

The Department recommends that you contact us to discuss the proposed activity prior to completing the application forms:

Permissions Advisor

Email: [permissionschristchurch@doc.govt.nz](mailto:permissionschristchurch@doc.govt.nz)

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 must be completed for all permit applications under the Marine Mammals Protection Act and Regulations. You are also required to please fill in, and attach, the form(s) for the activities you wish to undertake i.e. [Forms 8a and/or 8b and/or 8c; or 8d; or 8e](#). All the forms are available on the DOC website. If extra space is required for answering please attach and label according to the relevant section.

If you seek a minor amendment to a current permit (i.e. a new boat or new staff member), please complete application form 8f only, you do not need to fill in this form. If you seek an amendment that is more than minor, please contact [permissionschristchurch@doc.govt.nz](mailto:permissionschristchurch@doc.govt.nz).

Once you have filled in your application form, please complete this checklist to ensure that all components of your application form are complete. This will help prevent any possible delays in the processing of your application. Please email the completed forms to [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz).

Legal status registration number (if not an individual)

Written testimonials (if required)

Written consultations (if applicable)

All appropriate activity application forms

Supporting information and detail including maps as required in activity forms

Have you read the section regarding the liability of the applicant for payment of fees?

**Have you signed your application?**

**All efforts in putting together a detailed application are greatly appreciated and will allow the Department to effectively and efficiently process your application.**

## A. Applicant Details

<b>Applicant Name</b> (full name of registered company or individual)							
<b>Legal Status of applicant (tick)</b>	<input type="checkbox"/> Individual	<input type="checkbox"/> Registered Company	<input type="checkbox"/> Trust	<input type="checkbox"/> Incorporated Society			
<b>Other (please specify full details)</b>							
<b>Please supply the company, trust or incorporated society registration number:</b>							
<b>If an individual, please supply your date of birth (this is a unique identifier for you):</b>							
<b>Trading Name</b> (if different from Applicant name)							
<b>Postal Address</b>							
<b>Street Address (if different from Postal Address)</b>							
<b>Registered Office of Company or Incorporated Society (if applicable)</b>							
<b>Phone</b>				<b>Website</b>			
<b>Contact Person and role</b>							
<b>Phone</b>				<b>Cell Phone</b>			
<b>Email</b>							
<b>Contact Person and role</b>							
<b>Phone</b>				<b>Cell Phone</b>			
<b>Email</b>							

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## B. Activities applied for

Please fill in all the forms that are applicable. Please tick below the forms that have been completed and attach. Please note that even if you are applying for a renewal of an existing permit these forms are a necessary requirement of the application process and must be filled out in full.

ACTIVITY	FORM	✓
Vessel Based Viewing	8a	
Land Based Viewing	8b	
Aircraft Based Viewing	8c	
Filming only	8d	
Swimming with marine mammals	8e	

Please note: If you seek a minor amendment to a current permit (i.e. a new boat or new staff member), please complete application form 8f only, you do not need to fill in this form.

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## C. Activity is in the interest of Conservation, Management, and the Protection of Marine Mammals (not necessary for filming only)

Please briefly describe how your activity is in the interest of Conservation, Management and the Protection of Marine Mammals. This is a requirement of Regulation 6(d) of the Marine Mammals Protection Regulations 1992.

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## D. Background Experience of Applicant

Please provide relevant information relating to the applicant's knowledge and experience operating with Marine Mammals. *N/B - Please note that this section is for the applicant as the operator; there are sections for the staff/guides and skippers within the additional activity information forms.*

Please provide relevant information relating to the applicant's knowledge and experience operating within the region and local area, and of the sea and weather conditions.

Has the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application been convicted of any offence?

Does the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application have any current criminal charges pending before the court?

If yes, please supply details.

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## **E. Consultation Undertaken**

Some applications require consultation with whānau/hapū/iwi (local Māori), and other interested parties. Please contact the nearest Department of Conservation office to discuss what is required. Written expert views, advice or opinions concerning your proposal may also be attached to support the application. Attach any proof of consultation to the application.

In order to assist consultation please advise of any cultural interpretation or activities that may have an impact on cultural values and measures you will take to mitigate their effects. Some examples are talking to local Māori about correct interpretation of stories in order for you to tell them, or encouraging your clients, passengers, staff to use the toilet facilities prior to departure because expelling body fluids into the water is regarded as culturally insensitive.

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## **F. Public Notification**

The Marine Mammals Protection Regulations requires all new permit applications and major amendments to current permits to be advertised at the Applicant's expense. Submissions will be open for a period of 20 working days. The Applicant will be given the opportunity to respond to any submissions but there is no requirement for a hearing.

If an application is to renew an existing permit on terms and conditions that, in the opinion of the Department, are substantially the same; to transfer an existing permit to a new holder; or to make a minor amendment to a current permit then notification is not required.

## **G. 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 the Department (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.

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## **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: The Director-General may vary any permit granted if the information given in this application contains inaccuracies.

**Signature (Applicant)**  **Date**

This application is made pursuant to regulations 6, 7, 8 and 9 of the Marine Mammals Protection Regulations 1992.

Applicants should familiarise themselves with the relevant regulations of the Marine Mammals Protection Regulations 1992.

The Department may also recover all reasonable costs under section 60D of the Conservation Act 1987 that are incurred in administrating and monitoring the operation intended in this application, subject to its approval.

In accordance with Regulation 10(2) of the Marine Mammals Protection Regulations 1992, this application shall form part of any permit issued and shall be complied with accordingly.

This application is subject to further amendment as a result of consideration of submissions received under Regulation 11(5) and comments received under Regulation 11(4).

NOTE: When applying for this permit you should bear in mind that your application will be assessed under regulation 6 of the Marine Mammals Protection Regulations 1992, as set out below. Further information may be sought from you for this assessment if this application is not completed fully as required.

**Criteria for issuing permits:**

Before issuing a permit, the Director-General shall be satisfied that there is a substantial compliance with the following criteria:

- (a) That the commercial operation should not be contrary to the purposes and provisions of the Act:
- (b) That the commercial operation should not be contrary to the purposes and provisions of the general policy statements approved under section 3B of the Act, conservation management strategies approved under section 3C of the Act, or conservation management plans approved under section 3D of the Act:
- (c) That the commercial operation should not have any significant adverse effect on the behavioural patterns of the marine mammals to which the application refers, having regard to, among other things, the number and effect of existing operations:
- (d) That it should be in the interests of the conservation, management, or protection of the marine mammals that a permit be issued:
- (e) That the proposed operator, and such of the operator's staff who may come into contact with marine mammals, should have sufficient experience with marine mammals:
- (f) That the proposed operator, and such of the operator's staff who may come into contact with marine mammals, should have sufficient knowledge of the local area and of sea and weather conditions:
- (g) That the proposed operator, and such of the operator's staff who may come into contact with marine mammals, should not have convictions for offences involving the mistreatment of animals:
- (h) That the commercial operation should have sufficient educational value to participants or to the public.

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.