



Department of  
Conservation  
*Te Papa Atawhai*

# Wildlife Act Authority

## Renew authority to hold wildlife in captivity

### Application form 9e

This application form is only for the activity to  
Renew authority to hold wildlife in captivity  
under the Wildlife Act 1953 (which does not  
include marine mammals)





# Using this application form

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## Completing the application



**Save** – You can save this application form to your digital device and edit or fill it in your own time.



**Fill** – You can fill this application digitally using Microsoft word.



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



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

## ! Application checklist

- Have you included labelled attachments as required for your activities (including maps, testimonials, and consultations)?
- Have you read the section regarding liability of the applicant for payment of fees?
- Have you checked if your application requires a CITES permit or EPA application and included these as applicable?
- Have you signed your application (digitally or manually)?

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## Navigation



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



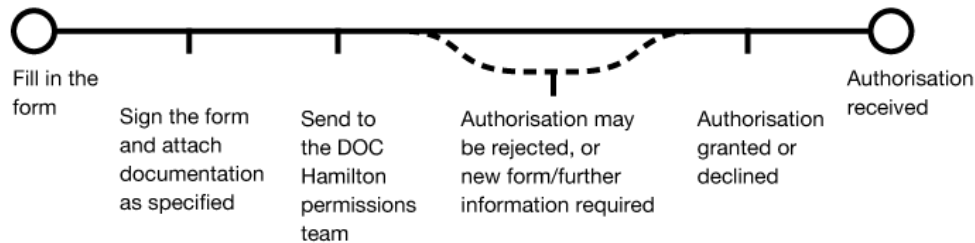
**Scroll** – Simply use your mouse or keyboard arrows to scroll through the document page-by-page.

# Before you start

If you have any changes from your current Authority you will need to complete a Variation Form 9a.

! Please download and complete relevant form see [Application forms: Apply for permits](#)

## Process



! Please attach evidence of your current Wildlife Act Authorisation.

## Processing Timeframes

Application for proposals of activities are categorised as either standard or complex proposals. This will affect how long the application will take to process, and therefore how much it will cost. More information on how long your application will take to process, and what your processing fee is likely to be is available on the [DOC website](#).

! Please see also the [fees](#) section.

## Consultation:

Consultation is required on most applications. In general iwi have 20 working days to respond to DOC once we make a formal request. If there are considerable iwi values to consider they may request a further 20 working days to respond. If no response is received from iwi within the specified period DOC will continue to process your application, as we may be able to locate relevant information about their interests from other sources.

! For more information please see [Engagement with Māori](#) webpage for more information.

## Contact

For pre-application meetings, contact [AskPermissions@doc.govt.nz](mailto:AskPermissions@doc.govt.nz)

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

Or post to

Statutory Process Team  
Private Bag 3072  
Hamilton 3240

! See [Pre-application advice](#) for more information

# Section A | Authority holder details

Full name of Authorised holder

! Please provide evidence of your Current Authorisation

Authorisation number

! Please update your address details if they have changed.

Postal address

Street address (if different from postal)

! You must provide a New Zealand address for service.

Phone

Website

Contact person

Role

Phone

Mobile

Email

# Section B | Activities

## 1. Current Activity description.

Please provide a brief summary paragraph (100 words or less) here:

## 2. Authorisation term and activity timeframes

### 2.1. Authorisation term

Authorisations will be granted for a limited term. Please specify the start and end dates you would like your proposed authorisation to cover and explain why this term is sought. e.g. '10 years' or 'July 2025 – March 2025.'

Term:

Reason:

**!** If you have any changes to your current authority's activity you will need to complete a Variation Form 9a see [Application forms: Apply for permits](#) .

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

## Section B (continued) | Activities


### 2.2. Captive management programme

Are you part of a co-ordinated captive management programme for the species?  Yes  No

If yes, please state the name of the DOC captive co-ordinator and whether they support this application.

Co-ordinator's name


Supports application?  Yes  No

 Please attach written proof of their support and label it attachment B1.2

### 2.3. Holding site

Provide a detailed description of the holding facility/cage including dimensions.

Holding site address:

 The facility must meet the requirements of the husbandry manual for the species, where one exists.

Description of facility/cage

## Section D | 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 organisations and relevant qualifications and experience). List full names of all individuals who will be involved in the activity.

Attach details and label as attachment D.

All individuals involved in activity

### Full Names

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

Past or pending convictions/charges?

Yes

No


### Details

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## Section E | Consultation

Many applications require consultation with Tāngata whenua (local Māori), and other interested parties. Please attach proof and details of all consultation, including with hapū or iwi, to this application and label as attachment E.

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

 If you are unsure of any consultation requirements for your proposal, please see the [Engagement with Māori](#) webpage or contact your [local DOC office](#) to discuss what is required.

# Section F | 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.

DOC 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.

## 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.

If you have a purchase order/number from an organisation registered with the Department, please supply below.

! 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.

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

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

## Section F (continued) | Fees

### Terms and conditions: 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: Account with the Department of Conservation


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 G | 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.**

Signature (applicant)

Date (dd/mm/yyyy)

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

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].

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.