



Guide for applicants

For those interested in using land managed by
Land Information New Zealand



Contents

Introduction	3
Statutory framework	5
Why is this guide important?	6
Our decision-making principles.....	8
Process overview.....	10
Rehearings.....	13
Glossary	15
Contact us.....	16

Introduction

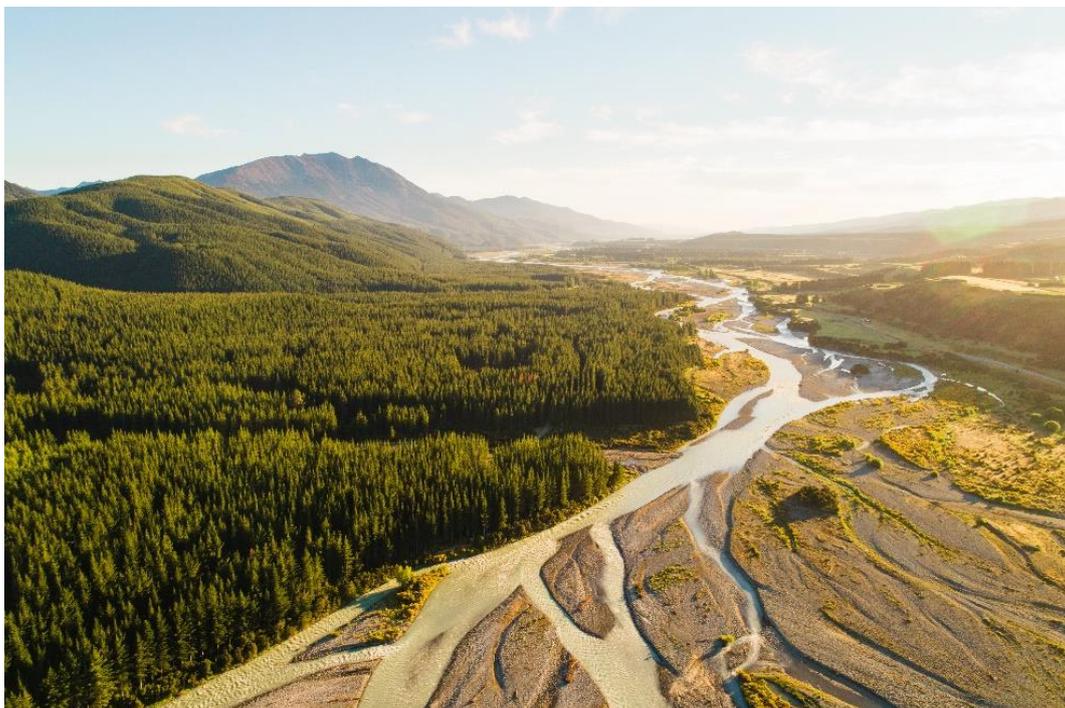
Land Information New Zealand (LINZ) manages approximately two million hectares of the Crown Estate – including:

- 1.2 million hectares of Crown pastoral land containing some of New Zealand’s most iconic landscapes
- residential and commercial properties
- riverbeds and lake beds such as Wānaka and Karāpiro
- Crown forestry licenced lands
- residential red zone land in Christchurch
- major sites such as the Martha Hill gold mine.

Because we manage so many different types of land, we are required to make a wide range of decisions. These include applications relating to land access such as easements, licences and leases, recreation permits and for pastoral land activities.

Managing this vast portfolio of land is both a privilege and a responsibility.

There are multiple factors to consider when making decisions about how this land is used. This includes the impact on the Crown, our Treaty Partners and other stakeholders, and the needs and aspirations of all New Zealanders, now and in the future.



Source: Land Information New Zealand (LINZ)

About the guide

This guide provides information about making an enquiry or application to use land managed by LINZ.

It includes:

- information about the application process¹
- the support LINZ provides
- the decision-making process
- where you can find further information.

This guide also sets out the four principles which underpin all our decisions: *timely, consistent, informed* and *supportive*. It is intended to support you in making an application to ensure you have a good understanding of what to expect and how we will support you throughout the process.



Our commitment to applicants

LINZ is committed to ensuring that the application process is clearly set out and that you know what to expect. We are here to support you with any questions. If you have queries, you can talk with the point of contact responsible for processing your application who will provide you with as much information as possible in a timely way.

If you have specific questions or want to understand the process for a particular type of application, you can find more detailed material on our website:

[Using Crown Property](#)

Note: This guide is not a statutory document and does not replace any statute, common law or LINZ standard. It should be read in conjunction with our individual guidelines and requirements for specific land-related applications, which you can find here:

[Crown pastoral land](#)

¹ Application is used here to cover a range of enquiries, proposals and expressions of interest LINZ receives as well as formal applications under statutory regimes.

Statutory framework

The land we look after is held under a range of different legislation, each with different requirements. This means the obligations we have vary, depending on the legislation that applies. Some of the legislation includes:

- [Land Act 1948](#)
- [Public Works Act 1981](#)
- [Crown Pastoral Land Act 1998](#)
- [Crown Minerals Act 1991](#)
- [New Zealand Railways Corporation Act 1981](#)
- [Greater Christchurch Regeneration Act 2016](#)
- [Greater Christchurch Regeneration Amendment Act 2020](#)
- [Marine and Coastal Area \(Takutai Moana\) Act 2011](#)
- [Treaty claim settlement legislation](#)
- [Railways legislation](#)
- [Endowment lease legislation](#)

We need to adhere to any legislative or government policy requirements when making decisions and ensure that the decision-maker holds the necessary delegations. Decisions must also apply the principles of administrative law and apply any relevant guidelines and/or criteria.



Source: LINZ

Why is good decision making important?

We receive enquiries and applications from a wide range of individuals and groups who are interested in either (1) buying Crown land, or (2) using Crown land. The decisions LINZ makes about these applications can have a significant impact on the land, including some of New Zealand's most iconic landscapes.

Some of the most common types of applications we receive for land use are shown on the next page.

As the enquiries and applications we receive are wide-ranging, when making decisions it's important that we apply our **decision-making principles** and a consistent **process**. This means we can manage the applications in a way that reflects LINZ's responsibilities and is fair and robust. It also means that no matter what kind of application you make, you know how we will process it and interact with you.

We also receive enquiries and requests to buy Crown-owned land. More information about the Crown property disposal process can be found here:

[Crown property disposal process](#)



Source: LINZ

Rights to use land

Provides for use of the land for a fixed period

- Leases (including transfers of leases)
- Licences (including grazing)
- Grazing permits
- Access arrangements for mining
- Residential tenancies

Transitional use of land

Provides for temporary projects and one-off events (an access authority, licence or lease)

- Community gardens
- Native plant restoration
- Beehives
- Walking / biking trails
- Biking and fun-run events

Recreation permits

Provides for commercial activities on Land Act or Crown Pastoral Land Act land

- Filming
- Music festivals
- Adventure races
- Gravel extraction
- Heli-skiing, biking and hiking
- Farm stays and glamping
- Hunting, trekking, 4wd tours & mountain biking

Discretionary/landlord consents

Provides for activities on pastoral lease or non-pastoral land

- Sub-lease / licences and assignments
- Burning or clearing vegetation
- Plant and animal pest control
- Activities that disturb soil (such as stream works, cultivation, tracking or earthworks)
- Exemption from stock limitations
- Transfers, exemptions from residency and approval for farm managers
- Affected person / party approval for Regional and / or District Council consents

Easements

Provides the right to access and use land owned by someone else

- Utilities (such as water, sewage, power and telecommunications)
- Rights of way
- Public access

Our decision-making principles

We're committed to good decision-making. This means we will:

- consider any specific legislative or procedural requirements,
- ensure we follow general administrative law requirements, and
- always act reasonably and fairly.

Four principles underpin our decision-making processes:



Timely

- We'll make a plan and identify the timeframes for responding and/or processing your enquiry or application as quickly as possible. This takes into account statutory, regulatory and consultation requirements.
- We'll let you know our estimated timeframes for formal applications and what's involved as soon as possible. Some enquiries can be responded to more promptly than others. Where timeframes cannot be estimated, we will clearly set out the next steps.

Consistent

- We'll promptly identify who will make the decision and ensure that this person can make a decision independently of processing the application. This includes confirming that they have the appropriate delegations and don't have a conflict of interest.

- At the end of the process we will provide a clear explanation to you for the decision, and if it involves Land Act or Crown Pastoral Land Act land, include advice about your right to a rehearing of the decision.



Informed

- We'll ensure that our decision-making is well informed. This includes consulting appropriately to ensure we have the right information.
- We'll consult as required by legislation or other requirements, such as a potential obligation in a deed of recognition with iwi or a government policy.
- In some cases, we may also need to take resource management, valuation, expert and/or legal advice before a decision is made.



Supportive

- We're committed to supporting you throughout the application process. We will do this by providing you with clear and timely information (including regular updates), processing enquiries and applications as quickly as possible, and clearly explaining outcomes.
- We'll ensure that you are aware of the status of your application, including next steps.



Source: LINZ

Process overview

We'll aim to deal with all applications as efficiently and robustly as possible. We've set out below a general overview of the application process and what you can expect at each stage.² You'll find more detail about specific application processes on our website:

Crown Property

Pre-application

Before making an application, here are some things to consider:

Is the land available?

Not all land LINZ manages is available for use. This may be because the land is already subject to a pending sale, lease, licence or other use right, or will be returned to iwi under a pending Treaty claim settlement or transferred to another Crown agency.

For the sale of land, we have an annual disposal programme and it may not always be possible to include your enquiry in this year's programme.

A large portion of the land that LINZ manages is not held in a record of title. It may be necessary for us to confirm (or ask you to confirm) that the land you are interested in is held by the Crown and managed by LINZ. This may involve expert advice on the land's history and its legal status.

What you can do

We recommend you contact us as early as possible so we can work together to confirm whether the land is managed by LINZ and, if so, whether it is available for sale or use.

Expressing interest

For some applications you may need to first submit a formal enquiry or expression of interest (EOI) where you outline your proposal. This will help LINZ determine whether it can proceed – for example if the land can be safely used for the proposal. If necessary, we may call or meet with you to clarify what the proposal involves.

What you can do

You can find out more information about the EOI process on our website.

² This process overview is not exhaustive. There may be specific stages and considerations depending on the application, type of land and relevant legislation, and different timeframes depending on the circumstances.

Getting application advice

Discuss your application with us in advance. This will ensure you have all the information you need before submitting. Some applications, such as those for easements, recreation permits, transfers and subleases, incur a fee which may vary depending on the type of application. In some cases, we may open an enquiry or application up for tender or public competition, to ensure a fair and transparent process.

What you can do

If you have any questions about your application before you submit it, we can help advise you about what information you will need to provide.



Source: LINZ

The application process

Application submitted

Different applications need to be submitted in different ways, for example via email or our website, or to different places, for example LINZ or a service provider. Don't hesitate to contact us if you're unsure of where or how to submit your application, or if you have any additional questions.



Source: LINZ



Source: LINZ

Application received

Your application will be reviewed to ensure it contains all the required information. We may contact you if information is missing, or to ask for clarification. You will receive notification that your application has been received, and confirmation of your LINZ point of contact. We aim to respond to all applications within two business days of submission.

Application lodged

An application will not be formally lodged into the system until we've received all the information needed for processing it. Once lodged, your point of contact will notify you about timing and next steps, including an indication of the potential consultation and advice needed.



Source: LINZ



Source: LINZ

LINZ seeks advice

In some cases, we will need to seek expert, valuation or legal advice on the application. A site visit may also be scheduled. If the application is for a straightforward matter it may be able to be processed without external consultation or site visits. In some cases, we may be required to consult with iwi, or others, for example the Department of Conservation.

Review application

Your point of contact will review all the information associated with the application (including any external advice). If your point of contact is unsure about something, they will contact you for clarification.



Source: LINZ

Make recommendation

Following review, we will provide a recommendation to the decision-maker on whether the application should be approved and if so, what conditions (if any) should be imposed. This recommendation considers all aspects of the application, including what impact it will have on the land. If appropriate, you may be notified about the draft recommendation and can provide additional input.

Decision

Decision made

The appropriate decision-maker (who may be a delegate), will make a decision on your application.



Source: LINZ



Source: LINZ

Notification of decision

Your point of contact will contact you once a decision has been made. You will also receive an explanation which sets out what the decision was, the rationale for the decision, and what conditions need to be fulfilled.

For approved decisions, your point of contact will contact you to finalise documentation and provide you with as much information as possible. In some circumstances, a payment for land use will be required soon after documentation is finalised.



Source: LINZ

Rehearings

Where the decision relates to Crown land held under the Land Act 1948, including Crown pastoral land, you may be able to apply for a rehearing of the decision. You will be advised of this as part of the notification of the decision.

If you want to apply for a rehearing, you will need to specify the grounds for review. Requests for a decision to be reviewed need to be clear and submitted in writing to your point of contact within the statutory timeframe.

The Commissioner of Crown Lands or delegate will then contact you, and if a rehearing is granted will advise about the process of a rehearing, including who will be involved and the timeframes. Rehearings will be undertaken by a different person to the original decision-maker.

Complaints

If you have a concern or complaint, you can email or write to us with the details, speak with your point of contact, or contact our customer service team to discuss. You can find out more information about making a complaint here:

[Complaints](#)

Point of contact

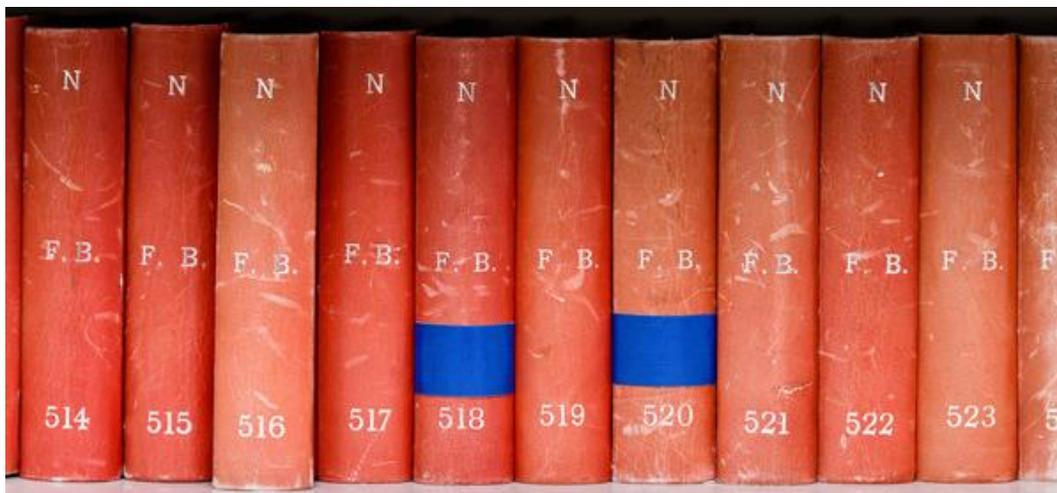
When you make a formal application, you will be assigned a point of contact to answer any questions and to provide you with regular updates. Your point of contact might be a LINZ staff member or one of our service providers, depending on the type of application and land involved.

Throughout the process, the point of contact will aim to be as specific as possible. However, they may only be able to provide general information. Note the point of contact is not the decision-maker and cannot make any comment on whether your application will be approved.

Different applications have different points of contact. Here are the most common types of applications and point of contact.

Crown pastoral land	Other land	Red zone transitional land use	Mining
<ul style="list-style-type: none"> • Landlord consents • Tenure review • Transfers • Subleases • Easements • Recreation permits 	<ul style="list-style-type: none"> • Easements • Licences to occupy • Leases • Recreation permits • Access requests • Requests to purchase land • Residential tenancies 	<ul style="list-style-type: none"> • Temporary land use for Crown-owned red zone land in Christchurch 	<ul style="list-style-type: none"> • Access arrangements • Licences
LINZ Portfolio Manager	Contracted supplier / LINZ Crown Property	LINZ RRZ Senior Community Engagement Manager	Contracted supplier / LINZ Crown Property

Glossary



Source: LINZ

- **Application** – used in this guide to cover a range of enquiries, proposals and expressions of interest that LINZ receives, as well as formal applications under statutory regimes.
- **Commissioner of Crown Lands (Commissioner)** - a statutory officer under the Land Act 1948 and acts as landowner for Crown land held under the Act. The Commissioner has further responsibilities under other Acts, including Treaty settlement legislation.
- **Crown Land** - land administered by the Commissioner under the Land Act 1948, including lakebeds, riverbeds, and other land that has not been alienated from, or where ownership has reverted to, the Crown. According to the Land Act 1948, Crown land is defined in s2 as "*land vested in Her Majesty which is not for the time being set aside for any public purpose or held by any person in fee simple...*"
- **Crown pastoral land** - land held and administered under the Land Act 1948 and the Crown Pastoral Land Act 1998 which has been classified as pastoral land and administered by the Commissioner, made up of 165 pastoral leases and approximately 1.2 million hectares in size.
- **Other Crown-owned land** - a diverse portfolio of land managed by LINZ (on behalf of the Crown) under a range of legislation and can include former public works land, railway land, Crown forest land, soil conservation reserves, state coal reserves, and coastal reclamations.
- **Transitional land use (TLU)** - temporary projects and one-off events that help support the regeneration of the residential red zone areas (in the Christchurch region) while long-term uses are being planned, designed and/or approved.

Contact us

Email: crownproperty@linz.govt.nz

Phone: 0800 665 463 (NZ call free only)

Fax: +64 3 365 9715

Post: PO Box 5501, Wellington 6145

Website: www.linz.govt.nz/crown-property



Source: LINZ