

# Application for Guided Day Walks

## - Conforming Tracks



Department of  
Conservation

Te Papa Atawhai

New Zealand Government

### Is this the right application for me?

Use this application form if you intend to undertake:

- **Guided day walking** on specific tracks listed on the current Department of Conservation (DOC) [conforming track schedules](#)<sup>1</sup> on public conservation land (PCL).

**Guided day walking** is defined as:

- A commercial operation in which the operator receives financial gain or reward for offering their services.
- Walking only (that is, the concession does not include other guided activities that also require a concession, for example hunting, fishing, rock climbing, or mountain biking).
- The entirety of the walk is on an established track or tracks, which are built, owned, and maintained by DOC.
- The duration of the walk is under 8 hours, and
- No sleeping arrangements are required (that is, no overnight or multi-day walks).

If your application for a guided day walking on DOC conforming tracks is approved, you will be granted a concession that allows you to:

- Undertake guided day walks on the specific DOC conforming tracks listed in your concession; and
- Transport your clients on formed roads on PCL and formed carparks on PCL for the purposes of guided walking **only**.

*If you want to only transport clients to and from PCL for the purpose of clients undertaking their own self-guided trips, do not use this application form and instead apply for a transport concession. See [other activities](#)<sup>2</sup>*

### When should I use this form?

Use this form for new applications and variations to existing DOC Conforming Guided Day Walking concessions.

For applicants seeking a concession for guiding walking on tracks not listed in the conforming track schedules, or other guided activities, see [land-based guided activities](#)<sup>3</sup> on the DOC website for further information.

<sup>1</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/guided-walking-conforming/>

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

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

## How do I complete this application form?

- Complete all sections of this form.
- Complete the relevant DOC [conforming track schedules](#)<sup>4</sup> and attach the schedules to this application. Ensure you are using the most up to date version of the conforming track schedules on the DOC website. If you do not, your application will be returned.
- DOC encourages electronic applications (e.g. email a 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 J – Attachments**.

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)<sup>5</sup>.

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

- Check the DOC's [Guided Walking \(conforming\)](#)<sup>6</sup> webpage. This page includes information on what a conforming tracks concession is and provides links to the conforming track schedules.
- Contact the National Transaction Centre at [transactioncentre@doc.govt.nz](mailto:transactioncentre@doc.govt.nz) who can provide support and advice.

## How do I submit my application?

Email your completed application, conforming track schedules 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:

- Your most update details so that DOC can contact you about your application.
- 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.

DOC may assess your creditworthiness to determine whether DOC should extend credit to you.

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<sup>4</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/guided-walking-conforming/>

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

<sup>6</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/guided-walking-conforming/>

DOC will also 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.

Information collected by DOC will be supplied to a debt collection agency in the event of non- payment of payable fees.

**Note:** Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)<sup>7</sup>.

### What processing fees will I pay?

You may be required to pay a **processing fee** for this application. In addition if you are granted a guided walking concession you may also be required to pay an annual; **activity and management fees**. These fees are listed on the [ongoing concession fees](#)<sup>8</sup> page on the DOC website.

DOC will invoice your processing fees after your application has been considered. 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.

### What does DOC require if my application is approved?

If your application is approved DOC requires:

- Throughout the term of your concession you will be required to hold Public Liability Insurance for general indemnity for an amount no less than \$1,000,000; and Third-Party Vehicle Liability Insurance of at least \$500,000.
- All businesses undertaking recreation and tourism related activities on public conservation land require an independently audited safety plan by an approved audit provider. A **copy of the auditor's certificate** must be received by DOC before the activity begins operating. See the [Safety Plans](#)<sup>9</sup> 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 will also recover any costs incurred.

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<sup>7</sup> <https://www.doc.govt.nz/footer-links/privacy-and-security/>

<sup>8</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/ongoing-concession-fees/>

<sup>9</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

## 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

## B. Description of activity

Tick the box for the activities that you are applying for:

Undertaking guided day walks on DOC conforming tracks as per the conditions set out in the conforming tracks schedule(s) (see <b>Section H – Managing Adverse Effects</b> )	<input type="checkbox"/>
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You should not use this application form if you are:

- Applying to undertake guiding activities on non-conforming tracks; or
- Applying to undertake guided walking on conforming tracks for the purpose of overnight or multi-day walks.

Instead, you should apply using the application form on [land based guided activity on non- conforming tracks](#)<sup>10</sup>.

## C. Variation of an existing concession

Is this application *varying* an existing concession? Tick which applies:

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

If yes, provide the following information:

Concession number you wish to vary	
<p>Briefly describe the variation you are seeking to your existing concession (e.g. adding new tracks, removing existing tracks)</p> <p><i>If you are applying to add new tracks to your existing concession, it will be in line with the term of your existing concession term.</i></p> <p><i>If you want to extend your existing concession term, you will need to make a separate variation application. See <a href="#">Concession changes, expiry and review: Managing your concession</a> for more information.</i></p>	

<sup>10</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

### D. 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 provide the following:

Date of pre-application meeting	
Name of DOC staff member(s) who attended	
Name of person(s) in applicant's organization who attended	

### E. Duration

The maximum length of time for a conforming guided walking concession is 10 years.

- If you are applying for a new concession, complete this section and provide the information required.
- If you have an existing concession and do not want to extend the term, leave this section blank and proceed to **Section F – Background experience of Applicant.**
- If you have an existing concession and want to extend the term, you will need to complete a separate application. See **Section C – Variation to an existing concession** for details.

Duration applied for – 10 years	<input type="checkbox"/>
Duration applies for – less than 10 years	<input type="checkbox"/>

If you wish to apply for a duration of less than 10 years detail the duration in months and years and provide the reason(s) why you are seeking a reduced duration below:

## F. Background experience of applicant

All businesses undertaking recreation and tourism related activities on public conservation land require an independently audited safety plan by an approved audit provider. A **copy of the auditor's certificate** must be received by DOC before the activity begins operating. See the [Safety Plans](#)<sup>11</sup> information on the DOC website for further information.

Tick which applies:

I have a copy of the auditor's certificate of my safety plan. This will provide in this application under <b>Section J – Attachments</b> .	<input type="checkbox"/>
I do not have a copy of the auditor's certificate of my safety plan. I understand that, if I am granted a concession, I must provide this document to DOC prior to operating.	<input type="checkbox"/>

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). Record any attachments in **Section J - Attachments**.

<sup>11</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

## G. Conforming track schedules

You must identify on the conforming track schedules all the tracks on which you want to undertake guided walking. On the conforming track schedules applied for:

- Tick the **location** you wish to apply for

**Note:** For each location conforming tracks have a maximum allowance for:

- Maximum party size (including guides); and
- Frequency of trips for that conforming track, per applicant.

Certain tracks may have additional conditions for operating on these tracks, such as seasonal access restrictions, or biosecurity protocols.

Ensure you have used the most up to date version of the conforming track schedules on the DOC website. If not, your application will be returned.

<b>Conforming track schedules</b> Fill out the conforming track schedule for the area you wish to undertake guided walking	<b>Tick the box</b> of the conforming track schedule you have filled out
<b>North Island</b>	
Northern North Island (NNI) Region	<input type="checkbox"/>
Auckland (AUK) Region	<input type="checkbox"/>
Hauraki-Waikato-Taranaki (HWT) Region	<input type="checkbox"/>
Central North Island (CNI) Region	<input type="checkbox"/>
Eastern North Island (ENI) Region	<input type="checkbox"/>
Lower North Island (LNI) Region	<input type="checkbox"/>
<b>South Island</b>	
Northern South Island (NSI) Region	<input type="checkbox"/>
Eastern South Island (ESI) Region	<input type="checkbox"/>
Western South Island (WSI) Region	<input type="checkbox"/>
Southern South Island (SSI) Region	<input type="checkbox"/>

## H. Managing adverse effects

DOC has identified, in the table below, the following potential adverse effects of your activity and methods to avoid, remedy and mitigate these effects.

To be granted a conforming tracks concession you must comply with the special conditions set out in the concession document. Doing so ensures any potential adverse effects of your activity is avoided, remedied or mitigated.

I confirm: <ul style="list-style-type: none"> <li>• I have read the table below and understand the methods required to avoid, remedy and mitigate any potential adverse effects arising from my concession activity; and</li> <li>• I confirm that I will comply with these methods.</li> </ul>	<b>Tick</b> <input type="checkbox"/>
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The potential effects of your proposal	Methods to avoid, remedy or mitigate effects
Rubbish	<ul style="list-style-type: none"> <li>Remove clients rubbish/ Ensure no rubbish is left on the Land.</li> </ul>
Damage to natural values	<ul style="list-style-type: none"> <li>Keep to established formed tracks.</li> <li>Inform clients it is illegal to collect/remove any vegetation, rock, or soil.</li> </ul>
Disturbance of native wildlife	<ul style="list-style-type: none"> <li>Inform clients not to touch or feed native wildlife.</li> <li>Inform clients it is illegal to collect/remove native wildlife and/or their parts, including bones and feathers.</li> </ul>
Weed introduction	<ul style="list-style-type: none"> <li>Clients and staff must inspect and clean gear before entering the Land. This includes footwear, hiking poles, gaiters.</li> <li>Comply with any directive from DOC regarding weeds.</li> </ul>
Didymo introduction	<ul style="list-style-type: none"> <li>Comply with Ministry for Primary Industry (MPI)'s <a href="#">Check, Clean, Dry</a><sup>12</sup> cleaning methods to prevent the spread of didymo.</li> </ul>
Kauri Dieback introduction	<ul style="list-style-type: none"> <li>Comply with the <a href="#">Tiakina Kauri - Kauri Protection</a><sup>13</sup> methods to prevent the spread of kauri dieback. This includes remaining on formed tracks and using kauri hygiene stations to clean your footwear and gear.</li> </ul>
Animal pest introduction	<ul style="list-style-type: none"> <li>When entering a pest-controlled area, check packs and equipment for rodents and other pests. Comply with any directive from the Department regarding pest threats.</li> </ul>
Disturbance of/conflict with other visitors	<ul style="list-style-type: none"> <li>Limit number of trips per day or stagger departures. Educate clients and staff regarding respect for others.</li> </ul>
Fire risk	<ul style="list-style-type: none"> <li>Educate staff and clients about risks of fire, particularly smoking.</li> </ul>
Damage to historic sites or objects	<ul style="list-style-type: none"> <li>Inform clients it is illegal to remove or deliberately damage any historic object.</li> </ul>
Adverse effects on cultural values	<ul style="list-style-type: none"> <li>Ensure any cultural interpretation is correct and consistent with the values of tangata whenua.</li> <li>Educate staff and clients to respect cultural values and sites.</li> </ul>
Damage to tracks or other facilities	<ul style="list-style-type: none"> <li>Keep to established formed tracks and treat facilities with respect.</li> <li>Inform the Department of any damage found/caused.</li> </ul>

<sup>12</sup> <https://www.mpi.govt.nz/outdoor-activities/boating-and-water-activities-preventing-the-spread-of-pests-weeds-and-diseases/check-clean-dry/>

<sup>13</sup> <https://www.kauriprotection.co.nz>

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**I. Other**

Provide any further information you wish to include in support of your application in the box below. Record any attachments to your application in **Section J – Attachments**.

## J. Attachments

Attachments (apart from the conforming track schedules) should *only* be used if:

- There is not enough space in the section above 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> G	<i>Locations</i>	<i>PDF</i>	<i>Professional qualifications</i>
<u>Incorrect example X</u> <u>Table</u>	<i>Doc1</i>	<i>Word</i>	<i>Table</i>

## K. Checklists

Application checklist	Tick which apply
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, conforming track schedules and any attached additional forms is, to the best of my knowledge true and correct.	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section 'K. Attachments' to match.	<input type="checkbox"/>
I agree to pay the processing fees for my application.	<input type="checkbox"/>

## L. 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 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**

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 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"/>

Typed applicant name/s (of authorised person/s)	Date

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