

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.

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)	<input type="checkbox"/> Individual (Go to 1)	
	<input type="checkbox"/> Registered company (Go to 2)	<input checked="" type="checkbox"/> Trust (Go to 2)
	<input type="checkbox"/> Incorporated society (Go to 2)	<input checked="" type="checkbox"/> Other e.g. Educational institutes (Go to 2)

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

2	Applicant name (full name of registered company, trust, incorporated society or other)		The Sir Edmund Hillary Outdoor Education Trust	
	Trading name (if different from applicant name)		As above	
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	Company, trust or incorporated society registration number	210651	
	Registered office of company or incorporated society (if applicable)		Momentum Hub ,770 Great South Rd , Manukau, Auckland, 2104	
	Company phone		Company website	http://www.hillaryoutdoors.co.nz
	Contact person and role			
	Phone		Mobile phone	
	Email			
	Postal address	Private Bag 37 Turangi	Postcode	3353
	Street address (if different from postal address)	Access rd. 3, SH 47 Turangi	Postcode	3334

B. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

- If yes record the:

Date of DOC pre-application meeting	
Name of DOC staff member	
Name of person who had the pre-application meeting with DOC	

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	<input type="checkbox"/>
Land use: Tenanting and/or using existing DOC facility/structure	3a	<input type="checkbox"/>
Land use: Use of public conservation land for private/commercial facility/structure	3b	<input type="checkbox"/>
Guiding/Tourism/Recreation: Watercraft activities	4b	<input type="checkbox"/>
Filming	5a	<input type="checkbox"/>
Sporting Events	6a	<input type="checkbox"/>
Marine reserves application form: Structure in a marine reserve	11a	<input type="checkbox"/>
Other activities (not covered in the above forms or in the new activity application forms that combine applicant and activity information)	7a	<input checked="" type="checkbox"/>

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).

At present we have an application pending in regards to Guiding in the Central North Island it is 180 pages of information. The concession is 94753-GUI 103580-TEL

For currency I have added our current Insurance certificate ,and our latest Adventure Mark Safety Audit Certification, as attachments.

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
<i>E</i>	<i>Adventure Mark safety Audit certification</i>	<i>PDF</i>	<i>This is our current safety audit certification valid until 2026</i>
<i>E</i>	<i>Insurance certificate</i>	<i>PDF</i>	<i>This is our current liabilities insurance certificate</i>
	<i>Hillary Outdoors sustainability Charter</i>	<i>PDF</i>	<i>Our policy on sustainability as an charitable organisation educating others in a world Heritage park</i>
	<i>Hillary Outdoors Cultural code of conduct</i>	<i>Word Document</i>	<i>How we operate safely in a World Heritage site by having being culturally informed from Iwi of place. This document has been consulted on with Ngati Hikairo ,Ngati Rangi.</i>

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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
I have completed the activity application form .	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section F Attachments .	<input checked="" type="checkbox"/>
I will email permissions@doc.govt.nz my: <ul style="list-style-type: none"> • Completed applicant information form 	<input checked="" type="checkbox"/>

- 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	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>
If 'yes' under what name	The Sir Edmund Hillary Outdoor Education Trust

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

Typed applicant name/s	The Sir Edmund Hillary Outdoor Education Trust	Date	
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For Departmental use

Credit check completed

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

Application for Land Based Guiding Activities

Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all sections of this form
- 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 form (section L).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

If I need some help, where do I get more information?

- Check the DOC's '[Land-based guided activities](#)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)⁵ closest to where the activity is proposed. You can use [DOC maps](#)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁷ – 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.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁸ as they set out how DOC and our Treaty partners manage public conservation land. Statutory planning documents can have a direct impact on your application, for example they may set the specific track limitations and maximum group size allowed.

Book a pre-application meeting with DOC staff if you require assistance with navigating DOC's statutory planning documents.

How do I submit my application?

Email your completed application and any other attachments to: permissions@doc.govt.nz

What happens next?

Once it is 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 form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is a factor in determining 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: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. More information can be found on the DOC website on our [iwi/hapū/whānau consultation](#)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

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 [Land-based guided activities](#)¹¹ page on the DOC website.

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.

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 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](#)¹² 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.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to ①)	
	<input type="checkbox"/> Registered company (Go to ②)	<input checked="" type="checkbox"/> Trust (Go to ②)
	<input type="checkbox"/> Incorporated society (Go to ②)	<input checked="" type="checkbox"/> Other (Go to ②)

①	Applicant name (individual)		
	Phone		Mobile phone
	Email		
	Physical address		Postcode
	Postal address (if different from above)		Postcode

②	Applicant name (full name of registered company, trust, incorporated society or other)		The Sir Edmund Hillary Outdoor Education Trust	
	Trading name (if different from applicant name)		As above	
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	Company, trust or incorporated society registration number	210651	
	Registered office of company or incorporated society (if applicable)		Momentum Hub, 770 Great South Rd, Manukau, Auckland , 2104	
	Company phone		Company website	http://www.hillaryoutdoors.co.nz
	Contact person and role		[REDACTED], Centres Manager	
	Phone		Mobile phone	[REDACTED]
	Email	[REDACTED]		
	Postal address	Private Bag 37 Turangi	Postcode	3353
	Street address (if different from Postal address)	Access rd. 3, SH 47 Turangi	Postcode	3334

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

Yes

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

No

Yes

- State when and who with:

D. Description of activity

Select all the guiding activities you are applying for.

<input checked="" type="checkbox"/>	Day walks, hiking and tramping	<input type="checkbox"/>	Hunting*
<input type="checkbox"/>	Night walks, hiking and tramping	<input type="checkbox"/>	Fishing
<input type="checkbox"/>	Overnight walks, hiking and tramping	<input type="checkbox"/>	Motorbike
<input type="checkbox"/>	Climbing	<input type="checkbox"/>	4x4 vehicle
<input type="checkbox"/>	Manual bike rides	<input type="checkbox"/>	Quad bike
<input type="checkbox"/>	Electric bike rides	<input type="checkbox"/>	Snow mobile
<input type="checkbox"/>	Horse riding	<input type="checkbox"/>	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

E. 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:

F. Duration

State how long (months and years) you want your concession to last?

Concession Term to expire 30 November 2026

- Explain why you are seeking this duration:

As agreed under the Department's 2023 bulk process for Tongariro Alpine Crossing guiding concessions.

G. 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).

H. Consultation undertaken

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This often requires consultation with our Treaty Partner (iwi/hapū/whānau of local Maori) on your application. If you have already consulted with our Treaty Partner, or with other interested stakeholders, DOC would like to know about it.

We recommend you discuss consultation with a DOC staff member before starting your application.

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

- If yes, supply details for each group consulted with:

Whānau/hapū/iwi consulted with:	
Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	

Other interested stakeholders consulted with e.g. Conservation Boards or community groups:	
Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	

If you received a written response to consultation attach a copy to this application. Record the document details in section 'L Attachments' of this form.

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example ✓</u> Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example ✗</u> Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example ✓</u> Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

① Activity	② Public Conservation Land	③ Track Name	④ DOC Facilities	⑤ Dates of Operation	⑥ Max. Group Size (Incl. Guides)	⑦ Max. Number of Trips	⑧ Duration of Visit
Day Walking	Tongariro National Park	Tongariro Alpine Crossing (Location ID: 18855)	Walking Track				Up to eight hours

1 Activity	2 Public Conservation Land	3 Track Name	4 DOC Facilities	5 Dates of Operation	6 Max. Group Size (Incl. Guides)	7 Max. Number of Trips	8 Duration of Visit

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁵ relevant to your application:

- Tongariro Taupo Conservation Management Strategy (2002 - 2012)
- Tongariro National Park Management Plan (2006 – 2016)

Are you aware of any potential inconsistency of your activity with DOC's statutory planning documents?

No



Yes



If you have answered yes explain why it is inconsistent with the statutory planning documents.

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	<input checked="" type="checkbox"/>
		- Remain on formed tracks or well used routes	<input checked="" type="checkbox"/>
		- Do not cut down or damage any vegetation or natural feature	<input checked="" type="checkbox"/>
		- Ensure vehicles remain on formed roads	<input checked="" type="checkbox"/>
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	<input checked="" type="checkbox"/>
		- Ensure vehicles remain on formed roads	<input checked="" type="checkbox"/>
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	<input checked="" type="checkbox"/>
		- Don't startle wildlife with noise or camera flashes	<input checked="" type="checkbox"/>
		- Use infra-red torches for night time viewing	<input type="checkbox"/>
		- Do not feed any species	<input checked="" type="checkbox"/>
		- Do not harass any species	<input checked="" type="checkbox"/>
		- Do not take animals, including domestic pets, onto the land	<input checked="" type="checkbox"/>
		- Do not play recordings of bird song	<input checked="" type="checkbox"/>
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	<input type="checkbox"/>

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	<input checked="" type="checkbox"/>
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	<input checked="" type="checkbox"/>
		- Take all precautions to ensure weeds are not introduced to the land	<input checked="" type="checkbox"/>
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	<input checked="" type="checkbox"/>
		- Complete accurate annual activity returns to allow DOC to monitor usage	<input checked="" type="checkbox"/>
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	<input checked="" type="checkbox"/>
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	<input checked="" type="checkbox"/>
		- Allow other users to pass the group easily	<input checked="" type="checkbox"/>
	Cumulative impacts of additional concessionaire operating at already busy sites	- Park vehicles in designated parking spaces	<input checked="" type="checkbox"/>
		- Co-ordinate visits with other concessionaires (where possible)	<input checked="" type="checkbox"/>
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	<input type="checkbox"/>
		- Carry tents in case hut is full	<input type="checkbox"/>
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	<input type="checkbox"/>
Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	<input checked="" type="checkbox"/>	
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	<input checked="" type="checkbox"/>
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	<input checked="" type="checkbox"/>

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	<input checked="" type="checkbox"/>
		- Ensure any cultural interpretation is consistent with Iwi values	<input checked="" type="checkbox"/>
		- Educate clients to respect cultural values or traditions	<input checked="" type="checkbox"/>
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	<input checked="" type="checkbox"/>
		- Limit approach distance and stay on existing paths	<input checked="" type="checkbox"/>
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	<input checked="" type="checkbox"/>
		- Do not bury any toilet waste within 50 metres of a water source	<input checked="" type="checkbox"/>
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	<input checked="" type="checkbox"/>
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	<input checked="" type="checkbox"/>
Fires	Wildfires	- Ensure no open fires	<input checked="" type="checkbox"/>
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	<input type="checkbox"/>
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	<input type="checkbox"/>

L. 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
<u>Correct example ✓</u> D	Locations	Excel	Spreadsheet of all NZTM GPS locations and activities using the table format set out in section D
<u>Correct example ✓</u> K	Effects assessment	Word	List of additional potential effects (e.g. due to unusual activity) and proposed methods to avoid, remedy or mitigate the effect.
<u>Incorrect example X</u> Table	Doc1	Word	Table

M. Checklist

Application checklist	Tick
I have completed all sections of this form relevant to my application and understand that the form will be returned to me if it is incomplete.	<input checked="" type="checkbox"/>
I certify that the information provided in this application form and any attached additional forms is, to the best of my knowledge true and correct.	<input checked="" type="checkbox"/>
I have supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input type="checkbox"/>

N. 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	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/> X
If "yes", under what name:	The Sir Edmund Hillary Outdoor Education Trust

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to these 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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	<input checked="" type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input checked="" type="checkbox"/>
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
Applicant Name/s (of authorised person/s)	Date
	22/8/23

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

This is to certify that Sir Edmund Hillary Outdoors Education Trust trading as Hillary Outdoors

at Hydro Access Road No.3, State Highway 47, Tongariro

has successfully demonstrated conformance with the requirements of the

New Zealand Safety Audit Standard for Adventure Activities 2017

and is certified to conduct the following activities:

Adventure Activity	Location
Abseiling	North Island, Great Barrier Island
Canoeing - open water	North Island lakes
Canoeing - white water	North Island grade 2 rivers
Caving	Okupata, Pukehanau
Cliff jumping	Upper Mangatepopo Stream, Whakapapanui
Coasteering	Great Barrier Island
High ropes course	New Zealand
Kayaking – open water	Great Barrier Island, North Island lakes
Kayaking – white water	North Island grade 2 rivers
Mountaineering	North Island
Other climbing – via ferrata	Meads Wall
Other snow activities – snow shelters, snow shoeing	North Island
Other white water – river rescue	North Island
Rock climbing	North Island, Great Barrier Island
Waka ama	Great Barrier Island
Zipline	Tongariro sites

Issue date 01 September 2023

Expiry date 31 August 2026

Original certification date 02 September 2017

Certificate number [REDACTED]



Certified by Integra Limited. **AdventureMark®** is a division of Integra Limited, 2 The Courtyard, 4 Te Aute Road, Havelock North 4130. Certification is subject to terms and conditions as detailed at www.adventuremark.co.nz.

While all due care and skill was exercised in carrying out this safety audit, **AdventureMark®** accepts responsibility only for proven negligence. To verify that this certificate is current, please refer to the WorkSafe NZ Register of adventure activity operators.



Liability



CERTIFICATE OF INSURANCE

Date: 27 June 2023

INSURED

Insured name: Sir Edmund Hillary Outdoors Education Trust

Policy number: [REDACTED]

Policy Type: Association Liability, Broadform Liability

BUSINESS DESCRIPTION

Insured occupation: Provision of youth outdoor learning experiences:

Audit compliance of outdoor events conducted by [REDACTED]

PERIOD OF INSURANCE

From: 01/06/2023 to 01/06/2024 at 4.00 pm

Territory: New Zealand

Limit of Indemnity: [REDACTED]

Standard excess: As per Schedule

SPECIAL CONDITIONS (IN ADDITION TO STANDARD POLICY WORDING):

This certificate provides limited details. The insurance in this certificate is subject to the terms, exceptions, conditions and warranties of the Broadform Liability Policy Wording as modified by the endorsements and clauses noted in the Special Conditions above (if any) and the Policy Schedule. A copy of the Policy Wording is available on request. In the event of inconsistency between this certificate and the Policy Wording and Policy Schedule, the latter two documents will apply.

Signed for NZI – A business division of IAG New Zealand Limited

Signature: [REDACTED]

Date: 27/06/2023

Sustainability Charter

The Earth is a finite environment, with its physical systems tightly interconnected with all life on the planet. Humanity is now in the historic position of changing the global balance of both the physical and biological environments at increasing cost to future generations. Achieving sustainability requires global values and actions that are ecologically sound, socially just and economically viable.

Hillary Outdoors vision is 'Leading Outdoor Education'. Consistent with that vision, Hillary Outdoors has a social responsibility to provide educational opportunities to increase people's awareness, understanding, values and skills towards taking action for sustainability. Hillary Outdoors purpose is 'Youth Learning Through Adventure'. By following that purpose and immersing people in adventure and the natural environment, Hillary Outdoors will inspire people to involve themselves in helping shape future sustainable communities. Hillary Outdoors aims to be a leading voice to drive progress towards outdoor education for sustainability.

OBLIGATIONS

Hillary Outdoors obligations in relation to sustainability are to:

- Lead by example to inspire and enable people;
- Act in a restorative and regenerative manner in our local and wider environment;
- Continue to run programmes aligned with the values and authenticity of the Sir Edmund Hillary Outdoors Education Trust;
- Look after our people, clients and partners;
- Make transparent decisions based on balanced economic, environmental and social considerations;
- Respect and learn from local Iwi and operate under a framework of Kaitiakitanga (guardianship of the land).

COMMITMENTS

Teaching

Role modelling and teaching of sustainability is embedded into Hillary Outdoors programmes

- Use adventure and outdoor education activities to immerse people in the wilderness;
- Show young people how to enjoy the wilderness and then to inspire them to care for the natural world;
- Educate young people in Kaitiakitanga, Manaakitanga (people care) and Whanaungatanga (kinship through shared experiences);
- Offer education that enables people to contribute to change for sustainability

Management

Sustainable practices are embedded in Hillary Outdoors management of operations by role modelling innovative ways to maximise social, environmental and economic value.

- Develop and maintain its sites using sustainable practices;
- Instil sustainability principles in procurement decisions, across products life cycles and supply chains;
- Education staff in cultural awareness; Kaitiakitanga, Manaakitanga, Whanaungatanga; and
- Support opportunities for staff, tertiary students and alumni to actively engage with the internal and wider outdoor education industry, to drive progress in outdoor education for sustainability.

Governance

Hillary Outdoors integrates sustainability principles into its governance.

- Implement investment strategies consistent with Hillary Outdoors commitment to sustainability;
- Work strategically with partners to create innovative solutions to sustainability challenges;
- Build and maintain the planning, decision-making and governance framework required to enact the commitments of this Charter;
- Ensure the Hillary Outdoors community is involved in progress towards delivering these commitments through transparent decision-making and reporting where appropriate; and
- Engage in ongoing dialogue and collaboration with the internal and external community on Hillary Outdoors environmental impact and performance.

In achieving the commitments of this Charter we will fulfil the aspirations of the Hillary Outdoors vision.



The Hillary Outdoors Tongariro Cultural Code of Conduct

Introduction:

Hillary Outdoors is a 'not for profit' organisation. Our focus is engaging with the youth of New Zealand to help them to become the best people they can be and reach their full potential by interacting with nature and the great outdoors. Our purpose is 'Youth Learning through Adventure'. With our guidance young people discover leadership, independence, resilience and positive communication styles. With these tools they are able to explore how to successfully communicate and engage in a positive way with the people and the world around them.

A key aspect of all of our courses is to make the students fully aware of their surroundings and to assist them to both appreciate and respectfully engage with the dynamic cultural landscape of the Central North Island.

The principles we will follow to help us grow cultural understanding in our clients are:

- **Whakahirahira** (outstanding) - being the very best we can be.
- **Ngakau Tapatahi** (personal integrity) - walking the talk and honouring our word, particularly during difficult and challenging times.
- **Aroha** (compassion) –having care and respect for ourselves, for others and for the environment.
- **Kaitiakitanga** – being cognisant of the natural environment and ensuring our touch on the landscape 'leaves no trace'. The cultural significance of the places we visit is acknowledged by the respectful way we engage with that environment. By leading by example we hope that our students will share these messages with family and friends during any future visits they may make to the area.

We endeavour to be open and transparent in our engagement with Iwi and offer opportunities wherever possible to the young people of the area.

This is currently achieved in a number of ways:-

- Hillary Outdoors offers annual scholarships to local iwi to assist them with study on either of our one year Tertiary programmes.
- Hillary Outdoors engages with local schools and Kura to deliver tailored programmes either at cost or for zero fees.
- Hillary Outdoors trains local adult workers through our tertiary programme for environmental employment and gives them the technical skills for the outdoors to stay safe and succeed in this and related fields of employment.
- Hillary Outdoors runs an intern programme as a pathway to becoming an instructor which is available to any suitable local applicants.
- Hillary Outdoors provides safety training to local employees to enable them to safely carry out their duties in the local outdoor environment.

How Hillary Outdoors staff will conduct themselves in your Rohe:

- Our leaders will demonstrate leadership that gives effect to the cultural significance of the landscape.
- Our team will look for teachable moments that enhance our students' understanding of the cultural landscape.
- We will strive to understand and respect the significance of the Maunga and the special places through which we travel. We will pass that understanding on, as is deemed appropriate, to our students.
- We will continue to integrate Kaitiakitanga principles through our programmes and our teachings.
- We will continue to engage and support the local 'Search and Rescue' team to give assistance to anyone who is in difficulty on or around the Maunga.
- We will train and educate new staff joining our organisation in the cultural significance of the area, its people and cultural protocol.

What we will do to give effect to the cultural landscape:

- We will acknowledge Tangata Whenua to our students and visitors and give a brief summary of who the local Iwi/Hapu are. We do this using material provided by the local iwi so that it is authentic and accurate.
- We correctly name and pronounce the places we visit in 'Te Reo'. Our staff must gain a level of competency in Tikanga as part of their competency process.
- We will pay a moment of respect in an appropriate way when embarking on a trip or entering a place of cultural significance.
- We encourage and make available 'Te Reo' lessons to all staff in our work place.
- We will not summit the peaks in the Tongariro National Park with our clients or students.
- We will 'leave no trace' on the landscapes that we visit and endeavour to leave them better than we found them.
- We will engage in environmental programmes in the area such as trapping or pest clearance.