



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](mailto: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.

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### 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.

See Attachment Sheet.

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### 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

N/A.

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### 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:

Plan attached

This application is to formalise an existing lease agreement

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.

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## 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?

(Exclusive occupation requires a lease which requires public notification of the application)

YES /  NO

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.

The concession will be for exclusive use (a lease) of the building footprint as the boat club building is not open for public use at all times, as well as 'public use' (a licence to occupy) for the grounds (amenity area, carpark and boat ramp).

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## 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

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## 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.*

25 years would give stability to the club and allow for future planning

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## 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
EG: Tararua Forest Park	Northern rata - threatened species	Damage to the plants by construction	Brief construction and maintenance staff of the location and importance of the species; clearly tape off areas with the species to avoid damage

Foxton Harbour  
Improvements Reseuvre  
(Forest)

Please refer to attachment

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**I. Other**

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

## Attachments to DOC Concession Application Form3b

### Manawatu Marine Boating Club Inc. application

#### 3b A

The Manawatu Marine Boating Club's clubrooms and boat ramp are situated on the banks of the Manawatu River approximately 2km from the Manawatu River mouth. The area of land contains amenities which the public and our club members use i.e. wharf where public fish from, BBQ and boat ramp and boat washdown area.

The Club buildings contain a radio tower which is used for communicating with boats using the river and traversing the river bar out to sea. It is also the headquarters for co-ordinating Search and Rescue events. The Manawatu Coastguard facilities are also housed within the MMBC Building.

#### 3b H

##### **Environmental Impact Assessment**

The Manawatu Marine Boating Club have a structured approach to managing impacts in this coastal environment, which includes environmental considerations, as well as safety and sustainability.

Clear rules for boating and fishing are communicated to all users of this environment, both online through the Manawatu Marine Boating Club website, as well as on physical signage at the boat launch area.

This includes:

- New Zealand Maritime rules;
- Manawatu River Tributaries Boating and Safety Bylaws;
- National Code of Practice for Bar Crossings (applicable to the entrance of the estuary where it meets the Tasman Sea);
- Recreational Central Area Fishing Rules.

Additionally, the Coastguard Services for this waterbody are managed from the MMBC building, and the club aligns its overall delivery to incorporate the Coastguard activity.

This includes from time to time running educational courses jointly between MMBC and Coastguard.

This approach:

- Increases awareness of marine rules and regulations, and ensures that standards by individual boaties are upheld through practical delivery of educational programmes;
- Ensures the MMBC have a good understanding of any issues in this marine space as they engage with boaties in these forums.

Good instruction is also communicated online by MMBC of the requirements

- for navigating the Foxton Bar, including the communication channels and procedures that apply. This active management of a high risk area within the Estuary (and RAMSAR site), goes a long way to mitigating the risk of any environmental issues developing;

- as well as the MMBC Launching Ramp Speed Restrictions for boats (map included).

#### **Participation and influence within existing management structures:**

The MMBC are also represented in the Manawatu Estuary Management Team (MEMT) which meets 6 monthly to discuss overall management of the RAMSAR area which includes this part of the river where the MMBC building, the Foxton Beach wharf and boating slipway/launch area are located.

Involvement and participation in this MEMT group by the MMBC ensures that a two-way engagement occurs on an on-going basis:

- Marine boating issues in this estuary area are raised by MMBC and discussed with that wider group which includes all agencies (Horizons Regional Council (HRC), Department of Conservation (DOC), and Horowhenua District Council (HDC)), and a number of actively engaged local environmental and community groups. This can include reviews and engagements on various applicable bylaws, rules and regulations;
- Likewise, environmental factors that are raised in this MEMT forum are discussed in such a way as to consider all impacts on this marine space by this wider group, including boating activity on this river/estuary area. This ensures a practical approach, and one in which problem solving is undertaken through an array of skilled and experienced participants;
- Local iwi are also strongly represented in this MEMT group, and engage productively with this wider team.

At present, the MEMT is at the early stages of undertaking a series of workshops over the next 18 months, with the goal of collectively finalising two key strategic documents, being:

- The RAMSAR document (Manawatu Estuary Plan), which needs to be completed and submitted to the International Agency which administers that convention worldwide (DOC is the lead agency on this work);
- The Foxton Beach Coastal Reserves Management Plan (an HDC document).

Input through this wider team by representatives of the MMBC will ensure that marine activity related to this boat launch area under MMBC control will be fully aligned with the objectives being sought through the revision of both of these strategic documents. All this work also embraces the high values of the aquatic life in this space, and balances the biodiversity needs in the context of existing activities such as boating, as well as incorporating climate change adaption into future delivery.

#### **Use of MMBC membership network to drive consistency, standards and engagement about this marine environment**

The MMBC currently has 851 members, and regularly sends out communications to its membership list on a variety of matters including:

- Education;
- Imparting of critical or important information about the river;
- Communicating rule changes, or applicable consultations that the MMBC wishes to participate in;
- Current trends or impacts
- Driving consistency of behaviours and operational use of the river and the wharf area



This is a very good avenue for the club to ensure its membership are not only following best practice marine management, but also ensuring that its members show leadership in this community, given that recreational fishing and boating is a very popular pastime in this coastal township.

**The Boat ramp and launch area being a focal point for marine education, and risk mitigation:**

Existing signage is in place at the boat launch site regarding marine management of biosecurity risks, such as didymo etc. The signage helps to raise education on these matters, as well as providing practical guidance on minimising the risk of transfer of aquatic pests and weeds. A wash down area also supplements this risk mitigation approach.

Attachment 3b.c

