

Licence to harvest Koi Carp

This application form is only for the following activities involving koi carp under regulation 67A of the Freshwater Fisheries Regulations 1983:

- Regulation 67A – To harvest European carp or Japanese koi (*Cyprinus carpio*), and any subspecies, hybrids, and variations of that species.

We recommend that you contact the [appropriate Department of Conservation Office](#) 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.

Once you have filled in your application form, please complete this checklist to ensure that all components of your application are complete. This will help prevent any possible delays in the processing of your application:

- Enclosed credit application form.
- Copies of management plans that relate to the site (for the reserves under the Reserves Act 1977, or land administered under the Conservation Act or any Act listed in the first schedule of the Conservation Act 1987).

A. Applicant Details

Applicant Name (full name of registered company, institute, organisation, or individual)					
Legal Status of applicant ¹	Individual	Registered Company	Trust	Research Institute	
Other (please specify full details)					
Trading Name (if different from Applicant name)					
Postal Address					
Street Address (if different from Postal Address)					
Registered Office of Company or Incorporated Society (if applicable)					

¹ For all other than Individual please attach proof of legal status e.g. company registration information; trust deed registration information and label Attachment A.

Phone

Website

Contact Person and role

Phone

Cell Phone

Email

B. Activities applied for

1. ACTIVITY

1.1. Actions to be undertaken

Please tick **all** the actions that are applicable to the activity you wish to carry out involving noxious fish on and/or off public conservation land.

ACTIVITY	<input checked="" type="checkbox"/>
Take European carp or Japanese koi from the waters of the containment area	<input type="checkbox"/>
Transfer such fish to a processing plant	<input type="checkbox"/>
Process such fish	<input type="checkbox"/>
Sell the flesh of such fish	<input type="checkbox"/>
Other – specify:	<input type="checkbox"/>

1.2. Purpose

Please tick or specify the purpose of the activity.

PURPOSE	<input checked="" type="checkbox"/>
Species management	<input type="checkbox"/>
Research	<input type="checkbox"/>
Commercial use	<input type="checkbox"/>
Other – specify:	<input type="checkbox"/>

1.2.1 Research / Management Project Description

If the activity is research or species management, please specify the purpose of the research or management activity here and/or attach a copy of your research /management project proposal to this form and label it Attachment B 1.2.1.

1.3 Term of the authorisation

Permits will be granted for a limited term. Please specify the start and end dates you want your authorisation to cover and the reason why.

Term:

Reason:

2. NUMBER / VOLUME TO BE HARVESTED PER ANNUM

3. METHOD/S OF CAPTURE

Please provide us with a detailed description of catching methods and techniques, including a description of any vehicles or boats involved.

3.1 Net cleaning and treatment protocols

Please provide a description of how nets will be cleaned and what treatment protocols will be followed.

4. AREAS TO BE FISHED

Please provide us with specific information as to the areas to be fished within the containment area.

5. PROCESSING OF FISH

5.1 Location of processing plant

If the harvested fish are to be processed, please provide the address of the processing plant with reference to the containment area.

5.2 How are the fish to be processed?

Please provide a detailed description of how fish are to be processed.

5.3 In what state will the fish be supplied?

Please provide information regarding what the final product of processing the fish will be.

6. MANAGEMENT OF EFFECTS

Please provide information regarding the risks associated with the proposed activity and how these may be mitigated.

Risk / Effect	Proposed management of risk / effect
E.g. Transfer of weeds via nets	Follow protocols to decontaminate freshwater fishing nets using saltwater

C. Background experience and skills of Applicant

Please provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous authorisations, membership of professional organisations and relevant qualifications and experience). List the full names of all individuals who will be involved in the activity. Attach details and label Attachment C.

Have you or any of the company directors, trustees, partners, or anyone involved with the application been convicted of any offence against the Conservation Act 1987, the National Parks Act 1980, the Reserves Act 1977, the Resource Management Act 1991, the Trade in Endangered Species Act 1989 or the Wildlife Act 1953? If yes, please supply details.

Yes

No

Details:

D. Consultation

Many applications require consultation with tangata whenua (local Maori), and other interested parties. Please contact the nearest Department of Conservation office to discuss what is required before you fill in this application.

Please attach proof and details of all consultation, including with iwi, to this application and label Attachment D.

Please attach any additional written expert views, advice or opinions you have obtained concerning your proposal to support the application and label them Attachment D.

E. Fees

Processing Fees

Section 60B of the Conservation Act contains the statutory provisions regarding processing fees.

The Department recovers all direct and indirect costs to process applications regardless of whether the application is approved or declined. If at any stage an application is withdrawn the Department will invoice the Applicant for the costs incurred by the Department up to that point.

You may be required to pay a processing fee for this application regardless of whether your application is granted or not. Particularly complex applications may incur further costs – you will be sent an estimate of costs in this situation. We will contact you to advise if the fee is more than the estimated standard cost.

You may also request an estimate of the processing fees for your application at any point. If you request an estimate, the Department may require you to pay the reasonable costs of the estimate prior to it being prepared. The Department will not process your application until the estimate has been provided to you. Estimates are not binding.

The Department will invoice your processing fees after your application has been considered. If your application is large or complex, the Department may undertake billing at intervals periodically during processing until a decision is made.

Your application will set up a credit account with the Department. See the checklist below for the terms and conditions you need to accept for a DOC credit account.

The Department may obtain further information either from the applicant or from any other relevant source in order to process the application. The applicant will be advised of any information obtained from other sources. The cost of obtaining such information will be charged to and recovered from the applicant. The applicant will be informed as soon as practicable from receipt of the application if further information is required before this application form can be fully processed by the Department.

Additional fees

You may also be required to pay additional fees. These may include:

- Annual management fee to cover administration time; and/or
- Monitoring fee to cover the cost of monitoring the effects of your activity.

Please contact the [Permissions team](#) to discuss whether these fees apply.

Paying fees

Applicants are required to pay the processing fees within 28 days of receiving an invoice. The Director-General is entitled to recover any unpaid fees as a debt.

The Department will ordinarily invoice the Applicant for processing fees after a decision has been made on the application, but in some cases interim invoices will be issued.

If you have a purchase order/number from an organisation registered with DOC (required for all Councils) please supply here:

If you are applying from outside New Zealand we can process a credit card payment – please contact us to request this procedure.

Terms and Conditions for an Account with the Department of Conservation:

Have you held an account with the Department before? (Please tick) Yes No

If yes, under what name:

1. I/We agree that the Department of Conservation can provide my details to the Department's Credit Checking Agency to enable it to conduct a full credit check.
2. 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.
3. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.
4. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
5. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
6. 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 of the credit account are not met.
7. 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.

DECLARATION

I certify that the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct.

Note: An Authorisation may be varied or revoked if the information given in this application contains inaccuracies.

Signature (Applicant)

Date

This application is made pursuant to Regulation 67A of the Freshwater Fisheries Regulations 1983.

Applicants should familiarise themselves with the relevant provisions of the Freshwater Fisheries Regulations 1983.

The purpose of collecting this information is to enable the Department to process your application. The Department will not use this information for any reason not related to that purpose.

Applicants should be aware that provisions of the Official Information Act might require that some or all information in this application be publicly released.