

Application for Guided Walking

- Conforming Tracks



Department of
Conservation
Te Papa Atawhai

New Zealand Government

Is this the right application for me?

Use this application form if you intend to undertake:

- **Guided walking/tramping** on specific tracks only as listed in the current Department of Conservation (DOC) [conforming track schedules](#)¹ on public conservation land.
- For a maximum period of 5 years.

DOC conforming tracks are available for guided walking if certain conditions are followed as per the track schedules. These vary for each track and include:

- Frequency of undertaking guiding on the track.
- Maximum party size.
- Complying with special conditions e.g. Kauri dieback prevention procedures.

Use this form for new applications and variations to existing DOC Conforming Guided Walking concessions.

For applicants seeking a concession for transportation or all other guided walking/tramping **on tracks not listed in the conforming track schedules** see [land-based guided activities](#)² on the DOC website for further information.

How do I complete this application form?

- Complete all sections of this form.
- Complete the relevant DOC [conforming track schedules](#)³ and attach the schedules to this application.
- DOC encourages electronic applications (e.g. email a typed Word document), rather than handwritten applications. Electronic applications are easier to read and less likely to be returned to you for clarification.
- If you need extra space, attach or include extra documents and label them according to the relevant section. Record any attachments in the table at the back of this application form section **L Attachments**.

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)⁴.

¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/guided-walking-conforming/>

² <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

³ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/guided-walking-conforming/>

⁴ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

If I need some help, where do I get more information?

- Check the DOC's [Guided Walking \(conforming\)](#)⁵ webpage. This page includes information on the what a conforming concession is and provides links to the conforming track schedules.
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the local [DOC office](#)⁶ closest to where the activity is taking place. You can use [DOC maps](#)⁷ to identify which District Office you should contact. Or you may like to arrange a meeting with staff member in our [National Transaction Centre](#)⁸.
- If your application covers multiple districts, contact the [DOC office](#)⁹ nearest most of the locations you are applying to undertake the activity, or nearest to locations you have a specific question about.

How do I submit my application?

Email your completed application, conforming track schedules and any other attachments to:

permissions@doc.govt.nz

What happens next?

Once received, your application will be assessed by DOC. If your application is complete, DOC will begin processing.

If your application is incomplete it will be returned to you for more information.

Why does DOC ask for this information?

The questions in this application form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- Your most update details so that DOC can contact you about your application.
- The effects of your activity and your proposed methods to avoid, remedy of mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is a factor in determining whether DOC should extend credit to you and set up a DOC customer accounts receivable credit account for cost recovery. To make this assessment DOC will supply your information to a credit checking agency.
- Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

Note: Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)¹⁰.

⁵ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/guided-walking-conforming/>

⁶ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

⁷ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁸ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts/>

⁹ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹⁰ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

What processing fees will I pay?

You may be required to pay a **processing fee** for this application. In addition if you are granted a guided walking concession you may also be required to pay an annual; **activity and management fees**. These fees are listed on the [ongoing concession fees](#)¹¹ page on the DOC website.

DOC will invoice your processing fees after your application has been considered. If you withdraw your application DOC will invoice you for the costs incurred up to the point of your withdrawal.

Your application will set up a credit account with DOC. See the checklist at the end of the form for the terms and conditions you need to accept for a DOC credit account.

What does DOC require if my application is approved?

If your application is approved DOC requires:

- Throughout the term of your concession you will be required to hold Public Liability Insurance for general indemnity for an amount no less than \$1,000,000; and Third Party Vehicle Liability Insurance of at least \$500,000.
- All businesses undertaking recreation and tourism related activities on public conservation land require an independently audited safety plan by an approved audit provider. A **copy of the auditor's certificate** must be received by DOC before the activity begins operating. See the [Safety Plan](#)¹² information on the DOC website for further information.

Note: DOC/Minister can vary the concession if the information on which the concession was granted contained material inaccuracies. DOC will also recover any costs incurred.

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/ongoing-concession-fees/>

¹² <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to ①)	
	<input type="checkbox"/> Registered company (Go to ②)	<input type="checkbox"/> Trust (Go to ②)
	<input type="checkbox"/> Incorporated society (Go to ②)	<input type="checkbox"/> Other (Go to ②)

①	Applicant name (individual)		
	Phone	Mobile phone	
	Email		
	Physical address		Postcode
	Postal address (if different from above)		Postcode

②	Applicant name (full name of registered company, trust, incorporated society or other)		
	Trading name (if different from applicant name)		
	NZBN (To apply go to: https://www.nzbn.govt.nz)	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)		
	Company phone	Company website	
	Contact person and role		
	Phone	Mobile phone	
	Email		
	Postal address		Postcode
	Street address (if different from Postal address)		Postcode

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

Yes

If yes:

- State the concession number of the concession you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

No

Yes

- If yes record the:

Date of DOC pre-application meeting

Name of DOC staff member

Name of person in applicant organisation who had the pre-application meeting with DOC

D. Description of activity

Tick the boxes for the activities that you are applying for:

Undertaking guided walking on DOC conforming tracks as per the party size and frequency set out in the conforming track schedule (see Section H).

Undertaking other land based guiding on non-conforming tracks. If this box is ticked you will need to apply for a [land based guided activity on non-conforming tracks](#).

E. Are you applying for anything else?

Are you applying for other DOC permissions as well as this activity?

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

- If yes, state the other permissions you are applying for?

F. Duration

The maximum length of time for a conforming guided walking concession is 5 years.

Duration applied for – 5 years.	<input type="checkbox"/>
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If you wish to apply for a duration of less than 5 years detail the duration in months and years and provide the reason(s) why you are seeking a reduced duration below:

G. Background experience of applicant

Provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations, and relevant qualifications). Record any attachments in section **L Attachments**.

H. Conforming track schedules

You must identify on the conforming track schedules all the tracks on which you want to undertake guided walking. On the conforming track schedules applied for:

- Tick the **location** you wish to apply for (yellow column on the right).
- Insert the **number of trips per year** you wish to apply for at each location (green column on the far right). This needs to correspond with the frequency permitted for each track.

Note: For each location conforming tracks have a maximum allowance for:

- Party size; and
- Frequency of trips for that conforming track, per applicant.

Conforming track schedules Fill out the conforming track schedule for the area you wish to undertake guided walking/tramping	Tick the box of the conforming track schedule you have filled out
Southern South Island __	<input type="checkbox"/>
Eastern South Island __	<input type="checkbox"/>
Western South Island __	<input type="checkbox"/>
Northern South Island __	<input type="checkbox"/>
Lower North Island __	<input type="checkbox"/>
Central North Island __	<input type="checkbox"/>
Hauraki – Waikato – Taranaki __	<input type="checkbox"/>
Auckland __	<input type="checkbox"/>
Northern North Island __	<input type="checkbox"/>

I. Description of actual and potential effects of proposal

DOC has identified, in the table below, the following potential effects of your proposal and methods to avoid, remedy and mitigate these effects.

I have read the table below and understand the potential effects of my/our proposal and methods required to avoid, remedy and mitigate these effects:

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

The potential effects of your proposal	Methods to avoid, remedy or mitigate effects
Toilet waste and rubbish pollution	Follow the Leave no trace ¹³ principles.
Damage to vegetation and soil	Keep to established formed tracks. Inform clients it is illegal to collect/remove any vegetation, rock or soil.
Disturbance of native wildlife	Educate staff and clients about species habitats and features to promote awareness and foster species recovery work. Keep to established formed tracks and do not approach native wildlife or disturb their habitats.
Weed introduction	Advise clients and staff to clean footwear before entering conservation areas. Comply with any directive from the Department regarding pest threats.
Didymo introduction	Follow the Ministry for Primary Industry (MPI)'s " Check, Clean, Dry " ¹⁴ cleaning methods to prevent the spread of didymo.
Kauri dieback introduction ¹⁵	Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri dieback areas) or with appropriate cleaning methods when cleaning stations are not available.
Animal pest introduction	When entering a pest controlled area, check packs and equipment for rodents and other pests prior to departure. Comply with any directive from the Department regarding pest threats.
Disturbance of/conflict with other visitors	Limit number of trips per day or stagger departures. Educate clients and staff regarding respect for others.
Fire risk	Educate staff and clients about risks of fire, particularly smoking. Use gas cooking facilities.

¹³ <https://leavenotrace.org.nz/>

¹⁴ <https://www.mpi.govt.nz/travel-and-recreation/outdoor-activities/check-clean-dry/>

¹⁵ <https://www.doc.govt.nz/nature/pests-and-threats/diseases/kauri-dieback/>

Damage to historic sites or objects	Educate staff and clients on their values to avoid impacts on these sites/objects. Inform them it is illegal to remove any historic object.
Adverse effects on cultural values	Ensure any cultural interpretation is correct and consistent with the values of tangata whenua. Educate staff and clients to respect cultural values and sites.
Damage to tracks or other facilities	Keep to established formed tracks and treat facilities with respect. Pay relevant hut/camp fees to contribute to maintenance. Inform the Department of any damage found/caused.

J. Other

Provide any further information you wish to include in support of your application in the box below. Record any attachments to your application in section **K Attachments**.

K. Attachments

Attachments (apart from the conforming track schedules) should *only* be used if:

- There is not enough space in the section above to finish your answer.
- You have additional information that supports your answer.
- You wish to make an additional request of DOC regarding the application.

Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document title	Document format (e.g. Word, PDF, Excel, jpg etc.)	Description of attachment
<u>Correct example ✓</u> G	<i>Locations</i>	<i>PDF</i>	<i>Professional qualifications</i>
<u>Incorrect example X</u> <u>Table</u>	<i>Doc1</i>	<i>Word</i>	<i>Table</i>

L. Checklists

Application checklist	Tick which apply
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.	<input type="checkbox"/>
I certify that the information provided in this application form, conforming track schedules and any attached additional forms is, to the best of my knowledge true and correct.	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section 'K. Attachments' to match.	<input type="checkbox"/>
I agree to pay the processing fees for my application.	<input type="checkbox"/>

M. Terms and conditions for a credit account with the Department of Conservation

Have you held an account with the Department of Conservation before?	Tick
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
If "yes", under what name:	

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to these terms and conditions for an account with the Department of Conservation

Terms and conditions	Tick
I/We agree that the Department of Conservation can provide my/our details to the Department's Credit Checking Agency to enable it to conduct a full credit check.	<input type="checkbox"/>
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.	<input type="checkbox"/>
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	<input type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input type="checkbox"/>
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	<input type="checkbox"/>
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 (as above) of the credit account are not met.	<input type="checkbox"/>
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.	<input type="checkbox"/>

Typed applicant name/s (of authorised person/s)		Date	
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For Departmental use			
Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	

