



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.**



**A. Applicant Details**

Applicant Name  
(full name of registered company  
or individual)

REEFTON VISITOR CENTRE  
INCORPORATED

Legal Status of  
applicant (tick)

Individual

Registered  
Company

Trust

Incorporated  
Society



Other (please specify full details)

~~\_\_\_\_\_~~

Please supply the company, trust or incorporated society registration number:

619898

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

REEFTON VISITOR CENTRE  
67-69 BROADWAY PO Box 100  
REEFTON, 7830

Street Address (if different from  
Postal Address)

~~\_\_\_\_\_~~

Registered Office of Company or  
Incorporated Society (if applicable)

REEFTON VISITOR CENTRE  
67-69 BROADWAY  
REEFTON, 7830

Phone

03 732 8391

Website

reefton.nz

Contact Person and role

JOHN BOUGEN - TREASURER

Phone

~~\_\_\_\_\_~~

Cell Phone

021 983480

Email

john@reefton.nz

Contact Person and role

GRAEME NEYLON - CHAIRPERSON

Phone

03 732 8382

Cell Phone

027 4314659

Email

graeme.neylon@bdc.govt.nz  
or graememaimai@extra.co.nz.

**A. Applicant Details**

Applicant Name  
(full name of registered company  
or individual)

Repton Visitor Centre Incorporated

Legal Status of  
applicant (tick)

Individual

Registered  
Company

Trust

Incorporated  
Society

Other (please specify full details)

Please supply the company, trust or incorporated society registration number:

619898

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

Repton Visitor Centre  
67-69 Broadway  
Repton 7830

Street Address (if different from  
Postal Address)

Registered Office of Company or  
Incorporated Society (if applicable)

Repton Visitor Centre  
67-69 Broadway  
Repton 7830

Phone

Website

Contact Person and role

Claire Nylon Chairperson

Phone

03 7328382

Cell Phone

Email

greenemaid@xtra.co.nz

Contact Person and role

John Bougen - Treasurer 021 983 486

## 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	<input checked="" type="checkbox"/>
Land use:	2a
A. Tenanted and/or using existing DOC facility/structure	3a <input checked="" type="checkbox"/>
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.

*Reefbe - Visitor Centre Incorporated has been operating the premises for last 25 years.*

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#### **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.

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#### **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.

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#### **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.

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#### **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:

## H. 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

If yes, under what name:

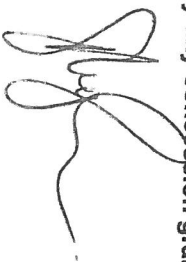
1. ~~I/We~~ agree that the Department of Conservation can provide my details to the Department's Credit Checking Agency to enable it to conduct a full credit check.
2. ~~We~~ agree that any change which affects the trading address, legal entity, structure of management or control of the applicant's company (as detailed in this application) will be notified in writing to the Department of Conservation within 7 days of that change becoming effective.
3. ~~We~~ agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.
4. ~~We~~ agree to fully pay the Department of Conservation for any invoice received on or before the due date.
5. ~~We~~ agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
6. ~~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. ~~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

28<sup>th</sup> June 2018

Date

Witness Name

Witness Address

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].





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.

### Reefton Visitor Centre

The land on which a renewal of Lease/new lease is sought, is located at 67 to 69 Broadway, Reefton 7830.

For the last 25 years the building which sits upon the land, has housed the Reefton Visitor Centre/I-Site, DOC Ranger office, Conservation and DOC interpretation displays and information, DOC radio communication base, static museum and displays, Mine experience, mining equipment displays and latterly the premises of the BNZ Bank and an ANZ ATM.

The land is Local Purpose Reserve.

Prior to the Visitor Centre being erected it was a Petrol Station/Motor Mechanics and prior to that a variety of Commercial uses.

The 25 year Lease, dated 17 June 1993, detailed the Purpose of the Land Lease as

To provide for the interpretation and information on conservation matters in North Westland

To provide visitor information including that available through the Visitor Information Network for North Westland.

To provide community information services.

To provide for the retailing of visitor related merchandises by both the Department of Conservation and the Lessee.

To provide by either the Lessee or a sub Lessee the retailing of product / merchandise that is not in conflict with any other competent Reefton Retailer.

To promote itinerate exhibitions of arts, crafts and other displays in keeping with the activities of the Lessor and Lessee.

In order to contemporize the permitted activities we request that they be extended to include;

The leasing of premises to a Bank.

The leasing of premises to ATM(s)

The leasing of Office Premises to the Department of Conservation or any other similarly suitable Tenant

The provision and rental of Meeting Room (s).

The leasing of premises to a café/coffee shop/coffee cart as is required to ensure the needs of visitors are met/enhanced.

No longer being contemplated is the activity of a distillery or similar.

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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

N/A

### C. Larger area

Is the size of the area you are applying for **larger** than the structure/facility **YES**

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:

The difference is the small area of land to the front and rear of the building.  
 The rear area is in grass and planting. Fire egress discharges onto this area.  
 The Front area is mostly paved with a small area of grass on which an outdoor table is sited

Is this necessary for safety or security purposes? **NO**

Is this necessary as an integral part of the activity? **YES**

Is this essential to carrying on the activity? **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.

### 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**

*(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? **NO**

Is exclusive possession necessary to protect physical security of the activity? **NO**

Is exclusive possession necessary for the competent operation of the activity? **YES**

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:D.

The building has been occupied on an exclusive possession basis for 25 years.

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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.*

Ten Years with a Right of Renewal of a further Ten Years.

Assuming that the negotiations prior to Lease Commencement go as they need to, thus enabling the maintenance/renovation of the building to occur, the next period of R&M and compliance costs will be needed circa 2028. As a Non Profit group, we cannot lock ourselves into obligations beyond our ambit and financial ability.

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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?

**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.



## 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
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
Reefton Commercial Area	None	No Conservation Values	

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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.

