

Drone Use Form – Red and Orange Category Locations



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 concession term longer than 1-year.
- Under the [Drone Use Policy](#)¹ the proposed Public Conservation Land location(s) where you want to operate your drone are either:
 - Red Category location(s); or
 - Orange Category location(s); or
 - A combination of locations (i.e., Red and Green Category locations, or Red, Green and Orange Category locations).

If you want to operate a drone for **recreational purposes** or **research purposes** at Green Category locations for a 1-year term or less, and you will need to complete the **Drone Use Application Form – Green Category Locations (Research or Recreational Purposes)**.

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

For more information see [drone use on conservation land](#)² 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](#)³ webpage.
- Arrange a free pre-application meeting (either face to face or over the phone) by contacting the Permissions Team at permissions@doc.govt.nz.

How do I submit my application?

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

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

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

Email your completed application, recommended location forms, and any other attachments to 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.

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](#)⁴ 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.

What activity fees will I pay?

If your concession is granted, you may be required to pay an **activity fee**. The activity fee is dependent on the purpose for which you use your drone, and the frequency in which you use your drone. For more information see the [drone use on conservation land](#)⁵ webpage.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/drone-use-on-conservation-land/>

⁵ <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 hover⁶ my drone on Public Conservation Land for the following purposes (tick which apply):

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

Commercial Use – Filming/Photography producing media content for the public

- Commercial Use – Filming – Commercials
- Commercial Use – Filming – Feature Film
- Commercial Use – Filming – Television Drama
- Commercial Use – Filming – Documentary
- Commercial Use – Filming – Sporting Event
- Commercial Use – Filming – Schools and Students
- Commercial Use – Filming – Conservation / Recreation Promotion
- Commercial Use – Filming – land surveying/monitoring
- Commercial Use – Photography

Commercial Use – Filming/Photography not producing media content for the public (i.e., land surveys or mapping to support building projects)

- Commercial Use – Filming
- Commercial Use – Photography

Note: If you are unsure which category applies, refer to the [drone use on conservation land](#)⁷ webpage.

D. Term

State the length of the term sought, and your comments on why this term is required.

Note: The maximum term for a drone permit is 10 years.

Start date: DD/MM/YYYY (inclusive)

End date: DD/MM/YYYY (inclusive)

⁶ “Hover” refers to keeping a drone in a stationary position in the air/above the ground.

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

Comments:

E. Public Conservation Land Locations

You must identify all the Public Conservation Land locations where you want to use your drone. Use [DOC maps](#)⁸.

You must then refer to the [drone use on conservation land](#)⁹ webpage to establish the drone category for that land (see fictional example below):

Name of public conservation land: <i>Note:</i> Use the <i>official</i> place name as shown on DOC maps	NZTM GPS Coordinates	Duration of Operation¹⁰	Drone Category	Maximum number of landings per Day	Maximum number of landings per Year
<i>Example:</i> <i>Blue Duck Conservation Area</i>	<i>Example:</i> <i>X-1749090, Y-5425780</i>	<i>Example: Half Day</i>	<i>Example:</i> <i>Orange Category</i>	<i>Example:</i> <i>6 landings</i>	<i>Example:</i> <i>84 landings (6 landings a day over a 2-week operating period)</i>

⁸ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/drone-use-on-conservation-land/>

¹⁰ If you can complete the operation under 5 hours, it is a Half Day Operation. If you complete the operation in over 5 hours, it is a Full Day Operation. This will influence the overall activity fee you are charged.

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.¹¹ 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 concession conditions for operating a drone on Public Conservation Land; and
- I will comply with DOC's standardised drone concession 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 document and fill in section H 'Attachments'.

H. Attachments

Additional attachments 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 Certification</i>	<i>Example: Qualification for drone flying</i>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/drone-use-on-conservation-land/>

I. Checklist

Application checklist	Tick
I have read, understood, and will comply with the relevant New Zealand Civil Aviation Rules ¹²	<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"/>
I agree to pay the processing fees for my application.	<input type="checkbox"/>

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"/>

¹² <https://aviation.govt.nz/drones>

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.

Applicant Name/s
(of authorised
person/s)

Date