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:

- **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[1] for.

[1] 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[2] closest to where the activity is proposed. You can use DOC maps[3] to identify which District Office you should contact. Or arrange a meeting with any of our four offices that process concessions[4] – 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[5].
- 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[6] 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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[2] www.doc.govt.nz/footer-links/contact-us/office-by-name/
[3] http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps
[4] https://www.doc.govt.nz/get-involved/apply-for-permits/contacts
[5] https://www.doc.govt.nz/footer-links/privacy-and-security/
[6] 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[7] 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.

[7] https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/

A. Applicant details

Legal status of applicant (tick)	☐ **Individual** (Go to ❶)	
	☐ **Registered company** (Go to ❷)	☐ **Trust** (Go to ❷)
	☑ **Incorporated society** (Go to ❷)	☐ **Other e.g. Educational institutes** (Go to ❷)

❶	**Applicant name (individual)**			
	Phone		**Mobile phone**	
	Email			
	Physical address		**Postcode**	
	Postal address (if different from above)		**Postcode**	

❷	**Applicant name (full name of registered company, trust, incorporated society or other)**	Southland Ski Club Incorporated		
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429042731719	**Company, trust or incorporated society registration number**	225391
	Registered office of company or incorporated society (if applicable)	C/- Rose Wilson, Scholefiled Law. 58 Don Street Invercargill 9810		
	Company phone		**Company website**	www.southlandskiclub.org.nz
	Contact person and role	Sarah Kennedy (Club president)		
	Phone	03 213 1021 (home)	**Mobile phone**	021 143 4987
	Email	southlandskiclub@gmail.com		
	Postal address	PO Box 952 Invercargill	**Postcode**	9810
	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	☐
Yes	☑

- If yes record the:

Date of DOC pre-application meeting	4-Oct-19 to present (email dialogue)
Name of DOC staff member	Rhiannon McLean
Name of person who had the pre-application meeting with DOC	Sarah Kennedy

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

ACTIVITY APPLICATION FORM*	FORM NO.	TICK
Grazing	2a	☐
Land use: Tenanting and/or using existing DOC facility/structure	3a	☑
Land use: Use of public conservation land for private/commercial facility/structure	3b	☑
Guiding/Tourism/Recreation: Watercraft activities	4b	☐
Filming	5a	☐
Sporting Events	6a	☐
Marine reserves application form: Structure in a marine reserve	11a	☐
Other activities (not covered in the above forms or in the new activity application forms that combine applicant and activity information)	7a	☐

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[8]
- Easements[9]
- Land based guiding[10]

[8] https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/
[9] https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/
[10] https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/

D. Are you applying for anything else?

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

No	☑
Yes	☐

- If yes, state which application forms:

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).

I have applied for and obtained resource consents from the ORC and Environment Southland for farmers in my capacity as a (self-employed) farm consultant.

Have applied for a resource consent from the QLDC on behalf of the Southland Ski Club for the lodge building upgrade (under processing).

Elected Southland Ski Club president March-16 (in my 4th term). Previously secretary (1yr).

Have introduced several new intitiatives to the Ski club, including a register of policies/procedures, vision statement, health and safety plan and policy, lodge start-up and shut-down procedures, working bee check-list, etc.

Have been personally responsible for applying for grants for the lodge bathroom upgrade and storage facility; and have secured $95,000 from generous funders.

Orienteering club treasurer since April-16. Other support to this club, including planning events and managing the annual Schools Orienteering Championships.

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
Correct example ✓ *D*	*Locations*	*PDF*	*Trust Deed.*
Incorrect example ✗ *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.	☑
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.	☑
I have completed the **activity application form**.	☑
I have appropriately labelled all attachments and completed section **F Attachments**.	☑
I will email **permissions@doc.govt.nz** my: • Completed applicant information form • Completed activity application form/s • Any other attachments.	☑

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	☐
Yes	☑
If 'yes' under what name	The Southland Ski Club Incorporated.

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.	☑
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.	☑
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	☑
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	☑
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	☑
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.	☑
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.	☑

Typed applicant name/s	Sarah Louise Kennedy (club president)	**Date**	30-November-2019

For Departmental use			
Credit check completed			
Comments:			
Signed		**Name**	
Approved (Tier 4 manager or above)		**Name**	