

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.

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.

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

- A Certificate of Title and other attachments as noted on this form including the enclosed credit Application Form.
- A Draft Environmental Impact Assessment report (EIA) if this application is likely to require an EIA;
- Copies of management plans that relate to the site (for the reserves under the Reserves Act 1977, or land administered under the Conservation Act or any Act listed in the first schedule of the Conservation Act 1987).

A. Applicant Details

Applicant Name (full name of registered company, institute, organisation, or individual)								
Legal Status of applicant (tick)¹	Individual	<input type="checkbox"/>	Registered Company	<input type="checkbox"/>	Trust	<input type="checkbox"/>	Research Institute	<input type="checkbox"/>
Other (please specify full details)								
Trading Name (if different from Applicant name)								
Postal Address								
Street Address (if different from Postal Address)								

¹ For all other than Individual please attach proof of legal status e.g. company registration information; trust deed registration information and label Attachment A.

Registered Office of Company or Incorporated Society (if applicable)			
Phone		Website	
Contact Person and role			
Phone		Cell Phone	
Email			

Preparation of Application

- Are you using a consultant to help you with your application?

Yes / No (delete one)

- Do you want the Department to deal with the consultant?

Yes / No (delete one)

If yes, please provide the contact details of the consultant and the nature of their work (e.g. preparing EIA report)

B. Activities applied for

Activities to be undertaken

Please tick **all** the actions that are applicable to the activity you wish to carry out pursuant to the following legislation involving Aquatic Life on and/or off public conservation land:

ACTIVITY TRANSFER/RELEASE		✓	Legislation
to a location where the species does not already exist			s26ZM(3)(a) Conservation Act 1987
to a fish farm where the species does not already exist			s26ZM(3)(a) Conservation Act 1987
to public conservation land			s26ZM(3)(b) Conservation Act 1987
mollusc, crustacean, protozoa, insect, annelid, nematode (platyhelminth worm or oligochaete worm)	to a lake, river or stream		r58 Freshwater Fisheries Regulations 1983
fish or fish eggs	to waters of any lake, river or stream not in a Fish and Game region (i.e. Taupo District)		r60 Freshwater Fisheries Regulations 1983
	to lake, river or stream where they are not already present		r61 Freshwater Fisheries Regulations 1983
Sports fish or eggs	To lake, river or stream of any other catchment		r62 Freshwater Fisheries Regulations 1983
between islands			r63 Freshwater Fisheries Regulations 1983
to a Reserve or National Park			Reserves Act 1977 National Park 1980

Property in which the release is to take place

Is the applicant the landowner?

Yes / No

If the answer is no, please list contact details for the person who is the landowner and **attach** written evidence that their consent has been gained to release the live aquatic life on their land.

[Redacted area]

Attach a recently searched title to the land on which the site is located. (For a copy of the title contact your nearest Land Information New Zealand office.)

Supply the map reference: NZ Topo 50.....

Attach a location map showing the title boundaries, the release site along with the immediate catchment and the wider catchment in which the site lies, please use NZTM GPS coordinates where possible.

Attach a site plan showing location, shape, size, depth and number of water bodies.

Attach photos of the site.

If the location is subject to the Conservation Act 1987 or any Act on the First Schedule of that Act (e.g. the Reserves Act) and there is a management plan or strategic plan for the area, please **enclose** a copy.

Consultation

Please refer to the section on consultation in the Information pack, for information about consultation requirements.

- Have iwi representatives in release area have been advised of the proposal?

Yes / No **(delete one)**

If an EIA and/or Operational Plan are required, have the iwi representatives been sent a copy?

Yes / No **(delete one)**

If yes to one or both of the above, list the iwi groups and people contacted:

[Redacted area]

- Has the relevant Fish and Game Council been advised of the proposal?

Yes / No (delete one)

If an EIA and/or Operational Plan are required, has it been sent a copy?

Yes / No (delete one)

If yes to one or both of the above, record name of Fish and Game office contacted and name of person contacted:

[Redacted area]

- Has the Ministry for Primary Industries been advised of the proposal?

Yes / No (delete one)

If an EIA and/or Operational Plan are required, has it been sent a copy?

Yes / No (delete one)

If yes to one or both of the above, record name of Ministry for Primary Industries contacted and name of person contacted:

[Redacted area]

Please attach any correspondence relating to consultation that you have undertaken.

The following sections must be filled out if an EIA is not required. If an EIA is required, go to the last page and fill it out.

If more space is required, please attach additional pages to this form.

C. The Proposal

What is the species you propose to transfer/release? Give common and scientific name:

Four horizontal grey bars for text entry.

How many of the species do you propose to transfer/release?

Two horizontal grey bars for text entry.

What is the source of the species to be transferred/released? If a commercial source, give name and address of supplier.

Four horizontal grey bars for text entry.

What type of water body is the release site e.g. lake, river stream etc?

Two horizontal grey bars for text entry.

Is the water body a natural or modified natural water body?

Yes / No (**delete one**)

Is the water body an artificial water body?

Yes / No (**delete one**)

If the water body is an artificial water body please provide information on:

- the legal status of the land (including if the location is subject to the Conservation Act 1987 or any Act on the First Schedule of that Act (e.g. the Reserves Act) and there is a management plan or strategic plan for the area, please **enclose** a copy); and
- any other legal and, or planning constraints in respect of the freshwater habitat of the artificial water body (e.g. plan or consent conditions or fish passage regulatory provisions etc); and
- the purpose for which it was created.

Describe the water body e.g. inlets and outlets, flora and fauna present etc

What is the purpose of the transfer/release, i.e., what do you want the transfer/release to achieve? Discuss the alternatives and why they have been discounted.

Natural Values

Describe the natural values of the site and its wider catchment; in particular, describe the indigenous freshwater fisheries, recreational fisheries, the freshwater habitat and other natural values both upstream and downstream.

[Redacted area]

Effects

Describe any effects (positive, adverse, cumulative effects that might arise as a result of a transfer and release occurring).

[Redacted area]

Proposed Management Regime

Describe, briefly, how you intend to manage the species (e.g. prevent/deal with escapes, monitor the effectiveness of the species?)

[Redacted area]

D. Fees

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 an application from Applicants regardless of whether the application is approved or declined. If at any stage an application is withdrawn the Department will 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 cost of processing a standard non-notified concession is likely to be **\$2065 plus GST plus notification costs**. If the application is assessed as complex, covers multiple regions, or a number of submissions are received, this fee is likely to be higher. The Department will send an estimate of costs to the Applicant once the application has been assessed.

Applicants are 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.

Paying fees:

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 you wish to pay up front, please tick your payment method:

- I have attached a cheque
- I have direct credited into DOC account – please use the Applicant name and permission number (which the permissions team will give to you) as the references.

Department of Conservation

Westpac Bank

Department Account No: 03 0049 0002808 00

- I have a purchase order/number from an organisation registered with DOC: _____

If you are applying from outside New Zealand we can process a credit card payment – please contact us to request this procedure.

The Director-General of Conservation has discretion to reduce or waive processing fees.

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.

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:

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.

Additional Fees:

You may also be required to pay additional fees. These may include:

- Annual management fee to cover administration time; and/or
- Monitoring fee to cover the cost of monitoring the effects of your activity.

Please contact the Permissions team to discuss whether these fees apply.

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: An Authorisation may be varied or revoked if the information given in this applicant contains inaccuracies.

Signature (Applicant)		Date	
Signature (Witness)		Date	
Witness Name			
Witness Address			

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 completed			
Comments :			
Signed		Name	
Approved (Tier 4 or above)		Name	