

# Drone Use Form – Green Category Locations (Research or Recreational Purposes)



Department of  
Conservation  
*Te Papa Atawhai*

New Zealand Government

## Is this the right application for me?

Use this application form if you meet the following criteria:

- You are taking off, landing, or hovering your drone on Public Conservation Land.
- You will comply with DOC's standardised drone conditions.
- You want a 1-year concession term (or less).
- The proposed Public Conservation Land location(s) where you want to operate your drone are 'Green Category' location(s).

If you want to use your drone for **commercial purposes** at Green Category locations (for a concession term of 1-year or less), you will need to complete the **Drone Use Application Form – Green Category Locations (Commercial Purposes)**.

If you want to use your drone (regardless of purpose) at any **Red Category** or **Orange Category** locations or you want to use your drone at **Green Category** locations for a concession term of longer than 1-year, you will need to complete the **Drone Use Application Form – Orange and Red Category Locations**.

For more information see [drone use on conservation land](#)<sup>1</sup> webpage.

## How do I complete this application form?

- Complete all sections of this form
- 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 require 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 form (section H)

## I need help, where can I get more information?

- Check the DOC's [drone use on conservation land](#)<sup>2</sup> webpage.
- Contact the Permissions Team at [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz).

## How do I submit my application?

Email your completed application, recommended location forms, 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, we will begin processing.
- If your application is incomplete, it will be returned to you for more information.

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

<sup>2</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/drone-use-on-conservation-land/>

## What processing fees will I pay?

You will be required to pay a **processing fee** for your application. The processing fee is listed on the [drone use on conservation land](#)<sup>3</sup> webpage.

DOC will invoice your processing fee after a decision has been made on your application. If you withdraw your application, you will be invoiced for the costs incurred by DOC up to that point.

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<sup>3</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/drone-use-on-conservation-land/>

## A. Applicant details

Legal status of applicant (tick box)	<input type="checkbox"/> Individual (Go to 1)		
	<input type="checkbox"/> Educational institute (Go to 2)	<input type="checkbox"/> Trust (Go to 2)	<input type="checkbox"/> Incorporated society (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 trust, educational institute or incorporated society)		
	Trust or incorporated society registration number		
	Physical address	Postcode	
	Postal address (if different from above)	Postcode	
	Registered office/Incorporated society (if applicable)		
	Contact person and role		
	Phone	Mobile phone	
	Email		

## B. 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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## C. Type of drone activity

I intend to take off, land, and/or hover<sup>4</sup> my drone on Public Conservation Land for (tick one of the following):

- Recreational use (i.e., you will not receive any commercial gain or reward)
- Research use (i.e., academic use, for the purposes of furthering conservation knowledge or information)

*Note:* If you are unsure which category applies, refer to the [drone use on conservation land](#)<sup>5</sup> webpage.

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## D. Term

Tick one of the following:

- The maximum concession term I am applying for is 1-year.
- I require a shorter-term concession (state the term and intended operating dates below):

*Note:* The concession term will start from the date your concession is granted.

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## E. Public Conservation Land Locations

Tick to confirm the following:

- I will only operate my drone at Green Category locations, as identified on the [drone use on conservation land](#)<sup>6</sup> webpage. I understand I am responsible for referring to the Green Category locations prior to operating on Public Conservation Land.

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## F. Effects assessment

Drones can have adverse effects on the natural, cultural, historical, and recreational values of Public Conservation Land. To grant a concession, DOC must be assured any adverse effects can reasonably be avoided, remedied, or mitigated.

To reasonably avoid, remedy, or mitigate any adverse effects from drones, we have developed DOC's Standardised Drone Operating Conditions.<sup>7</sup> DOC considers anyone complying their drone with these conditions complies with the requirement to avoid, remedy, or mitigate adverse effects.

- I have read and understood DOC's Standardised Drone Operating Conditions for operating a drone on Public Conservation Land; and

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<sup>4</sup> "Hover" refers to keeping a drone in a stationary position in the air/above the ground.

<sup>5</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/drone-use-on-conservation-land/>

<sup>6</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/drone-use-on-conservation-land/>

<sup>7</sup> <https://www.doc.govt.nz/get-involved/apply-for-permits/drone-use-on-conservation-land/>

- I will comply with Standardised Drone Operating Conditions for operating a drone on Public Conservation Land.

## G. Other

Is there any further information you wish to supply in support of your application (e.g. evidence of training or certification in piloting drones)? If you need more space, continue your answer on a separate piece of paper and fill in section H 'Attachments'.

## H. Attachments

Additional attachments (apart from recommended location forms) should *only* be used if there is not enough space on the form or you have additional information that supports your application (e.g. a drone licence, a map to support your NZTM GPS locations). Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document name	Description of attachment
<i>Example: Section G Other</i>	<i>Example: Drone Training Certificate</i>	<i>Example: Qualification for drone flying</i>

## I. Checklist

Application checklist	Tick
I have read, understood, and will comply with the relevant <a href="#">New Zealand Civil Aviation Rules</a> <sup>8</sup>	<input type="checkbox"/>
I have completed all sections of this form 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 and information is true and correct, to the best of my knowledge.	<input type="checkbox"/>

<sup>8</sup> <https://www.aviation.govt.nz/drones>

I agree to pay the processing fees for my application.

## J. 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"/>
<b>Applicant Name/s (of authorised person/s)</b>	<b>Date</b>