



Concession Application Form 3a – Tenanting or using existing DOC structure/facility

The Department recommends that you contact the Department of Conservation Office closest to where the activity is proposed 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.

This form is to be used when the proposed activity is the tenanting or use of any existing facility or structure that is managed by the Department of Conservation on public conservation land. Examples may include permanent use of historic building for a business or a community group; leasing a campground or lodge. For overnight stays in DOC huts, please fill in Form 4a. This form is to be completed in conjunction with either Applicant Information Form 1a (longer term concession) or Applicant Information Form 1b (one-off concession) as appropriate.

Please complete this application form, attach Form 1a or Form 1b, and any other applicable forms and information and send to permissions@doc.govt.nz. The Department will process the application and issue a concession if it is satisfied that the application meets all the requirements for granting a concession under the Conservation Act 1987.

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, what you intend to use the building for, whether you intend to make any changes to the infrastructure.

Please include the name and status of the public conservation land, the size of the area you are applying for and why this area has been chosen.

If necessary, attach further information including a map, a detailed site plan and drawings of proposal and label Attachment 3a:A1.

NM-23311-OTH – Pelorus Bridge Reserve, Kaikaiawaro Charitable Trust will operate the Cafe and Camping ground in accordance with existing policies and procedures. The operation of the Pelorus Bridge site will also include guided walks as part of the overall experience.

Do you believe you need to exclude others from the structure or facility?

YES / NO

(Exclusive occupation requires a lease which requires public notification of the application)

If **yes**, please answer the following 3 questions, if no please go to the next section:

Is exclusive possession necessary to protect public safety?

YES / NO

Is exclusive possession necessary to protect physical security of the activity?

YES / NO

Is exclusive possession necessary for the competent operation of the activity?

YES / NO

If the answer to any of the above is yes, then provide details and supporting evidence and label Attachment 3a:A2.

Exclusive occupation limited to the cafe area, house, storage and equipment sheds only. The exclusive areas required to protect the public, support both the security and function of the cafe/camping ground operation.

B. Term

Please detail the length of the term sought (i.e. number of years or months) and why.

Note: An application for a concession for a period over 10 years must be publicly notified, an application for a concession up to 10 years will not be publicly notified unless the adverse effects of the activity are such that it is required, or if an exclusive interest in the land is required.

10 years is requested in order to optimise return on investment into the cafe and camping ground. The investment will involve upgrades into facilities to support improved services at the cafe and camping ground.

D. Bulk fuel storage

Under the Hazardous Substances and New Organisms Act 1996 (HSNO Act) 'Bulk fuel storage' is considered to be any single container, stationary or mobile, used or unused, that has a capacity in excess of 250 litres of Class 3 fuel types. This includes petrol, diesel, aviation gasoline, kerosene and Jet A1. For more information on Hazardous Substances, go to:

<http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996>

Do you intend to store fuel in bulk on the land as part of the activity?

YES / NO

If you have answered yes, then please provide full details of how and where you intend to store the fuel, and label any attachments including plans, maps and/or photographs as Attachment 3a:D. If your concession application is approved you will be required to provide a copy of your HSNO compliance certification to the Department before you begin the activity.

E. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Form 3a:E

A. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

① Activity	② Public Conservation Land	③ Track Name	④ DOC Facilities	⑤ Dates of Operation	⑥ Max. Group Size (Incl. Guides)	⑦ Max. Number of Trips	⑧ Duration of Visit
Day walking	Pelorus Bridge Scenic Reserve	Pelorus Bridge Circle Walk	Track	All year	15	2 trips per day/ 365 days/ year	1-4 hours
Day Walking	Pelorus Bridge Scenic Reserve	Totara Walk	Track	All year	15	2 trips per day/ 365 days/ year	1-4 hours
Day Walking	Pelorus Bridge Scenic Reserve	Tawa Walk	Track	All year	15	2 trips per day/ 365 days/ year	4-12 hours
Day Walking	Pelorus Bridge Scenic Reserve	Trig K Track	Track	All year	15	2 trips per day/ 365 days/ year	4-12 hours

① Activity	② Public Conservation Land	③ Track Name	④ DOC Facilities	⑤ Dates of Operation	⑥ Max. Group Size (Incl. Guides)	⑦ Max. Number of Trips	⑧ Duration of Visit
Day Walking	Pelorus Bridge Scenic Reserve	Elvy Waterfalls Track	Track	All year	15	2 trips per day/ 365 days/ year	4-12 hours
Day Walking	Pelorus Bridge Scenic Reserve	Dalton's Track	Track	All year	15	2 trips/day 365 days/year	4-12 hours

H. Environmental Impact Assessment

This section is one of the most important factors that will determine the Department’s decision on the application. Please answer in detail.

In column 1 please list all the locations of your proposal, please use NZTM GPS coordinates where possible. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects noted in column 3. Please add extra information or supporting evidence as necessary and label Attachment 3b:H.

Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

Location on public conservation land	Special feature or value	Potential effects of your activity on the feature or value (positive or adverse)	Methods to remedy, mitigate or avoid any adverse effects identified
Pelorus Bridge Scenic Reserve / Pelorus Bridge Recreation Reserve	Environmental values	Rubbish or debris left on the ground within the reserve.	<p>Promote to visitors a “pack in and pack out philosophy within the Pelorus Bridge site.</p> <p>If visitor leave rubbish behind after leaving the camp, recycle what can be recycled and ensure no rubbish is accessible to wildlife or can be blown away</p>
		Introduction of new, or increase in existing threats to indigenous ecosystems e.g. pests and weeds.	<p>Implement a program for the control pests or weeds.</p> <p>Ensure all machinery and material, gravel, earth is weed-free before bringing into the reserve.</p> <p>Use key messaging at the main office to support visitors understanding of conservation in NZ.</p>
		Visitors walking off track and crushing plants	When guiding make sure guided party stays on the formed track

	Heritage values	Impact of noise on visitors' quiet enjoyment of the site, including late at night or early mornings	Use key messaging at the site to support visitors with understanding the need to be respectful of other visitors. Work with DOC compliance team and / or police if required
		Guided walking will enhance the recreational opportunities and improve cultural heritage outcomes.	No mitigation for this positive effect
		Crowding, too many people on tracks	Ensure party sizes are consistent with the Nelson Marlborough Conservation Management Strategy Ensure guided party are respectful of other recreational users on the tracks i.e., moving aside to allow others to pass
		Reduction in quality of the campground experience for visitors	Operate and maintain the Pelorus Bridge site as per the service standards approved by DOC

Location of the Pelorus Bridge site

Figure 1 Topographical map showing site in proximity to Havelock.



Figure 2 Aerial map showing the Site (licence area = blue polygons, lease area = orange polygon). Note: The sites are approximate. Includes an example of the walking tracks to be included in the guided walks, showing proximity to the Site.

