



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 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.

This form is to be used when the proposed activity involves landbased guiding of clients on public conservation land. Examples may include hiking, walking, hunting, fishing, horse treks, or 4WD activities. This form is to be completed in conjunction with either Applicant Information Form 1a (longer term concession) or Applicant Information Form 1b (one-off concession) as appropriate.

- If your application involves transportation on public conservation land eg kayaking, boat transfers, aircraft landings, please also fill in Form 4b and/or Form 4c as applicable.
- If your application includes building, extending or adding to any permanent or temporary structures or facilities on public conservation land, please also fill in Form 3b,
- If your application includes tenancy of any DOC managed buildings (other than overnight usage of huts) please also fill in Form 3a.

Please complete this application form, attach either Form 1a or Form 1b (as appropriate) and any other applicable forms and information and send to permissions@doc.govt.nz. The Department will process the application and issue a concession if it is satisfied that the application meets all the requirements for granting a concession under the Conservation Act 1987.

If you require extra space for answering please attach and label according to the relevant section.

A. Location(s) and Activity(ies)

List the areas of your operation, please use NZTM GPS coordinates where possible, and attach a map and label Attachment 4a:A. If you are unable to identify the areas or you do not know them, please seek the assistance of Departmental staff.

Name of Conservation Area and track	Activity	DOC Facilities (eg huts) or informal campsites	Proposed months/season	Max. Party Size (incl. guides)	Frequency of Use (trips)	Duration of Visit: less than 1 hour; 1 – 4 hours; 4 – 24 hours
<p>Fiordland National Park – Milford Track (Great Walk season) and sidetracks:</p> <p>Glade Nature Walk, which includes a part of the Dore Pass track.</p> <p>Wetland Walk (between Glade House and Hirere Falls Shelter)</p> <p>Prairie Lake Track</p> <p>Sutherland Falls Track</p>	<p>Multiday guided walk</p>	<p>For toileting purposes, the following hut and day shelter facilities may be used:</p> <p>Clinton</p> <p>Dumpling</p> <p>Mintaro</p> <p>Mackinnon Pass Hut – use of the guided walker’s side of the hut.</p> <p>Shelters - Prairie, Andersons Cascade, Giant Gate, Sandfly Point.</p>	<p>October – April (Great Walk Season)</p>	<p>Up to 50 pax per day entering the track.</p> <p>Smaller parties of no more than 15 (inclusive of guides) while walking on the track.</p> <p>Total of 4 guides entering the track each day to walk with the total number of guided visitors.</p> <p>Non guiding lodge staff to cater for the guided party (up to 12).</p>	<p>7 trips per week, 1 trip per day</p>	<p>Overnight</p> <p>3 nights, 4 days walking</p>

B. Environmental Impact Assessment

This section is one of the most important factors that will determine the Department's decision on the application. Please answer in detail.

In column 1 please list all the locations of your proposal, please use NZTM GPS coordinates where possible. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects noted in column 3. Please add extra information or supporting evidence as necessary and label Attachment 4a:B.

Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

**Location on public
conservation land**

Special feature or value

**Potential effects of your
activity on the feature or
value (positive or adverse)**

**Methods to remedy, mitigate or avoid any adverse effects
identified**

Environmental Impact Assessment is provided for the entire concession application (for concession application forms 3b, 3c, 4a, 4b and 4c) and can be found attached as Document G.

C. Term

Please detail the length of the term sought (i.e. number of years or months) and why. If you are applying for a one-off permit please state the specific dates and/or times sought.

Note: An application for a concession for a period over 10 years must be publicly notified, an application for a concession up to 10 years will not be publicly notified unless the adverse effects of the activity are such that it is required, or if an exclusive interest in the land is required.

A term of 40 years is being applied for the Lease concession activities.

The reason for this term length is the Applicant has injected significant capital into the multiday guided walk activity and will continue to do so to maintain and upgrade the existing facilities and infrastructure, in accordance with operational and development plans and legislative requirements. This investment requires a length of term providing surety and security for continuance of operation, and to enable a reasonable return on such an investment.

The proposed length of term also provides potential visitors to the Milford Track with a sense of security and continuity in the knowledge that the guided multiday opportunities on the Milford Track remains a consistent and quality product.

NB: For completeness sake the Lease and Easement concession application activities will also be proposing a term of 40 years.

D. Bulk fuel storage

Under the Hazardous Substances and New Organisms Act 1996 (HSNO Act) 'Bulk fuel storage' is considered to be any single container, stationary or mobile, used or unused, that has a capacity in excess of 250 litres of Class 3 fuel types. This includes petrol, diesel, aviation gasoline, kerosene and Jet A1. For more information on Hazardous Substances, go to:

<http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996>

Do you intend to store fuel in bulk on the land as part of the activity?

YES

If you have answered yes, then please provide full details of how and where you intend to store the fuel, and label any attachments including plans, maps and/or photographs as Attachment 4a:D. If your concession application is approved you will be required to provide a copy of your HSNO compliance certification to the Department before you begin the activity.

The Applicant proposes to store fuel for uses associated with the multiday guided walk activity. Fuels such as diesel, gas and A1 jet fuel. Various bulk fuel is stored at the three accommodation lodge locations (Glade House, Pompolona and Quintin), and gas is stored at the shelters (Hirere and Boatshed). The supporting documents for each of the accommodation lodge areas and shelters (Documents I – L) identifies the fuel storage sheds, how fuel is contained, and the quantity of fuel stored.

On track, fuel supplies are stored so that it is available when required and is within a lockable shed away from the Applicants visitors and public access. All measures are taken to mitigate any potential adverse effects and to ensure hazardous substances are securely stored away from the public.

The Applicant wishes to note that the fuel supply for refuelling the helicopter used as part of the multiday guided walk operations, and makes up part of the Applicants concession application, is stored within a fuel tanker at Deepwater Basin, at the resupply operations base. The tanker can hold up to 1900L of petrol.

All storage, equipment and associated activities are undertaken in accordance with necessary legislative regulations and requirements.

E. Safety Plan

The Department requires that all concessionaires holding concessions for recreation or tourism activities have a safety plan which has been audited by an external expert.

If your activity is covered by the Health and Safety in Employment (Adventure Activity) Regulations 2011 proof of that audit is sufficient. If your activity is **not** covered by the Adventure Activity Regulations, please read the *Guidelines on the Requirements for Concessionaire Safety Plans* on the Department's website. If you are unsure please go to the WorkSafe website and read their [guidance](#).

If your concession application is approved, you will be required to provide a copy of an independent auditor's approval of your safety plan to the Department before you begin the activity.

The Safety Plan is attached as Document N.

F. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 4a:F.

The attached Guide Manual (Document O) describes the operational systems, protocols and procedures for the Applicants guides on the Milford Track. The document details day to day operations on the track.

In summary;

Day 1: From Te Anau Downs, across Lake Te Anau to Glade Wharf. From the wharf a walk to Glade House, along the Milford Track. An additional nature walk is undertaken from Glade House and travels a loop from Glade House, beside Glade Burn and takes in part of the Dore Pass back to Glade House.

Day 2: Glade House to Pompolona Lodge, with optional side trips (Prairie Lake/Wetland Walk and/or to Clinton Hut). Lunch stop is at the Hirere Falls Shelter.

Day 3: Pompolona Lodge to Quintin Lodge, with optional side trip to Sutherland Falls. Lunch stop is at MacKinnon Pass Hut (within the guided walker's section of the hut).

Day 4: Quintin Lodge to Freshwater Basin, Milford Sound/*Piopiota*hi. Lunch stop is at the Giants Gate Shelter and stopping at Sandfly Point while waiting for the water taxi to Freshwater Basin.

The Applicant considers it important to note that the overnight stay that their visitors spend in Milford Sound/*Piopiota*hi at the Mitre Peak Lodge is not included in this application. This application covers the three nights on the Milford Track, the guiding and the associated activities that supports the guided walk. Mitre Peak Lodge has a separate authorisation to operate.

While up to 50 walkers are proposed to enter the track each day, four guides will accompany each trip. On track additional staff are based at the accommodation lodge locations (Glade House, Pompolona and Quintin). There can be up to 12 staff based at each lodge location to assist with catering, maintenance and visitor service. There is bunks at the Applicants day shelters on track. However, the Applicant does not base any staff at any of the shelters nor do they stay overnight at these shelters. At times, the Department of Conservation staff and/or contractors use the accommodation at these shelters when carrying work tasks as part of conservation programmes.

The Applicant proposes to continue operating a side by side vehicle (small off-road vehicle) between Glade House and Glade Wharf to assist with efficient transportation of goods and materials. The timing of its use is always considered and is coordinated around walkers arriving at the start of the Milford Track (Glade Wharf) to avoid any conflict or adversely impact on the walker's experience. The vehicle is always operated in a considered manner on the track, avoiding any off-track use to ensure no impact on the surrounding environment. The frequency of use is variable. Generally, the vehicle is used once per day (a trip from Glade House and return). However, on days where there are greater supplies this could be up to six return trips. All regulations, obligations and reasonable practices are adhered to for health and safety purposes. The vehicle is stored at Glade House.

The Applicant's staff and visitors are encouraged to use all available toilet amenities along the length of the track, including some which are the independent walkers' facilities within the public huts and shelters. To manage the

consequences of this the Applicant takes responsibility for managing the maintenance, resupply and cleaning of the toilet amenities along the track, including the independent walker facilities. Furthermore, the Applicant owns the Quintin Day Shelter, located within the vicinity of the Applicants Quintin Lodge, which is available for the exclusive use of independent walkers. At this shelter a hot drink service is provided for the benefit of independent walkers. The Quintin Day Shelter is an ideal location for independent walkers to rest and shelter before embarking on the side trip to Sutherland Falls. Some independent walkers also choose to leave their packs at the shelter. The Applicant is entirely responsible for the maintenance and repair of this facility.

The Applicants staff and visitors are always educated on keeping to the formed tracks for the preservation of the surrounding environment and the historic and natural values of the track. Staff ensure that no exceeding of structures limits occurs.

A major characteristic of the multiday guided walk activity is the interpretation provided throughout. Messages, stories and information contribute to the quality of the activity and visitor experience. Conservation messages, stories of the past and present, and information on the weather patterns and local geography are just some of the themes set by the Applicant. The accommodation huts and day shelters have interpretation panels that visitors can view and gain valuable insight into the messages and themes. It is this aspect, along with a high calibre operation, while recreating in one of the world's best natural environments that the Applicant's visitors can connect to conservation, be enriched by the outdoor experience and potentially contribute or be inspired to contribute to conservation.