



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.

Please find attached form 3a:A1

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

*(Exclusive occupation requires a lease which requires public notification of the application)*

YES /  NO

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 site is stipulated to be run exclusively as a 'youth hostel/backpackers'. Because of the nature of our business we need to ensure that our premises is secure and safe for both our guests wellbeing and their possessions as well as our business possessions and wellbeing therefore we need to ensure the site and business is secure at all times and those who have access are genuine with our businesses interest at heart.

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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.*

We would like to apply for a concession term of up to **30 years**

Because we run a backpackers/youth hostel a longer lease period gives us the security to invest in our maintenance and business plans moving forward.

Since starting our business we have only secured a sub-lease period of 2 years and this has given us little security to invest, plan and grow our business.

An assured future will enable us to implement our business goals and invest into the restoration of our buildings which will benefit both our business and the community.

### 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
EG: Tararua Forest Park	Northern rata - threatened species	Damage to the plants by construction	Brief construction and maintenance staff of the location and importance of the species; clearly tape off areas with the species to avoid damage

This site 46 main road Havelock has been operating as a backpackers/youth hostel since 1963  
 It is stipulated that the land and building is reserved for this purpose only therefore there will be no new environmental impacts on public conservation land.

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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

### 3a Description of Activity

The site is located at 46 Main Road, Havelock, Marlborough.

The description, name and status of the site is 'Local Purpose Reserve - (site for youth hostel).

It is held for the public under the Reserves Act 1977.

The Reserve is currently under the Control and management authority of Ngāti Kuia.

Ngāti Kuia wish to surrender the management authority at the earliest possible opportunity.

We intend to continue with the lease of the land of 2386m<sup>2</sup> local purpose reserve (youth hostel site) for the purpose of running a youth hostel/ backpackers.





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This form, which provides specific information about your proposed grazing activity, is to be completed in conjunction with the Applicant Information Form 1a. If you wish to build any structure on public conservation land as part of your grazing activity please also fill in Application Form 3b.

Please complete this application form, attach Form 1a, 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.

## A. Description of Activity

Type	✓	Max. number of stock to be grazed at any one time	Max. number of weeks to be grazed per year
Dairy Cows			
Dairy Calves, Yearlings, and Heifers			
Beef Breeding Cows			
Beef Calves, Yearlings and Heifers			
Bulls			
Deer			
Sheep	✓	12	All year
Other (please describe in detail)			

**Grazing management** please describe in detail:

- stock grazing system eg rotation, or land to be grazed on a year-round basis
- whether fertiliser is proposed to be used, and methods of application, how often etc;
- whether the land is/will be fenced - if not, how stock will be contained;
- use of supplementary feeding;
- source of stock water;
- any cultivation proposed (eg winterfeed);
- proposed pest and weed control (if any);

- any access across other parts of conservation land required; and
- any other details of grazing management

If you require extra space for answering please attach and label Form 2A:A.

We ensure that all fences, gates and drains are maintained and in good condition, this is crucial to the safety of our stock and ensuring they do not become a hazard on public roads. Pest and weed control, primarily gorse is cut down and maintained through methods of scrub bar machinery and spraying.

The grazing stock have access to water at all times, this is monitored and the water source is taken from site 46 Main road-site for youth hostel via a hose.

The site is to be grazed on a year round basis, In the winter stock are given hard feed as grass conditions can become depleted.

## **B. Area(s)**

List the areas of your proposed grazing including any access necessary and attach a map to show the site(s). Identify the status of the area(s) (ie National Park, Conservation Park, stewardship area, recreation reserve etc) and the size/dimensions of the area proposed for grazing. Please use NZTM GPS co-ordinates where possible.

<b>Name and Status of Conservation Area</b>	<b>Area</b>
<i>Eg: Tararua Forest Park</i>	<i>500 m x 30 m</i>
44a Main Road Havelock	1.375 Hectares
Location: S H 6 Havelock	
Land status: Local purpose reserve subject to the reserves act	
Legal description: Part section 239 town of Havelock	

## **C. 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 2a:C. 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.



## D. 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 2a:D.

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
EG: Tararua Forest Park	Northern rata - threatened species	Damage to the plants by grazing animals	Fence areas with species, monitor stock to ensure no access to the location

We have used the site for grazing our sheep since 2011 and it will continue to be used for this purpose therefore there will be no new environmental impacts to the site as there are no threatened plants that would be damaged by grazing animals. We are currently working with DOC- in particular Phill, in eliminating the plague/rainbow skink from the area. To do this a polythene fence has been installed along side an electric fence to keep our grazing sheep from damaging the fence. We will ensure the fence is maintained.

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**E. 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.*

We hope to have the concession term for the same period as the concession for site 46 main road havelock- up to 10 years

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**F. Other**

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Form 2A:F.

2A:F.- MAP



Inglis Street

Havelock Quay

Slogan Street

Kavanagh Place

Nicholson Street

ose Reserve - site for youth hostel

ct 1977  
| Purpose Reserve

[inal Details](#)

