



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)		Kororāreka Mārae Society Incorporated			
Legal Status of applicant (tick)	Individual	Registered Company	Trust	Incorporated Society	<input checked="" type="checkbox"/>
Other (please specify full details)		Koroareka Marae Society Inc is also a Registered Charitable Entity Registration No CC39029			
Please supply the company, trust or incorporated society registration number: 491292					
If an individual please supply your date of birth (this is a unique identifier for you):					
Trading Name (if different from Applicant name)		Kororāreka Marae			
Postal Address		P O Box 236 Russell 0242			
Street Address (if different from Postal Address)		Cnr Pitt Street & The Strand Russell 0202			
Registered Office of Company or Incorporated Society (if applicable)		Wellington Street Russell 0202			
Phone		Website	www.kororārekanz.com		
Contact Person and role		[REDACTED]			
Phone		Cell Phone	[REDACTED]		
Email	[REDACTED]				
Contact Person and role		[REDACTED]			
Phone	[REDACTED]	Cell Phone	[REDACTED]		
Email	[REDACTED]				

## 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	2a	
Land use:		
A. Tenanted and/or using existing DOC facility/structure	3a	✓
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.

Please Refer to Concession 39493-OTH.

*Ko Maiki te Maunga, Ko Pikopiko i Whiti te Moana  
Ko Kororareka te Pākainga, Ko Rahiri te Tupuna  
Ko Haratu te Whare*

The Kororareka Marae Society was formed in 1991 with its ambition to have a community marae in Kororareka-Russell that is open to all who live here as well as the wider community of our rohe, and that it be utilized both for the benefit of all, young and old, and to celebrate Te Ao Māori. Part of the marae kaupapa is for the whare to be 'Nga hau e Wha' – accessible to peoples means people from the four winds which is what Russell is all about.

The Kororāreka Marae Society is the mandated representative body for Kororāreka peninsula.

The purposes of the Society are:

- (a) To practice and promote Tikanga Maori within the Kororāreka area
- (b) To acquire land either by purchase or lease for the purpose of building a marae
- (c) To undertake being the Tangata Kaitiaki for the environments of Kororāreka
- (d) To promote and facilitate teaching of Te Reo Maori
- (e) To promote and facilitate Tamariki programmes for training and education
- (f) To provide support for Kuia/Kaumatua
- (g) To promote good health practices by working with appropriate Hau Ora organisations
- (h) To undertake anything necessary or helpful to achieve the above purposes
- (i) To support and act in concert with Te Runanga O Taumarere ki Rakaumangamanga

In 2009 a lease was granted to our Society by the Department of Conservation for use of the former Bay of Islands Visitor Centre as a Marae. The initial lease was for two years with a right of renewal for a further three

terms of two years. This expired in September 2017.

The use of this whare for a marae on this site was considered fitting as the land here was the site of the former pā-kainga of chief Rewa Mānu (Ngai Tawake ki Moana, Patukeha) and his own whare stood on the site where the building now stands. The Society has named the building Haratu which was the name of Rewa's whare.

The Society was supported in this and continues to enjoy the support of hapu and iwi of Ipiri and rohe inland through Te Runanga o Taumarere ki Rakaumanga. We have consulted with the Runanga about our wish to apply for this lease renewal.

*Kororāreka Marae represents the people of the Russell Peninsula and beyond who have family and historic connections to this rohe. We hold kaitiakitanga for the Kororāreka Russell peninsula with support from hapū in Taumarere and wider Ngāpuhi Nui Tonu. The tangata whenua of our town whakapapa to several hapū and iwi of the area – Ngāti Kuta, Patukeha, Ngāti Manu, Ngāre Raumatī, Te Kapotai, Ngati Hine and Ngā Puhi to name a few. Our marae is also ngā hau e whā so connects and works with the wider community of Kororāreka Russell*

The whare has been and is used for:

**Hauora Health Clinics** enabling access for kuia kaumatua and senior citizens – monthly clinics run in association with Ngati Hine Health, Tapuhi Nursing Service and Russell area St John's with whom we have a Memorandum of Understanding. While the focus is on our seniors the service is open to everyone. Services provided include blood pressure and glucose checks, podiatry, mirimiri, exercises, screenings as well as guest speakers. It also provides a chance for our seniors to socialise and enjoy shared kai.

**Promotion of Te Reo Maori.** Kororareka Marae in association with Te Wananga o Aotearoa enabled classes in Te Reo to take place here in Russell offering three year Te Ara Reo courses to Level 5. These classes were very well attended by locals, maori and pakeha, so that now there are many in the community who have a good understanding of basic Te Reo. Others have gone on to become quite fluent so that the KMS now has men who can sit on the taumata as kai kōrero and women who can now be kai karanga. A group of former tauira continue to meet at Haratu for conversational practice weekly.

**Tikanga maori.** Although we are a fledging Marae we are developing and practising our own tikanaga and have held regular hui and wānanga over the years. We have hosted several large powhiri, and this year hosted the 160<sup>th</sup> anniversary commemoration of the raising of the Pou Kara on Maunga Maiki which was attended by The Governor General. We have always wanted it to be available for tangi and last year we finally established that the lower areas of the whare are to be now dedicated for tangi. Tupapaku can be brought there to lie and be visited by whanau and friends. We have held two tangihanga so far, one māori, one pakeha.

We are also hold kaitiakitanga for Maunga Maiki on behalf of ngā iwi and hapu of Taumarere and wider Ngāpuhi Nui Tonu.

**Te Tai Ao / The environment:** Kororareka Marae has the responsibility for scrutiny and management of cultural and historical matters regarding the environment: Te Moana o Pikopiko i Whiti, inland waterways, whenua and wāhi tapu of the Russell Peninsula. Its task is to maintain and enhance the mauri of taonga tuku iho in the Kororāreka environs. It builds upon the foundation established by the *'Kororareka Marae Environmental Policy Statement 1996*. .

Our Rōpu Tai Ao sub-committee is listed for tanagata whenua consultation by Far North District Council and Northland Regional Council, as well as Heritage New Zealand and we are asked to comment on Resource Consent and similar applications. We also work directly with property owners wishing for pre-consultation, which we encourage. We have a good support relationship from Russell Landcare Trust and Russell Protection Society.

We take this responsibility very seriously and although we receive a large number of applications which take up large amounts of the Tai Ao komiti's time still we do our utmost to ensure the quality of our responses is consistent and constructive

**Community involvement.** In our accordance with our kaupapa of Ngā Hau e Wha, several community groups and organisations use Haratu for their meetings and other purposes These include Russell Landcare Trust, Ta Au Marie Trust, Russell Waka-Ama Club, Russell Recyclers, Russell Te Reo group, Russell Business Association, Guardians of the Bay/Project Island Song. The whare is also the venue for meetings of Te Runana

o Taumarere ki Rakaumangamanga including Rohe Moana, Russell Museum, Te Au Marie Trust, Te Putake o Te Riri as well as DoC for discussions on Te Maiki with whom we partner as kaitiaki of that maunga. We charge no fees for these groups, they are free to offer koha as they see fit.

**Putea.** The society has no formal income stream. When we first took over the whare in 2009 we ran a shop and gallery as a fund raiser but it was later decided that this did not fit with the Society's Purposes or kaupapa so the shop was closed. Since then we rely on koha and membership contributions. Therefore we would ask that a waiver of the application fee for this lease renewal be considered.

**Fee Waiver.** As we are a charitable not for profit community entity we ask that a waiver of the application fee for this lease renewal be considered.

Has the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application been convicted of any offence? Does the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application have any current criminal charges pending before the court? If yes, please supply details.

No

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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:

- The Application is for exclusive use of public conservation land (ie a lease);
- The Application is for a licence for a term longer than 10 years;
- Other concessions do not require public notification unless the adverse effects of the activity are such that it is required.

A permissions advisor can advise you as to the type of concession your activity requires and whether or not it needs notification.

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## **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
- Activity fee per head (if a recreation concession), or a minimum fee per year; and/or
- Annual rental (if a land use concession eg lease)

Please contact the nearest Department of Conservation office to discuss the applicable fee and processing timeframe for the application.

### Terms and Conditions for an Account with the Department of Conservation:

Have you held an account with the Department before? (Please tick)	Yes	Unsu re	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.

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## 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.**

<b>Signature (Applicant)</b>		<b>Date</b>	
<b>Signature (Witness)</b>		<b>Date</b>	
<b>Witness Name</b>			
<b>Witness Address</b>			

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].

Applicants should familiarise themselves with the relevant provisions of the Conservation Act 1987, the Reserves Act 1977 and the National Parks Act 1980 relating to concessions.

Once the application is complete, the Minister has 20 days within which to advise the applicant whether the application is declined on the grounds that the application does not comply with or is inconsistent with the provisions of the Act or any relevant Conservation Management Strategy or Conservation Management Plan. If the Minister does not so advise the applicant the application will be processed in accordance with Section 17T of the Conservation Act 1987.

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**

<b>Credit check undertaken</b>			
<b>Comments :</b>			
<b>Signed</b>		<b>Name</b>	
<b>Approved (Tier 4 manager or above)</b>		<b>Name</b>	





## Appendix 1: Who to contact?

**If you have a query relating to a permit or concession the offices below specialise in the following topics. For queries relating to topics not listed below contact the office closest to where you are based.**

### Hamilton

Contact our Hamilton office for:

- agriculture, beehive, vehicle, ski field and grazing concessions

Permissions Team

Private Bag 3072

Hamilton 3240

Ph +64 27 200 9648

Email: [permissionshamilton@doc.govt.nz](mailto:permissionshamilton@doc.govt.nz)

### Christchurch

Contact our Christchurch office for:

- Retail, ski field, access/easements, Wild Animal Recovery Operations (WARO) and helihunting concessions
- Sounds Foreshore authorisations and all permits relating to Marine Mammals

Permissions Advisor (Support)

Private Bag 4715

Christchurch Mail Centre

Christchurch 8140

Ph +64 3 371 3700

Email: [permissionschristchurch@doc.govt.nz](mailto:permissionschristchurch@doc.govt.nz)

### Hokitika

Contact our Hokitika office for:

- Events, vehicle, boating, access/easements, grazing and extraction of materials concessions
- Mining and access arrangements.

Permissions Advisor (Support)

Private Bag 701

Hokitika 7842

Ph +64 3 756 9117

Email: [permissionshokitika@doc.govt.nz](mailto:permissionshokitika@doc.govt.nz)

### Dunedin

Contact our Dunedin office for:

- Aircraft (other than helihunting and WARO), boating, ski field, access/easement and grazing concessions.

Permissions Advisor (Support)

PO Box 5244

Dunedin 9058

Ph +64 3 477 0677

Email: [permissionsdunedin@doc.govt.nz](mailto:permissionsdunedin@doc.govt.nz)