

One-off Activity Application Hauraki Gulf Maritime Park Bylaws

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 form. 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 for one off activities on those reserves that were within the former Hauraki Gulf Maritime Park, and are activities that would not otherwise require a concession (see <http://www.doc.govt.nz/parks-and-recreation/places-to-visit/auckland/hauraki-gulf-islands/hauraki-gulf-marine-park/plan-and-prepare/hauraki-gulf-maritime-park-bylaw-permits/> for further information). If this application meets these criteria please fill in this form.

If extra space is required for answering please attach and label according to the relevant section.

A. Applicant Details

Applicant Name (full name of registered company or individual)

Legal Status of applicant (tick)

Individual

Company

Trust

Incorporated Society

Other (please specify full details)

Trading Name

(if different from Applicant name)

Postal Address

Street address (if different from Postal Address)

Registered Office of Company or Incorporated Society (if applicable)

Phone

Website

<input type="text"/>
<input type="text"/>
<input type="text"/>
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Contact Person and role

Phone

Cell Phone

Email

B. Criteria

This form can only be used for activities that meet certain criteria – please tick the following criteria that the application meets:

Criteria:	
The activity involves no personal gain or reward for the Applicant e.g. financial profit, receipt of goods	
The activity has minor effects that can be easily managed	
The activity complies with the relevant legislation, conservation management strategy, and conservation management plans	
The activity has clearly defined limits (e.g. number of people involved)	
The activity does not involve erection of permanent structures	
The activity does not have a duration of more than 3 days (plus set up & tidy up days)	

Please note – if all these criteria are not met then you are not eligible for a Hauraki Gulf Maritime Park bylaws permit. You will be able to apply for a concession – please see <http://www.doc.govt.nz/about-doc/concessions-and-permits/concessions>.

C. Description of Location & Activity

Please identify the name and status of the reserve(s) (i.e. status can be scenic reserve, historic reserve, recreation reserve etc). Describe the location(s) of your activity in detail (e.g. track or site names) and attach a map. If you are unable to identify the areas, seek the assistance of departmental staff.

Name and status of reserve	Location within reserve

Please describe the proposed activity(ies) in detail.

How many people are involved?

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Proposed dates to

Alternative dates (if any)

Proposed start & finish time(s)

Length of time on land

Describe any temporary structures you wish to erect on DOC land (eg marquees, toilets).
 Attach a site plan showing locations of any proposed structures.

DOC facilities to be used (tracks, buildings etc)

Proposed means of transport to and from site(s). Include company name if commercial transport is to be used.

D. Description of Actual and Potential Effects of Proposal

Please describe the actual and potential effects of your activity eg noise pollution. Use the questions below as a starting point for your description. Additional information may be needed and should be attached to your application so that it can aid decision making. The Department will be able to provide you with some assistance, however if considerable assistance is sought in preparing these sections of the application, you may be charged for the time spent by Departmental staff. *(Please attach additional information if required.)*

Will natural waterways or bodies of water be affected by or used by your activity?

Will your activity result in any disturbance of native vegetation?

Will your activity result in any disturbance to soils, wetlands or any other natural feature during the initial start-up phase or on an ongoing basis?

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Will any aspects of your activity be visible from or within or adjoining the areas where you want to conduct your activity?

Will your activity have any effect on, or be affected by, any wildlife species within or near any area where you want to operate?

Is it possible that your activity will introduce any plant material, weeds, including lake weeds or seeds of plants into the area?

Is there any risk of fire associated with your activity?

Will your activity cause any noise during either the initial start-up phase or on a periodic or ongoing basis?

Will any other visitors, commercial or private, be present in or near the areas you wish to use?

Will any aspect of your activity affect current or future public access to or use of either the nominated or adjoining conservation land(s)?

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Will your activity have any effects on plants, animals or sites of traditional importance to Maori?

Will your activity have any effect on historic or archaeological sites?

Will your activity have any positive effects on natural or historic values?

Will your activity promote understanding of conservation?

E. Measures to Avoid, Remedy or Mitigate

Where you have identified actual or possible adverse effects in the previous section, please provide a brief description of action(s) you propose to take to avoid, remedy or mitigate those effects. Example: Possible effects on public access by having a marquee erected for the event. Proposed action to avoid this: ensure that marquee is erected as close to the time of the event as logistically possible.

F. Fees

Processing Fees:

The Department recovers all costs incurred to process a permit application from Applicants regardless of whether the application is approved or declined. The cost of applying for a permit is \$100 + GST (\$115 GST included).

If at any stage the application is withdrawn the Department shall invoice the Applicant for the costs incurred by the Department up to that point.

By signing the Declaration on this form the Applicant is agreeing to pay all costs associated with the processing of this application.

Activity Fees:

The Applicant is also required to pay activity fees for the permit activity. These are:

- o Site fee \$150 + GST (\$172.50 GST included); and/or
- o Site fee if you intend to set up a marquee \$300 + GST (\$345 GST included).

Additional Fees:

Additional fees may apply for weddings and events at Mansion House, Kawau Island, if extra services are required. Please contact the Warkworth Great Barrier Area Office to discuss your needs before completing this application.

G. Insurance

Permit holders are required to indemnify the Minister of Conservation against any claims or liabilities arising from their actions. If this application is approved, the applicant will be required to hold appropriate insurance (this may include Public Liability, Forest & Rural Fire Act Extension, Statutory Liability and/or vehicle insurance). The type of insurance and 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.

H. Declaration

I certify that the information provided on this application form and all attached additional information is to the best of my knowledge true and correct.

Note: The Minister can vary any permit granted if the information given in this application contains inaccuracies.

Signature (Applicant) Date

Signature (Witness) Date

Witness Name

Witness Address

This application is made pursuant to Clause 18 of the Hauraki Gulf Maritime Park Bylaws 1984.

Applicants should familiarise themselves with the relevant provisions of the Reserves Act 1977 and the Hauraki Gulf Maritime Park Bylaws 1984 relating to organised groups and activities.

All costs relating to the application are payable by the applicant to the Department of Conservation (see Section 60B of the Conservation Act 1987).

The Department reserves the right to obtain further information either from the applicant or from any other relevant source. 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 practical from receipt of the application if further information is required before this application can be fully processed by the Department.

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.
