



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.

The head office of MetService is located on a reserve at 30–36 Salamanca Road (**Kelburn Site**). The Kelburn Site is a local purpose reserve administered by the Department of Conservation (**DOC**) (**reserve**). MetService has occupied the Kelburn Site since 1 July 1992. The current lease for the Kelburn Site was granted to MetService in 1992 pursuant to section 23(1)(c) of the State Owned-Enterprises Act 1986, and that lease expires on 29 June 2027. MetService is applying for a new lease to take effect once the current lease expires.

Further detail is included in the attached document labelled '**Attachment A**'.

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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

MetService undertook an internal costs review to develop a new site, and undertook a brief scan of possible sites in the Wellington area. The Kelburn Site is the most appropriate location for MetService's head office due to the central location, the long history of MetService's occupation of the site (since 1992) and MetService's ownership of the building. If MetService were to vacate the site, the building would have to be demolished or revert to Crown ownership. The activity could not therefore be reasonably located on another site, and the effects would not be significantly less if located in another conservation area or another part of this conservation area.

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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:

Please see the explanations in the attached document (Attachment A)

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 areas subject to the application (as labelled in the attachment) are:

(a) **Lease Area 1:** building and car parks (~1675m<sup>2</sup>):

This area contains the building and a number of car parks

(b) **Lease Area 2A:** Car parks (~90m<sup>2</sup>):

This area includes a number of car parks

(c) **Lease Area 2B:** Car parks (~60m<sup>2</sup>):

This area includes a number of car parks

(d) **Lease Area 2C:** Car parks (~115m<sup>2</sup>):

This area includes a number of car parks

(e) **Lease Area 3:** Instrument enclosure site (~200m<sup>2</sup>):

This area is situated approximately 60 metres southwest of the building. This enclosure covers an area of approximately 200 m<sup>2</sup>, including electric power cables, and cables to remote instruments. The purpose of the instruments is to measure temperature, rainfall, sunshine duration and solar radiation for weather forecasting and climatological purposes.

(f) **Lease Area 4:** Mast Site (~1m<sup>2</sup>):

This area is situated approximately 40 metres south of the building. This site contains an anemometer and wind vane for remote measurement of wind speed and direction.

Together with the leased areas, MetService requires non-exclusive rights (e.g. together with public access) to use the 'common areas' being the formed and paved areas from Salamanca Road to the Kelburn site, together with reasonable foot access to the mast and instruments enclosure. MetService is required to, as part of its outgoings payments, contribute a proportionate share of repairs and maintenance of all driveway and other sealed and surfaced areas serving the Kelburn Site. MetService is not aware of underground services within the common areas.

MetService is required to keep and maintain curtilage areas (being the land surrounding the building and instrument / mast enclosure areas, and including the retaining wall adjoining the carparks) in a clean and tidy condition. MetService contracts a lawn care company to maintain the grass within the instrument enclosure area, but this work is otherwise carried out by the Wellington City Council parks team (this is not a contractual arrangement).

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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? **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 possession is necessary for the physical security and competent operation of MetService's operations.

MetService requires a secure facility in order to protect the technology and associated items required to carry out its services.

Please see Attachment A for further detail.

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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.*

MetService is seeking a 60 year term for the concession, from 2027, on the basis that exceptional circumstances

exist under section 17Z(1) of the Conservation Act 1987. Please see Attachment A for further detail.

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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.

There is a 5000 litre diesel tank for a generator to provide back up power to the forecast room.

This tank is located under the tarmac to the right of the entrance of the building.

## 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
Wellington Botanic Garden	Local purpose reserve	Minor	<p>As the concession sought for the Kelburn Site relates to an existing building, the effects of granting the concession are considered to be minimal as it is continuing an existing activity. The effects of the building and other activities on the reserve are existing.</p> <p>The reserve is a local purpose reserve for the purpose of 'community and administrative buildings', and therefore the proposed concession aligns with that purpose, and the effects of the ongoing presence of the building on the reserve are anticipated in the reserve purpose.</p> <p>A decision not to grant this concession for a 60 year term would result in MetService having to vacate the building (which would revert to the Crown), the building not being upgraded and potentially having to be demolished. This would result in far greater effects on the reserve as opposed to granting the concession and providing for MetService's</p>

ongoing occupation.

Please see Attachment A for further detail.

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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.

### **Subleasing and other dispositions of interest**

MetService request that, in terms of section 17ZE(1) of the Conservation Act 1987, the concession document provides for MetService to be able to transfer, sublease, assign, mortgage, or otherwise dispose of the concessionaire's interest in the concession, subject to the consent of the Minister of Conservation.

MetService also requests that the provisions identified in section 17ZE(3) of the Conservation Act 1987 do not apply to a decision by MetService to transfer, sublease, assign, mortgage, or otherwise dispose of its interest under the concession.

Please see Attachment A for further detail.