouble free service. Polyethylene cannot rot or corrode, and is ultra violet stabilised for New Zealand's harsh environmental conditions. It will not leach or taint your drinking water.



SUPER-STRONG DOME

The unique Devan Spaceframe provides for maximum strength in the dome of your tank which means it won't pop in when you are installing or servicing your tank nor will extreme snow loading have an effect. (Large tanks only)

ACCESSORIES

Devan have carefully selected a few key accessories to assist with your water collection, storage and use needs. Give some thought to what you may need to go with your tank and talk to one of the friendly team when ordering.



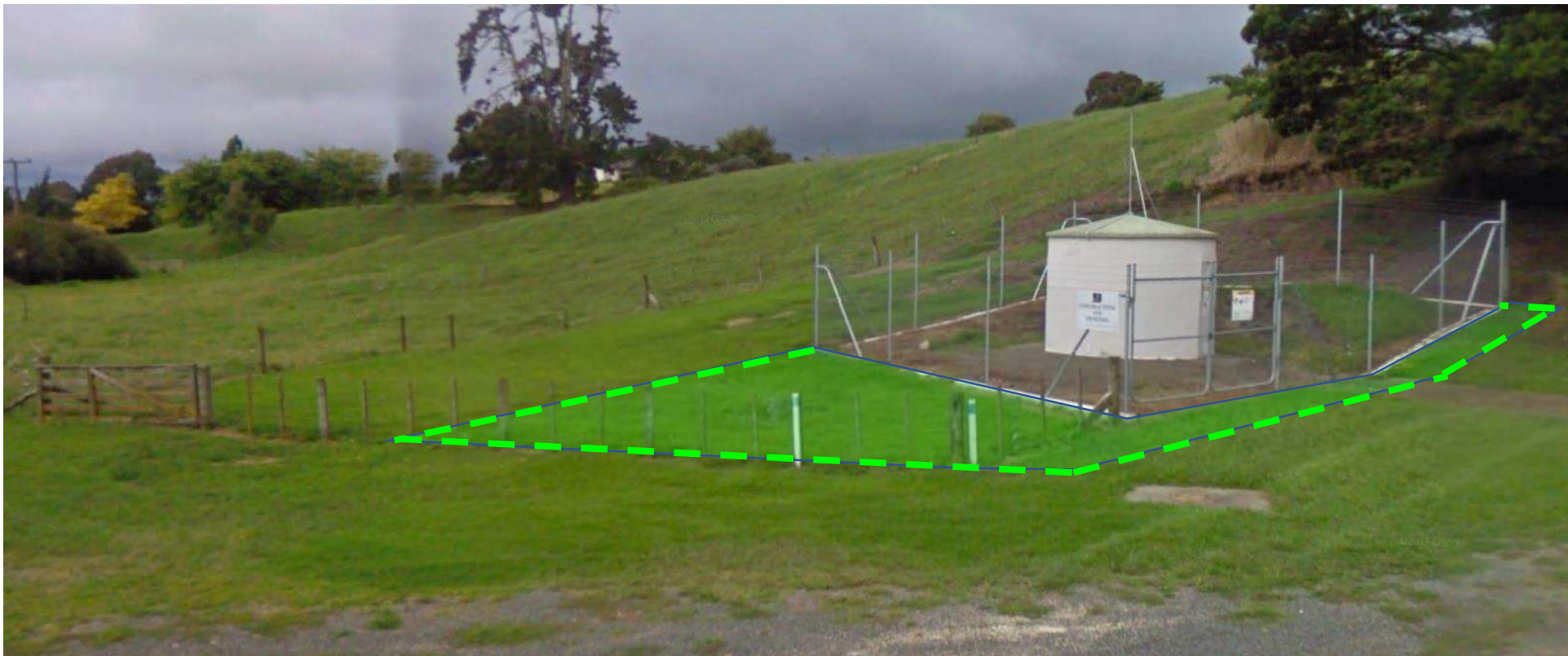
- First flush diverters
- Leaf/debris diverters
- Level indicators/gauges
- Plumbing kits
- Water pumps
- Pump Covers
- Uniseals
- UV systems
- Overflow kits
- Tank vents
- Float valves
- Connector kits



Tauranga Factory & Sales
PO Box 2602
125 Birch Avenue
Tauranga
Phone: 07 578 8726
Free Phone: 0800 338 268
Email: tauranga@devan.co.nz

Buy online or find more information @ www.devan.co.nz

Matatā Water Supply Upgrade – Proposed Changes to WTP Parcel / Boundary



Line dashed green is a proposed extension to the existing security fence. Note: this image was sourced from Google Street View – the existing infrastructure looks a bit different now – see second marked up photo below.



Applicant Information Form 1a Notified or Non-notified Process



Department of
Conservation
Te Papa Atawhai

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

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 [DOC webpage for the activity you are applying](#)⁶ for.

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.

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?

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 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)	<input type="checkbox"/> Individual (Go to 1)	
	<input type="checkbox"/> Registered company (Go to 2)	<input type="checkbox"/> Trust (Go to 2)
	<input type="checkbox"/> Incorporated society (Go to 2)	<input checked="" type="checkbox"/> Other e.g. Educational institutes (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)		Whakatane District Council	
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)		Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)			
	Company phone	07 306 0500	Company website	www.whakatane.govt.nz
	Contact person and role		Jim Finlay - Manager Capital Projects	
	Phone	07 306 0500	Mobile phone	
	Email			
	Postal address	Private Bag 1002 Whakatane	Postcode	3158
	Street address (if different from postal address)	Civic Centre, Commerce St	Postcode	3120

B. Pre-application meeting

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

No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>

- If yes record the:

Date of DOC pre-application meeting	Email correspondence 10/06/21
Name of DOC staff member	Mike Jones
Name of person who had the pre-application meeting with DOC	Jim Finlay

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	<input type="checkbox"/>
Land use: Tenanting and/or using existing DOC facility/structure	3a	<input type="checkbox"/>
Land use: Use of public conservation land for private/commercial facility/structure	3b	<input checked="" type="checkbox"/>
Guiding/Tourism/Recreation: Watercraft activities	4b	<input type="checkbox"/>
Filming	5a	<input type="checkbox"/>
Sporting Events	6a	<input type="checkbox"/>
Marine reserves application form: Structure in a marine reserve	11a	<input type="checkbox"/>
Other activities (not covered in the above forms or in the new activity application forms that combine applicant and activity information)	7a	<input type="checkbox"/>

Note: If the activity is not in this list check the activity on the DOC website to find the correct application form or book a pre-application meeting. Application forms that combine applicant and activity information on the DOC website include:

- [Aircraft activities](#)⁸
- [Easements](#)⁹
- [Land based guiding](#)¹⁰

⁸ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

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

D. Are you applying for anything else?

Are you submitting any other application forms in relation to this application?

No

Yes

- If yes, state which application forms:

3b

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).

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
3b:A	Site Plan	PDF	Site Plan

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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
I have completed the activity application form .	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section F Attachments .	<input checked="" type="checkbox"/>
I will email permissions@doc.govt.nz my: <ul style="list-style-type: none"> • Completed applicant information form • Completed activity application form/s • Any other attachments. 	<input checked="" type="checkbox"/>

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	<input type="checkbox"/>
Yes	<input type="checkbox"/>
If 'yes' under what name	

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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	<input checked="" type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input checked="" type="checkbox"/>
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>

Typed applicant name/s		Date	05/08/21
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For Departmental use			
Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	

From: [Tim Fergusson](#)
To: [permissions](#)
Subject: RE: Application for Concession - Matata Cemetery Reserve, Awakaponga
Date: Tuesday, 10 August 2021 8:38:18 am
Attachments: [image001.jpg](#)
[concession-application-applicant-info-1a.pdf](#)

Morena Rhiannon

Apologies, it wasn't clear that a signature was required. Please find attached an updated form. Let me know if anything further is required.

Ngā mihi

Tim

From: permissions <permissions@doc.govt.nz>
Sent: Friday, 6 August 2021 8:56 AM
To: Tim Fergusson [REDACTED]
Subject: RE: Application for Concession - Matata Cemetery Reserve, Awakaponga

Kia Ora Tim

Unfortunately, we cannot accept the application for processing as the application is incomplete.

Reason for incompleteness: Application is unsigned

Please complete the terms and conditions on page 8 and include a signature/date. If you need assistance with your application, please contact the following depending on your type of application.

For one-off applications please contact the DOC office closest to where your activity is taking place [you can find a list of our district offices on the DOC website](#). If you are applying for a long term concession, wildlife or research and collection please contact the [appropriate shared services centre](#).

Your application will not be processed until we receive this required information. If you do not reply within *5 working days* providing ALL required information your application will be deemed incomplete and will be returned to you.

Ngā mihi nui,

Rhiannon Burger

Āpiha Hātepe Ture Āwhina | Statutory Processing Support Officer
Planning, Permissions and Land Unit
Kirikiriroa | Hamilton Office

Department of Conservation—*Te Papa Atawhai*
Conservation leadership for our nature *Tākina te hī, tiakina te hā, o te ao tūroa*
www.doc.govt.nz

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Kaupapa email signature banner

From: Tim Fergusson [REDACTED]
Sent: Thursday, 5 August 2021 2:55 pm
To: permissions <permissions@doc.govt.nz>
Subject: Application for Concession - Matata Cemetery Reserve, Awakaponga

Hi,

Please find attached an application for a concession to authorise the existing water treatment facility at 33 Braemar Road, Awakaponga (Matatā Cemetery Reserve) within the Whakatāne District. The application also seeks to occupy an additional land area to enable an upgrade to the existing facility.

Iwi consultation is currently underway with the following groups.

Ngāti Awa

Ngāti Tūwharetoa (Tūwharetoa ki Kawerau)

Ngāti Rangitahi

Iramoko Marae (Ngāti Awa Ki Te Awa o Te Atua - Te Tawera Hapū) (email confirming support is attached).

Please let me know if you have any questions or require any further information.

Tim Fergusson

CONSULTANT PROJECT PLANNER

KAIARATAKI WAITARA

WHAKATĀNE DISTRICT COUNCIL

M [REDACTED]
E [REDACTED] **W** whakatane.govt.nz
Commerce Street, Private Bag 1002, Whakatāne 3158, New Zealand

Caution - This message and accompanying data may contain information that is confidential or subject to legal privilege. If you are not the intended recipient you are notified that any use, dissemination, distribution or copying of this message or data is prohibited. If you received this email in error, please notify us immediately and erase all copies of the message and attachments. We apologise for the inconvenience. Thank you.