



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 is the building or use of any private or commercial facility or structure on public conservation land managed by the Department of Conservation. Examples may include lease of land to erect an information centre; authorisation to erect a weather station; or construct or lease a private/commercial campground or lodge. 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.

Please complete this application form, attach Form 1a or Form 1b, 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. Description of Activity

Please describe the proposed activity in detail – where the site is located, please use NZTM GPS coordinates where possible, what you intend to use the building for, whether you intend to make any changes to the infrastructure.

Please include the name and status of the public conservation land, the size of the area for which you are applying and why this area has been chosen.

If necessary, attach further information including a map, a detailed site plan and drawings of proposal and label Attachment 3b:A.

Concession Activity

To occupy and maintain ten existing mountain lodge sites for the purpose of providing accommodation for non-commercial recreational users of Craigieburn Forest Conservation Park.

History

Ten mountain lodges are located near the top of the Craigieburn Valley. Eight of the lodges are situated along the old access track up the true right hand side of the Craigieburn Valley. The other two are accessed from the Craigieburn Valley Ski Club access road. The Canterbury Mountaineering Club (CMC) sought permission in 1946 from the then Lands and Survey Department to construct a track to provide access to a safe winter area for recreational activities for its members.

In 1953 the Craigieburn Valley Ski Club (CVSC) was formed and took over the fixed assets from CMC thus allowing female members to join the club. At this stage the accommodation requirements changed with a new emphasis placed on providing accommodation for families. Club members then sought and gained permission to build small family size huts to provide family type accommodation in the Valley. There are 10 existing lodges associated with the Hamilton Peak Club Incorporated.

The surrounding vegetation consists of beech forest within which the lodges are located. All the lodges are below the tree line. There has been considerable re-generation of the forest in the last 20–30 years. The New Zealand Forest Service planted pines and other exotic species in the Craigieburn Valley as part of a number of research projects focused on erosion control.

While all of the lodges are located within the ‘forested’ part of the Craigieburn Valley, they are in the upper limits of tree growth. Seven of the ten lodges are located within a few metres of the forest/alpine grassland (or scree) boundary and parts of the access tracks of these lodges go through ‘open tops’ areas.

This application is to seek approval to continue the occupation of sites for ten existing mountain lodges in Craigieburn Forest Conservation Park. The lodges are used for non-commercial recreational purposes by hut owners, Hamilton Peak Club (HPC) members, Craigieburn Valley Ski Club (CVSC) members and the general public. The procedure to gain access to the lodges is to contact the HPC booking officer by email (hamiltonpeak@gmail.com), with information about this system made available through the Craigieburn Valley Ski Club (see Section D).

The concession activity will allow for routine maintenance of the structures. No new structures or facilities and no additions to existing structures or facilities are proposed in the application.

Site Plans (Hamilton Peak Lodge Site Plans 3bA) and location of huts (Hamilton Peak Lodge Locations 3bA) are attached.

B. Alternative sites considered

If your application is to **build, extend or add** to any permanent or temporary structures or facilities on public conservation land, please provide the following details:

- Could this structure or facility be reasonably located outside public conservation land? Provide details of other sites/areas considered.
- Could any potential adverse effects be significantly less (and/or different) in another conservation area or another part of the conservation area to which the application relates? Give details/reasons

NA

C. Larger area

Is the size of the area you are applying for **larger** than the structure/facility

NO

If **yes**, please detail the size difference in the box below, and answer the following 3 questions, if **no** please go on to the next section:

Is this necessary for safety or security purposes?

YES / NO

Is this necessary as an integral part of the activity?

YES / NO

Is this essential to carrying on the activity?

YES / NO

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:C.

D. Exclusive possession

Do you believe you need **exclusive possession** of the public conservation land on which your structure/building is located, ie no one else can use the land during your use of it?

YES

(Exclusive occupation requires a lease which requires public notification of the application)

If **yes**, please answer the following 3 questions, if no please go to the next section:

Is exclusive possession necessary to protect public safety?

NO

Is exclusive possession necessary to protect physical security of the activity?

YES

Is exclusive possession necessary for the competent operation of the activity?

YES

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:D.

To protect the huts from theft and damage we need to be able to lock them when they are not in use.

To safely operate the lodges exclusive possession is required.

Access to the lodges for enjoyment by Hamilton Peak Club (HPC) members, Craigieburn Valley Ski Club (CVSC) members and the general public is available through an established booking system. Information for gaining access is available at the Craigieburn Valley Ski Club (CVSC) ticket office. The procedure for gaining access is:

1. Contact HPC booking officer by email: hamiltonpeak@gmail.com,
2. Advise dates that accommodation is required and number of people, and
3. Booking office will then advise on availability and charges.

The CVSC management is familiar with the procedure and is happy to assist with supplying information to interested parties. The details about this system are described in the following attachment (HPC Lease - Access process 3bD).

E. Technical Specifications (for telecommunications sites only)

Frequencies on which the equipment is to operate

Power to be used (transmitter output)

Polarisation of the signal

Type of antennae

The likely portion of a 24 hour period that transmitting will occur

Heaviest period of use

F. Term

Please detail the length of the term sought (i.e. number of years or months) and why.

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.

An application for a 30 year lease is being made to continue the occupation of sites for ten existing mountain lodges in Craigieburn Forest Conservation Park.

G. 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 3b:G. 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.

There are some existing fuel tanks that are in excess of 250 litres. The details of these for specific huts are provided in the following attachment (Attachment_3bG_Bulk_fuel_storage Final).

H. 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 3b:H.

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
Craigieburn Forest Conservation Park	Natural waterways	Adverse effect on the natural waterways in the Craigieburn Valley stream area.	Natural streams in the valley are used to collect water for all of the huts. For most of the huts this system is shared with the Craigieburn Valley Ski Club Lodges. Wastewater from all huts is dispersed into soak pits. The level of use of huts has not placed any strain on existing long drop toilet or grey water soak pits, but this activity level will be carefully monitored to ensure no significant changes in discharge occurs.
Craigieburn Forest Conservation Park	Soils and water	Adverse effect on the soils and environment.	As above, efforts will be made to avoid any substantial changes to wastewater and sewage disposal, and to assess the possible leakage of contaminants into adjacent waterways. Fuel storage will be maintained carefully and documented (see Section G) to avoid significant fuel spills that could impact soil and water quality.
Craigieburn Forest Conservation Park	Native vegetation	Disturbance to native vegetation.	The disturbance of native vegetation will be avoided. When necessary, minor clearance of overgrowth from tracks and around huts will be undertaken to reduce fire

			risk and maintain access. Consultation and written approval will be obtained from the Waimakariri Area Manager if clearance is significant. Native timber will not be used for firewood and inappropriate pruning will be avoided.
Craigieburn Forest Conservation Park	Native vegetation and wildlife	The risk from fire on native vegetation and wildlife.	Members of the Hamilton Peak Club take the management of fire risk very seriously. The fire management includes: (1) all huts are fitted with fire extinguishers, (2) all huts are fitted with smoke alarms, (3) all flammables are secured, (4) all generators are in separate isolated buildings, and (4) gas cylinders are stored in well-circulated areas. Lodges will also be fitted with spark arrestors and hot ash will be removed from the region. No open fires will be lit and a Department of Conservation Area Officer will be consulted to determine what native vegetation is appropriate to be chopped down for fire safety reasons.

I. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 3a:l.

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