

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 checked="" type="checkbox"/> Registered company (Go to 2)	<input type="checkbox"/> Trust (Go to 2)
	<input type="checkbox"/> Incorporated society (Go to 2)	<input 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)		Cardona Alpine Resort Limited [TCIL Limited]	
	Trading name (if different from applicant name)		Treble Cone	
	NZBN (To apply go to: https://www.nzbn.govt.nz)	CARL 9429030203556 TCIL 9429036371006	Company, trust or incorporated society registration number	CARL 4462678 TCIL 123269
	Registered office of company or incorporated society (if applicable)		CARL - Level 1, 70 Town Centre, Te Anau 9600 TCIL – Level 1, Westpac Building, 106 George Street, Dunedin 9016	
	Company phone		Company website	www.cardrona.com www.treblecone.com
	Contact person and role		Fiona Black – Real Journeys Manager Concessions & Consents	
	Phone	03 249-9033	Mobile phone	027 491-2087
	Email		fblack@realjourneys.co.nz	
	Postal address	PO Box 1, Te Anau	Postcode	9640
	Street address (if different from postal address)	14 Captain Roberts Road, Te Anau	Postcode	9600

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	31 January 2020
Name of DOC staff member	Jonty Somers (Chief Legal Advisor DOC)
Name of person who had the pre-application meeting with DOC	Matthew Day (Wayfare Group); Maree Baker Galloway (Anderson Lloyd)

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 checked="" 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 checked="" 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:

Land use: Use of public conservation land for private/commercial facility/structure

Easement

Other Activities

Land based guiding activities

Aircraft activities

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).

Cardrona Alpine Resort (CARL) was founded in 1980 and purchased by Real Journeys Limited in 2013. Real Journeys is an over 65 year old family owned South Island business, that operates the 109-year-old steamship the TSS Earnslaw and Walter Peak High Country Farm in Queenstown, world renowned cruises in Milford and Doubtful Sounds, the Te Anau Glowworm Caves, day walks on the Milford Track and Stewart Island ferry and tour services.

Real Journeys has been operating in Fiordland National Park since 1954 and Rakiura National Park since the park was established accordingly, we have a long history of working with the Department. Conservation is part of Real Journeys heritage and a cornerstone of our business. For instance; every year (pre COVID-19) passengers contribute more than \$60,000 to the Leslie Hutchins Conservation Foundation via a passenger levy on our Doubtful Sound operations. Projects supported by the Leslie Hutchins Conservation Foundation include dolphin research, protection programmes for endangered birds, track and interpretation signage, outdoor education camps and wilding pine eradication. Real Journeys has also started work on this long-term project to remove predators from Cooper Island - the third largest island in Dusky Sound. The initiative sees Real Journeys join the Department of Conservation's Tamatea/Dusky Sound Restoration Programme; sharing its vision to make Dusky Sound one of the most intact ecosystems in the world.

However, in 2018 Real Journeys was restructured and a new corporate identity called 'Wayfare' was created; with the group's four brands: Real Journeys, Cardrona Alpine Resort, Go Orange, International Antarctic Centre becoming wholly owned subsidiaries of Wayfare rather than subsidiaries of Real Journeys.

CARL is New Zealand's most popular ski area, catering for beginners and families, to Olympic and X Games athletes. Cardrona's three vast basins are home to New Zealand's first cabin-style lift – the McDougall's Express Chondola and the Southern Hemisphere's most extensive terrain parks and pipes. Wide, open trails offer some of New Zealand's best snow conditions, thanks to high altitude and an innovative snow management system. Cardrona holds Qualmark Gold for their resort and Gold 3+ stars for its apartments - recognised as one of the best sustainable tourism businesses in New

Zealand. In the summer months Cardrona is also open for mountain biking, carting, conferences and other alpine adventure activities.

After gaining commerce commission approval in late 2019 CARL finalised the unconditional agreement to purchase Treble Cone. Founded in 1968, Treble Cone started out as a small club field being managed by local ski enthusiasts. In 1975 Treble Cone was listed as a public company to raise funds for a better standard of access road, modest base building, and ski hire facilities, constructed over the summer and opened in 1976. Development continued throughout the '80s and early '90s with the mountains first double chair installed in the Home Basin in 1983, the installation of a T-Bar in the Saddle Basin in 1989 and the first permanent snowmaking facilities installed in 1991. Treble Cone is now the largest ski area in the South Island, at 770 hectares, boasting the longest vertical rise in the Queenstown Southern Lakes District.¹¹

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

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 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"/>


¹¹ https://en.wikipedia.org/wiki/Treble_Cone

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 checked="" type="checkbox"/>
If 'yes' under what name	Real Journeys Limited

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	Fiona Black	Date	14 July 2020
			

For Departmental use			
Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	