

Applicant Information Form 1a Notified or Non-notified Process



Department of
Conservation
Te Papa Atawhai

New Zealand Government

Is this the right application form for me?

This **Applicant Information Form 1a – Notified or Non-notified Process** must be completed for **the following longer term applications** (i.e. not one-off applications):

- Grazing
- Land use: Tenanting and/or using existing DOC facility/structure
- Land use: Use of public conservation land for private commercial facility/structure
- Guiding/Tourism/Recreation: Watercraft activities
- Filming
- Sports events
- Marine reserves application form 11a: Structure in a marine reserve

For other activities use the specific activity application forms that combine applicant and activity information or book a pre-application meeting.

How do I complete this applicant information form?

- Complete all sections of this **applicant information form**.
- In addition, you must complete the **activity application form/s** that you wish to undertake.
- 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 information form section **F Attachments**.

How do I submit my application?

Email the following to permissions@doc.govt.nz:

- **Completed applicant information form 1a**
- **Completed activity application form**
- Any other relevant attachments.

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

- Check the [DOC webpage for the activity you are applying](#)¹ for.

¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/>

- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)² closest to where the activity is proposed. You can use [DOC maps](#)³ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁴ – 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.

What happens next?

Once your application forms are 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 information form and the activity application form/s are designed to cover the requirements set out in conservation legislation. Your answers allow us to assess:

- Your most up-to-date details so that DOC can contact you about your application.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness will help determine 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:

- Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)⁵.
- Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

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 [DOC webpage for the activity you are applying](#)⁶ for.

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.

² www.doc.govt.nz/footer-links/contact-us/office-by-name/

³ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁵ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

⁶ <https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/>

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 of Conservation 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](#)⁷ 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.

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

A. Applicant details

Legal status of applicant (tick)	<input checked="" type="checkbox"/> Individual (Go to ①)	
	<input 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 e.g. Educational institutes (Go to ②)

①	Applicant name (individual)		
	Phone		
	Email		
	Physical address		
	Postal address (if different from above)		Postcode

②	Applicant name (full name of registered company, trust, incorporated society or other)		
	Trading name (if different from applicant name)		
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)		
	Company phone	Company website	
	Contact person and role		
	Phone	Mobile phone	
	Email		
	Postal address		Postcode
	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	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/> (via [REDACTED], Davidson Group Ltd)

- If yes record the:

Date of DOC pre-application meeting	2/2022
Name of DOC staff member	[REDACTED]
Name of person who had the pre-application meeting with DOC	[REDACTED] Davidson Group Ltd

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	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](#)⁸
- [Easements](#)⁹
- [Land based guiding](#)¹⁰

⁸ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

¹⁰ <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:

They are 'attachments' rather than 'application' forms.
See F below.

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).

Property owner has granted resource consent U220071 to extend an existing jetty and construct a new boatshed and associated launching ramp fronting Lot 2 DP 3773 in Milton Bay;
to discharge treated domestic wastewater to land on Lot 2 DP 3773;
and to form a new access track between the jetty and existing dwelling including associated vegetation clearance, earthworks and a retaining wall.

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
<u>Correct example ✓</u> D	Locations	PDF	Trust Deed.
D	Certificate of Resource Consent	PDF	Resource Consent Approval U220071.03
D	Proposed structures on SFR	PDF	Plan showing location, type and extent of proposed structures on SFR

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 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	

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		Date	7.3.2023
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For Departmental use			
Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	

Certificate of Resource Consent

Consent Holder: [REDACTED]

Consent Type: Land Use Consent

Consent Number: U220071.03

Lapse Date: 1 April 2024

Part 3, Section: 9

Pursuant to sections 34A(1) and 104B and after having regard to Part 2 matters and section 104 of the Resource Management Act 1991, the Marlborough District Council **grants** the application for resource consent to form a new access track between the jetty and existing dwelling on Lot 2 DP 3773 including associated vegetation clearance, earthworks and a retaining wall, subject to the following conditions imposed under section 108 of the Resource Management Act 1991.

Conditions

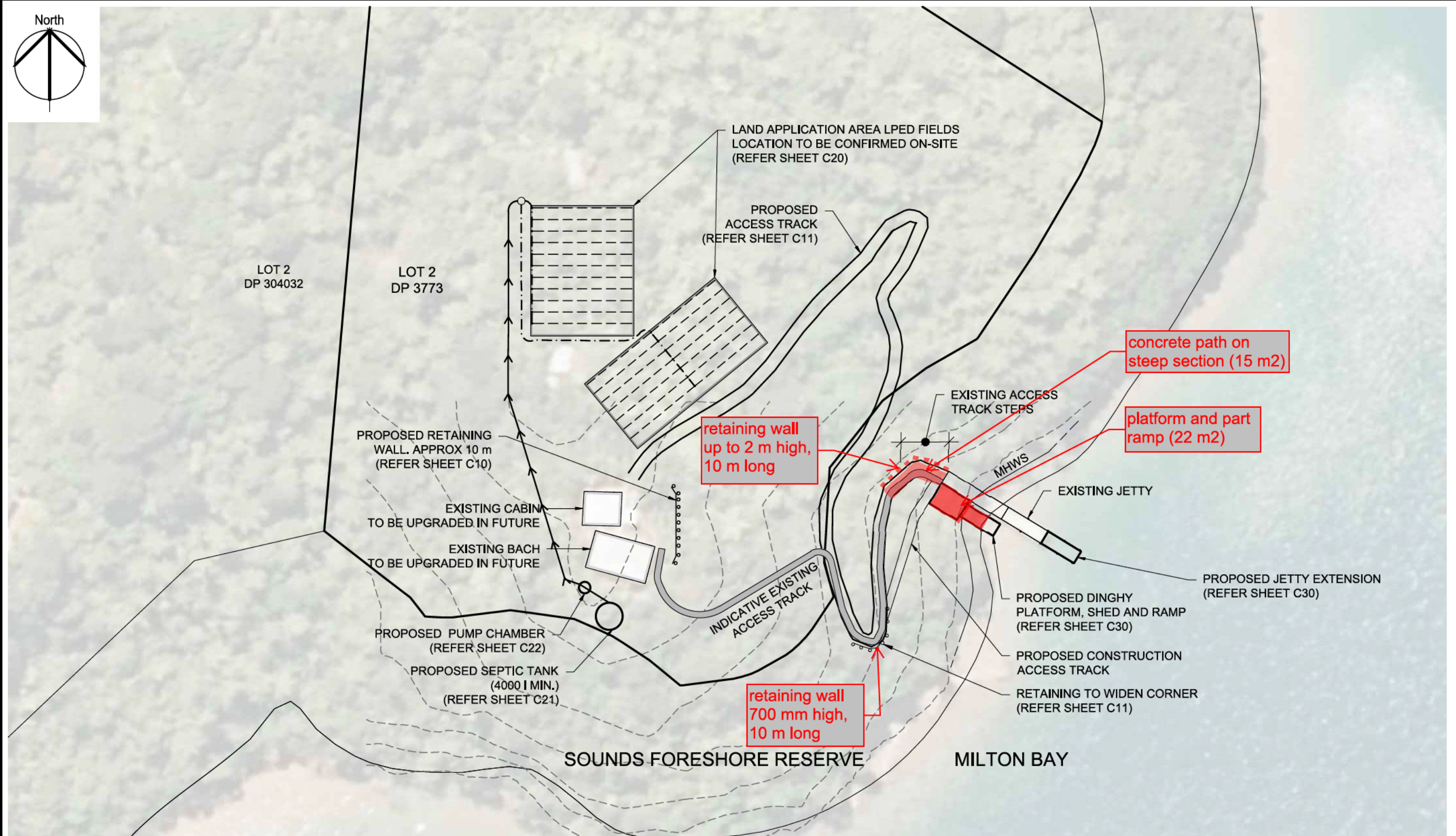
1. Except insofar as required to comply with the other conditions of this consent, the activity must be undertaken and remain in accordance with the Application for Resource Consent U220071. In particular with the drawings labelled '*Proposed Site Plan*', Drawing number 27275, Sheet C1, Issue A; '*Building Site Sections*', Drawing number 27275, Sheet C10, Issue A; '*Track Sections*', Drawing number 27275, Sheet C11, Issue A and '*Track and Test Location Plan*', Drawing Number 27275, Sheet C2, Issue B.
2. At least five working days prior to the commencement of work authorised under this resource consent, the consent holder shall provide written or electronic notice of the anticipated start date and end date to the Compliance Manager, Marlborough District Council at monitoring@marlborough.govt.nz.
3. The retaining wall and access track must be designed and constructed under the supervision of an appropriately experienced chartered professional engineer.
4. Other than the removal of exotic species, vegetation clearance on Sounds Foreshore Reserve must be limited to that strictly necessary to construct the access track.
5. All cleared vegetation and surplus spoil must be removed from public conservation land and deposited in a stable location where it cannot fall or be washed into the coastal marine area.
6. All practicable measures must be taken to prevent sediment or sediment-laden water arising from the activity from entering the coastal marine area.
7. As far as practicable, all areas of exposed soil must be revegetated with locally occurring native species within six months of the completion of the track, or part thereof if track construction proceeds in stages.
8. Following completion of the track, the consent holder must ensure that all appropriate erosion and sediment control measures are maintained on an ongoing basis to avoid or minimise surface and/or subsurface erosion of the soils of the site.
9. Within three months following substantial completion of the track, the consent holder must provide the Compliance Manager, Marlborough District Council at monitoring@marlborough.govt.nz, with written and photographic confirmation that the track

and the associated erosion and sediment control measures have been constructed to accord with the application and above consent conditions.

10. In accordance with section 128 of the Resource Management Act 1991, the Marlborough District Council may, during the months of January to December (inclusive) in any year for the duration of this consent, serve notice of its intention to review the conditions of this consent for any of the following purposes:
 - a) To review the effectiveness of the consent conditions in avoiding, remedying or mitigating any adverse effects on land stability, coastal water quality or amenity values arising from the exercise of this consent and, if necessary, to avoid, remedy or mitigate such effects by way of further or amended conditions; and
 - b) To review the adequacy of and necessity for monitoring the effects of the activity on the environment.
11. If any artefact and/or any historical, cultural or archaeological material of Māori origin or likely to have significance to Māori is found or uncovered whilst undertaking work authorised by this consent, the following shall be complied with:
 - a) Work shall cease immediately, the area must be secured and any uncovered material must remain untouched.
 - b) Advice of the discovery must be given within 24 hours to:
 - i) Relevant Iwi;
 - ii) Compliance Manager, Marlborough District Council, monitoring@marlborough.govt.nz;
 - iii) Heritage New Zealand / Pouhere Taonga.
 - c) No work shall recommence until both:
 - i) Agreement has been reached with the relevant iwi; and
 - ii) If required, an Authority has been issued by Heritage New Zealand if the find involves an archaeological site.

Advice Notes

1. All electronic correspondence relating to the operation of this consent and compliance with consent conditions should be sent to monitoring@marlborough.govt.nz.
2. Pursuant to section 36 of the Resource Management Act 1991 and the Marlborough District Council's Schedule of Fees, the consent holder will be responsible for all actual and reasonable costs associated with the administration and monitoring of this resource consent.
3. All archaeological sites are protected under the Heritage New Zealand Pouhere Taonga Act 2014. It is an offence under the Act to modify, damage or destroy any archaeological site, whether the site is recorded or not. Application must be made to Heritage New Zealand for an Authority to modify, damage or destroy an archaeological site.



NOTES:

1. THIS DRAWING IS PREPARED FROM INFORMATION PROVIDED BY MDC SMART MAPS PRO AND LINZ DATA SERVICE
2. SURVEYING UNDERTAKEN BY DAVIDSON GROUP LIMITED FOR ENGINEERING PURPOSES ONLY
3. NO SIDE CASTING ON SOUNDS FORESHORE RESERVE OR SLOPES GREATER THAN 35 DEGREES.

SITE PLAN

1:250



PROJECT PLANNERS
 RESOURCE MANAGERS
 CIVIL & STRUCTURAL ENGINEERS
 BUILDING DESIGNERS
 ENVIRONMENTAL ENGINEERS

Davidson Ayson House, 4 Nelson St
 PO Box 256, Blenheim 7240, NZ
 T: 03 579 2099
 E: service@DavidsonGroup.co.nz
 W: DavidsonGroup.co.nz

THOMAS CASPRITZ
 MILTON BAY, B.O.M.C.
 SITE DEVELOPEMENT

proposed structures on SFR

DATE	ORIGINAL SIZE	DRAWING No.	SHEET	ISSUE
01/22	A3	27275	C31	A
DES NE	DRN JS	CK WLM	REF 27275 C1-C2 28/10/21	

0mm

100mm

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