



We recommend that you contact your usual permissions advisor, or the [appropriate Department of Conservation Office](#) to discuss the application prior to completing the application forms - see appendix for contact details.

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 must be completed for all longer term applications (ie not one-off applications), then please fill in and attach the form(s) for the activities you wish to undertake. If extra space is required for answering please attach and label according to the relevant section.

Once you have filled in your application form, please complete this checklist to ensure that all components of your application form are complete. This will help prevent any possible delays in the processing of your application:

- Legal status registration number (if not an individual)
- Written testimonials (if required)
- Written consultations (if applicable)
- All appropriate activity application forms - for concessions we require the applicant information form **and** relevant activity form(s)
- Supporting evidence for Environmental Impact Assessment (if required)
- Supporting information and detail including maps, site plans, building plans as required in activity forms. ****Note some applications require GPS Co-ordinates****
- Supporting evidence for details of activity forms
- Have you read the section regarding the liability of the applicant for payment of fees?
- Have you signed your application?**

All efforts in putting together a detailed application are greatly appreciated and will allow the Department to effectively and efficiently process your application.

Note: Three documents (pdf files) are attached that form part of the application with many photos, plans and diagrams:

1. Appendices 1-10
2. Appendix 11
3. Appendix 12

A. Applicant Details

Applicant Name (full name of registered company or individual)		<i>Hokitika Airport Limited (HAL)</i>					
Legal Status of applicant (tick)	<input type="checkbox"/> Individual	<input type="checkbox"/> Registered Company	<input checked="" type="checkbox"/>	<input type="checkbox"/> Trust	<input type="checkbox"/>	<input type="checkbox"/> Incorporated Society	
Other (please specify full details)							
Please supply the company, trust or incorporated society registration number: 1176775							
If an individual please supply your date of birth (this is a unique identifier for you):							
Trading Name (if different from Applicant name)							
Postal Address		<i>PO Box 22, Hokitika</i>					
Street Address (if different from Postal Address)		<i>Airport Drive (Dome building)</i>					
Registered Office of Company or Incorporated Society (if applicable)							
Phone		Website					
Contact Person and role		<i>Trevor Willcock – HAL Chief Executive</i>					
Phone	<i>03 7558453</i>	Cell Phone	<i>027 2597571</i>				
Email	trevor@westlandproperties.co.nz						
Contact Person and role		<i>Marion Smith – HAL Operations Manager</i>					
Phone	<i>03 7558453</i>	Cell Phone	<i>021 889280</i>				
Email	marion@westlandproperties.co.nz						

B. Activities applied for

Please fill in all the forms that are applicable in order to cover all the activities the applicant wishes to undertake on public conservation land. Please tick below the forms that have been completed, and attach.

ACTIVITY	FORM	✓
Grazing	2a	
Land use:		
A. Tenanting and/or using existing DOC facility/structure	3a	
B. Use of public conservation land for private/commercial facility/structure	3b	✓
C. Easements across public conservation land including right of way, stock access, convey electricity, drain sewerage, waterpipes etc	3c	✓
Guiding/Tourism/Recreation:		
A. Walking/Hiking/Tramping/Hunting/Fishing/Horses/4WD activities etc	4a	
B. Watercraft activities	4b	
C. Aircraft activities	4c	
Filming	5a	
Sporting Events	6a	
Other (activities that may not be sufficiently covered in the above forms)	7a	

C. Background Experience of Applicant

Please provide relevant information relating to the applicant's ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations and relevant qualifications). Attach details and label Attachment 1a:C.

Hokitika Airport Limited (HAL) was established in 2002 and is a Council Controlled Organisation of the Westland District Council (WDC). They manage and operate very successfully the Franz Josef Heliport which consists of 15 helipads and the Hokitika Airport. Trevor Willcock, the Chief Executive, has vast experience in aviation and previously worked at Ardmore Airport near Auckland, his position there was CEO for 6 years. Marion Smith the Operations Manager for HAL has been operating the Franz Heliport and Hokitika Airport successfully for the past year. Overall the combined experience of staff at HAL, with regard to aviation, is high.

Has the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application been convicted of any offence? Does the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application have any current criminal charges pending before the court? If yes, please supply details.

No.

D. Testimonials

Please attach two written testimonials, together with the names, occupations, addresses and phone numbers of two people who will vouch for the proficiency of the applicant in the proposed activity. At least one testimonial should contain information in relation to the financial viability and standing of the applicant. These testimonials are to be labelled Attachment 1a:D.

HAL have previously been in contact with DOC staff regarding previous concessions. The CEO and the Operations Manager have worked extensively in the aviation business. Therefore it is considered that the testimonials are not required.

E. Consultation Undertaken

Most applications require consultation with whanau/hapu/iwi (local Maori), and other interested parties. Please read the information on the DOC website and contact the nearest Department of Conservation office to discuss what is required. Written expert views, advice or opinions concerning your proposal may also be attached to support the application. Attach any proof of consultation to the application and label Attachment 1a:E.

Consultation for this piece of land has been undertaken to a high level.

- *DOC Concession: The original Concession Application for Stage 1 area was lodged back in 2014 by Alpine Guides Fox Glacier Ltd (AGFGL) and they worked on the proposal prior to lodging for many months. Last year HAL and AGFGL came to an agreement and HAL took over the proposal. This Concession Application is a tidy up of the previous applied for concession (over Stage 1 area) and the area to the west that was previously under a grazing licence (Stage 2). The previous concession application as was done in a very piecemeal way and this may have led to confusion for people processing or dealing with it, therefore it was decided that the best way forward was to complete a new concession application combining all information together.*
- *WDC Resource Consent Application (RCA), Stage 1 site: A RCA was applied for to WDC by HAL in June 2017. Pre-Application meetings were held with WDC prior to the lodgement. Even though an Ecological Report was offered as a condition to the RCA, the WDC wanted an Ecological Report prior to making a decision on the proposal. Therefore the RCA was put on hold and an Ecological Report was commissioned which was then sent to the WDC (and DOC). The RCA was limited notified to one neighbour and DOC. The neighbour did not submit on the proposal, DOC did submit and we worked with DOC to provide conditions regarding the birds, weed control and propagation for a species of Coprosma that was identified in the Ecological Report. Subsequent to DOC withdrawing their submission (as conditions were offered that met their requirements), the WDC granted the Resource Consent. WDC Granted Resource Consent is attached in Appendix 10.*
- *DOC Resource Consent Application, Stage 1 site: Meetings were held with DOC Hokitika staff for the Concession and discussions were had at these meetings regarding the Resource Consent processes. As stated above DOC submitted on the Resource Consent application however agreement regarding the birds, weed control and a species of Coprosma were sorted with conditions being volunteered by HAL.*
- *New Zealand Transport Agency (NZTA) for Resource Consent Application, Stage 1 site: AGFGL first approached NZTA in 2015. NZTA were followed up in May 2017 when the Resource Consent Application process was being undertaken. NZTA provided an access design that would require the access and SH6 road to be upgraded. This upgrade formed part of the RCA. See attached information in Appendix 6.*

- *Iwi, Te Rūnanga o Makaawhio (Makaawhio), Stage 1 & 2 sites: Makaawhio were contacted in February 2018 (and a few time subsequent) and asked to comment on the proposed heliport. On 27th March 2018 Makaawhio were again contacted and informed HAL that due to staff changes they has not received earlier emails. Makaawhio will endeavour to get a response/comment and when this is received it will be forward to DOC.*
- *Ecologist for Resource Consent Application, Stage 1 site: As stated above, a condition was offered in the RCA that an Ecological report would be carried out prior to any development of the site, however WDC wanted an ecological report prior to making a decision on the application. OPUS (Richard Nichol) was contacted and a site visit organised with HAL, Marion Smith. Once the site visit for the Stage 1 site was carried out, a report was completed and this was supplied to the WDC (and also sent to DOC) see Appendix 12 attached a separate pdf file. A species of Coprosma (Wallii) was found on the Stage 1 site and this coprosma is listed as “at risk”, therefore conditions have been offered that prior to any works or vegetation clearance being carried out on the site, a Coprosma (Wallii) species Management Plan shall be carried out. For Stage 2 an ecological report would be commissioned.*
- *Noise Specialist for Resource Consent Application, Stage 1 site: As part of the RCA a Noise Specialist was engaged early in the process to discuss the viability of the proposal with regard to meeting noise standards and possible effects created. Initial response was that the proposal needs to be away from Dwellings to meet the noise standards. Malcolm Hunt Associates were engaged and carried out the attached noise report in Appendix 11 (attached as separate pdf file).*
- *RD Petroleum: as part of the RCA process RD Petroleum were engaged as expert providers of fuel to make sure that the fuel could be confined on site. A letter and diagrams are attached in appendix 8.*
- *CAA: has been notified of the proposal as there is a set process to follow under CAA rules with regard to certifying a heliport. Part 157 was applied for in June 2017. The CAA notice of the Part 157 is attached in Appendix 9.*

F. Insurance

Concessionaires are required to indemnify the Minister against any claims or liabilities arising from their actions. If this application is approved, the applicant will be required to hold Public Liability, Forest and Rural Fire Act Extension Insurance, and possibly Statutory Liability and/or vehicle insurance. The level of cover will depend on the nature of the activity. Please contact the nearest Department of Conservation office to discuss what is required.

Hokitika Airport Limited has Insurances in place.

G. Public Notification

Some activities and/or types of concession applications require public notification if the Department forms an intent to grant the concession. This increases the time and cost of processing the concession. The usual circumstances when public notification is required are thus:

- The Application is for exclusive use of public conservation land (ie a lease);
- The Application is for a licence for a term longer than 10 years;
- Other concessions do not require public notification unless the adverse effects of the activity are such that it is required.

A permissions advisor can advise you as to the type of concession your activity requires and whether or not it needs notification.

Hokitika Airport Limited (HAL) would like to carry out an activity that would require exclusive use of the DOC land for heliport operational purposes. The term of the proposed concession is requested to be 20 years. This timeframe would enable HAL to gain all the necessary consents and become operational, however there would be a condition that would be offered regarding the Stage 2 land – ‘if the Stage 2 land is not utilised after 3 years then the Stage 2 land shall be returned to public offering’. With the proposal being for exclusive use for a term of 20 years, public notification would be expected.

Fees and costs

Processing Fees:

Section 60B of the Conservation Act contains the statutory provisions regarding processing fees.

The Department recovers all direct and indirect costs to process a concession application from Applicants regardless of whether the application is approved or declined. The cost of processing a concession depends on whether the application needs to be notified or not (see Public Notification section above), and/or whether the application is a standard application or is complicated/complex.

The estimated cost of processing a standard non-notified concession is **\$1540 + GST**. If the application meets the criteria for notification or the application is particularly complex or complicated then further costs will be incurred. In this situation the Applicant will be sent an estimate of costs. Applicants are also entitled to request an estimate of costs at any point but the Department may impose a charge for preparing such an estimate. Estimates are not binding.

The Department will ordinarily invoice the Applicant for processing fees after a decision has been made on the application but in some cases interim invoices will be issued. If at any stage an application is withdrawn the Department shall invoice the Applicant for the costs incurred by the Department up to that point. Applicants are required to pay the processing fees within 28 days of receiving an invoice. The Director-General is entitled to recover any unpaid fees as a debt.

The Director-General of Conservation has discretion to reduce or waive processing fees. If your application is for landing aircraft for personal recreational use you may be eligible for a reduction of 50% of the processing fee.

The Department may obtain further information either from the applicant or from any other relevant source in order to process the application. The applicant will be advised of any information obtained from other sources. The cost of obtaining such information will be charged to and recovered from the applicant. The applicant will be informed as soon as practicable from receipt of the application if further information is required before this application form can be fully processed by the Department.

Reduction in Processing Fees for exceeding processing timeframe:

If the Department fails to meet its processing timeframes the fees will be reduced at a rate of 1% per day late, up to a maximum of 50% of the total processing fee. The reduction will not apply if the Applicant's actions have delayed the process.

Ongoing Fees:

If your application is approved, you will also be required to pay annual fees throughout your concession. These are:

- Annual management fee to cover administration time; and/or

- Monitoring fee (if required) to cover the cost of monitoring the effects of your activity; and/or
- Activity fee per head (if a recreation concession), or a minimum fee per year; and/or
- Annual rental (if a land use concession eg lease)

Please contact the nearest Department of Conservation office to discuss the applicable fee and processing timeframe for the application.

Terms and Conditions for an Account with the Department of Conservation:

Have you held an account with the Department before? (Please tick) Yes No


If yes, under what name: *Hokitika Airport Limited*

1. I/We agree that the Department of Conservation can provide my details to the Department's Credit Checking Agency to enable it to conduct a full credit check.
2. 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.
3. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.
4. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
5. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
6. 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 of the credit account are not met.
7. 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.

Declaration

I certify that the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct.

Note: The Minister can vary any concession granted if the information given in this application contains inaccuracies.

Signature (Applicant)		Date	27/03/18
	Lara Kelly on behalf of HAL.		
Signature (Witness)		Date	
Witness Name			
Witness Address			

I have signed the form myself (which is on behalf of the applicant HAL). I do not deem it necessary to get another person to witness my signing of the Form – I am self-employed I have never had to get another person to sign any of my applications to the many Councils and agencies that I apply to, on behalf of clients. I am the person certifying the information provided on the forms and attachment is correct to the best of my knowledge. Therefore I do not think it is necessary to get another person to certify my signature. If you will not accept the form because a witness has not signed it - can you let me know?

This application is made pursuant to Sections 17R and 17S of the Conservation Act 1987 [and (where applicable) Section 49 of the National Parks Act 1980/Section 59A of the Reserves Act 1977].

Applicants should familiarise themselves with the relevant provisions of the Conservation Act 1987, the Reserves Act 1977 and the National Parks Act 1980 relating to concessions.

Once the application is complete, the Minister has 20 days within which to advise the applicant whether the application is declined on the grounds that the application does not comply with or is inconsistent with the provisions of the Act or any relevant Conservation Management Strategy or Conservation Management Plan. If the Minister does not so advise the applicant the application will be processed in accordance with Section 17T of the Conservation Act 1987.

The purpose of collecting this information is to enable the Department to process your application. The Department will not use this information for any reason not related to that purpose.

Applicants should be aware that provisions of the Official Information Act might require that some or all information in this application be publicly released.

For Departmental use

Credit check undertaken	
Comments :	
Signed	Name
Approved (Tier 4 manager or above)	Name

Appendix 1: Who to contact?

If you have a query relating to a permit or concession the offices below specialise in the following topics. For queries relating to topics not listed below contact the office closest to where you are based.

Hamilton

Contact our Hamilton office for:

- agriculture, beehive, vehicle, ski field and grazing concessions

Permissions Team
Private Bag 3072
Hamilton 3240
Ph +64 27 200 9648
Email: permissionshamilton@doc.govt.nz

Christchurch

Contact our Christchurch office for:

- Retail, ski field, access/easements, Wild Animal Recovery Operations (WARO) and helihunting concessions
- Sounds Foreshore authorisations and all permits relating to Marine Mammals

Permissions Advisor (Support)
Private Bag 4715
Christchurch Mail Centre
Christchurch 8140
Ph +64 3 371 3700
Email: permissionschristchurch@doc.govt.nz

Hokitika

Contact our Hokitika office for:

- Events, vehicle, boating, access/easements, grazing and extraction of materials concessions
- Mining and access arrangements.

Permissions Advisor (Support)
Private Bag 701
Hokitika 7842
Ph +64 3 756 9117
Email: permissionshokitika@doc.govt.nz

Dunedin

Contact our Dunedin office for:

- Aircraft (other than helihunting and WARO), boating, ski field, access/easement and grazing concessions.

Permissions Advisor (Support)
PO Box 5244
Dunedin 9058
Ph +64 3 477 0677
Email: permissionsdunedin@doc.govt.nz