

# Application for the Surrender of a Concession



Department of  
Conservation  
*Te Papa Atawhai*

New Zealand Government

## Is this the right application for me?

Use this application form if you (the concession holder) wish to seek a surrender of your concession.

Please be aware that the Minister of Conservation:

- can decline to approve a surrender, and
- can impose conditions that need to be met before accepting a surrender.

The purpose of this form is to help the Department assess whether a surrender ought to be granted and, if so, whether conditions ought to be imposed.

For applicants seeking a partial surrender of their concession see **“variations” under [managing your concession](#) on the DOC website for further information.**

## How do I complete this application form?

- Complete all sections of this form
- DOC encourages electronic applications (e.g. email a 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 require 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 H)

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

- Check the DOC webpage [for managing your concession](#)
- Contact the National Transaction Centre through email [transactioncentre@doc.govt.nz](mailto:transactioncentre@doc.govt.nz)

## How do I submit my application?

The Concessionaire is required to complete all sections of this form.

Email your completed application, and any other attachments to: [transactioncentre@doc.govt.nz](mailto:transactioncentre@doc.govt.nz)

## What happens next?

Once received, your application will be assessed by DOC. If your application is complete, we will begin processing.

If your application is incomplete it will be returned to you for more information.

## What processing fees will I pay?

The concession holder will be required to pay a processing fee for this application.

DOC will invoice the processing fee after a decision has been made on this application. If the application is withdrawn, the Concessionaire will be invoiced for the costs incurred by DOC up to that point.

You can request an estimate of the likely fees for processing your surrender application. Please contact [transactioncentre@doc.govt.nz](mailto:transactioncentre@doc.govt.nz)

## A. Description of Existing Concession

Permission Number	
Holder of concession (Name, company)	
Activity (e.g. Grazing, Guiding)	
Contact phone number and email address	

## B. Concessionaire's reason for Surrender

I/We are applying to;

Surrender this concession in its entirety

Reason for surrender		
Requested date of surrender		
List any structures that need to be removed		
		Tick
Payment of existing concession fees	I (the concession holder) have paid all my concession fees and have returned all my activity returns (where relevant) up to the date of surrender <b>OR</b>	<input type="checkbox"/>
	I (the concession holder) have attached an Activity Return form completed up to the date of surrender or payment of the relevant proportion of the annual activity fee <b>AND</b> I have attached payment for the proportion of the management fee and monitoring fee up to the date of surrender	<input type="checkbox"/>
ID cards and DOC logo	I (the concession holder) have removed the DOC logo from my website and disposed or returned any DOC ID cards	<input type="checkbox"/>
Contract conditions	a. I (the concessionaire) have met all the required conditions stated on my concession and I have attached evidence of these being met. <b>OR</b>	<input type="checkbox"/>
	b. I (the concessionaire) have not met all the required conditions of my concession but I have provided an explanation of which conditions I have met, which I have not met and what further steps I propose taking in order to meet the conditions.	
Concessionaire's Name/s (of authorised person/s)		Date

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## C. Other

Is there any further information you wish to supply in support of your application? If you need more space, continue your answer on a separate piece of paper and fill in section D 'Attachments'.

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## D. Attachments

Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document name	Description of attachment
<u>Correct example ✓</u> <u>Section B</u>	<u>Correct example ✓</u> Activity return	<u>Correct example ✓</u> Return for the period 01/01/2020 to 30/09/2020
<u>Incorrect example X</u> Information	<u>Incorrect example X</u> 34fpg	<u>Incorrect example X</u> Photo.

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## E. Checklist

Use this checklist as a guide to determine if your application contains enough information for the Department to begin processing.

Application checklist	Tick which apply
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 type="checkbox"/>
I agree that the information provided in this application form and any attached additional forms is, to the best of my knowledge true and correct.	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input type="checkbox"/>

<b>I/We agree to pay, on or before the due date, the Department of Conservation for any invoice received relating to this application.</b>	<input type="checkbox"/>
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<b>I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.</b>	<input type="checkbox"/>
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<b>Typed applicant name/s (of authorised person/s)</b>		<b>Date</b>	
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<b>Signature (electronic signature acceptable)</b>			
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