

9 Application for an Easement on Public Conservation Land

Is this the right application for me?

Use this application form if you seek an easement concession across public conservation land, either to benefit other land or in gross (e.g. right of way), for the following purpose:

- a right to convey water.
- a right to drain water.
- a right to drain sewage.
- a right of way.
- a right to convey electricity.
- a right to convey telecommunications.
- a right to convey gas.

Use this form for new applications and variations to an existing easement concession across land administered by the Department of Conservation (DOC).

How do I complete this application form?

- Complete all sections of this form.
- DOC encourages electronic applications (e.g. a 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 the document details in section **L Attachments**.
- It is recommended that you read the standard and optional terms and conditions in the [concession \(easement\) template](#)¹ to inform your application.

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#).

If I need some help, where do I get more information?

- Check DOC's [Access/Easement](#)² webpage.
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the local [DOC office](#)³ closest to where your activity is taking place. You can use [DOC maps](#)⁴ to identify which District Office you should contact. Or arrange a meeting with any of our [offices that process concessions](#)⁵ – choose the one closest to where the activity is proposed.
- It is recommended that you seek legal advice for guidance when completing this form.

¹ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/concession-contract-easement.pdf>

² <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

³ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

⁴ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁵ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

Have you considered DOC's statutory planning documents?

Your easement concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁶ as they set out how DOC and our Treaty partners manage public conservation land. Statutory planning documents can have a direct impact on your application.

Book a pre-application meeting with DOC staff if you require assistance navigating DOC's statutory planning documents.

Have you considered the environmental effects of your easement concession?

It is your responsibility, as the applicant for the concession (easement), to **provide a detailed description** of the:

- Activity.
- The potential effects.
- Ways that you can remedy, mitigate or avoid any potential adverse effects.

A list of potential effects is supplied in this application form, under section **K Effects Assessment** for you to consider and attach to this application. The size and scale of your environmental effects assessment should be in proportion with the size and scale of the activity and its potential effects. You will need to describe the existing environment, the potential effects and describe your methods to avoid, remedy or mitigate these effects. For further information check [DOC's Environmental Impact Assessment](#)⁷ and [DOC's guide to preparing your environmental impact assessment](#)⁸. We also recommend that you read the standard conditions in the [concession \(easement\) template](#)⁹ about protecting the environment to inform your application. In many cases an Assessment of Environmental Effect (AEE) prepared for a resource consent under the Resource Management Act 1991 may be sufficient.

Book a pre-application meeting with DOC staff if you require assistance in scoping the environmental effects you will need to consider in your application.

How do I submit my application?

Email your completed application, recommended location forms, and any other attachments to:

permissions@doc.govt.nz

What happens next?

Once 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 form are designed to cover the requirements set out in conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.

⁶ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/environmental-impact-assessment/>

⁸ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf>

⁹ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/concession-contract-easement.pdf>

- Your creditworthiness is a factor in determining 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. More information can be found on the DOC website on our [iwi/hapū/whānau consultation](#)¹⁰ page.

Contact your local [DOC office](#)¹¹ if you require further information about consultation.

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 an easement concession over public conservation land you may also be required to pay a **bond, insurance, monitoring fees and ongoing concession easement activity**¹² and **management fees**. Minor easement concession fees are listed on the [Access/Easement](#)¹³ page on the DOC website.

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.

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 for an easement concession may be publicly notified if having regard to the effects of the activity it is considered appropriate to do so.¹⁴

What does DOC require if my application is approved?

If your application is approved DOC may require:

- **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 **bond** may be required to be in place before undertaking your activity.¹⁵

Note: The Minister can vary the easement concession if the information on which the easement concession was granted contained material inaccuracies. DOC may also recover any costs incurred.

¹⁰ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹¹ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹² <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/ongoing-concession-fees/>

¹³ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

¹⁴ <http://www.legislation.govt.nz/act/public/1987/0065/latest/DLM7475509.html>

¹⁵ <http://www.legislation.govt.nz/act/public/1987/0065/latest/DLM104654.html>

Registration

If you wish to register the easement concession on the Record of Title (formerly known as a Certificate of Title) you need to:

- Discuss with DOC your intention to register your application.
- Record your intent to register in section **M Registration on a Record of Title**.
- Gain DOC's permission to register your application.
- Engage your own legal advice to complete your registration.
- Check the conditions in the [concession \(easement\) template](#).
- Provide detailed plans to DOC (GIS shapefiles (.shp) are recommended).

Note: The applicant will be responsible for registering the easement concession and all the costs of registration.

A. Applicant details

Individual (Go to ①)

Legal status of applicant (tick)

Registered company (Go to ②) Trust (Go to ②)

Incorporated society (Go to ②) Other (Go to ②)

① Applicant name (individual) N/A

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) Coronetwork Limited

Trading name (if different from applicant name) N/A

NZBN

(To apply go to:

<https://www.nzbn.govt.nz>)

9429038966002

Company, trust or incorporated society registration number

552892

Registered office of company or incorporated society (if applicable)

McCulloch & Partners, Chartered Accountants, Level 2,
11-17 Church Street, Queenstown 9300

Company phone

N/A

Company website

N/A

Contact person and role

Warwick Goldsmith, Director

Phone

N/A

Mobile phone

021 220 8824

Email

goldsmithwarwick@gmail.com

Postal address

C/- W Goldsmith

PO Box 2366

Wakatipu

Postcode

9349

Street address (if
different from postal
address)

N/A

Postcode

B. Variation of an existing easement concession.

Is this application *varying* an existing easement concession?

No

Yes

Easement concession number you wish to vary N/A

C. Pre-application meeting

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

No

Yes

If yes, state when and who you met/spoke with.

Various email correspondence with Lisa Wheeler of DOC, specifically including an email dated 23/12/19 from Lisa Wheeler advising of the requirement to apply for an easement concession in association with an application for a lease.

D. Location and nature of the proposed easement concession

Name (physical description/common name) and land status of public conservation land on which the concession (easement) will cover.

Coronet Peak Ski Area – Coronet Peak Recreation Reserve

Will your easement concession benefit other land?

No

Yes

If yes, provide the Lot, Deposited Plan (DP) and record of title of the other land that the easement concession will benefit.

N/A

Provide the following documents (as attachments) and record the document details in the section L Attachments of this form:

- **Detailed site plan** - with proposed easement, for example:
 - For a road: the length, width, area and position where the easement will be situated.
 - For a pipe: length, width, diameter of the pipe, area and position where the easement is situated.
- **Map** of the site
- **Aerial photo** of the site
- **Drawings of the proposal** (DOC's recommendation is for a GIS shapefiles (.shp) especially if you are going to register the easement on the title of the land)
- **GPS coordinates** (if available) and **provisional survey plan** (if available).

Record the document details in the section L Attachments of this form.

E. Description of activity

Select (by ticking the box) all the easement concession types you are applying for:

A right to convey water:	<input type="checkbox"/>
A right to drain water:	<input type="checkbox"/>
A right to drain sewage:	<input type="checkbox"/>
A right of way:	<input checked="" type="checkbox"/>
A right to convey electricity:	<input type="checkbox"/>
A right to convey telecommunications:	<input type="checkbox"/>
A right to convey gas:	<input type="checkbox"/>

Describe in detail the reasons for your proposed easement concession, including why an easement is required (as opposed to a lease, license or permit). Location details can be completed in section D.

Coronetwork Limited owns a ski hut located within the Coronet Peak Ski Area which in turn is located within the Coronet Peak Recreation Reserve. Vehicle access to the Coronetwork Limited ski hut is obtained up the primary legal NZSki access road called 'Coronet Peak Road' and then through the centre of what is referred to as the No 2 Carpark (being one of the carparks used by skiers and other visitors to Coronet Peak).

Coronetwork Limited's lease of the land (on which the ski hut is located) expires in mid-2022. Coronetwork Limited is in the process of applying for a new lease commencing on the expiry of the existing lease in mid-2022.

Vehicle access to the Coronetwork Limited ski hut is currently achieved by exercising the general public's ability to access and use Coronet Peak Road and the Coronet Ski Field carparks. Coronetwork Limited does not hold any easement or other right of access across public conservation land to the Coronetwork Limited ski hut.

Coronetwork Limited has been advised by DOC to make this Application for an Easement Concession in association with its application for a new lease.

F. Permanent or temporary structures or facilities

As part of your easement, do you wish to build, extend or add to any permanent or temporary structures or facilities on public conservation land (e.g. pipes, pumps, pump sheds, storage tanks, towers, poles, fences, storage facilities)?

No

Yes

If yes, answer the following four questions.

- 1 Provide full details about the structure or facility (e.g. dimensions, materials, location, purpose) and methods of construction (e.g. number of people and vehicles involved).

N/A

- 2 Could your structure or facility, or addition/extension to an existing structure or facility, be reasonably located outside public conservation land?
- If yes, provide details of other sites/areas that have been considered.
 - If no, provide reasons why existing structures or facilities outside of public conservation land are not suitable.

N/A

- 3 Could any potential adverse effects of your structure or facility (or addition/extension to an existing structure or facility) be significantly less (and/or different) in another conservation area or another part of the conservation area you are applying for? Give details/reasons.

N/A

- 4 Could you use an existing structure or facility? Could you use the existing structure or facility without any additions?
- If yes, provide details of any existing structures or facilities that you have considered using, or how your activity might be undertaken without making an addition to the existing structure or facility.
 - If no, provide reasons why any existing structure or facility could not be used without any additions.

N/A

G. Are you applying for any other DOC permissions?

Are you applying for other DOC permissions in addition to this easement?

No

Yes e.g. Permanent and temporary structures (that are not part of your easement)

If yes, state the other permits you are applying for?

Refer explanation in Part E above.

H. Duration (term of easement)

In accordance with section 17Z(3)(a)(c) of the Conservation Act 1987, an easement may be granted for a term not exceeding 30 years, except:

- (a) In exceptional circumstances, the Minister may grant a term not exceeding 60 years
- (b) Where the easement provides a right of way access to a property to which there is no other practical access, the term may be for such longer period as the Minister considers appropriate
- (c) Where the easement is for a public work (as defined in the Public Works Act 1981), the term may be for the reasonably foreseeable duration of that public work.

Detail the length of the term sought (i.e. **must be** number of years or months) and why (*Note: in perpetuity/forever or similar meaning is not a term under the Act and not able to be granted*):

In the concurrent application for a lease, Coronetwork Limited is seeking an initial term of 20 years plus a right of renewal of 20 years OR such different term as is necessary to ensure that the term of the lease expires at the same time as the new term(s) of NZSki's concession to operate the Coronet Peak Ski Field (currently being processed). This is explained in the concurrent Application for a Lease.

Coronetwork Limited seeks a term of this Easement Concession to exactly equate with the term (including any renewal) of the new lease.

If you are seeking over 30 years, explain why:

This is explained above and in the concurrent Application for a Lease. It seems logical and sensible to Coronetwork Limited that the Lease and this related Easement Concession be granted for a term which expires at the same time as the term of NZSki's concession to operate Coronet Peak Ski Field. If all leases and licences relating to, or dependent upon, the Coronet Peak Ski Field expire at the same time then DOC will have an opportunity in the future to review all such leases and licences at the same time.

I. Consultation undertaken

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This often requires consultation with our Treaty Partner (iwi/hapū/whānau of local Maori) on your application. If you have already consulted with our Treaty Partner, or with other interested stakeholders, DOC would like to know about it.

We recommend you discuss consultation with a DOC staff member before starting your application.

Have you carried out any consultation?

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

If yes, supply details of each Treaty Partner or interested stakeholders consulted with.

Copy and paste the table below and complete for each Treaty Partner or interested stakeholders. If you received a written response to consultation attach a copy and record all attachments in section 'L Attachments', including:

- Additional pages with the required information
- Written responses to your consultation with Treaty Partners or interested stakeholders.

Whānau/hapū/iwi or other interested party consulted with:

Name of individual you consulted with:

Date of consultation:

Form of consultation (e.g. email, meeting):

Outcome of consultation: N/A

Other interested stakeholders consulted with e.g. Conservation Boards or community groups:

Name of individual you consulted with:

Date of consultation:

Form of consultation (e.g. email, meeting):

Outcome of consultation: N/A

J. Consistency with DOC statutory plans

List the [DOC's statutory planning documents](#)¹⁶ relevant to your application.

Reserves Act 1977
Conservation Act 1987
General Conservation Policy 2005
Otago Conservation Management Strategy 2016

Are you aware of any potential inconsistency of your easement concession with DOC's statutory planning documents?

No X
Yes

If you have answered yes, explain why it is inconsistent with the statutory planning documents

N/A (Note: the concurrent Application for a Lease addresses the relevant statutory planning documents in detail)

K. Effects assessment

Identify actual or possible effects of the easement concession applied for. Describe the actions you propose to take to avoid, remedy or mitigate any adverse effects. For further information check [DOC's Environmental Impact Assessment](#)¹⁷ and [DOC's guide to preparing your environmental impact assessment](#)¹⁸.

If you have identified effects or mitigation measures for adverse effects not included in the table below or you have a full Environmental Impact Assessment attach this information to your application. Record this additional information in the table below and in section K as an attachment.

Have you attached a full Environmental Impact Assessment?

Yes
No X

If you have answered **no** provide a **description of environmental effects** of your easement concession in the table below including details of the:

- Existing environment
- Potential effects
- Proposed methods to avoid, remedy or mitigate the adverse effect/s.

¹⁶ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

¹⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/environmental-impact-assessment/>

¹⁸ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf>

Description of environmental effects

No effects as the easement uses an existing structure or facility (including a road or track) and there will be no modification or disturbance due to increased use.

X

Effects	Description
Effects on the landscape e.g. ability of landscape to accommodate changes.	N/A
Effects on the visual composition of the landscape	N/A
Effects on cultural values of Tangata Whenua or members of the public	N/A
Effects on historic sites or objects including Wahi Tapu e.g. disturbance of the ground.	N/A
Effects on existing infrastructure such as roads, tracks, huts, carparks, huts etc.	Nil
Effects on existing vegetation e.g. disturbance or removal of vegetation.	N/A
Effects of earthworks e.g. removal of topsoil and where removed earthworks will be stored. Note: All earthworks storage on public conservation land needs to be authorised.	N/A
Effects on wildlife or wildlife habitat	N/A
Effects on aquatic habitat (waterways, swamps, freshwater animals and vegetation).	N/A
Effects on other users (tangata whenua, recreational users and concessionaires) of the Land.	N/A
Effects of the easement increase threats (pests, weeds, pathogens and fire) to public conservation land.	N/A
Effects of increased rubbish, toilet waste or debris left on public conservation land during construction and regular use of the easement.	N/A

Cumulative effects that could be caused by the easement.	N/A
Positive effects of the easement.	The Easement Concession will enable use of the Coronetwork Limited ski hut

L. Attachments

Attachments should *only* be used if there is:

- A specific question requiring a map or further information
- 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
<i>D</i>	<i>Location Plan</i>	<i>PDF</i>	<i>Plan which identifies the general context of the Application Site in relation to Queenstown and the Wakatipu Basin (including GPS coordinates)</i>
<i>D</i>	<i>Site Plan</i>	<i>PDF</i>	<i>Detailed Site Plan of the easement area (including GPS coordinates)</i>
<i>D</i>	<i>Site Plan Overlaid over Aerial Photograph</i>	<i>PDF</i>	<i>Plan which shows the easement area in the context of the Coronet Peak Ski Area and related ski huts</i>

**CORONETWORK
SKI HUT**

NZMG COORDINATES
2173327.1mE
5578039.3mN

← Coronet Peak Ski Area

Arrowtown →

← Arthurs Point

← Frankton

← Queenstown

Lake Wakatipu

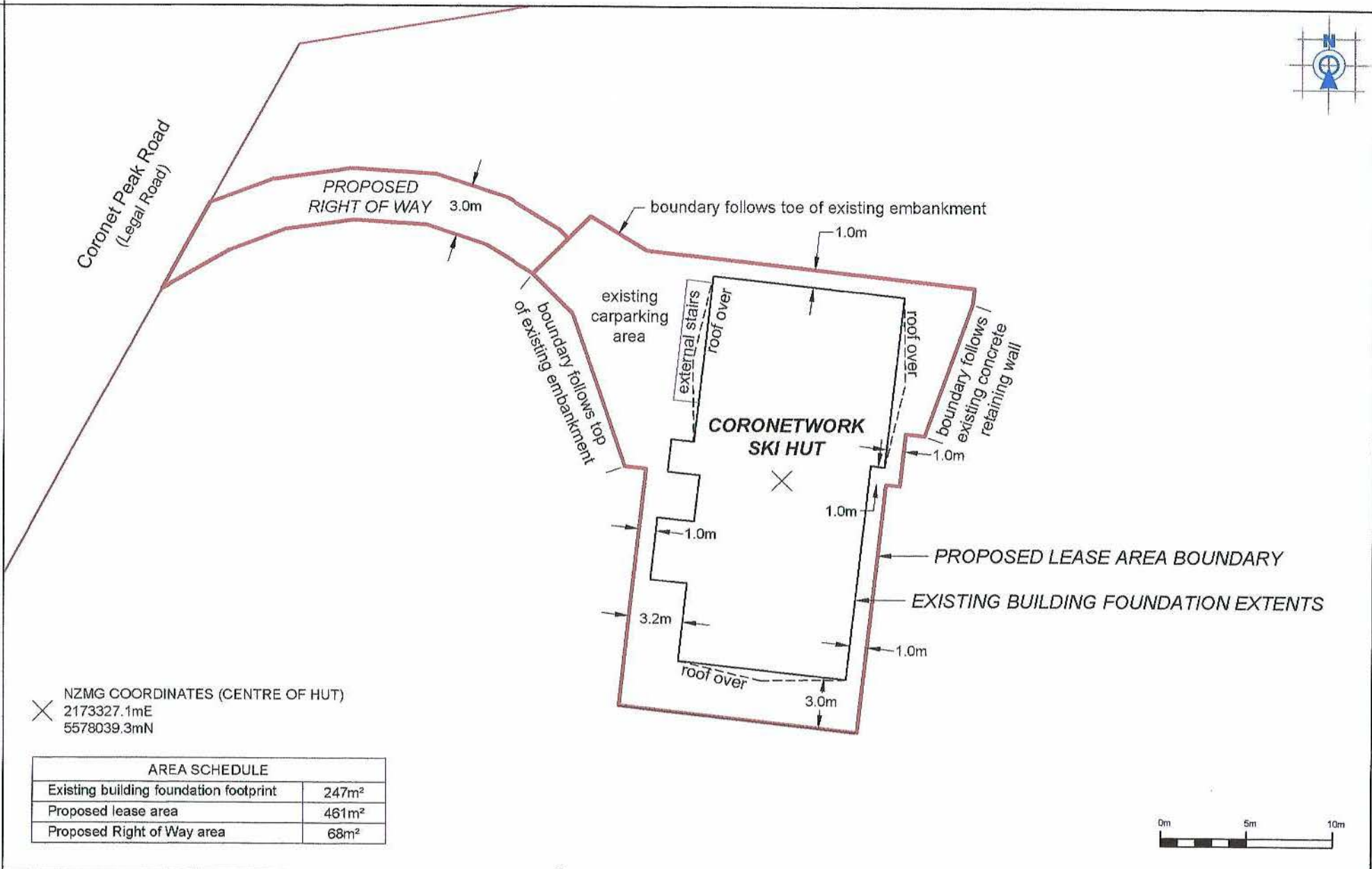
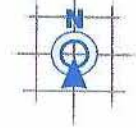
← The Remarkables Ski Area



CORONETWORK LIMITED

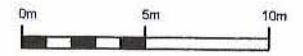
CORONETWORK SKI HUT
LOCATION PLAN
for DOC CONCESSION APPLICATION

Original Size	Scale	
A3	N.T.S	
DO NOT SCALE		
Sheet No	Revision No	Date Created
1	A	19/04/2020



X NZMG COORDINATES (CENTRE OF HUT)
 2173327.1mE
 5578039.3mN

AREA SCHEDULE	
Existing building foundation footprint	247m ²
Proposed lease area	461m ²
Proposed Right of Way area	68m ²



Client: CORONETWORK LIMITED

Purpose/Working Title: CORONETWORK SKI HUT
 SITE PLAN
 for DOC CONCESSION APPLICATION

Sheet No:	2	Project No.:	A	Date Issued:	19/04/2020
Sheet Size:	A3	Scale:	1:200		
DO NOT SCALE					



CORONETWORK LIMITED

CORONETWORK SKI HUT
SITE PLAN OVERLAID OVER AERIAL PHOTOGRAPH
for DOC CONCESSION APPLICATION

Original Size	A3	Scale	1:1000
Sheet No.	3	Revision No.	A
		Date Created	19/04/2020

M. Registration on a Record of Title

Are you going to register your easement concession (if granted) on the Record of Title (formerly known as the Certificate of Title)?

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

If yes, you will be responsible for registering the easement concession, including all costs.

N. Checklist

Application checklist	Tick
I have completed all sections of this 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 application form and any attached additional forms is, to the best of my knowledge, true and correct.	<input checked="" type="checkbox"/>
I have supplied maps to accompany my shapefiles (.shp) and/or NZTM GPS locations listed in section E Locations.	<input checked="" type="checkbox"/>
I have detailed, in Section 'K Effects assessment', the easements environmental effects or I have supplied a full Environmental Impact Assessment and attached to section 'L Attachments'.	<input checked="" type="checkbox"/>
I have indicated in section 'M Do you intend to register the easement concession' that I do or do not want the easement registered.	<input checked="" type="checkbox"/>
I understand if I want the easement registered on the Record of Title I will be paying all the costs of the registration including surveying and independent legal advice.	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input checked="" type="checkbox"/>

