Application for a commercial recreation permit

You need a commercial recreation permit to undertake commercial recreational activities such as mountain biking, walking, fishing, or hunting, on a Crown pastoral lease. To apply for a permit, complete this form. Please complete one form per permit, regardless of whether the activity falls across one or multiple leases.

If you want to film on a Crown pastoral lease, you will need to complete the [commercial recreation permit application form for filming.](https://www.linz.govt.nz/guidance/crown-property/using-crown-property/leases-and-licences/discretionary-pastoral-activities)

You must provide enough information to allow the Commissioner of Crown Lands (the Commissioner) to decide on your application. To avoid delays, we recommend providing as much information as possible, and as early as possible. We will contact you if more information is required, or if we need to seek information from other sources. If we cannot get sufficient information, your application may be declined.

At a minimum, please check you have provided:

* your details
* details about the property
* details about your proposed activity
* details about your proposed activity’s location, including a map
* a description of any potential effects of the proposed activity on inherent values (see the [Inherent values framework](https://www.linz.govt.nz/resources/guide/inherent-values-framework))
* evidence of the relevant [lessee or licensee’s consent](https://www.linz.govt.nz/resources/form/consent-lessee-form)
* your proposed financial projections or annual returns as relevant

We will also need to see details of your public liability insurance, your [draft commercial recreation permit](https://www.linz.govt.nz/resources/form/draft-commercial-recreation-permit) (you can email pastoral@linz.govt.nz for an example), and receive an application fee (see the [LINZ website](https://www.linz.govt.nz/guidance/crown-property/using-crown-property/leases-and-licences/discretionary-pastoral-activities) for up to date fees). We will send you an invoice for the application fee when we receive your application. Please make payment promptly to avoid any unnecessary delays.

The Commissioner may consider other matters they consider relevant to the application.

As part of processing your application, your form and supporting information may be shared with other parties. More information on this process can be found at the back of this form.

If you have any questions about what is required, email your Portfolio Manager or pastoral@linz.govt.nz.

Please send your completed form and any supporting information to your Portfolio Manager. If you do not know who your Portfolio Manager is, send it to pastoral@linz.govt.nz.

You can also send it by post to:

Pastoral team

Toitū Te Whenua Land Information New Zealand

Private Bag 4721

Christchurch 8140

Further information on the permitting process can be found at the back of this form. We recommend you read this section carefully before submitting your application.

Your details

Your full name

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| Click or tap here to enter text. |

Your address

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| Click or tap here to enter text. |

Your phone number Your email address

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| Click or tap here to enter text. | Click or tap here to enter text. |

The person or organisation responsible for the commercial recreation permit

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| Click or tap here to enter text. |

Your relationship to this person or organisation

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| Click or tap here to enter text. |

Their address

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| Click or tap here to enter text. |

Their phone number Their email address

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| Click or tap here to enter text. | Click or tap here to enter text. |

What relevant skills, experience, or qualifications are held by you and/or your organisation?

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| Click or tap here to enter text. |

Property details

Name of the lease(s) or licence(s) where the activity will take place

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| Click or tap here to enter text. |

Name of the lessee(s) or licensee(s)

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| Click or tap here to enter text. |

Address

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| Click or tap here to enter text. |

You must have the lessee or licensee’s written permission for this activity and provide evidence of this permission with your application.

For initial processing purposes, informal evidence such as an email will suffice. We cannot start processing your application without an indication of consent from the registered lessee or licensee.

Do you have this permission and written evidence of it? (Circle one)

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| Yes. Please attach a signed copy of their written consent(s). | Indicative consent. Please attach email or other form of written evidence. Remember, we will need to receive signed consent before we can finalise the permit. | No. Stop here and contact the lessee/licensee.  |

Authorisation

By signing this form, you confirm that:

* you have the authority to make this application,
* you have the permission of the lessee(s) or licensee(s) to undertake this activity,
* you acknowledge that this application may be shared, and
* this application is accurate and complete to the best of your knowledge.

Signature Date

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|  | Click or tap here to enter text. |

Details of the proposed commercial recreation permit

Describe the activity or activities you are proposing. Include detailed information on site preparations and the method(s) you will use for the recreation activity proposed.

Detail any temporary structuresyou will need to erect on the land, such as toilets. Detail your construction plan for these structures, including materials, location, method, dimensions, etc. Attach a site and construction plan to your application with a mud map which shows the proposed location of the structures.

Note any third-party involvement and detail your post-activity management plan which shows how all structures will be removed at the conclusion of your permit and/or how you will clean up the area after the activity.

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| Click or tap here to enter text. |

Site Details

Describe the site(s) where you propose to undertake the activity. Include information on the land (for example contour, aspect, and altitude), vegetation and ground cover, and any waterway crossings at the site(s).

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| Click or tap here to enter text. |

Include a map with your application that shows where you want to undertake the activity in relation to:

* roads and tracks
* lease/licence boundaries
* neighbouring properties
* watercourses
* wetlands
* existing structures and buildings
* historic sites
* inherent values
* identified sites of cultural significance
* other relevant features of the surrounding environment

Your map can be a detailed sketch, plan, topographic map, or aerial photograph. It must show coordinates of location(s) and the estimated number of people and their duration at each site. You can request a topographic map from your Portfolio Manager or pastoral@linz.govt.nz.

Do you need any resource consents or permits?

Describe any resource consents or permits you need to undertake the activity such as to form tracks or disturb soil for accommodation. Note whether you have already obtained these consents or permits, or explain your plan or the process required to obtain them.

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| Click or tap here to enter text. |

Commerical recreation permit details

What is the proposed term of the permit? Include the proposed start/finish dates in your answer.

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| Click or tap here to enter text. |

What is the proposed frequency and duration of the activity? For example, 8am-12pm year-round, or specific months, days, and hours in a day.

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| Click or tap here to enter text. |

How many customers do you expect for your proposed activity? Note the minimum numbers at a time expected during quiet periods and maximum numbers at peak times.

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| Click or tap here to enter text. |

What will you charge your customers? What does this payment cover?

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| Click or tap here to enter text. |

Provide details of your public liability insurance. This must be in the name of the person responsible for the permit. Please append a copy of this to your application.

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| Click or tap here to enter text. |

Describe your proposed financial projections or annual returns (whichever is applicable) relevant to the application. You may wish to attach this information to the back of this application form.

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| Click or tap here to enter text. |

Existing infrastructure

Explain if and how this activity will use existing infrastructure. How will this activity ensure that existing infrastructure is used in future?

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| Click or tap here to enter text. |

Describe this infrastructure. Include details of ownership and permissions obtained.

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| Click or tap here to enter text. |

Existing or former permits

Is this a renewal of an existing permit?

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| Renewal. Please complete the box below. | New Application. Go to the next question. |

Describe the existing permit and the site it applied to. Who was it held by? Include any reference numbers you have.

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| Click or tap here to enter text. |

Have there been other permits for this activity in the past. Was this at the same location?

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| Click or tap here to enter text. |

Inherent values

*See further information on inherent values at the back of this form.*

Describe the inherent values that are likely to be affected by the proposed activity. How important are these values?

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| Click or tap here to enter text. |

What effects could the proposed activity have?

Describe any adverse effects (including any cross-boundary effects) the proposed activity may have on the site’s inherent values. Explain the projected level of impact of these effects on these values.

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| Click or tap here to enter text. |

Describe any adverse cross-boundary effects the proposed activity may have on neighbouring persons or land.

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| Click or tap here to enter text. |

How will you mitigate these adverse effects?

Describe what you will do to help prevent, remedy, or reduce any adverse effects of the activity described above. Include safeguards and contingency plans where relevant. Once these actions have been taken, what will the remaining effects be?

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| Click or tap here to enter text. |

Have you considered alternatives to the activity?

Describe the alternative activities you’ve considered that would have less impact on inherent values. Explain why you have not pursued these alternatives.

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| Click or tap here to enter text. |

Is there any other relevant information that we should consider with your application?

For example, any further context for the activity that you would like to share.

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| Click or tap here to enter text. |

Further information

We will process your application as quickly as possible. The time it takes will be affected by how much information you have provided, the complexity of the proposed activity, and the values at the site the activity is proposed for.

The Commissioner must consult with the Director-General of Conservation and iwi with interests in the area before deciding on your application. This is to identify any inherent values at the site and their relative importance. It may include a site visit. Please advise us if there is sensitive information in your application that you would like withheld from these parties under the Official Information Act 1982 or Privacy Act 2020.

If your request is granted, you must read your permit terms carefully. The Commissioner may monitor whether the conditions set out in your permit are complied with.

If you do not provide sufficient information to be able to assess your application, your application may be declined and a Notice of Decision will be sent which explains the reason(s) for that decision. If the Commissioner declines to accept your application and you do not agree with the Commissioner’s decision, you may request a rehearing. To request a rehearing, you must advise the Commissioner in writing within 21 calendar days. You can send your request for a rehearing to your Portfolio Manager or pastoral@linz.govt.nz.

Natural resources and inherent values

This form asks you about the natural resources of the land, and the inherent values of those resources. [Inherent values](https://www.linz.govt.nz/resources/guide/inherent-values-framework) are a natural resource’s ecological, landscape, cultural, heritage, or scientific values. Natural resources include any:

* plants and animals
* air, water, or soil in which plants or animals may live
* landscape and landforms
* geological features
* ecosystems

Other things to be aware of when making this application

A summary of most decisions made by the Commissioner will be published on the Toitū Te Whenua Land Information New Zealand website. Please advise us if there is sensitive information in your application that you would like withheld from publication under the Official Information Act 1982 or Privacy Act 2020.

The Commissioner must consider Crown Pastoral Land Act 1998 [outcomes](https://www.legislation.govt.nz/act/public/1998/0065/latest/whole.html#DLM426989) and [criteria](https://www.legislation.govt.nz/act/public/1998/0065/latest/whole.html#DLM426998) when making a decision. You may wish to reference these in your application.

Key documents

We have created guides to [help you navigate changes to the Crown Pastoral Land Act 1998](https://www.linz.govt.nz/guidance/crown-property/using-crown-property/leases-and-licences/discretionary-pastoral-activities/helping-you-navigate-changes-cpla).

You can apply for permission for other activities by completing the correct [application form](https://www.linz.govt.nz/guidance/crown-property/using-crown-property/leases-and-licences/discretionary-pastoral-activities).