

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 involves using aircraft on public conservation land. Examples may include helicopter landings, Remotely Piloted Aircraft Systems (drones), heli-hunting, heli-skiing activities, fixed wing aircraft landings/take-offs. Wild Animal Recovery Operations are not included in this application form, if you wish to apply for WARO authorisation please contact your local Department of Conservation Office to discuss.

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.

- If your application involves guiding clients or water transportation while on public conservation land please also fill in Form 4a and/or Form 4b as appropriate.
- If your application includes building, extending or adding to any permanent or temporary structures or facilities on public conservation land, please also fill in Form 3b,
- If your application includes tenancy of any DOC managed buildings (other than overnight usage of huts) please also fill in Form 3a.

Please complete this application form, attach either 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 all the proposed activities in detail. Locations are to be listed in section B.

As necessary, please attach further information or reference to other sections of the application forms as appropriate.

B. Location(s)

List the areas of your operation, please use NZTM GPS coordinates where possible, and attach a map and label Attachment 4a:B. If you are unable to identify the areas or you do not know them, please seek the assistance of Departmental staff.

Name of Conservation Area	Location and/or name of landing site	Size, type, model, registration number and colour of aircraft	Max number of landings at each site per day/and total per year	Max number of people landed at each site per day/and total per year

C. 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 4c:C.

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
<i>EG: Tararua Forest Park – all landing sites</i>	<i>“Wilderness experience”</i>	<i>Disruption to the quiet enjoyment of the wilderness feel</i>	<ul style="list-style-type: none"> • <i>Maximise number of clients per trip to minimise number of landings during busy periods</i> • <i>Undertake landings in mornings and evenings when less recreators around</i>

D. Term

Please detail the length of the term sought (i.e. number of years or months) and why. If you are applying for a one-off permit please state the specific dates and/or times sought.

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.

E. 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 / NO

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 4c:E. 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.

F. Safety Plan

The Department requires that all concessionaires holding concessions for recreation or tourism activities have a safety plan which has been audited by an external expert.

If your activity is covered by the Health and Safety in Employment (Adventure Activity) Regulations 2011 proof of that audit is sufficient. If your activity is **not** covered by the Adventure Activity Regulations, please read the *Guidelines on the Requirements for Concessionaire Safety Plans* on the Department's website. If you are unsure, please go to the WorkSafe website and read their [guidance](#).

If your concession application is approved, you will be required to provide a copy of an independent auditor's approval of your safety plan to the Department before you begin the activity.

G. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 4c:G.