Department of Conservation
Te Papa Atawhai

Applicant Information Form 1a
Notified or Non-notified process

We recommend that you contact your usual permissions advisor, or the appropriate Department of Conservation Office to discuss the application prior to completing the application forms - see appendix for contact details.

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)
- ✓ Written consultations (if applicable)
- ✓ 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)
- ✓ Supporting information and detail including maps, site plans, building plans as required in activity forms. **Note some applications require GPS Co-ordinates**
- ✓ 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)	Sky Play Adventures Limited							
Legal Status of applicant (tick)	**Individual**		**Registered Company**	Yes	**Trust**		**Incorporated Society**	
Other (please specify full details)								
Please supply the company, trust or incorporated society registration number:	5910907							
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	PKF Carr and Stanton Ltd, 119 Queen Street East Hastings, 4122, New Zealand							
Street Address (if different from Postal Address)								
Registered Office of Company or Incorporated Society (if applicable)	PKF Carr and Stanton Ltd, 119 Queen Street East Hastings, 4122, New Zealand							
Phone			**Website**					
Contact Person and role	Simon Bothamley - Director							
Phone			**Cell Phone**	027 591 1410				
Email	simonbothnz@gmail.com@pike.net.nz							
Contact Person and role	Rowan Sapsford - Planning consultant for applicant							
Phone			**Cell Phone**	021 744 957				
Email	rowan@roamconsulting.co.nz							

B. Activities applied for

Please fill in all the forms that are applicable in order to cover all the activities the applicant wishes to undertake on public conservation land. Please tick below the forms that have been completed, and attach.

ACTIVITY	FORM	✓
Grazing	2a	
Land use: A. Tenanting and/or using existing DOC facility/structure B. Use of public conservation land for private/commercial facility/structure C. Easements across public conservation land including right of way, stock access, convey electricity, drain sewerage, waterpipes etc	 3a 3b 3c	✓
Guiding/Tourism/Recreation: A. Walking/Hiking/Tramping/Hunting/Fishing/Horses/4WD activities etc B. Watercraft activities C. Aircraft activities	 4a 4b 4c	✓
Filming	5a	✓
Sporting Events	6a	
Other (activities that may not be sufficiently covered in the above forms)	7a	

C. 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 1a:C.

Simon Bothamley who will be managing the operation is a qualified engineer and helicopter pilot. He is the founder of Vanuatu helicopters and Tropic Thunder Jet Boats where we serviced tourism in Vanuatu- Held contract with P & O shipping line scenic flights, jet boat trips and medivacs.

Simon designed and was heavily involved with development and operation of Vanuatu Jungle Zipine in Port Villa Vanuatu

Simon currently operate a civil earthmoving company and contract flying to Helisika Helicopters and advisory work for Heliventure helicopters at Huka Falls, Involved with marketing and contract pilot

Simon is a Taupō local with over 17 years' experience working in the tourism industry in New Zealand and overseas. Simon is passionate about Taupō and wants to create a visitor attraction that will showcase the local landscape and benefit the local environment as well.

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.

No

D. 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 1a:D.

E. Consultation Undertaken

Most applications require consultation with whanau/hapu/iwi (local Maori), and other interested parties. Please read the information on the DOC website and contact the nearest Department of Conservation office to discuss what is required. Written expert views, advice or opinions concerning your proposal may also be attached to support the application. Attach any proof of consultation to the application and label Attachment 1a:E.

See the attached AEE Document

F. Insurance

Concessionaires are required to indemnify the Minister against any claims or liabilities arising from their actions. If this application is approved, the applicant will be required to hold Public Liability, and possibly Statutory Liability and/or vehicle insurance. The level of cover will depend on the nature of the activity. Please contact the nearest Department of Conservation office to discuss what is required.

G. Public Notification

Some activities and/or types of concession applications require public notification if the Department forms an intent to grant the concession. This increases the time and cost of processing the concession. The usual circumstances when public notification is required are thus:

- The Application is for exclusive use of public conservation land (ie a lease);
- The Application is for a licence for a term longer than 10 years;
- Other concessions do not require public notification unless the adverse effects of the activity are such that it is required.

A permissions advisor can advise you as to the type of concession your activity requires and whether or not it needs notification.

H. 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 concession application from Applicants regardless of whether the application is approved or declined. The cost of processing a concession depends on whether the application needs to be notified or not (see Public Notification section above), and/or whether the application is a standard application or is complicated/complex.

The cost of processing a standard non-notified concession is likely to be between **$2065 and $2565 plus GST**. If the application is assessed as complex, covers multiple regions, or includes more than 20 individual locations, this fee is likely to be higher. The Department will send an estimate of costs to the Applicant once the application has been assessed.

The cost of processing a standard notified concession is likely to be between **$3500 and $5500 plus GST**. This fee is likely to be higher if the application is assessed as complex, covers multiple regions, or if a hearing is required. The Department will send an estimate of costs to the Applicant once the application has been assessed. The Department will re-estimate the cost and provide this to the Applicant if further costs are likely due to significant public interest during the public notification process.

Applicants are 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. If your application is for landing aircraft for personal recreational use you may be eligible for a reduction of 50% of the processing fee.

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.

Ongoing Fees:

If your application is approved, you will also be required to pay annual fees throughout your concession. These are:

- Annual management fee to cover administration time; and/or
- Monitoring fee (if required) to cover the cost of monitoring the effects of your activity; and/or
- Activity fee per head (if a recreation concession), or a minimum fee per year; and/or
- Annual rental (if a land use concession eg lease)

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.

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)	[redacted]	**Date**	18-9-19
Signature (Witness)		**Date**	18.9.19.
Witness Name			
Witness Address	[redacted]		

This application is made pursuant to Sections 17R and 17S of the Conservation Act 1987 [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 and the National Parks Act 1980 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

Credit check undertaken			
Comments :			
Signed		**Name**	
Approved (Tier 4 manager or above)		**Name**	

Appendix 1: Who to contact?

If you have a query relating to a permit or concession the offices below specialise in the following topics. For queries relating to topics not listed below contact the office closest to where you are based.

Hamilton

Contact our Hamilton office for:

- agriculture, beehive, vehicle, ski field and grazing concessions

Permissions Team
Private Bag 3072
Hamilton 3240
Ph +64 27 200 9648
Email: permissionshamilton@doc.govt.nz

Christchurch

Contact our Christchurch office for:

- Retail, ski field, access/easements, Wild Animal Recovery Operations (WARO) and helihunting concessions
- Sounds Foreshore authorisations and all permits relating to Marine Mammals

Permissions Advisor (Support)
Private Bag 4715
Christchurch Mail Centre
Christchurch 8140
Ph +64 3 371 3700
Email: permissionschristchurch@doc.govt.nz

Hokitika

Contact our Hokitika office for:

- Events, vehicle, boating, access/easements, grazing and extraction of materials concessions
- Mining and access arrangements.

Permissions Advisor (Support)
Private Bag 701
Hokitika 7842
Ph +64 3 756 9117
Email: permissionshokitika@doc.govt.nz

Dunedin

Contact our Dunedin office for:

- Aircraft (other than helihunting and WARO), boating, ski field, access/easement and grazing concessions.

Permissions Advisor (Support)
PO Box 5244
Dunedin 9058
Ph +64 3 477 0677
Email: permissionsdunedin@doc.govt.nz

Concession Application
Form 3b – Private/commercial facility/structures

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.

Development and operation of Wairakei Canopy Tours within the Huka Falls Scenic Reserve.
Refer to the attached reports and plans for further details

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

A range of other locations and designs for the development were considered. These are discussed in further detail in Section 3 of the attached AEE Document

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:

Note the wider guiding activity is considered in a separate activity form.

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.

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.

It is necessary to prevent unauthorised members of the public accessing the structures for safety purposes. This will be achieved by making some of the platforms inaccessible to public.

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 – to ensure a suitable return on investment

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
Huka Falls Scenic Reserve	See attached AEE		

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.

Attached AEE document