

# 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](mailto: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](#)<sup>1</sup> for.

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<sup>1</sup> <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](#)<sup>2</sup> closest to where the activity is proposed. You can use [DOC maps](#)<sup>3</sup> to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)<sup>4</sup> – 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](#)<sup>5</sup>.
- 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](#)<sup>6</sup> 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.

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<sup>2</sup> [www.doc.govt.nz/footer-links/contact-us/office-by-name/](http://www.doc.govt.nz/footer-links/contact-us/office-by-name/)

<sup>3</sup> <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

<sup>4</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

<sup>5</sup> <https://www.doc.govt.nz/footer-links/privacy-and-security/>

<sup>6</sup> <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](#)<sup>7</sup> 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.

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<sup>7</sup> <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 type="checkbox"/> Registered company (Go to ②)	<input checked="" 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)		Rangitoto Island Heritage Conservation Trust
	Trading name (if different from applicant name)		
	NZBN if applicable (to apply go to: <a href="https://www.nzbn.govt.nz">https://www.nzbn.govt.nz</a> )	Company, trust or incorporated society registration number	CC28141
	Registered office of company or incorporated society (if applicable)		43A James Evans Drive, Northcote, Auckland, 0627
	Company phone	n/a	Company website
	Contact person and role		Marieke Numan, Co-Chair
	Phone		Mobile phone
	Email		
	Postal address	43A James Evans Drive, Northcote, Auckland, 0627	Postcode
	Street address (if different from postal address)		Postcode

## B. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

- If yes record the:

Date of DOC pre-application meeting	16 September
Name of DOC staff member	Rebecca Rush
Name of person who had the pre-application meeting with DOC	Jo Pilkington, Susan Thomas, Marieke Numan

## 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](mailto: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 checked="" type="checkbox"/>
Land use: Use of public conservation land for private/commercial facility/structure	3b	<input type="checkbox"/>
Guiding/Tourism/Recreation: Watercraft activities	4b	<input 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 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](#)<sup>8</sup>
- [Easements](#)<sup>9</sup>
- [Land based guiding](#)<sup>10</sup>

<sup>8</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

<sup>9</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

<sup>10</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

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## D. Are you applying for anything else?

Are you submitting any other application forms in relation to this application?

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

- If yes, state which application forms:

General information about the museum:  
Open predominantly on weekends  
Entry is free of charge however donations are welcomed  
Some items are offered for sale and are limited to bottled water, honey, tea cosies  
Auckland Heritage Festival (annual event) ticket holders are offered a hot drink  
The museum is serviced by volunteers  
The only funds received are created from donations, sale of water etc and the Heritage Festival. These are entirely used to purchase the Fullers tickets to bring the volunteers to the island

It would be ideal to have the following in the concession:  
Educational talks in relation to the baches on the island  
Talks will take place onsite at museum and other RIHCT baches  
Sale of products to take place inside the museum only

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## 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).

This application is for an extension/(new concession) of RIHCT's previous concession for the museum. It sits alongside the trusts concession for bach rental and volunteer maintenance MOU (now community agreement - in process)

Current concession for rental of baches: Concession Number: 62350-ACC  
Community agreement for bach maintained: in progress with Kat Lane. Previous M.O.U August 1999

Experience in managing the current museum bach from restoration to operation can be seen at [www.rihct.org.nz](http://www.rihct.org.nz)

The museum bach restoration received a 2008 UNESCO Heritage Award for conservation of a unique bistoic building typology

Other expertise from trust board members include; Patron George Ferrant (previously Heritage Manager and Principal Heritage Advisor for, Auckland Council  
David Veart (historian and archeologist. Worked for DOC for 25 years).

Elsapeth Orwin (Libraries Heritage Collections. Current museum bach volunteer management and training.)

## 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
<u>Correct example</u> ✓ D	Locations	PDF	Trust Deed.
<u>Incorrect example</u> ✗ Table	Doc1	Word	Table

## 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 <b>activity application form</b> .	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section <b>F Attachments</b> .	<input checked="" type="checkbox"/>
I will email <a href="mailto:permissions@doc.govt.nz">permissions@doc.govt.nz</a> my: <ul style="list-style-type: none"> <li>• Completed applicant information form</li> <li>• Completed activity application form/s</li> <li>• Any other attachments.</li> </ul>	<input type="checkbox"/>

## 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	

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"/>

<b>Typed applicant name/s</b>	Marieke Numan, Co-Chair	<b>Date</b>	25 November 2020
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For Departmental use			
<b>Credit check completed</b>			
<b>Comments:</b>			
<b>Signed</b>		<b>Name</b>	
<b>Approved (Tier 4 manager or above)</b>		<b>Name</b>	





## Concession Application Form 3a – Tenanting or using existing DOC structure/facility

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 [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.

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## 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.

For the Rangitoto Island Heritage Conservation Trust to operate a museum from bach 38 on Rangitoto Island. No significant changes will be made to the structure - only ongoing renewals/maintenance as agreed in our Community Agreement with DOC.

Do you believe you need to exclude others from the structure or facility? **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, then provide details and supporting evidence and label Attachment 3a:A2.

The museum will only be open to members of the public when volunteers are available to open the facility (weekends and special events). DOC will be able to access the building and the bach facilities manager lives on the island.

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## B. 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.*

To end on 31 October 2023.

## 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, 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 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
<i>EG: Tararua Forest Park</i>	<i>Northern rata - threatened species</i>	<i>Damage to the plants by construction</i>	<i>Brief construction and maintenance staff of the location and importance of the species; clearly tape off areas with the species to avoid damage</i>
Bach 38, Rangitoto Wharf, Rangitoto Island	Bach is a scheduled item under the unitary plan	No work completed outside of the bach conservation plan as approved by Heritage NZ and Council heritage team	Annual maintenance plan for individual baches included in the community agreement

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## D. 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 3a:D. 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.

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## E. Other

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

# Attachment 3a:E

## Context

This concession application is for land use/tenanting of bach 38 at Rangitoto Wharf, Rangitoto Island.

This tenanting/land use application sits alongside the trust's concession for bach rental and the community agreement.

Concession for rental of baches: Concession Number: 62350-ACC

Community agreement to maintain baches by volunteers: in progress with Robynne Viz. Previous M.O.U dated August 1999.

## Activity sought with this concession application

We seek to tenant bach 38 as a free public museum to make accessible to the public, the oral histories, photographs, written documents, artifacts and other relevant materials which contribute to the historical record of the baches and the bach communities.

Information on the museum:

- The museum is serviced by volunteers.
- Open predominantly on weekends.
- Entry is free of charge however donations are welcomed.
- Some items are offered for sale and are limited to bottled water, honey, tea cosies.
- Sale of products to take place inside the museum only.
- The only funds received are created from donations, sale of water etc and the Heritage Festival. These are entirely used to purchase the Fullers tickets to bring the volunteers to the island.
- A sandwich board sign is placed near the bach 38 pathway to let visitors know that the museum is open (and removed when the museum is closed).

Within this concession application we also seek the opportunity to offer educational talks:

- During the annual Auckland Council Heritage Festival.
- To volunteer groups, community groups, educational institutions.
- Educational talks will be specifically related to the baches and community bach life on the island.
- Talks will take place onsite at the museum and at other RIHCT baches where appropriate. Travel to baches will be walking only.
- Refreshments will be offered onsite at the museum to visitors from the Auckland Council Heritage Festival.

## Consistency with DOCs statutory plans

We understand the work of RIHCT trust is in line with DOCs Conservation Management Strategy (CMS) for the motu. Page 103.

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**From:** Marieke Numan [REDACTED]  
**Sent:** Tuesday, 13 April 2021 3:31 pm  
**To:** Bryn Sheppard  
**Cc:** Jo Pilkington  
**Subject:** Re: 93080-OTH (Rangitoto Island Historic Conservation Trust) - Further Information Request

Kia ora Bryn,

Thank you for your email and update on our concession application.

I trust that responding by email is sufficient?

Processing Costs:

As a non profit charitable trust we seek a fee waiver for this concession application. Fees from prior concessions have been waived for this reason.

Request for Further Information

Please see a copy of questions asked and answers in [blue](#).

On review the Department requires further information from you to clarify your application (prior to it being publicly notified). It is requested you confirm the following:

- (1) You state educational talks will be provided. Will these talks occur at the museum (bach 38)? [Yes](#)
- (2) Alternatively, are you seeking to guide people from the museum around the island and/or to other baches when giving these educational talks? If you do intend to guide people (whilst delivering educational talks at the same time) can you confirm:
  - (a) Which baches you intend to guide them too. Please list the specific bach number(s) as well as the proposed route people will be guided. [To bach 52 \(approximately 200m away\)](#)
  - (b) The frequency in which people will be guided (i.e would this be a regular service provided on the weekend, or would it be a one-off annual event for the Auckland Heritage Festival? [One-off annual event for the Auckland Heritage Festival](#)).
  - (c) Will people be charged to attend these educational guided talks, or will these be free/donations only? (d) The maximum number of people that could be taken on these guided educational talks (fi and when taking them to other baches on the island). [Donations only](#)
  - (d) The maximum number of people that could be taken on these guided educational talks (fi and when taking them to other baches on the island). [20 guests](#)

Please let me know that you have received this email and are content with responses, noting today is 13 April 2021 and our final due date is 16 April 2021.

I have also cc'd, Jo Pilkington, Co Chair.

Many thanks,  
Marieke Numan,  
Co Chair

On Tue, 30 Mar 2021 at 13:22, Bryn Sheppard [REDACTED] wrote:

Kia ora Marieke

Thank you for your application for a concession to use bach 38 as a museum.

Please see the attached letter:

- Confirming your application has been assigned for processing
- Estimated processing costs
- A request for further information

If you have any further queries please do hesitate to contact me.

Ngā mihi

**Bryn Sheppard**

Senior Permissions Advisor | Kai Tutohu Matua  
Hamilton | Kirikiriroa

[www.doc.govt.nz](http://www.doc.govt.nz)



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**From:** Marieke Numan [REDACTED]  
**Sent:** Thursday, 19 May 2022 9:41 pm  
**To:** Lynette Trewavas  
**Cc:** [REDACTED]  
**Subject:** Re: RIHCT - Museum application - 93080-OTH - term clarification

Kia ora Lynette,

I am writing to confirm that we had a trust meeting on the weekend and we are interested in a 10 year term.

Many thanks for considering this for us.

Many thanks,  
Marieke  
Co-Chair

On Mon, 2 May 2022 at 15:56, Lynette Trewavas [REDACTED] wrote:

Hi Marieke

My name is Lynette and I have recently been assigned your application to complete after previous Permissions Advisors have left the team.

I am in the process of publicly notifying your application. I have noticed that you have requested you have requested the term to finish on 31 October 2023 (likely just over one year when the Decision is made). I understand the reason for this is that it aligned with your accommodation lease 62350-ACC.

However, due to the time taken to get to this point in the process, I recommend you extend the term of this application to a longer term than this. The length of the term is up to you but I would consider a term of 5-10 years reasonable.

Can you please confirm the term length that you would like to apply for, or whether you would like to leave it as the existing term length.

Note, a full consideration of the term will still need to be completed by the Decision Maker and there is no guarantee your requested term will be granted. Also note, your response will likely be considered part of your application and will be publicly notified alongside the rest of your application.

Happy to discuss if you prefer.



Kind regards

Lynette

**Lynette Trewavas**

Senior Permissions Advisor  
Department of Conservation | Te Papa Atawhai

Phone: 027 254 5182

**Kirikiroa/Hamilton Office**

Level 4, Rostrevor Street, Hamilton

T: +64 7 858 1000

**Kia piki te oranga o te ao tūroa, i roto i te ngātahitanga, ki Aotearoa.**

**To work with others to increase the value of conservation for New Zealanders**

**[www.doc.govt.nz](http://www.doc.govt.nz)**

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