



## Is this the right application for me?

Use this application form if you want to undertake aircraft activities on public conservation land and waters for a term of three months or more for:

- Commercial operations
- Recreational users

“Aircraft” is defined in section 2 of the Civil Aviation Act 1990 as any machine that can derive support in the atmosphere from the reactions of the air otherwise than by the reactions of the air against the surface of the earth. “Aircraft” includes drones or other unmanned aircraft.

Aircraft activities (commercial operations and recreational users) include: taking off, landing and hovering. Examples of this include scenic landings, dropping off or picking up recreationalists (e.g. hunters etc.), and servicing other Concessionaires (e.g. guided walking groups, dropping/collecting beehives etc.). Aircraft activities do not include flying over public conservation land and waters.

**Note:** While you do not need a concession to fly an aircraft over public conservation land and waters, if your aircraft is a drone or other unmanned aircraft, you do need consent from the Department of Conservation (DOC) or any lessee occupying the public conservation land or waters (unless you are a certified drone operator under the Civil Aviation Authority Rules).

Use this form for new applications and variations to existing aircraft activity DOC concessions.

This application does not cover:

- [Recreational drone use](#)<sup>1</sup> – applications shorter than three months.
- [Wild animal recovery operations](#)<sup>2</sup> (WARO).
- [Aerially assisted trophy hunting](#)<sup>3</sup> (AATH).

## 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 any attachments in the table at the back of this application form (section L).

Personal information will be managed by DOC confidentially. For further information check DOC’s privacy and security statements<sup>4</sup>.

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<sup>1</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/recreational-drone-use/>

<sup>2</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/national-wild-animal-recovery-operations/>

<sup>3</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aerially-assisted-trophy-hunting/>

<sup>4</sup> <https://www.doc.govt.nz/footer-links/privacy-and-security/>

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

- Check DOC's [Aircraft Activities](#)<sup>5</sup> webpage.
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the local [DOC office](#)<sup>6</sup> closest to where your activity is taking place. You can use [DOC maps](#)<sup>7</sup> to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)<sup>8</sup> – 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 undertake your activity, 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 relevant [DOC statutory planning documents](#)<sup>9</sup> 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 locations or number of landings 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](mailto:permissions@doc.govt.nz)

## What happens next?

Once 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.

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<sup>5</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

<sup>6</sup> <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

<sup>7</sup> <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

<sup>8</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

<sup>9</sup> <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](#)<sup>10</sup> page.

Contact your local [DOC office](#)<sup>11</sup> 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 an aircraft activity concession on public conservation land and waters you may be required to pay annual activity and management fees. These fees are listed on the [Aircraft Activities page](#)<sup>12</sup> 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
- If after having regard to the effects of the activity, DOC considers it appropriate due to do so.

Public notification will increase the time and cost of processing of your application. If you believe public notification is required for your application email: [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz) to arrange a pre-application meeting.

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<sup>10</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

<sup>11</sup> <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

<sup>12</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

## 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.
- An **Air Operators Certificate** from the Civil Aviation Authority.
- Aircraft operators may require **noise abatement certification** (from the [Aviation Industry Association](#)<sup>13</sup> and [Qualmark](#)<sup>14</sup>),

**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.

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<sup>13</sup> <https://www.aia.org.nz/AIRCARE/How+to+become+AIRCARE+Accredited.html>

<sup>14</sup> <https://www.qualmark.co.nz/>

## 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 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)			
	Trading name (if different from applicant name)			
	NZBN (To apply go to: <a href="https://www.nzbn.govt.nz">https://www.nzbn.govt.nz</a> )		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	

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## B. Variation of an existing concession

Is this application *varying* an existing concession?

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

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of the concession you wish to vary and describe the variation.

Concession number you wish to vary	
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- Briefly describe the variation you are seeking to your existing concession:

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## C. Pre-application meeting

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

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

- If yes, state when and who with:

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## D. Description of activity

Select what applies to you:

Commercial aircraft (including commercial use of drones or other unmanned aircraft)	<input type="checkbox"/>
Private recreational aircraft (including recreational drone use over three months)	<input type="checkbox"/>

Select the type of aircraft you are going to be using:

Fixed wing	<input type="checkbox"/>
Helicopter	<input type="checkbox"/>
Drone (commercial and recreational over three months)	<input type="checkbox"/>

Explain what the landing / hovering is for, e.g. scenic landings, dropping off or picking up recreationalists (e.g. hunters.), servicing other Concessionaires (e.g. guided walking groups, dropping/collecting beehives.).

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## E. Are you applying for anything else?

Are you applying for DOC concessions to undertake other activities while you are undertaking this activity?

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

- If yes, state the other concessions you are applying for.

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## F. Duration

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

- Explain why you are seeking this duration:

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## 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).

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## H. Consultation undertaken

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This may require 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.

Have you carried out any consultation?

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

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

<b>whānau/hapū/iwi or other interested party consulted with:</b>	
<b>Name of individual you consulted with:</b>	
<b>Date of consultation:</b>	
<b>How consultation was undertaken (e.g. email, meeting):</b>	
<b>Outcome of consultation*:</b>	

Other interested stakeholders consulted with e.g. Conservation Boards or community groups:	
Name of individual you consulted with:	
Date of consultation:	
How consultation was undertaken (e.g. email, meeting):	
Outcome of consultation*:	

\* If you received a written response to consultation attach a copy. Record the document details in the section [L] Attachments section of this form.

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## I. Consistency with DOC statutory plans

**Note:** Statutory planning documents can have a direct impact on your application, for example they may set the specific locations or number of landings allowed.

List the [DOC's statutory planning documents](#)<sup>15</sup> relevant to your application:

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

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

- If yes, explain why it is inconsistent with the statutory planning documents.

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<sup>15</sup> <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

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## J. Location of the activity

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.nz](https://maps.doc.govt.nz)<sup>16</sup>.

- ① **Public Conservation Land:** Include the official name and type of the Public Conservation Land that the location is within (e.g. Fiordland National Park) use [maps.doc.govt.nz](https://maps.doc.govt.nz)<sup>17</sup> to help you.
- ② **Landing / Hovering Location:** If you are applying for specific sites you must include NZTM GPS coordinates. If you are applying for landing zones, as identified in the relevant Statutory Document, state the zones you are requesting. If you are applying for drone use, state the start point in NZTM GPS coordinates and attach a map highlighting the area you wish to operate. Record any attachments in Section L of this application form.
- ③ **Reason for Landing / Hovering:** State the reason for each landing / hovering e.g. to drop off or pick up heli-hikers; to shuttle heli-bikers; to drop equipment; to survey an area etc.
- ④ **Aircraft Model:** List the model of each aircraft you intend to use.
- ⑤ **Aircraft Registration:** List the registration of each aircraft you intend to use. If your drone does not have a registration state N/A.
- ⑥ **Aircraft Weight:** List the weight of the empty aircraft.
- ⑦ **Max. No. of Passengers Aircraft Can Hold:** Excluding the pilot.
- ⑧ **Max. No. of Landings / Max. Duration Per Day:** Maximum number of landings at each site per day. If using a drone, state the maximum duration the drone will be in the air per day.
- ⑨ **Max. No. Landings / Max. Duration Per Year:** Maximum number of landings at each site per year. If using a drone, state the maximum duration the drone will be in the air per year.

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<sup>16</sup> [maps.doc.govt.nz](https://maps.doc.govt.nz)

<sup>17</sup> [maps.doc.govt.nz](https://maps.doc.govt.nz)

1	2	3	4	5	6	7	8	9
Public Conservation Land	Landing / Hovering Location	Reason for Landing / Hovering	Aircraft Model	Aircraft Registration	Aircraft Weight	Max. No. of Passengers Aircraft Can Hold	Max. No. of Landings / Max. Duration Per Day	Max. No. Landings / Max. Duration Per Year
<u>Correct example</u> ✓ Kaka Conservation Area	Kaka Hut designated landing site	Dropping off heli-hikers	Hughes 500	A0000	493 kg	5	2 landings	20 landings
<u>Correct example</u> ✓ Kaka Scenic Reserve	E1313131 N5151515	Collecting beehives via longline	Robinson R44	A0000	658 kg	3	5 landings	10 landings
<u>Correct example</u> ✓ Kereru National Park	<u>Kereru Glacier</u> E4444444 N5555555	Landing for scenic flight	Cessna 185	A0000	793 kg	5	4 landings	50 landings
<u>Correct example</u> ✓ Kea Conservation Park	Kea National Park Starting from E1111111 N5555555 (see attached map for survey area)	Vegetation survey	DJI Phantom 4 Advanced Drone	NA	1368 g	N/A	30 minutes per day	3 hours per year
<u>Incorrect example</u> ✗ DOC land	Kaka Conservation Area	Heli landings	Hughes 500		Unknown		3	N/A

1	2	3	4	5	6	7	8	9
Public Conservation Land	Landing / Hovering Location	Reason for Landing / Hovering	Aircraft Model	Aircraft Registration	Aircraft Weight	Max. No. of Passengers Aircraft Can Hold	Max. No. of Landings / Max. Duration Per Day	Max. No. Landings / Max. Duration Per Year

1	2	3	4	5	6	7	8	9
Public Conservation Land	Landing / Hovering Location	Reason for Landing / Hovering	Aircraft Model	Aircraft Registration	Aircraft Weight	Max. No. of Passengers Aircraft Can Hold	Max. No. of Landings / Max. Duration Per Day	Max. No. Landings / Max. Duration Per Year

## 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.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

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 type="checkbox"/>
		- Do not cut down or damage any vegetation or natural feature	<input type="checkbox"/>
		- Do not feed any species	<input type="checkbox"/>
		- Do not harass any species	<input type="checkbox"/>
	Damage to wildlife or habitat	- Do not take animals, including domestic pets, onto the land	<input type="checkbox"/>
		- Do not play recordings of bird song	<input 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 <a href="#">Check Clean Dry</a> procedure when in and around waterways	<input 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 type="checkbox"/>
		- Take all precautions to ensure weeds are not introduced to the land	<input type="checkbox"/>
Other users of the land	Too many landings in relation to the visitor setting.	- Ensure number of landings are kept to the limits set out in the statutory planning documents	<input type="checkbox"/>
		- Obtain a noise abatement certificate if required	<input type="checkbox"/>
	Cumulative impacts of additional landings / drones at already busy sites	- Ensure idle time on the ground is kept to a minimum	<input type="checkbox"/>
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	<input type="checkbox"/>
	Increased noise	- Co-ordinate visits with other concessionaires (where possible)	<input type="checkbox"/>
	Conflict between different activities and visitors	- Select landing sites that avoid huts, tracks and car parks.	<input type="checkbox"/>

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
		- Select flight paths that avoid huts, tracks and car parks.	<input type="checkbox"/>
		- Complete accurate annual activity returns and maintain GPS records to allow DOC to monitor usage	<input type="checkbox"/>
		- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	<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 type="checkbox"/>
		- Ensure any cultural interpretation is consistent with Iwi values	<input type="checkbox"/>
		- Educate clients to respect cultural values or traditions	<input type="checkbox"/>
Historic values	Damage to historic sites or objects, including Wahi Tapu	- Land away from historic sites and objects, including Wahi Tapu sites	<input type="checkbox"/>
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' <a href="#">Leave no Trace</a> ' and ' <a href="#">Visit the Kiwi way</a> ' principles	<input type="checkbox"/>
		- Do not refuel, leave any fuel drums or construct fuel dumps, unless in an emergency	
		- Do not bury any toilet waste within 50 metres of a water source	<input 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 type="checkbox"/>
Fires	Wildfires	- Ensure no open fires	<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 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
<u>Correct example ✓</u> D	Locations	Excel	Spreadsheet of all NZTM GPS landing sites using the table format set out in section D
<u>Correct example ✓</u> K	Effects Assessment	Word	List of additional potential effects not already covered in section K, and proposed methods to avoid, remedy or mitigate the effects.
<u>Incorrect example X</u> Table	Doc1	Word	Table

## M. Checklists

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 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 type="checkbox"/>
I have supplied the correct location and activity information in section J	<input type="checkbox"/>
I have completed the effects assessment in section K	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input type="checkbox"/>

## N. Terms and conditions for a credit account with the Department of Conservation

<b>Have you held an account with the Department of Conservation before?</b>	<b>Tick</b>
No	<input type="checkbox"/>
Yes	<input 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 these terms and conditions for an account with the Department of Conservation**

<b>Terms and Conditions</b>	<b>Tick</b>
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 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 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 type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input 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 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 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 type="checkbox"/>

<b>Applicant Name/s (of authorised person/s)</b>		<b>Date</b>	
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<b>For Departmental use</b>			
<b>Credit check completed</b>			
<b>Comments:</b>			
<b>Signed</b>		<b>Name</b>	
<b>Approved (Tier 4 manager or above)</b>		<b>Name</b>	