

9i

Department of
Conservation
Te Papa Atawhai

Wildlife Act Consent (Section 71)

Application form 9i

This application form is for activities that involve [protected wildlife](#) which, under [section 71 of the Wildlife Act 1953](#), require the consent of the Minister of Conservation and the Minister charged with the administration of the Act under which the activity or authority is performed or exercised (as per [Schedule 9](#) of the Wildlife Act 1953).



Using this application form

Completing the application



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



Fill – You can fill this application digitally using Microsoft word. If possible, we prefer you completed it this way, as it helps us process your initial application faster.



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



Submit – Either a hard copy at your local DOC District Office, or



Email – (Preferably) email your application and all the required labelled attachments to: permissions@doc.govt.nz



Important – Failure to complete this application form correctly may result in your application being returned to you seeking more information, which may extend the time it takes the Department of Conservation to process your application, or it may result in your application being declined. If you need help completing your application, please [contact your local DOC office](#), or email permissions@doc.govt.nz

! Application checklist

Have you included labelled attachments as required for your activities (including reports, maps, testimonials, and consultation documentation)?

Ensure these are attached/submitted with your application (see Section B: Activity, for more information).

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

Have you ensured you have any other necessary consents required (e.g., RMA consent)?

Have you signed your application (digitally or manually)?

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.

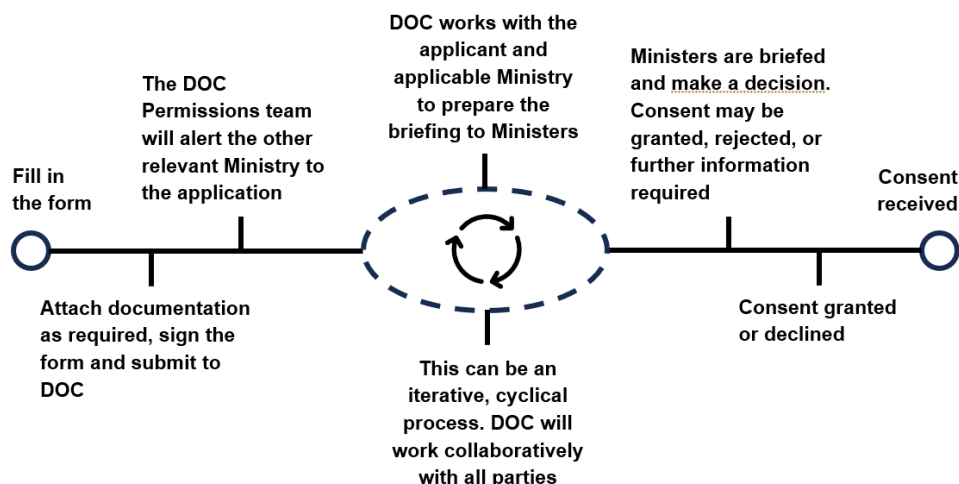


Before you start

Putting together a detailed application is greatly appreciated and allows the Department to process your application more effectively and efficiently.

! Please take the timeframes below into consideration when submitting your application.

Process



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

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

Before Submitting

Before submitting your application, please ensure you have prepared the appropriate supplementary documentation if required, and named them accordingly:

- Attachment B1.0 Project Background
- Attachment B2.0 Supplementary Information
- Attachment B3.1 Proposed Location
- Attachment B4.0 Restricted Lands
- Attachment B5.0 Proposed Wildlife
- Attachment B6.3 Wildlife Release Locations
- Attachment C7.0 Proposed measures to protect wildlife
- Attachment D1.0 Skills and Experience
- Attachment E1.0 Iwi Engagement
- Attachment E2.0 Other Consultation

SUBMIT via

permissions@doc.govt.nz





Section A | Applicant details

Organisation name (registered company, government department, other crown entity)

! Enter your details in the grey fields.

Legal status of Applicant:

Registered company Government department Crown entity

Other (please specify)

! Please attach a copy of Trust Deed (if applicable)

Registration number (if company)

Trading name (if different from applicant name)

Any previous Consents/Authorisations held? Yes No

If yes, please provide Consent/Authority number(s):

Postal address

Street address (if different from postal)

! You must provide a New Zealand address for service.

Registered office of company or incorporated society (if applicable)

Phone

Website

Contact person:

What is their role:

Phone (direct dial preferred)

Mobile

! Please fill these fields for your authorised contact person.

Email



Secondary Contact Person

This could be another person employed by your organisation or agent working on behalf of your organisation, such as a project ecologist, herpetologist, or other wildlife specialist.

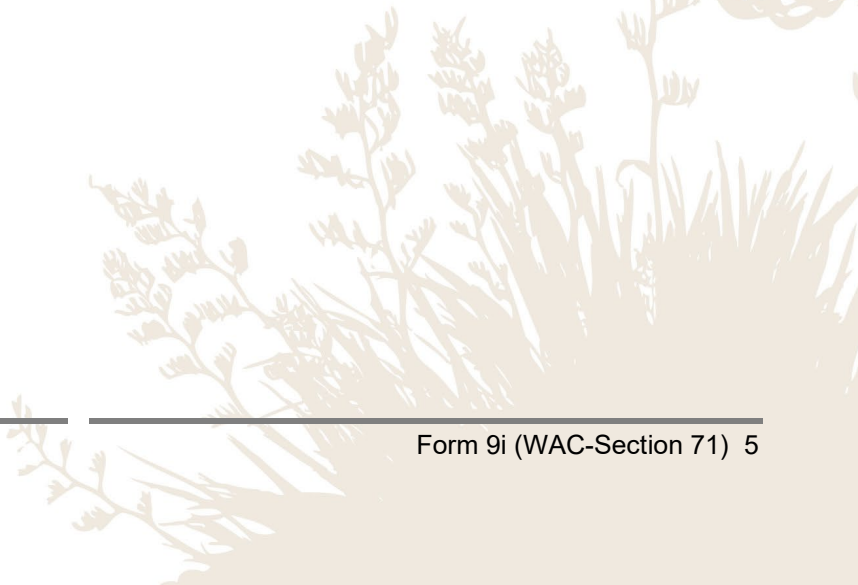
Contact person:

What is their role:

Phone (direct dial preferred)

Mobile

Email





Section B | Understanding the overall project

1. Project Background and Context

Please provide a Plain English summary of your project here, including project objectives.

1.1 What are the benefits of your project, and how is the project consistent with the purpose and objectives of the relevant Act under which you are authorised to operate (e.g., the Government Rounding Powers Act 1989 or the Railways Act 2005)?

1.2 Do you consider the project:

- will be of national interest or importance?
- include any significant local environmental, social, or economic implications?
- will impact species listed in any NZTC lists under the super-category “Threatened” and the categories “Recovering”, “Relict”, “Naturally Uncommon”, “Data Deficient”, “Extinct”, or with a qualifier “Threatened Overseas”?

If yes, please provide additional information below.

! If you need more room, attach a copy of your project proposal to this form and label it Attachment B1.0 Project Background.

! “NZTC list” means the most recent officially published list for any taxonomic group developed using the New Zealand Threat Classification System Manual by Townsend, et. al. (2008), or any successor document. To view the list, visit [our website](#).



1.3 If you need to include additional information regarding the above questions, please indicate this here:

I have attached additional information in support of my application.

Please list any additional documents included with your application below. These are to be attached to your application and labelled Attachment B2.0 Supplementary Information.

2. Consent term and activity timeframes

2.1. Consent term

Consents will be granted for a limited term. State the start and end dates you would like your proposed consent to cover and explain why this term is sought. e.g., '10 years' or 'July 2025 – July 2035.'

Proposed term:

Reason:


3. Proposed activity site(s)


Indicate what land your proposed activity includes:

- Public Conservation Land (PCL)** – if yes, complete questions 3.1, 3.2, and section B4 'Access to Restricted lands.'
- Land not managed by the Department** – if yes, complete questions 3.1 and 3.2
- A mix of PCL and land not managed by DOC** – if yes, complete questions 3.1, 3.2, and section B4 'Access to Restricted lands.'

3.1. Activity site

Clearly identify the location/s in which your project will be carried out and why the locations/s are the best option. For all sites, include a map and GPS co-ordinates. Attach your map(s) and label them attachment B3.1 Proposed Location.

 Use [DOC Maps](#) to view Conservation Land.

 **Wildlife Act**
Consents may apply to private land and public conservation land. If the location is private land, you will also need the consent of the landowner, or other appropriate access legislation (e.g., The Public Works Act 1981).



3.2. Why these locations?

Clearly state why these locations/s are the best option.

4. Access to restricted lands

Special permission is required to enter some public conservation lands that have particularly high levels of protection. If you wish to enter land of any status listed below to carry out the proposed activity, select the status and state the full name of the land to which permission for access is sought. If you need more room to include a list of all restricted lands, attach a list and label it Attachment B4.0 Restricted Lands.

Nature reserve (s 20 Reserves Act 1977)

Name of land to be accessed:

Scientific reserve (s 21 Reserves Act 1977)

Name of land to be accessed

Specially protected area in a national park (s 13 National Parks Act 1980)

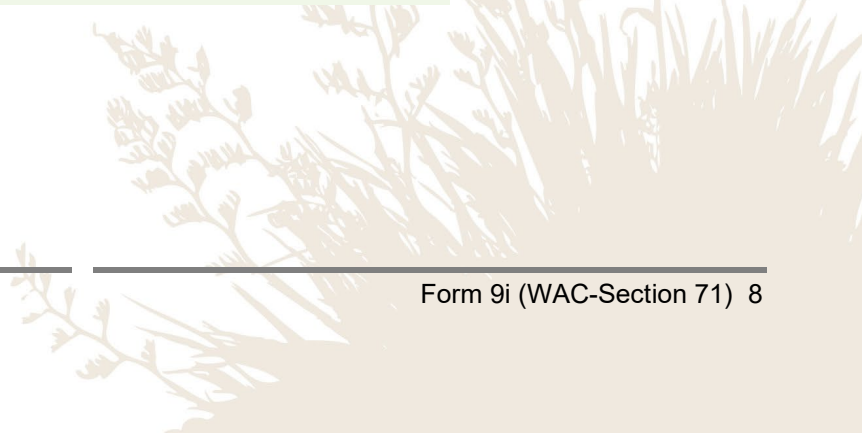
Name of land to be accessed

! For public conservation lands that require permission to enter, complete Part 4. Access to restricted lands, below.

! Failure to complete section 4 may result in your application being returned to you seeking more information, which may extend the time required to process your application.

! Use [DOCgis](#) to view and check the different status of Conservation Lands.

! If proposing to undertake your activity in a National Park, your activity **must** be essential for the management, research, interpretation, or educational purposes of the park in question.



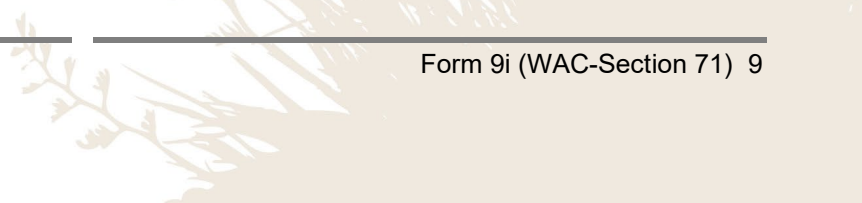


Wildlife sanctuary (s 9 Wildlife Act 1953)

Name of land to be accessed

Wildlife refuge (s 14 Wildlife Act 1953)

Name of land to be accessed





Section B (continued) | Wildlife your project will interact with

5. State which wildlife protected under the Wildlife Act 1953 your project will interact with

List the common and scientific name/s and threat classification of all protected species for which the consent is sought.

Where possible, state the number of individuals of each species of protected wildlife to be caught, held or killed and what proportion of the local and national species population you estimate would be affected by your activity.

You can attach an additional list if more space is required. If you have the appropriate ecological or lizard management plan, attach it to this application and label it as Attachment B5.0 'Proposed Wildlife'.

Common English or Māori name	Scientific name	NZ threat classification	# of individuals / Proportion of population
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	

6. Activities you seek to undertake with wildlife

6.1. Actions

Select all the actions that are applicable to the activity you intend to carry out involving wildlife.

- Catch alive and handle wildlife
- Temporarily hold wildlife in possession
- Liberate/release wildlife (either at project location/s, or at alternative location/s)
- Hunt and/or kill wildlife
- Take samples from wildlife
- Take or destroy the eggs of wildlife
- Mark – tag or attach identification or other scientific apparatus (including bands) to wildlife

Other:

***If you are seeking to transfer wildlife between location/s, see the guidance on the following page.**

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





Section B (continued) | Activities

6.2. Moving wildlife between location/s (salvage v translocation)

DOC currently differentiates between wildlife salvage and wildlife translocation. Please review the following criteria and indicate which, if any, applies to your project.

Salvage and transfer typically involves moving species under 500 metres from the project site/s. A salvage and transfer consists of four parts:

- (1) Assessment of the impacts of proposed developments on species and explorations of alternatives (e.g. avoidance of species habitat);
- (2) The planning and approval of salvage operations;
- (3) Preparing habitat release sites, capturing species at impact sites, temporary holding and care, data collection, transports to and release at sites; and
- (4) Post-release monitoring, contingency implementation as required, and reporting.

Translocations typically involves moving species more than 500 metres from the project site/s. Often, species are translocated between regions and/or islands.

Are you planning to **salvage/transfer** wildlife? Yes No

Are you planning to **translocate** wildlife? Yes No

DOC may determine that a translocation is the best course of action. You may be requested to provide additional information. A Conservation Translocation Case Manager will be assigned to provide advice and assistance throughout the application process.

6.3. Release site

If you are seeking to take wildlife from the project site/s and relocate and/or release this wildlife at other location/s, state:

- the location/s in which the wildlife will be relocated and/or released.
- briefly describe the location/s and size of the location/s, and
- how the release site meets the needs of the species being moved (e.g., food, habitat, breeding requirements, predator control)?

For specific sites, attach a map and label it Attachment B6.3 'Wildlife Release Locations.' Alternatively, refer to this in your relevant ecological report or wildlife management plan (if attached).





Section C | Proposed measures to protect wildlife

Only provide information for the activities you are proposing to undertake. If you are not undertaking an activity, write 'N/A'. If you need more room attach a separate document and label it Attachment C7.0 'Proposed measures to protect wildlife.' Alternatively, refer to specific sections in your relevant ecological report or wildlife management plan (if attached).

7. Effects on protected wildlife

List all actual and potential adverse effects the proposed activity will have on protected wildlife at the site.

8. Methods to manage adverse effects protected wildlife

State what methods you will use to avoid or manage any adverse effects (actual or potential) the proposed activity will have on protected wildlife.

9. Method(s) of capture

Describe the methods to be used to safely, efficiently, and humanely catch, hold, or kill the wildlife. Identify the relevant animal ethics processes you intend to use.





Section C (continued) | Proposed measures to protect wildlife

10. Samples to be collected

10.1. Samples, amounts, methods

List exactly what samples are to be taken (e.g., blood, DNA, feathers, etc) and the methods/s to be used, including amounts to be taken (if known).

Sample	Method	Amount
1.		
2.		
3.		

10.2. Purpose of collecting samples

State the purpose for which the samples would be taken (e.g., taxonomy, DNA sampling, disease screening) and if they will be sent overseas.

Purpose.

Intending to send overseas?

Yes No

! If you answer **Yes** to sending samples overseas, please download and complete Form9f see [Application forms: Apply for permits](#)

11. Marking, banding, tagging

11.1. Banding

Are you requesting to **band** wildlife? Yes No

11.2. Other marking

If you are proposing to mark wildlife with any other mark than a band, please describe the type of marking and details of the method to be used to attach it to ensure the animals' health and safety.

Mark/tag to be fitted	Method



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 consents/authorisations, membership of professional organisations and relevant qualifications and experience). List full names of all individuals who will be involved in the activity.



Please attach details and label as Attachment D1.0 Skills and Experience

All individuals involved in activity

Full Names

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

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 E | Engagement

DOC has a responsibility to give effect to the principles of the Treaty of Waitangi (Treaty) in all the work we do. DOC engages with whānau, hapū and iwi to make informed decisions. We actively encourage you to engage directly with local iwi, hapū, prior to applying, and build ongoing relationships.

Please attach proof of all engagement e.g., email communications or project planning meeting minutes, include a list names and contact details of iwi hapu reps you have contacted, and label as Attachment E1.0 'Iwi Engagement'.

Please provide the names and details of any other supporting information, expert views, advice or opinions obtained here. Please attach those additional written expert views, advice or opinions concerning your proposal to support the application and label them Attachment E2.0 'Other Consultation'.

! If you are unsure of any consultation requirements for your proposal, please see the [iwi consultation section](#) or contact your [local DOC Partnerships 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 an application from applicants 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.

Standard application fee

The estimated standard application fee is **\$400 +GST**.

This covers most applications. However if your application is likely to have significant effects, is novel, or spans multiple DOC regions, it will require more careful consideration and cost approximately **\$800 +GST**.

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.

Please select your method of payment below.

I have direct credited the DOC account

Please use the Applicant name and permission number (which the permissions team will give to you) as the references.

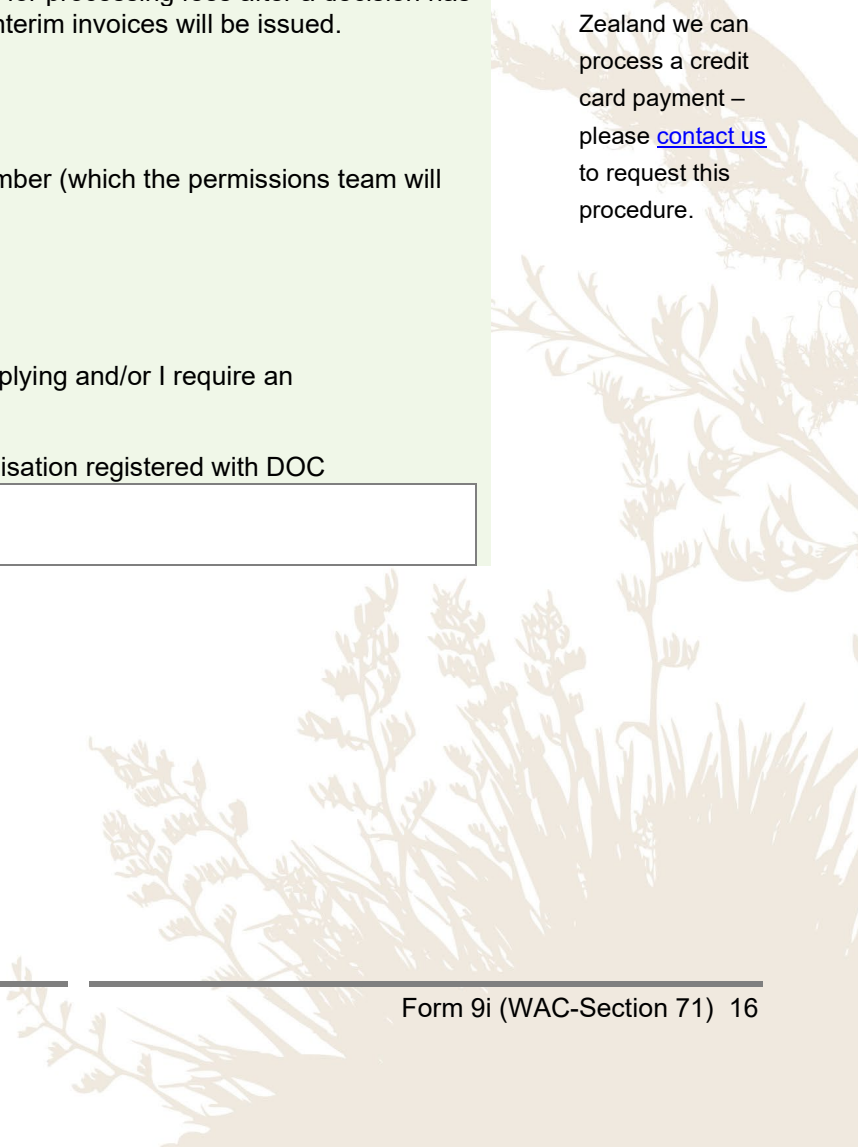
**Department of Conservation
Westpac Bank
Account number: 03 0049 0002808 00**

I do not intend to pay the fees at the time of applying and/or I require an invoice for payment

I have a purchase order/number from an organisation registered with DOC

! 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.





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)

This application is made pursuant to Section 71 of the Wildlife Act 1953, and where applicable other relevant conservation legislation.

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.

! A Consent/ Authorisation may be varied or revoked if the information given in this application contains inaccuracies.

For Departmental use

Credit check undertaken?

 Yes No

Comments

Signed

Name

Approved

Name

! Approval is to be by a Tier 4 Manager or above.