



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 tenanting or use of any existing facility or structure that is managed by the Department of Conservation on public conservation land. Examples may include permanent use of historic building for a business or a community group; leasing a campground or lodge. For overnight stays in DOC huts, please fill in Form 4a. 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 Department of Conservation Office closest to where the activity is proposed. 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.

## **A. Description of Activity**

Please describe the proposed activity in detail – where the site is located, 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 you are applying for 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 3a:A1.

In order to efficiently run our integrated pest control operations, MEG needs a building to use as an operational base for our group. This base would be a place we could store our field gear, track cutting equipment and traps, have a workshop for trap-building and a place for volunteers to work on wet-days. Ideally we could also use the base to provide accommodation for a small number of volunteers, many of who stay for up to 6 weeks and volunteer with our group. We typically host about fifteen volunteers a year.

There are limited buildings available in our operational area. Knox Cottage was identified as a potential site for an operational base. The building is on public conservation land within the Waikawau Bay Farm park. This site is located at the end of Waimanu Rd, off Waikawau Beach Rd. This is the preferred site for Moehau Environment Group, as it is close to our projects, and visible in the community.

Knox Coastal Cottage is rented out as a holiday home by DOC. We would like to retain this option in our concession, and rent the house out during the peak holiday season. This income would help our non-profit group continue with its conservation work. It also provides a good opportunity for the group to interact with members of the public and provide them information on the conservation work that MEG undertakes in partnership with the local community and DOC, this can provide opportunities for us to increase our membership and spread the word about community conservation.

Since 2015 MEG and DOC have partnered to give the group the use of Knox Cottage, this was formalised with an Agreed Working Arrangement in 2017. This arrangement is current and runs until 2020.

Do you believe you need to exclude others from the structure or facility? **YES**  
(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**

Is exclusive possession necessary to protect physical security of the activity? **YES**

Is exclusive possession necessary for the competent operation of the activity? **YES**

If the answer to any of the above is yes, then provide details and supporting evidence and label Attachment 3a:A2.

Public do not currently have access to these buildings, unless renting the Cottage as Holiday Accommodation. Public renting the Cottage will need to be excluded from the workshop. Power tools, traps, chainsaws, scrub bars and assorted trap building equipment will be stored in the workshop facility. Power tools will be used in the workshop. It is also important that the Cottage and workshop is secure, to prevent theft or vandalism. For these reasons, it would not be suitable for public to maintain access to the workshop.

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## **B. Term**

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

10 years. MEG needs certainty that use of the buildings will be secured for the foreseeable future if we are to invest in the upkeep and purchase chattels.

## C. 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. 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 3a:C.

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
Knox Coastal Cottage, Waikawau Bay Farm Park	High biodiversity values; rare shore and wading birds, kiwi	Biodiversity will continue to benefit from the integrated pest management and species protection work Moehau Environment Group undertakes in the area.	
		Increase in public awareness of conservation issues. MEG actively encourages landowners to get involved in conservation and provides traps and advice to the general public.	
		More opportunities for volunteers to get involved with conservation. The surrounding area will benefit from the work of these volunteers.	
	Infrastructure	MEG would be caretakers of the cottage and workshop, maintaining the gardens, lawns, and buildings. Regular use of	

		the building would ensure any maintenance tasks are actioned promptly.	
	Noise disturbance	Use of building could adversely impact on adjacent neighbours.	The site is situated at the end of a gravel road, with only one dwelling close by. MEG would be considerate of other landowners, and only use power tools during daylight hours. MEG maintains positive relationships with all landowners on Waimanu Rd. The caretaker lives close by so is on hand to deal with any issues.
	Free access by the public	Access by the public to the workshop has to be excluded to ensure public safety and security of the equipment.	The workshop is not currently utilised by the public. Hazardous substances including vertebrate pesticides and herbicides are to be stored on site. All measures will be taken to ensure toxins and other dangerous goods are stored securely in a locked Hazard storage facility. Toxins will only be handled by trained and/or licensed individuals. The public will still be able to book the cottage, as is the current status quo.

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**D. Other**

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

No.
