



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 building or use of any private or commercial facility or structure on public conservation land managed by the Department of Conservation. Examples may include lease of land to erect an information centre; authorisation to erect a weather station; or construct or lease a private/commercial campground or lodge. 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](mailto: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.

If you require extra space for answering please attach and label according to the relevant section.

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## A. Description of Activity

Please describe the proposed activity in detail – where the site is located, please use NZTM GPS coordinates where possible, 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 for which you are applying 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 3b:A.

**Activity detail:**

**Public Conservation Land: Conservation Area Lower Selwyn Huts**

**(also Greenpark Sands Conservation Area for huts at the southern end of Spackman and Davis Avenues.)**



**Hut #:**

**Size of footprint area (see schedule 1 of your current concession document :**

**Please attach photographs of the hut from all sides to support application**

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## B. Alternative sites considered

If your application is to **build, extend or add** to any permanent or temporary structures or facilities on public conservation land, please provide the following details:

- Could this structure or facility be reasonably located outside public conservation land? Provide details of other sites/areas considered.
- Could any potential adverse effects be significantly less (and/or different) in another conservation area or another part of the conservation area to which the application relates? Give details/reasons

**N/A**

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### C. Larger area

Is the size of the area you are applying for **larger** than the structure/facility **YES / NO**

If **yes**, please detail the size difference in the box below, and answer the following 3 questions, if **no** please go on to the next section:

*Please add your hut's footprint + surrounding fenced area/curtilage in sqm:*

Is this necessary for safety or security purposes? **YES / NO**

Is this necessary as an integral part of the activity? **YES / NO**

Is this essential to carrying on the activity? **YES / NO**

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:C.

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### D. Exclusive possession

Do you believe you need **exclusive possession** of the public conservation land on which your structure/building is located, ie no one else can use the land during your use of it? **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, please provide details and attach supporting evidence if necessary and label Attachment 3b:D.

*Explanation here:*

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### E. Technical Specifications (for telecommunications sites only) – **N/A**

**Frequencies on which the equipment is to operate**

**Power to be used (transmitter output)**

**Polarisation of the signal**

**Type of antennae**

The likely portion of a 24 hour period that transmitting will occur

Heaviest period of use

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## F. 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.*

Years you are applying for:

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## G. 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 3b:G. 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.

## 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
<i>EG: Tararua Forest Park</i>	<i>Northern rata - threatened species</i>	<i>Damage to the plants by construction</i>	<i>Brief construction and maintenance staff of the location and importance of the species; clearly tape off areas with the species to avoid damage</i>
Greenpark Sands Conservation Area and Selwyn Wildlife Management Reserve.	Indigenous biodiversity, ecosystems, and the mauri of Te Waihora and its margins	Introduction of new, or an increase in pest plants and weeds.	<ul style="list-style-type: none"> <li>Any pest plant infestations are to be removed and controlled.</li> <li>Any new plantings are to be according to the plant list identified in the concession document.</li> </ul>
		Unkempt sections, discarded vehicles/unused items/rubbish damaging visual enjoyment and environmental values	<ul style="list-style-type: none"> <li>All sections are to be kept free of debris, rubbish, unused vehicles (no vehicles are to be stored permanently on site, only resident cars used to access the baches are permitted).</li> </ul>
		Damage to wildlife or habitat. Either through disturbance, alternation of habitat or direct killing which may then	<ul style="list-style-type: none"> <li>No cats are to be allowed on any of the Lower Selwyn Huts bach sites.</li> <li>Don't startle wildlife with noise or bright clothing.</li> </ul>

		influence or result in adaptation, migration disturbance, reproduction levels and effect population change and species composition.	<ul style="list-style-type: none"> <li>• Use infra red instead of torches for night time viewing</li> <li>• Do not allow feeding of any species.</li> <li>• Ensure that 4WD's adhere to minimum impact code, and that special care is taken during bird nesting periods. Ensure boats and 4WD dramatically reduce speed where wildlife may be present.</li> <li>• Urgently report anything unusual activity to the nearest DOC office</li> </ul>
		Contamination from grey or black water.	<ul style="list-style-type: none"> <li>• Grey water is stored in an above ground containment system which is regularly pumped and not discharged. Black water is contained in a septic tank which is regularly pumped out.</li> </ul>
	<b>Landscape values</b>	Impingement on the landscape i.e. stands out as being 'non-natural'.	<ul style="list-style-type: none"> <li>• Any activity that has an impact on landscape values is likely to have other significant impacts on vegetation, wildlife or their habitat.</li> <li>• No alterations to existing or new structures to be constructed onsite.</li> </ul>
	<b>Recreation/ enjoyment/ free access</b>	Noise invasion of people's quiet enjoyment of the park e.g. loud noises.	<ul style="list-style-type: none"> <li>• Respect other visitors and their right to quiet enjoyment of the area.</li> <li>• Access to all roads and waterways is maintained for public use</li> </ul>

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## I. Other

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

*Please ensure you attach 2-3 photographs of the exterior of the property and its surrounds as well as any supporting documents, floor plan etc*

Four horizontal grey bars representing a form area for providing additional information.