



# 10



# Research or Collection Authorisation

## Application Form 10

This application form must be used if you wish to collect, and / or undertake research on material which is on public conservation land or waters, and/or introduce any material to public conservation land or waters including:

- plants
- fungi
- soil
- rocks
- water
- historic material
- research instrument
- invertebrates (non-protected)
- other animals not protected by the Wildlife Act 1953



**!** If you want to work with wildlife, please contact the permissions team for guidance or visit the [wildlife application section](#) of our webpage.

Department of  
Conservation  
*Te Papa Atawhai*

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# Using this application form

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## Completing the application



**Save** – You can save this application form to your digital device.



**Fill** – You can fill out this application digitally in your own time, using Adobe PDF.



**Print** – You can print this application form and fill it out manually, or you can fill it out digitally and then print it.



**Submit** – This application form can be submitted by email or by post.



**Email** – Email your complete application and all the required labelled attachments to:  
[permissions@doc.govt.nz](mailto:permissions@doc.govt.nz)



**Post** – Post your application and all the required labelled attachments to:  
Statutory Process Team  
Private Bag 3072  
Hamilton 3240

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## Navigation



**Hints** – Use the links through the hints column on the right hand side of the application form.



**Scroll** – Simply use your mouse or keyboard arrows to scroll through the document page-by-page.

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# Before you start

*Things to keep in mind when applying (or re-applying):*

## Pre-Application Meeting:

If you require a permission from DOC, our pre-application meeting can save you time and money. Advice is given without prejudice to any future decision-making process. The benefits include:

- If your proposal is possible, you will have all the information you need to know to make a successful application.
- Talking to us early will save going back and forth during the application process.
- Pre-application advice is free for up to one hour.

If you have a particularly complex proposal and your pre-application meeting takes more than 1 hour, we may recover some of the costs of providing this.

If you have held prior authorisations, remember that what you were authorised to do last time, the associated conditions, and how much it cost might be different this time.

Conservation is evolving, and that means our processes are evolving. If you choose to do things in multiple locations, it will take longer to process your application. If fees apply, your application will also likely cost more to process.

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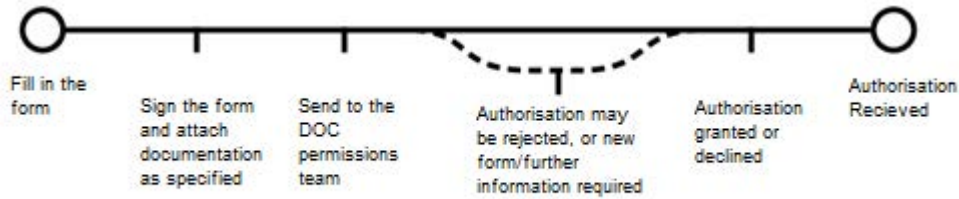


If you need to apply for a concession, please contact the permissions team for guidance or visit the [application forms webpage](#).



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## Application Process



**!** An application is deemed complete when all information requested has been received.

**!** Any amendments requested after lodgment may require a Form 10a variation application to be completed, resulting in a delay in processing of your application.

## Processing Timeframes

You can find out more information on how long it takes to process an application here: <https://www.doc.govt.nz/get-involved/apply-for-permits/how-long-it-takes-to-process-an-application/>

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## Contact

For pre-application meetings, contact the Hamilton Permissions Team.

[permissionshamilton@doc.govt.nz](mailto:permissionshamilton@doc.govt.nz)

If you are ready to submit your application, submit your completed form to [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz)

Or post to

Statutory Process Team  
Private Bag 3072  
Hamilton 3240

# Section A | Applicant details

Applicant - Primary contact person (full name):

Name of institute, organisation or registered company (including University or Polytechnic):

Legal status of applicant:

Trust

Registered Company

Research Institute

Tertiary Education  
Provider (e.g.  
University)

Other (e.g.  
Museum,  
Individual)

Registration number (if Company, Trust or Incorporated Society):

Name of Lead Researcher or Supervisor (if relevant):

Trading name (if different from applicant name):

Any previous Authorisations held?

Yes

No

If yes, please provide  
Authority number:

Do you need Animal Ethics Committee Approval?

Yes

No

Does your research align with DOC's Strategic Goals?

Yes

No

Is your research/collection timeframe limited by funding?

Yes

No

Postal Address:

Street Address (If different from Postal):

Registered office or company or  
incorporated society (if applicable):

Phone:

Website:

Contact Person:

Role:

Phone:

Mobile:

Email:

**!** Enter your details in the grey fields.

**!** Please attach a copy of Trust Deed.

**!** See page 6 for details.

**!** Please fill these fields for your company contact person or if you are applying as an individual.

# Section A.1 | Application Summary

Please provide a brief explanation of your proposed activity in plain English. You will be required to go further in-depth on this information later in your application.

Who will be the authorised personnel carrying out the activity?	
What is the aim/purpose of your research?	
Why do you need to carry out the proposed activity specifically on Public Conservation Land or waters?	
Where are you proposing to go?	
When is the activity going to take place? Is the activity a one off, or will it be carried out over several years?	
What are the expected impacts to the local environment when carrying out the activity?	
How will you carry out your activity? What are your methods?	
Why does your research need ethics approval? Details can be added as an appendix.	
How does your research align with DOC's Strategic Goals? Details can be added as an appendix.	

- ! This section of the application is compulsory.
- ! The information you provide here may be shared with our Stakeholders.
- ! This summary will help us to understand your proposal and help speed up the application process.
- ! Good location information is vital to be able to process your application. If the location information supplied is insufficient, your application will be returned to you which will result in delays in processing your application. We ask for more detail on location in Section B (5).
- ! Ethics Approval information: [Click here for web link.](#)
- ! DOC Strategy information: [Click here for web link.](#)

## Section A.2 | Pre-Application Conversations

Have you talked to someone in DOC about your proposed activity?

Yes

No

If yes, who was the meeting with, when did you meet and what was the outcome?

Have you talked to any Treaty Partners about your proposed activity?

Yes

No

If yes, who was the meeting with, when did you meet and what was the outcome?

# Section B | Activities

## 1. Activities

Please select all the actions that are applicable to the activity you wish to carry out.

Research on-site without removal or disturbance of the species or material.

Remove samples/collection of species or material from public conservation land.

Introduce material (flora, fauna, substrate) or species to public conservation land.

Equipment placement on conservation land.

Other:

Tick the relevant boxes for your activity:

- Rocks    
  Soil    
  Plants    
  Historic Material    
  Invertebrates  
 Water    
  Fungi    
  Snow    
  Research Instrument  
 Non-protected Wildlife under Wildlife Act 1953

Other:

## 2. Species/Material to be collected, researched and/or introduced.

### 2.1. Species name

Please list the common and scientific name/s of all species for which the authorisation is sought. If you are intending to only collect material, please move to section 2.2.

Common Name	Scientific Name	NZ Threat Classification

! See list of protected invertebrates [here](#).

! If the species is protected under the Wildlife Act 1953 please see list of application forms [here](#).

! A New Zealand classification system guide can be found [here](#) on the DOC website.

! If you have more species, please add them as an attachment and label 'Additional Species'.


## 2.2. Material

Please provide a description of the materials (e.g. rocks, soil, water) you propose to collect / research / introduce.

1.
2.
3.
4.
5.
6.

## 3. Purpose

Please provide the full details of your proposal here. If required, attach supplementary material separately and label as 'Proposal'.

 Attach original proposal and label 'Proposal'.



## Section B (continued) | Activities

### 3.1 Method and Amount of collection/research/introduction of species

Please describe the method you will be using in your research/collection, and the proportion of your sample.

Species/ Material	Method	Amount	Population/ Proportion (if applicable)

**!** Where possible, please state the target number of individuals of each non-protected species and what proportion of the local and global species population you estimate would be affected by your activity.

#### 4. Management of adverse effects

Please list all actual and potential adverse effects of the proposed activity at the site including effects on the target species, other indigenous species, ecosystems at the site, historic or archaeological sites, and any effects on any visitors or their access to the site. Please state what methods will be used to manage those effects.

Effect	Management Method

## 5. Locations for collection/research/introduction

! Use [DOCgis](#) to find the name of the Public Conservation Land.

Good location information is required so we are able to process your application. If your application *does not* include a topo map and GPS coordinates in NZTM format, or otherwise provide the identification of the specific place where the activity is proposed, *it will be returned to you*.

If you are applying for multiple locations, we will need a large scale map showing all locations as well as detailed close-up maps of each location. We will use these to assess your application.

Please ensure you address how each site is the best option for your proposed activity. We need this so we can assess the effects of your application, including things such as wāhi tapu and threatened species. If you have more than 10 locations, please submit your location information as an excel sheet formatted the same as the table below and label the attachment "Location information."


### Location Example:

Correct Location Information				
Public Conservation Land Name	Location Detail	NZTM Co-ordinates	Proposed Activity	Why is this location the best option for your proposed activity?
Whanganui National Park	Two 30 cm test pit locations within 400m of the Atene Skyline Track.	X:1784356.7367 Y: 5602913.5927  X:1786127.9306 Y:5603271.4497	Collection of up to 2kg of rock at each of two sites for geological research.	Whanganui National Park is one of the few known sites where this type of rock exists, and it is important to understand the geology in the area as part of our ongoing faultline research. The Atene Skyline Track is an easily accessible site to undertake sampling and is not known to have threatened species that may be disturbed by our research.
Incorrect Location Information				
Central North Island	In the park on a track near a stream.	No co-ordinates given or given in format that is not NZTM.	Rock collection.	Even though these rocks are common throughout Whanganui, we would like to carry out sampling at Whanganui National Park as we haven't visited before.

## Locations for Research/Collection/Introduction:



No.	Public Conservation Land Name	Location Detail	NZTM Co-ordinates	Proposed Activity	Why is this location the best option for your proposed activity?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

 Attach map/s and label 'Maps'.

## Section B (continued) | Activities



### 6. Samples for genetic analysis

Gene sequencing is a way of 'reading' the DNA of a gene. It helps with identifying existing and new species (taxonomy). It doesn't make any changes to the DNA or gene. Genetic modification is when the DNA of a gene is changed.

Will you do gene sequencing?	Yes	No
Will you do genetic modification?	Yes	No

Please outline the purpose of the genetic analysis you want to do and why. If you are doing genetic modification please attach your EPA application and label it 'EPA Genetic Modification'.

#### 6.1. Export of samples and/or their DNA

If any collected species/materials or its DNA will be sent overseas, please state where it will be sent/stored.

Will you export your samples and/or the DNA overseas for analysis?	Yes	No
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Please tell us why you need to send your samples overseas for analysis. Please also state what will happen to the materials once the research is complete.

### 7. Authorisation term

Please specify the start and end dates that you want your proposed authorisation to cover (e.g. '01 July 2025 – 31 March 2028') and explain why this term is sought.

When applying please consider contingency time for delays such as weather, funding, personnel changes, and processing of your application.

Proposed Term:
When would you ideally like to start your research?
Is your research seasonal?
Reason for term:



If you apply for a term longer than 10 years, processing may take longer as longer term impacts need to be assessed, and there may be additional legal requirements.

## Section C | Applicant skills and experience

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



Please attach details and label 'Applicant Skills and Experience'.

**Full Names (All individuals involved in activity/activities):**

Has the applicant or any company directors, trustees, partners, or anyone involved with the application been convicted of any offense?

Yes

No

**If yes, please provide details:**

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?

Yes

No

**If yes, please provide details:**

## Section D | Consultation Undertaken

Under Section 4 of the Conservation Act, DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This may involve consultation with our Treaty Partners (iwi/hapū/whānau of local Māori) on your application.

We recommend you discuss consultation with a DOC staff member before starting your application. DOC staff working in the district office closest to where you want to do your proposed activity are the best people to ask about iwi consultation. You can find local offices here: <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>.

Iwi/hapū/whānau are interested in research that takes place in their rohe (local area). You could receive valuable advice and feedback on your research proposal, and undertaking consultation yourself could also speed up the application process.

! To view the Treaty Principles and how these are applied to our work, visit [https://www.doc.govt.nz/get-involved/apply-for-permits/engagement-with-maori/#Our\\_responsibilities](https://www.doc.govt.nz/get-involved/apply-for-permits/engagement-with-maori/#Our_responsibilities)

Have you carried out any consultation?	Yes	No
If you answered no, please add details. For example, would you be interested in talking with iwi?		

! If you are unsure of any consultation requirements for your proposal, please see the [Engagement with Māori webpage on our website](#).

! If you have received a written response to consultation, attach a copy and label it 'Consultation'.

If you have talked with iwi, please supply details for each group consulted with:

Whānau/hapū/iwi or other party consulted with:	
Name of individual(s) you consulted with:	
Date of consultation:	

<b>How consultation was undertaken (e.g. email, meeting):</b>	
<b>Outcome of consultation:</b>	

<b>Have you discussed your application with anyone else?</b>	
<b>Name of individual(s) consulted with:</b>	
<b>Date of consultation:</b>	
<b>How consultation was undertaken (e.g. email, meeting)</b>	
<b>Outcome of consultation:</b>	

# Section E | Fees



## Processing fees

Section 60B of the Conservation Act 1987 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.

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. Applicants are also entitled to request an estimate of costs at any point, but the Department may impose a charge for preparing such an estimate. Estimates are not binding.

## Paying fees

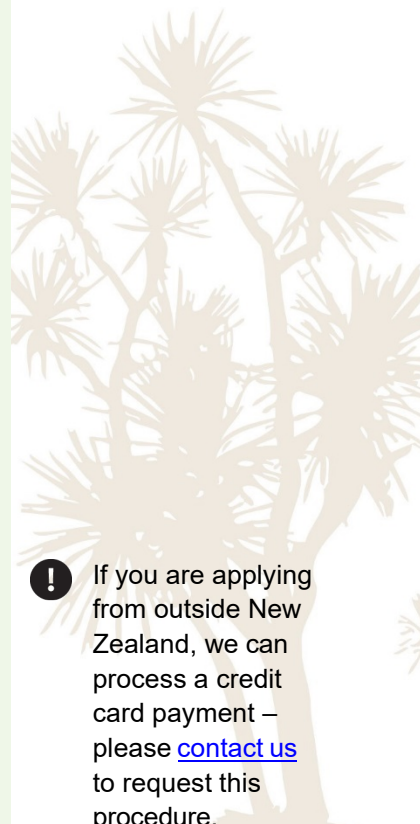
The Department will ordinarily invoice the applicant for processing fees after a decision has been made on the application, but in some cases interim invoices will be issued.

I have a purchase order/number from an organisation registered (required for all Councils). If yes, please supply below.

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 recovered from the applicant. The applicant will be informed as soon as practicable upon receipt of the application if further information is required before this application can be fully processed.

**!** 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.

**!** If you are applying from outside New Zealand, we can process a credit card payment – please [contact us](#) to request this procedure.



## Account with the Department of Conservation:

Have you held an account with the Department before?

Yes

No

If **yes**, under what name?

### Terms and Conditions:

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.

# Section F | Declaration



## Application Checklist:

- 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. Yes
- I have provided a summary of my proposed activity in section A. Yes
- I am aware and agree that information in this application may be shared with relevant stakeholders and Treaty Partners. Yes
- I have supplied full location information including public conservation land name(s), maps and GPS co-ordinates. Yes
- I have provided activity information and a term in section B including a proposed start date and end date. Yes
- I have completed the effects assessment in section B. Yes
- I have appropriately labelled all attachments sent with my application. Yes
- I understand that if I refuse to provide additional information my application may be returned under section 17SA or declined under Section 17SD of the Conservation Act 1987. Yes
- I have signed the applicant declaration. Yes

**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.**

Signature (applicant)

Date (dd/mm/yyyy)

This application is made pursuant to Section/s 41(1)(g), 53; 54; 55; and/or 56 of the Wildlife Act 1953 [and (where applicable) Section/s 22; 49; 50; 51; 57; and/or 59 of the Reserves Act 1977; and/or Section/s 5; 13; 14(3) of the National Parks Act 1980; and/or 38 of the Conservation Act 1987].

Applicants should familiarise themselves with the relevant provisions of the Wildlife Act 1953, the Conservation Act 1987, the Reserves Act 1977 and the National Parks Act 1980 relating to authorisations.

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 may require that some or all information in this application be publicly released.

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