

29 June 2020

Camp Elsdon Inc
18 Raiha Street, Elsdon
Porirua 5022



Department of Conservation
Hamilton Shared Services Centre
73 Rostrevor St, Private Bag 3072
Waikato Mail Centre, Hamilton 3240
permissions@doc.govt.nz

Attention: Trevor Irwin, Permissions Advisor

Subject: Camp Elsdon Lease Renewal Ref: Concession 108 - Without Prejudice

Hi Trevor,

The completed applications forms 1a and 3b accompany this letter.

In addition, I can confirm we:

1. Hold the required insurance cover and
2. Have just completed and passed (subject to moderation) an HSMS systems audit by a DOC approved auditor.

Please call me on 9(2)(a) if you have any questions or require any further information.

Yours sincerely

9(2)(a)

John Kyne

Camp Elsdon Board Chair

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to ①)	
	<input type="checkbox"/> Registered company (Go to ②)	<input type="checkbox"/> Trust (Go to ②)
	<input checked="" type="checkbox"/> Incorporated society (Go to ②)	<input type="checkbox"/> Other e.g. Educational institutes (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)	CAMP ELSDON INCORPORATED		
	Trading name (if different from applicant name)	Camp Elsdon		
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429042599142	Company, trust or incorporated society registration number	Incorporated Society Registration: 354810 Charity Registration Number: CC22812
	Registered office of company or incorporated society (if applicable)	Camp Elsdon Inc, 18 Raiha Street, Elsdon, Porirua, 5022, New Zealand		
	Company phone	042378987	Company website	campelsdon.co.nz
	Contact person and role	John Kyne, Board Chair		
	Phone	9(2)(a)	Mobile phone	9(2)(a)
	Email	9(2)(a)		
	Postal address	9(2)(a)	Postcode	9(2)(a)
	Street address (if different from postal address)		Postcode	

B. Pre-application meeting

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

No

Yes

- If yes record the:

Date of DOC pre-application meeting

Thursday morning 30 April 2020

Name of DOC staff member

Trevor Irwin

Name of person who had the pre-application meeting with DOC

John Kyne, Board Chair

C. Activity applied for

Tick the **activity application form** applicable to the activity you wish to undertake on public conservation land. Complete the applicant information form and the activity application form and email them with any attachments to permissions@doc.govt.nz

ACTIVITY APPLICATION FORM*	FORM NO.	TICK
Grazing	2a	<input type="checkbox"/>
Land use: Tenanting and/or using existing DOC facility/structure	3a	<input type="checkbox"/>
Land use: Use of public conservation land for private/commercial facility/structure /incorporated society's charitable use	3b	<input checked="" type="checkbox"/>
Guiding/Tourism/Recreation: Watercraft activities	4b	<input type="checkbox"/>
Filming	5a	<input type="checkbox"/>
Sporting Events	6a	<input type="checkbox"/>
Marine reserves application form: Structure in a marine reserve	11a	<input type="checkbox"/>
Other activities (not covered in the above forms or in the new activity application forms that combine applicant and activity information)	7a	<input type="checkbox"/>

Note: If the activity is not in this list check the activity on the DOC website to find the correct application form or book a pre-application meeting. Application forms that combine applicant and activity information on the DOC website include:

- [Aircraft activities](#)¹
- [Easements](#)²
- [Land based guiding](#)³

¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

² <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

³ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

D. 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:

Department of Conservation Form 3b – Concession Application private/commercial facility/structures

E. 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).

Camp Elsdon was established as a Youth Camp in the late 1980's.

Camp Elsdon's Renewable Lease was established and agreed under the Land Act 1948.

Over the thirty plus years Camp Elsdon has operated as a Youth Camp, undertaking other camp activities to support its core purpose.

Camp Elsdon has an established record in providing opportunities for Youth to engage in a range of educational, environmental, family and sporting activities, that might otherwise not be available or affordable should the Camp not exist.

Camp Elsdon is governed by a Board. The Board employs staff to manage and operate the camp 365 days a year.

Details of the Camp's activities and financial performance can be found in the annual reports that are available on the Incorporated Societies website.

F. 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

G. Checklist

Application checklist	Tick
I have completed all sections of this applicant information 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 applicant information form, and any attached additional forms is, to the best of my knowledge, true and correct.	<input checked="" type="checkbox"/>
I have completed the activity application form .	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section F Attachments .	<input checked="" type="checkbox"/>
I will email permissions@doc.govt.nz my: <ul style="list-style-type: none"> • Completed applicant information form • Completed activity application form/s • Any other attachments. 	<input checked="" type="checkbox"/>

H. 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	Camp Elsdon, 18 Raiha St, Porirua 5022.

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to the terms and conditions for an account with the Department of Conservation

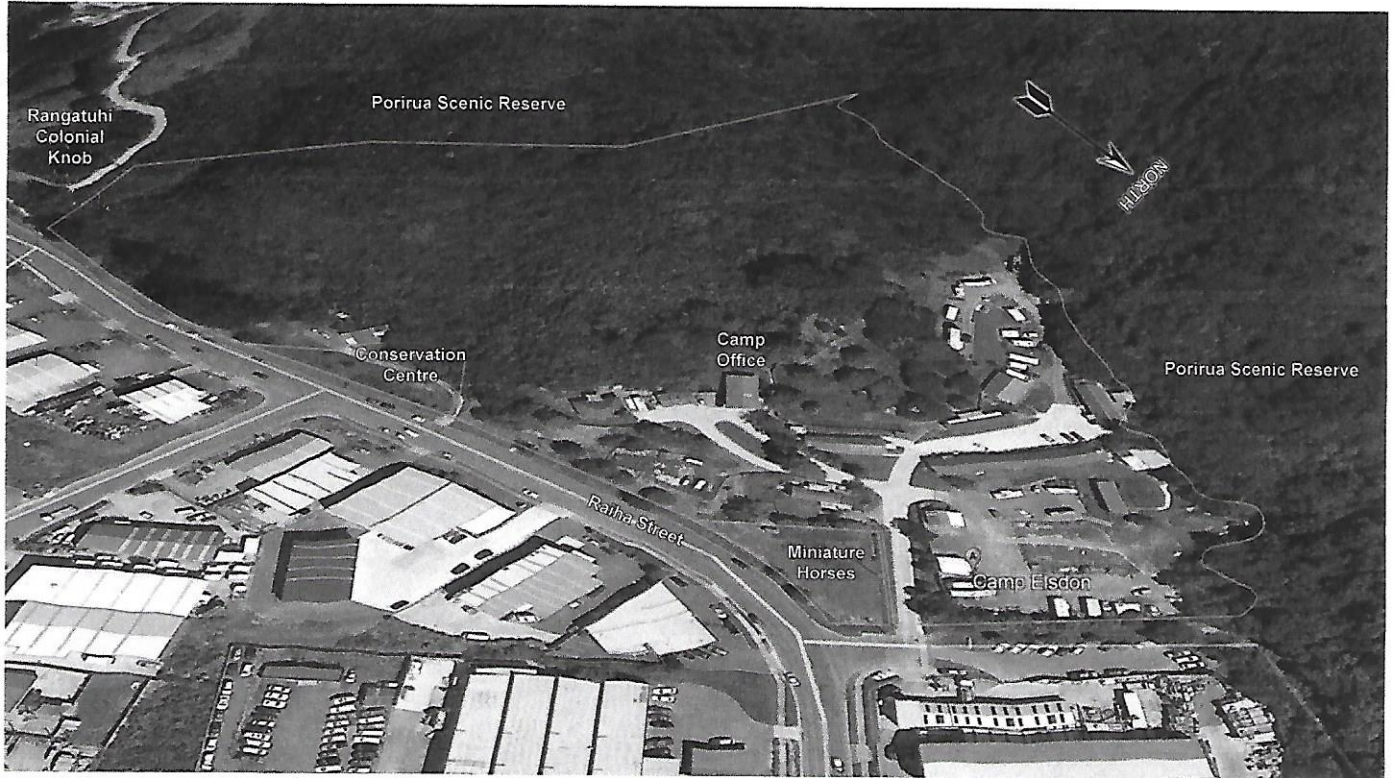
Terms and conditions	Tick
I/We agree that the Department of Conservation can provide my/our details to the Department's Credit Checking Agency to enable it to conduct a full credit check.	<input checked="" type="checkbox"/>
I/We agree that any change which affects the trading address, legal entity, structure 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.	<input checked="" type="checkbox"/>

Typed applicant name/s John Kyne, Chair
 Elsdon Camp Board
 Date 28/6/2020

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

Concession Application Form 3b – Private/commercial facility/structures

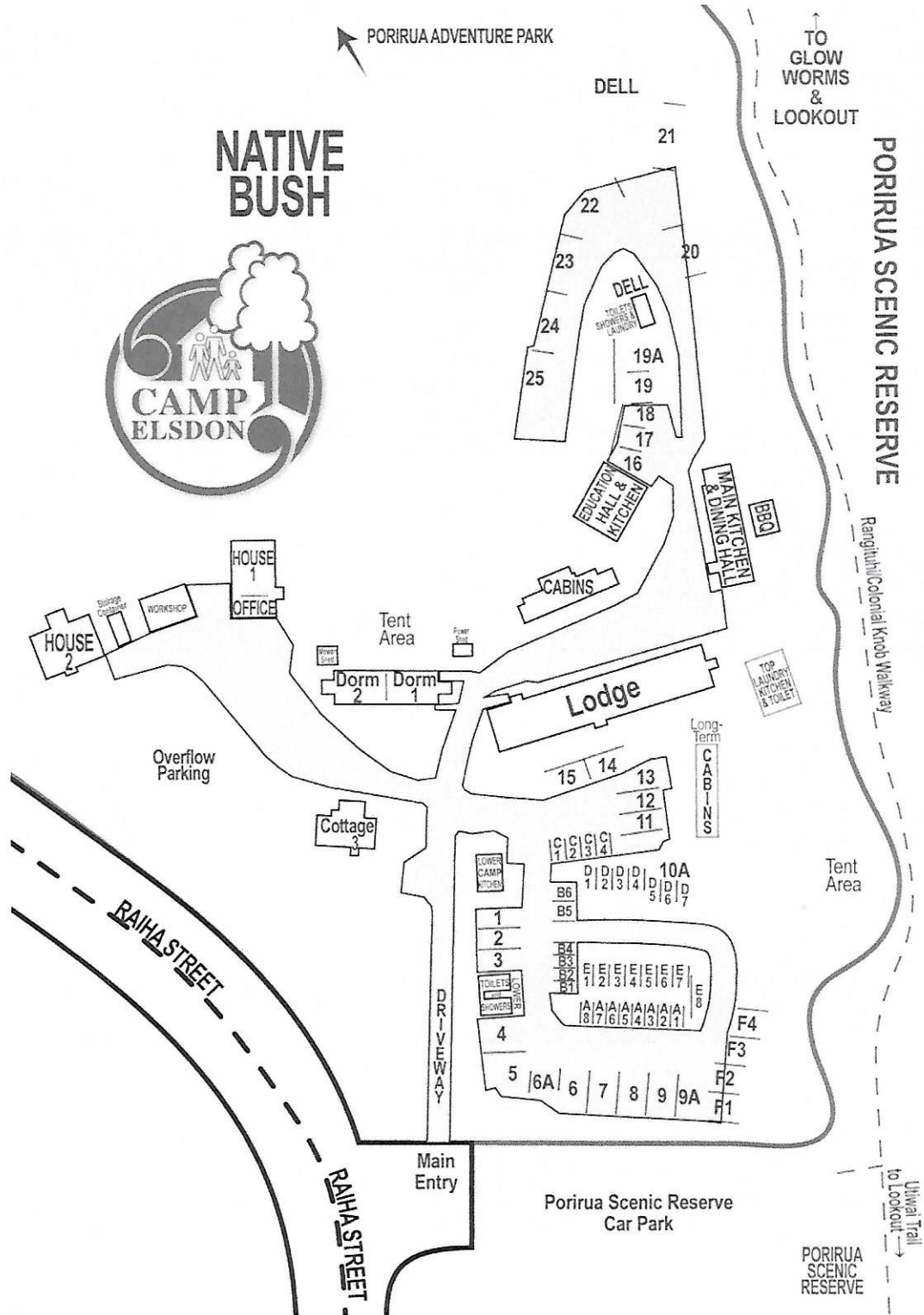
A. Description of Activity



For the past 30 years the Camp Elsdon Incorporated has developed, operated and maintained the campground to provide a low-cost high value camping and educational experience to school, sporting and other youth and family groups from across New Zealand. The camp also hosts international visitors.

Camp address: 18 Raiha Street, Elsdon, Porirua, 5022, New Zealand. 41°08'13.07" S 174°49'41.19" E
Land status designation: Conservation Purposes, New Zealand Gazette 1997 p 790

Concession Application Form 3b – Private/commercial facility/structures



Concession Application Form 3b – Private/commercial facility/structures

B. Alternative sites considered

Concession renewal (not a new build application).

C. Larger area

Is the size of the area you are applying for **larger** than the structure/facility **YES / NO**

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 / NO**
(*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? **YES / NO**

Is exclusive possession necessary to protect physical security of the activity? **YES / NO**

Is exclusive possession necessary for the competent operation of 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:D.

Camp Elsdon hosts youth groups. As such, it is neither safe nor appropriate for the site to have uncontrolled public access.

E. Technical Specifications (for telecommunications sites only)

N/A.

F. Term

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

While a lease renewal of a further 33 years is preferred a 30-year concession is sought. A long-term lease renewal is required to support investment in, and cost-effective maintenance of, long-term assets

G. Bulk fuel storage

Do you intend to store fuel in bulk on the land as part of the activity? **YES / NO**

Concession Application Form 3b – Private/commercial facility/structures

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
<p>The campground is adjacent to the <u>Porirua Scenic Reserve</u> KNE</p>	<p>Remnant lowland kohekohe forest.</p>	<p>None, this is a renewal and no construction is proposed.</p>	<p>No construction is proposed.</p>

Concession Application Form 3b – Private/commercial facility/structures

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.

None.