



We recommend that you contact your usual permissions advisor, or the [appropriate Department of Conservation Office](#) to discuss the application prior to completing the application forms - see appendix for contact details.

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 must be completed for all longer term applications (ie not one-off applications), then please fill in and attach the form(s) for the activities you wish to undertake. If extra space is required for answering please attach and label according to the relevant section.

Once you have filled in your application form, please complete this checklist to ensure that all components of your application are complete. This will help prevent any possible delays in the processing of your application:

- 🍏 Legal status registration number (if not an individual)
- 🍏 Written testimonials (if required)
- 🍏 Written consultations (if applicable)
- 🍏 All appropriate activity application forms - for concessions we require the applicant information form **and** relevant activity form(s)
- 🍏 Supporting evidence for Environmental Impact Assessment (if required)
- 🍏 Supporting information and detail including maps, site plans, building plans as required in activity forms. **\*\*Note some applications require GPS Co-ordinates\*\***
- 🍏 Supporting evidence for details of activity forms
- 🍏 Have you included your payment for processing fees? (if not, please note that we may conduct a credit check if you have not previously applied for a Concession or Permit with us before and have not provided payment)
- 🍏 Have you read and accept the section regarding the liability of the applicant for payment of fees.
- 🍏 **Have you signed your application?**

**All efforts in putting together a detailed application are greatly appreciated and will allow the Department to effectively and efficiently process your application.**

## A. Applicant Details

<b>Applicant Name</b> (full name of registered company or individual)		Motutapu Island Restoration Trust					
<b>Legal Status of applicant (tick)</b>	<input type="checkbox"/> Individual	<input type="checkbox"/> Registered Company	<input type="checkbox"/> Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/> Incorporated Society	<input type="checkbox"/>	
<b>Other (please specify full details)</b>							
<b>Please supply the company, trust or incorporated society registration number:</b> CC 26065							
<b>If an individual please supply your date of birth (this is a unique identifier for you):</b>							
<b>Trading Name</b> (if different from Applicant name)		Motutapu Restoration Trust					
<b>Postal Address</b>		PO Box 99 827, Newmarket, Auckland					
<b>Street Address (if different from Postal Address)</b>		c/ 18 Takarunga Rd, Devonport, Auckland					
<b>Registered Office of Company or Incorporated Society (if applicable)</b>							
<b>Phone</b>	09-523 0441			<b>Website</b>	www.motutapu.org.nz		
<b>Contact Person and role</b>		Brett Butland, Chair and Trustee					
<b>Phone</b>	022 4686217			<b>Cell Phone</b>	022 4686217		
<b>Email</b>	brett@motutapu.org.nz						
<b>Contact Person and role</b>		Margie Luby, Assistant Manager					
<b>Phone</b>	021 027 88545			<b>Cell Phone</b>	021 027 88545		
<b>Email</b>	margie@motutapu.org.nz						

## B. Activities applied for

Please fill in all the forms that are applicable in order to cover all the activities the applicant wishes to undertake on public conservation land. Please tick below the forms that have been completed, and attach.

ACTIVITY	FORM	✓
Grazing	2a	
Land use:		
A. Tenanting and/or using existing DOC facility/structure	3a	
B. Use of public conservation land for private/commercial facility/structure	3b	✓
C. Easements across public conservation land including right of way, stock access, convey electricity, drain sewerage, waterpipes etc	3c	
Guiding/Tourism/Recreation:		
A. Walking/Hiking/Tramping/Hunting/Fishing/Horses/4WD activities etc	4a	
B. Watercraft activities	4b	
C. Aircraft activities	4c	
Filming	5a	
Sporting Events	6a	
Other (activities that may not be sufficiently covered in the above forms)	7a	

## C. Background Experience of Applicant

Please provide relevant information relating to the applicant's ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations and relevant qualifications). Attach details and label Attachment 1a:C.

The Motutapu Restoration Trust (the Trust) was officially incorporated as a charitable trust on 16 February 1994, and since that time has spearheaded a major restoration project intended to restore and enhance the natural, historic and recreation values of Motutapu.

The project was conceived in 1990 as a programme to establish a fully functioning forest ecosystem for the New Zealand bicentennial in 2040; a process that respected and protected the island's primary cultural significance. While the establishment of a Trust was being investigated and developed, restoration work started with iwi, sponsors and volunteers assisting the Department of Conservation.

A working plan was prepared by the Auckland Conservancy of the Department of Conservation in consultation with Ngai Tai ki Tamaki Trust and interested groups. The plan, consistent with the Conservation Management Strategy, was endorsed by the Auckland Conservation Board on 31 August 1994.

Through its activities, the Trust provides ecological, cultural and historic opportunities to New Zealanders and overseas visitors for lifelong conservation learning. The aggregate value of the Trusts contribution to Motutapu has been independently calculated as exceeding \$70 million.

Some of the Trusts' achievements include:

Natural landscape:

- Established a large nursery capable of producing 48,000 stems per annum.

- Organised volunteers to plant over 500,000 native trees and plants on hillsides and wetlands.
- Achieved over 115 hectares of planted native forest.
- Rescued large areas of native forest from invasive weeds including moth plant, woolly nightshade and apple of Sodom with an intensive volunteer weed programme.
- Fenced off forest remnants on the coastal fringe and inland sites, including 15 hectares of Central Gully to exclude stock.
- Funded contractors to make the initial assault on moth plant infestation in Central Gully
- Funded the release of Coromandel brown kiwi, takahe, tieke, whiteheads, shore plover and other native species.

#### Historic and recreation landscape

- Commissioned a conservation plan for historic Reid Homestead in Home Bay
- Restored the exterior and interior of Reid homestead as a visitor and interpretation/education centre.
- Upgraded and reopened the wharf at Home Bay to allow scheduled ferry sailings.
- Commissioned a conservation plan for the historic military installations.
- Restored and interpreted some of the many military sites.
- Secured School House to provide accommodation for Trust personnel.
- Developed the 'Walk Motutapu' network of walking tracks over the island. Volunteers continue to maintain these tracks.
- Sponsored by the Rotary Club of Newmarket, restored the Red barn at Home Bay as a base for volunteers during the winter planting and weeding season.
- Established a footbridge across the Home Bay stream near the Reid Homestead.

#### Additionally, the Trust has also:

- Built up a database of more than 4,000 volunteers.
- Publish a newsletter twice a year.
- Publish a regular emailed eNews to the contacts database.
- Established 'The DUAL Motutapu-Rangitoto Traverse' annual multisport fundraising event.

Has the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application been convicted of any offence? Does the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application have any current criminal charges pending before the court? If yes, please supply details.

No

---

## D. Testimonials

Please attach two written testimonials, together with the names, occupations, addresses and phone numbers of two people who will vouch for the proficiency of the applicant in the proposed activity. At least one testimonial should contain information in relation to the financial viability and standing of the applicant. These testimonials are to be labelled Attachment 1a:D.

---

## E. Consultation Undertaken

Some applications require consultation with tangata whenua (local Maori), and other interested parties. Please contact the nearest Department of Conservation office to discuss what is required. Written expert views, advice or opinions concerning your proposal may also be attached to support the application. Attach any proof of consultation to the application and label Attachment 1a:E.

---

## F. Insurance

Concessionaires are required to indemnify the Minister against any claims or liabilities arising from their actions. If this application is approved, the applicant will be required to hold Public Liability, Forest and Rural Fire Act Extension Insurance, and possibly Statutory Liability and/or vehicle insurance. The level of cover will depend on the nature of the activity. Please contact the nearest Department of Conservation office to discuss what is required.

---

## G. Public Notification

Some activities and/or types of concession applications require public notification if the Department forms an intent to grant the concession. This increases the time and cost of processing the concession. The usual circumstances when public notification is required are thus:

- The Application is for exclusive use of public conservation land (ie a lease);
- The Application is for a licence for a term longer than 10 years;
- Other concessions do not require public notification unless the adverse effects of the activity are such that it is required.

A permissions advisor can advise you as to the type of concession your activity requires and whether or not it needs notification.

---

## H. Fees and costs

### Processing Fees:

The Department recovers all costs to process a concession application from Applicants regardless of whether the application is approved or declined. The cost of processing a concession depends on whether the application needs to be notified or not (see Public Notification section above), and/or whether the application is a standard application or is complicated/complex.

The estimated cost of processing a standard non-notified concession is **\$1540 + GST**. If the application meets the criteria for notification or the application is particularly complex or complicated then further costs will be incurred. In this situation the Applicant will be sent an estimate of costs.

If at any stage an application is withdrawn the Department shall invoice the Applicant for the costs incurred by the Department up to that point.

By signing the Declaration on this form the Applicant is agreeing to pay all costs associated with the processing of this application.

Please contact your nearest Department of Conservation office to discuss the applicable fee for this application.

### Reduction in Fees for exceeding processing timeframe:

If the Department fails to meet its processing timeframes the estimate of fees will be reduced at a rate of 1% per day late, up to a maximum of 50% of the total processing fee. The reduction will not apply if the Applicant's actions have delayed the process.

### On-going Fees:

You will also be required to pay annual fees throughout your concession. These are:

- Annual management fee to cover administration time; and/or
- Monitoring fee (if required) to cover the cost of monitoring the effects of your activity; and/or
- Activity fee per head (if a recreation concession), or a minimum fee per year; and/or
- Annual rental (if a land use concession eg lease)

Please contact the nearest Department of Conservation office to discuss the applicable fee and processing timeframe for the application.

### Terms and Conditions for an Account with the Department of Conservation:

Have you held an account with the Department before? (Please tick)

Yes



No

If yes, under what name:

Motutapu Restoration Trust

If no, please supply 3 trade references in the table below.

	<b>Trade References</b> These are referees that supply you with goods or services on standard business terms i.e. 20 <sup>th</sup> of month following supply not banks, electricity suppliers, landlords etc.	<b>Telephone Number</b>	<b>Contact Person</b>
(1)	N/A		
(2)			
(3)			

1. I/We agree that the Department of Conservation can provide my details to the Department's Credit Checking Agency to enable it to conduct a full credit check.
2. 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.
3. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.
4. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
5. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
6. 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 of the credit account are not met.
7. 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 the fees.

## Declaration

I certify that the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct.

**Note: The Minister can vary any concession granted if the information given in this application contains inaccuracies.**

<b>Signature (Applicant)</b>		<b>Date</b>	4 January 2019
<b>Signature (Witness)</b>		<b>Date</b>	4 January 2019
<b>Witness Name</b>	Margie Luby		
<b>Witness Address</b>	Auckland		

This application is made pursuant to Sections 17R and 17S of the Conservation Act 1987 [and (where applicable) Section 49 of the National Parks Act 1980/Section 59A of the Reserves Act 1977].

Applicants should familiarise themselves with the relevant provisions of the Conservation Act 1987, the Reserves Act 1977 and the National Parks Act 1980 relating to concessions.

All costs relating to the application are payable by the applicant to the Department of Conservation (see Section 60B of the Conservation Act 1987).

The Department reserves the right to obtain further information either from the applicant or from any other relevant source. The applicant will be advised of any information obtained from other sources. The cost of obtaining such information will be charged to and recovered from the applicant. The applicant will be informed as soon as practical from receipt of the application if further information is required before this application can be fully processed by the Department.

Once the application is complete, the Minister has 20 days within which to advise the applicant whether the application is declined on the grounds that the application does not comply with or is inconsistent with the provisions of the Act or any relevant Conservation Management Strategy or Conservation Management Plan. If the Minister does not so advise the applicant the application will be processed in accordance with Section 17T of the Conservation Act 1987.

The purpose of collecting this information is to enable the Department to process your application. The Department will not use this information for any reason not related to that purpose.

Applicants should be aware that provisions of the Official Information Act might require that some or all information in this application be publicly released.

---

**For Departmental use**

**Credit check undertaken**

**Comments :**

**Signed**

**Name**

**Approved (Tier 4 manager or above)**

**Name**