

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 checked="" type="checkbox"/> Registered company (Go to ②)	<input type="checkbox"/> Trust (Go to ②)
	<input type="checkbox"/> Incorporated society (Go to ②)	<input 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)		Cardona Alpine Resort Limited (CARL)	
	Trading name (if different from applicant name)		Treble Cone	
	NZBN (To apply go to: https://www.nzbn.govt.nz)	9429030203556	Company, trust or incorporated society registration number	4462678
	Registered office of company or incorporated society (if applicable)		Level 1, 70 Town Centre, Te Anau 9600	
	Company phone		Company website	www.cardrona.com www.treblecone.com
	Contact person and role		Fiona Black – Real Journeys Manager Concessions & Consents	
	Phone	03 249-9033	Mobile phone	027 491-2087
	Email	fblack@realjourneys.co.nz		
	Postal address	PO Box 1, Te Anau	Postcode	9640
	Street address (if different from postal address)	14 Captain Roberts Road, Te Anau	Postcode	9600

B. Variation of an existing concession

Is this application *varying* an existing concession?

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

C. Pre-application meeting

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

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

- State when and who with:

Various meetings in 2019 and 2020 with John Roberts and other DOC staff, however the most recent meeting was with Matthew Day (Wayfare Group); Maree Baker Galloway (Anderson Lloyd) and Jonty Somers (Chief Legal Advisor DOC) on 31 January 2020.

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 checked="" type="checkbox"/>	Climbing	<input type="checkbox"/>	4x4 vehicle
<input checked="" type="checkbox"/>	Manual bike rides	<input type="checkbox"/>	Quad bike
<input checked="" type="checkbox"/>	Electric bike rides	<input checked="" type="checkbox"/>	Snow mobile
<input type="checkbox"/>	Horse riding	<input checked="" 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.**

Guided Snow Kiting and Back Country Ski Touring

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:

Cardrona Alpine Resort Limited (CARL) as owner of the Treble Cone Ski Field assets is applying for a suite of applications to enable the continued operation of Treble Cone Ski Field for winter and summer activities. Specifically, Easement, Private Structures, Other Activities, and Aircraft Activities applications.

F. Duration

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

30 years

- Explain why you are seeking this duration:

Cardona Alpine Resort Limited (CARL) has only recently taken over ownership of the Treble Cone Ski Field assets and is looking to broaden the product offerings at Treble Cone.

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).

Cardrona Alpine Resort (CARL) was founded in 1980 and purchased by Real Journeys Limited in 2013. Real Journeys is an over 65-year old family owned South Island business, that operates the 109-year-old steamship the *TSS Earnslaw* and Walter Peak High Country Farm in Queenstown, world renowned cruises in Milford and Doubtful Sounds, the Te Anau Glowworm Caves, day walks on the Milford Track and Stewart Island ferry and tour services.

Real Journeys has been operating in Fiordland National Park since 1954 and Rakiura National Park since the park was established accordingly, we have a long history of working with the Department. Conservation is part of Real Journeys heritage and a cornerstone of our business. For instance; every year (pre COVID-19) passengers contribute more than \$60,000 to the Leslie Hutchins Conservation

Foundation via a passenger levy on our Doubtful Sound operations. Projects supported by the Leslie Hutchins Conservation Foundation include dolphin research, protection programmes for endangered birds, track and interpretation signage, outdoor education camps and wilding pine eradication. Real Journeys has also started work on this long-term project to remove predators from Cooper Island - the third largest island in Dusky Sound. The initiative sees Real Journeys join the Department of Conservation's Tamatea/Dusky Sound Restoration Programme; sharing its vision to make Dusky Sound one of the most intact ecosystems in the world.

However, in 2018 Real Journeys was restructured and a new corporate identity called 'Wayfare' was created; with the group's four brands: Real Journeys, Cardrona Alpine Resort, Go Orange, International Antarctic Centre becoming wholly owned subsidiaries of Wayfare rather than subsidiaries of Real Journeys.

CARL is New Zealand's most popular ski area, catering for beginners and families, to Olympic and X Games athletes. Cardrona's three vast basins are home to New Zealand's first cabin-style lift – the McDougall's Express Chondola and the Southern Hemisphere's most extensive terrain parks and pipes. Wide, open trails offer some of New Zealand's best snow conditions, thanks to high altitude and an innovative snow management system. Cardrona holds Qualmark Gold for their resort and Gold 3+ stars for its apartments - recognised as one of the best sustainable tourism businesses in New Zealand. In the summer months Cardrona is also open for mountain biking, carting, conferences, and other alpine adventure activities.

After gaining Commerce Commission approval in late 2019 CARL finalised the unconditional agreement to purchase Treble Cone. Founded in 1968, Treble Cone started out as a small club field being managed by local ski enthusiasts. In 1975 Treble Cone was listed as a public company to raise funds for a better standard of access road, modest base building and ski hire facilities, constructed over the summer, and opened in 1976. Development continued throughout the '80s and early '90s with the mountains first double chair installed in the Home Basin in 1983, the installation of a T-Bar in the Saddle Basin in 1989 and the first permanent snowmaking facilities installed in 1991. Treble Cone is now the largest ski area in the South Island, at 770 hectares, boasting the longest vertical rise in the Queenstown Southern Lakes District.¹³

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

¹³ https://en.wikipedia.org/wiki/Treble_Cone

Yes



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

Whānau/hapū/iwi or other interested party consulted with:	
Name of individual you consulted with:	Maree Kleinlangevelsloo and Tania Brett
Date of consultation:	A concession application summary was emailed through on 29 July 2020. When it can be arranged, we are proposing to meet with iwi representatives.
Form of consultation (e.g. email, meeting):	We have supplied the, local aforementioned (Wanaka based) iwi representatives with a summary of our Treble Cone Concession Applications to be circulated to relevant 'Rūnanga' members including coastal Otago 'Rūnanga' or 'Rūnaka'. Also, we have offered to meet iwi representatives if this would be helpful.
Outcome of consultation:	To be advised

Other interested stakeholders consulted with e.g. Conservation Boards or community groups:	
Name of individual you consulted with:	Otago Conservation Board (OCB)
Date of consultation:	(A Concession application summary was emailed through on 28 July) for OCB meeting on 27-28 August 2020.
Form of consultation (e.g. email, meeting):	We have supplied OCB a summary of our Treble Cone Concession Applications to be tabled at their August 2020 online meeting. We have offered to present to the meeting if this would be helpful.
Outcome of consultation:	To be advised

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.nz¹⁴.

- 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.nz¹⁵).
- 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).

¹⁴ maps.doc.govt.nz

¹⁵ 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
Guided walks, sightseeing, nature interpretation, photography and picnicking.	Part of Motatapu Conservation Area and North Motatapu Conservation Area	Use of existing tracks and trails within the areas utilised to undertake Treble Cone ski field activities	N/A	October to April each year	4x 14 + 1 = 1 trip (to cater for a tour group)	350 per year	1 to 4 hours
Guided Mountain Biking including use of E-Bikes along with sightseeing, photography and picnicking.	Part of Motatapu Conservation Area, North Motatapu Conservation Area and Treble Cone Access Road Conservation Area.	Use of existing tracks and trails within the areas utilised to undertake Treble Cone ski field activities	N/A	October to April each year	4x 14 + 1 = 1 trip (to cater for a tour group)	350 per year	1 to 4 hours
Guided Climbing (including ice climbing)	Part of Motatapu Conservation Area and North Motatapu Conservation Area	N/A	N/A	Year round	4x 4+1 = 1 trip	200 per year	4 to 12 hours
Guided snow mobile excursions	Part of Motatapu Conservation Area and North Motatapu Conservation Area	N/A	N/A	June to October each year	4x 8+1 = 1 trip	200 per year	1 to 4 hours or 4 to 12 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
Guided Backcountry ski touring (some of this activity will be heliskiing)	Part of Motatapu Conservation Area and North Motatapu Conservation Area	N/A	N/A	June to October each year	4x 6+1 = 1 trip	200 per year	4 to 12 hours
Guided Snow Kiting	Part of Motatapu Conservation Area and North Motatapu Conservation Area	N/A	N/A	June to October each year	4x 8+1 = 1 trip	200 per year	1 to 4 hours

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁶ relevant to your application:

Otago Conservation Management Strategy (CMS)

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

No	<input checked="" type="checkbox"/>	Guided walking is consistent with CMS
Yes	<input checked="" type="checkbox"/>	Guided Mountain Biking and E-Bikes are not provided for in the CMS

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

Guided Mountain Biking and E-Bikes are not provided in Motatapu Conservation Area and Treble Cone Access Road Conservation Area for in the CMS as per Table 2.3 Access to Western Lakes and Mountains/Ngā Puna Wai Karikari a Rākaihautū Place; MOUNTAIN BIKE AND ELECTRIC POWER-ASSISTED PEDAL CYCLE ACCESS ON PUBLIC CONSERVATION LANDS AND WATERS – page 72. However Otago CMS is being partially reviewed to address the communities desire to develop more mountain biking opportunities in Otago.

Nevertheless, Motorised Vehicle Access on or Through Public Conservation Lands and Waters is provided for in the Motatapu Conservation Area and Treble Cone Access Road Conservation Area and it seems inconsistent to allow 'Motorised Vehicle' access and not mountain bikes or E-Bikes especially when these activities are to occur on formed tracks. Nonetheless if the partial review of the CMS is not concluded before the authorisation of these activities, we would limit Guided Mountain Biking and E-Bikes to Motatapu Conservation Area and Treble Cone Access Road Conservation Areas only.

The following CMS provisions relate to snowmobiling:

Policy: 3.2.12: The use of over-snow vehicles for the purpose of ski field management within ski field lease/licence areas is permitted and subject to the provisions of the lease/licence and in accordance with Policy 3.25.6.

Policy 3.25.6: Should allow over-snow vehicle use for the purpose of ski field management within ski field lease/licence areas subject to the provisions of the lease/licence and in accordance with Policy 3.2.12.

Motor vehicle (includes motorised vehicle) A vehicle drawn or propelled by mechanical power. This includes an over-snow vehicle and a trailer, but does not include

Over-snow vehicle - A motorised vehicle that is primarily designed to travel on snow or ice by means of skis, tracks, belts, cleats or low-pressure tyres, or a combination of these means; this includes snowmobiles, snow coaches or buses, and snowcats.

¹⁶ <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.

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 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 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 checked="" 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. Cumulative impacts of additional concessionaire operating at already busy sites	- 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"/>
		- 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 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 landowner 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 checked="" 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
Site Plan	Drawing No: MDP-012A	PDF	TC Existing Infrastructure Plan

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 checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input checked="" 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"/>
If "yes", under what name:	Real Journeys Limited

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.



Applicant Name/s (of authorised person/s)	Fiona Black 	Date	14 July 2021
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For Departmental use

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