

The Guide to Preparing Your Environmental Impact Assessment (EIA) For Concessions Applications



Department of Conservation
Te Papa Atawhai

Introduction

These guidelines contain:

- An introduction section that explains what environmental impact assessment (EIA) is, and why it is important for your concession application.
- Guidelines on undertaking an EIA, the essential component of your application, are provided on pages six – eight.
- In the Appendix, the Department has provided some tools to help you scope, identify and mitigate the potential effects of your proposed activity, (pages 9 -17).

We hope that this information will assist you to complete your application so that we can process it as effectively, quickly and as cheaply as possible.

Why is an EIA Necessary?

The Department of Conservation's role is to conserve New Zealand's natural and historic heritage for all to enjoy now and in the future.

The concession system helps the Department to ensure that the many and varied concession activities on public conservation land are compatible with the primary aim of protecting natural and historic resources. Before granting a concession the Department must consider the nature and the effects of the proposed activity. It is your responsibility, as an applicant, to provide a detailed description of the activity, the potential effects it may have, and to consider the ways that you can reduce any significant adverse effects on the natural, historic recreational and cultural values (an EIA).

Benefits Of EIA

This guideline is designed to help you complete an environmental impact assessment (EIA). The information you provide will enable the Department to consider your concession application. Other benefits of EIA include:

- ✓ Helps you to identify, and understand the positive and negative effects of your proposal and why they occur.
- ✓ Helps test the appropriateness of proposals design.
- ✓ Is inclusive by considering the views of others.
- ✓ Enables you to explore various options for minimising the impact of your activity on natural, historic, recreational, and cultural values.
- ✓ Helps the Department to process your application as quickly and efficiently as possible.
- ✓ Provides an ongoing basis for monitoring the potential effects of your activity.
- ✓ Provides one component of you 'triple bottom line', or Green Globe 21 reporting.

So What Should an EIA Contain?

No matter how large or small the proposal, an application and EIA should:

- Describe in detail your proposed activity on public conservation lands
- Detail the physical and social conservation values affected by your proposal
- Identify the potential effects, both beneficial and adverse
- Describe any measures to avoid, remedy or mitigate effects
- Identify any alternative locations, times or designs that would mitigate the impact of the proposal
- Prescribe a programme to monitor any ongoing effects

How Do I Use These Guidelines?

If your proposed operation is a low to medium impact activity, then you should use these guidelines to determine the effects of your activity, appropriate mitigation measures, explore alternative designs, and suggest an appropriate environmental monitoring programme. You can then present this information either as a separate document or in Section H of the Department's standard application forms.

If your application is for a very large scale activity with significant, potential effects, such as a significant structure then use these guidelines to help complete the EIA. This will need to be presented as a separate report. Please make sure this report covers all the relevant matters listed above.

You should note that an EIA of this type may require assistance from specialists in various fields and it is your responsibility to provide this information.

How Big Does My EIA Need To Be?

The size and scale of the EIA should be in proportion with the size and scale of the activity and its potential effects.

For low to medium impact activities the space provide in the Department's standard application form, if completed fully, should provide enough information for the Department to process your application.

For a large scale activity with potentially significant effects then considerable detail will be needed and a separate EIA report is likely to be required.

What Should The EIA Cover (scoping)?

Your pre-application meeting with Department staff can help you 'scope' the environmental effects that you will need to consider. Both yourself and Department staff can use the section below entitled 'Scoping My EIA' and the checklist at Appendix A to help identify areas that will need to be addressed. Scoping potential impacts properly is important - you do not want to waste time and money providing detail that the Department does not need. Alternatively, if the assessment does not contain enough detail then Department staff will not be able to process the application for you.

What Will DOC do with My EIA

Once your environmental impact assessment is completed send this, the completed application form and the application fee to the Department.

The Department will audit your application within two days of receipt. If the application is complete enough for further processing you will be personally advised by the Department has received and ***accepted your application***. You should note that the Department may still request further information at any point in the process.

If the application does not contain enough information to allow further processing, the application and the application fee will be returned to you with advice on where improvement is necessary.

Once the application is accepted, the EIA forms an integral part of the application, and the process that is used to determine whether your concession should be granted and if so, what type of concession conditions and monitoring may be required.

Explanation of Terms

Effects are the result or consequences of an activity that includes positive and adverse effects, temporary or permanent, direct and indirect and finally cumulative effects.

Direct, indirect and cumulative effects: *direct effects* result from an action which causes a direct change to the environment. They are direct cause and effect interactions, for example people or stock trample plants which as a result, may die. *Indirect effects* are those that occur as a result of primary effects but may be separated from them over time or from the area where the original action took place, for example erosion due to vegetation loss (caused by trampling). *Cumulative effects* have been described as the accumulation of impacts over time and space resulting from the combination of effects from one activity/development or the combination of effects from a number of activities. As a consequence, cumulative effects can be different in nature, larger in magnitude, greater in significance, longer lasting and/or greater in extent than any individual effect.

For example, the cumulative effect of trampling and erosion caused by stock grazing the entire length of a streams riparian zone, may lead to slipping that muddies the stream with a resulting loss of water quality and fish life, in turn leading to fewer anglers use the stream. Alternatively the impact of your guiding proposal over and above the activities of other visitors can cumulatively lead to crowding and the loss of a recreation experience that in turn displaces visitors and impacts on the quality of the experience available.

A '*significant effect*' is an impact that is outside the limit of acceptance which then must be avoided, remedied or mitigated back below this 'acceptable limit'. If this cannot be undertaken the project or activity may not be approved.

Mitigation: measures to avoid, remedy or mitigate (reducing) adverse environmental effects. Ideally effects should always be avoided and only if this cannot occur should remedying and mitigating options be looked at. Mitigation could, for example, involve putting restrictions on numbers participating, routes taken, use of helicopters, and the avoidance of nesting times of bird species. In terms of structures, design options to reduce visual impacts might be incorporated and appropriate construction materials used.

Scoping provides a mechanism for EIA to consider the total environment then identify from all the potential impacts what ones are likely to be the more significant requiring more detailed consideration. This step ensures that you do not spend extra time and money on providing information that the Department does not need, while still providing enough information to consider your application.

Conservation Management Strategies and Management Plans: These are strategic and statutory planning instruments that outline how DOC will manage areas over the next ten years. They can also provide you with information on the conservation values that exist in the locations you are interested in. Your activity must not be inconsistent with their purpose. If it is, the application will most likely be declined.

Examples of low and High Impact Activities

These are examples only and each case will depend on the size and scale of the activity and its potential effects on conservation values

Low Impact, Non-notified Activities	High Impact, Notified Activities
Hunting and fishing	Any structure
Short and over night guided walks, guided climbing	Low impact activities in sensitive locations
One-off or irregular aircraft landing activities	Regular aircraft landing
Rafting, kayaking	Jet boating, jet ski's
Some filming	Large scale films
Some easements	Telecommunication sites
Short term grazing	Long term grazing
Small one-off events	Large, annual sporting events

Undertaking the EIA

Step One - Describing the Environment(s) (Section F of the application form)

This section assists you to *consider* the environment and the natural, historic, recreational, and cultural values that exist in the area where you propose to operate (refer to Section F(2) of the application form). This information will assist you to identify the potential effects of your proposal and complete Section H of the application form.

If your activity is low impact and takes place across a range of areas, then you will only need to identify and describe the obvious and known features of the environment that your activity may effect.

If your activity relates to a single site or is high impact, then ***you will need to identify and describe*** all the features of the environment including those outlined below.

There are a number of reference documents that can help you identify the important conservation values in the location where you propose to operate. First amongst these is the Conservancy's conservation management strategy and or the national park's conservation management plan. These documents will often also identify sites of cultural significance to tangata whenua.

Describe the Existing Natural Environment

- Identify significant natural features of the landscape.
- The existing natural ecosystem(s) – note any ecosystem(s) special or unique to the area(s).
- Important habitats within the ecosystem of indigenous plants and animals.
- Areas of important vegetation.
- Existence of threatened species (e.g. birds, plants, insects).

Outline any Archaeological & Historic Sites

Identify any archaeological and historic sites in the area(s) that you are aware of.

Describe the Existing Social Environment

1. Other Visitors Outline details such as:

- What kinds of activities does the area currently support?
- What are the recreation motivations of people attracted to the areas or what is it about the area that people value?
- What is the likely attitude of existing visitors to your proposal?
- What other concession activities are operating in the area(s)

2. Tangata Whenua Outline details such as:

- Maori history and spiritual significance of area(s) (these may be areas already recognised in treaty settlements e.g. topuni, wahi tahu, nohoanga)
- Likely environmental issues of concern to Maori e.g. to do with water use, plants and animals of traditional importance (e.g. taonga) to Maori.
- Issues relating to the retelling and interpretation of Maori history.

To complete an assessment of effects on the historical, spiritual, and cultural values of tangata whenua you will need to contact tangata whenua. The Department can provide you with a list of contacts. Please describe (including the names of individuals) the kind and level of consultation you have carried out with tangata whenua about your proposal. Please attach any expert views, advice or opinions concerning your proposal.

Please attach to your application any cultural impact report provided by tangata whenua, and any other expert views, advice or opinions concerning your proposal.

If your application is a low impact activity and does not relate to any site of significance to tangata whenua, or you do not seek to portray any messages associated with the cultural or spiritual history of tangata whenua, then there is no need to consult with and determine the effects of your activity on their cultural values.

**Step Two –
Scoping the Potential
Effects of Your
Activity**

When you meet concession staff in your pre application meeting you should both consider the total environment. From this identify from all the potential impacts what effects are likely to be the more significant requiring more detailed consideration in your application. For very high impact activities this step will involve considerable work and a field visit. Undertaking this step properly will definitely save time and expense later in the process.

Use the Effects Identification Tools provided below to help scope and identify the potential effects of your activity for Section H of the application form.

**Step Three -
Identify the Effects of
Your Activity**
(Section H of the
application form)

- You should base your assessment on the environmental description which you have outlined in Section F(2) of the application form
- In your assessment you should mention any beneficial as well as potential adverse effects on the environment arising from your proposal.
- You should attempt to identify direct, indirect and cumulative effects where at all possible (see explanation of terms).

**Step Four -
Describe Measures to
Avoid, Remedy or
Mitigate**
(Section H of the
application form)

Please indicate what safeguards you are providing in your proposal to avoid or minimise adverse environment effects of your proposed activity. For every effect identified you should list the measures you will undertake to ensure that these effects are minimised as far as possible. The Effects and Mitigation Checklist below some ideas and examples of measures to avoid, remedy, or mitigate effects. Remember all effects should if possible be avoided first, then remedied, and finally mitigated

**Step Five -
Identify Alternative
Designs**
(Section H of the
application form)

Alternative designs, locations or timing of activities are fundamental impact mitigation measures and should be considered at the very outset. Alternative locations are a mandatory consideration for applications that require a lease, such as buildings. Alternative timing for small scale activities like guiding operations should also be considered. For instance, the huts on the St James Walkway will be busy over the December – February period and in weekends up to and including Easter. To avoid crowding impacts, you should consider using these facilities when they are not so busy.

Please outline the alternative sites, venues, or timing for running the activity that you have considered when formulating your proposal

**Step Six -
Outline Your
Monitoring
Programme**
(Section H of the
application form)

Monitoring simply attempts to test the validity of the predictions made earlier in the EIA process after an operation has been allowed to proceed. Monitoring is a fundamental step that you and the Department will use to determine whether our obligations are being met to manage the balance between preservation and use.

If your activity is largely indistinguishable from other visitor activities, at the very least, you will be asked to provide the Department with diary returns on your activities.

This is critical baseline information that helps the Department understand the levels of use at sites and the likely relationship between cause and effects. So that the Department can monitor the cumulative effects of your activity, you will also be asked to contribute a small levy for the conservancy's annual concession monitoring programme.

For activities that may have more pronounced effects or that are different from other visitor based activities, you must outline what monitoring you will undertake. When deciding on a monitoring programme, you should consider what effects you will monitor, chose an 'indicator' that is relevant to the actual type of effect and is outcome focused, consider the method of monitoring, and finally choose a predetermined level or threshold of unacceptable effects. Monitoring the indicator against this predetermined level should show continious improvement over time

Monitoring need not be difficult or overly technical, for example, a photo taken from the same spot over time is a simple, and very effective method commonly used. For grazing activities next to riparian zones, checking the fence lines regularly and noting the frequency of any breaches may be all that is needed.

Please outline the monitoring programme that you propose to monitor and manage the ongoing effects of your activity on the locations conservation values.

Monitoring helps quality and illustrates your commitment to improved environmental performance over time. This will assist you when it comes time to reapply for your concession and is supported by many other industry initiatives such Green Globe 21.



Appendix - Effects Identification Tools

The following tools are provided to help you identify the potential effects of your activity and possible measure to avoid, remedy or mitigate these effects. Other sources of information are also referenced for your convenience.

1. Scoping the Effects of Your Activity

The following list has been designed to help you and Department staff scope the potentially significant effects of your activity. The points below represent many of the issues that the Department is keen to manage in relation to your activity. At the very least you should outline these in Section H of your application. You can also use the checklist presented at Appendix A to help ensure that your application is complete.

For Guiding, Education, Instruction, Concessions

- What measures do you propose to take to minimise toilet waste impacts and to avoid issues with rubbish and carcasses?
- How do you propose to avoid issues of water pollution and fuel spillage?
- How do you propose to minimise fire risk.
- How do you propose to avoid damage to vegetation and soil?
- The Environmental Care Code and Water Care Code can help to mitigate the above effects. How can you help your clients follow these codes?
- If viewing wildlife, how do you propose to avoid disturbing wildlife? You need to ensure animals are not fed, or harassed.
- How do you propose to ensure especially fragile areas (such as vegetation, historic sites, hot pools, some caves, limestone slabs (fish habitat) in creeks) are not damaged.
- If you propose to interpret Maori values, history what steps do you propose to take to ensure accuracy of interpretation?
- How do you propose to ensure that your activity does not negatively impact on others, either through overcrowding or from by impacting on experiences other visitors are expecting (i.e. group sizes, timing, hut use, vehicle use).
- How do you propose to monitor your effects and ensure that your mitigation measures are sufficient?

Aircraft/Boats

In addition to the consideration under guiding...

- Natural quiet is an important value for many visitors. How do you propose to ensure that you minimise any noise impacts.
- How do you propose to minimise disturbance to other visitors.
- How can wilderness experiences be protected from aircraft noise?
- What steps do you propose to take to avoid fuel spillage?
- Will your activity impact on wildlife?

Sporting events

In addition to the considerations listed under guiding...

- How many competitors and support crew will there be?
- Will filming and aircraft activities be involved (if so see the considerations listed under these sections)?
- What kind of an impact will there be on tracks, historic sites, vegetation, wildlife, and other visitors' experience?
- How do you propose to mitigate these effects?
- In the case of a sporting event, will the route be marked and if so, what will the effects of this be?

- Spectators – what effects will spectators have on the environment and how will these be managed? What spectator management measures will be put in place?
- Pre-event training – is this proposed? How would it be monitored/controlled if agreed to and what effects would it have?
- Is there any fire risk?
- Monitoring – how will you ensure that participants keep to the route/track?

Filming

As well as many of the issues in guiding, sporting events and aircraft (if aircraft are involved) please consider the following:

- Do you propose to use any special effects, and what sort of effect will they have, how do you propose to avoid or minimise these?
- Are you proposing to use animals, what sort of effect might they have?
- Are you proposing to use machinery, what type?
- What sort of noise impacts on the value of natural quiet might your activity have?
- What effect will your activity have on other visitors experience and safety?
- If you propose to interpret/protray Maori values, history what steps do you propose to take to ensure accuracy of interpretation?
- How do you propose to minimise these effects?

Grazing

Is it possible that your activity will result in grazing or trampling of native vegetation?

- What will grazing of any vegetation do to the vegetation composition, forest margins?
- Is it possible that trampling, grazing could result in erosion of soil.
- What weeds are present? How are you maintaining weed control? How do you propose to ensure that weeds will not be introduced or spread to the area for your activity?
- Are there any wetlands, waterways that may be affected by your activity? What discharge do you estimate from your proposed activity? How do you propose to minimise any chance of fertiliser or effluent entering the waterways.
- Is the area fenced or how do you propose to contain stock from trespassing or grazing sensitive areas?
- Public access must be available at all times, how do you propose to facilitate this?

Structures

This includes baches, hotels, campgrounds, huts, and ski area modifications, telecommunication sites, pipelines and wharves

If an area/nearby area is particularly fragile or unique, any effect(s) must be prevented or minimised. Areas that have already been modified could be more acceptable for consideration for development than untouched areas.

Design, Location and Colour System

- The design/location and colour systems proposed for the project are relevant to an assessment of environmental effects. It is expected that concept plans, designs, and landscape details will be provided as part of your overall application package.

Transport and Access

Will access to the site, either by foot, road or by services, result in:

- Disturbance of any conservation values?
- Result in any impact upon the areas landscape features?
- Lead to any erosion or slippage?

Construction

- Likely effects during construction, e.g. dust, noise, traffic congestion, temporary accommodation, gear storage.
- Long term effects such as those resulting from the removal of rock, soil, or vegetation

Site Restoration

- Please detail measures you propose to take to restore the site once the construction phase is complete.

Water/Soil

- What are the effects of the proposed development on drainage patterns, ground water levels, and the storm water disposal system, including effects on the quality of receiving waters? Please address any problems to do with silt run-off, slope stability, and erosion. You should also indicate if, and how “downstream” values are affected by your proposal.

Effluent/Waste Disposal

- Please outline what systems would be put in place to deal with effluent and waste disposal, especially sewerage.
- Please also indicate contingency measures to be put in place in the event of a breakdown in disposal systems.

Hazardous Substances/Contaminants

- Please indicate whether any hazardous substances are to be used and if so, how they are to be handled. Please note that paints and preservatives are often toxic.
- Please include any hazardous installations involved in your project.
- You should also indicate if any contaminants are to be discharged at any stage including during construction.

Ongoing Operation of Facility

- Are there likely to be long-term effects on the environment as a result of servicing your operation (e.g. transport effects)? If so, please indicate what these area/will be.

2. The Effects Identification and Mitigation Checklist

VALUES	POTENTIAL ADVERSE EFFECTS	EXAMPLES OF MITIGATION MESURES
Terrestrial (Land) Values	Reduction of or damage to indigenous biodiversity.	<ul style="list-style-type: none"> • Significant effect, may need to look at alternative locations, concentrate activities into areas that can sustain use or to a time of the day, week, month or year when impacts on other visitors will be less. • At very low levels of overall activity, dispersing activities may mitigate impacts.
	Clearance, disturbance, modification or destruction of any vegetation or natural area.	<ul style="list-style-type: none"> • This is a significant impact if this cannot be avoided, if not then restoration and /or revegetation of the site may be necessary. • If this occurs along a track, then hardening the track may be an option (be aware that improved access can result in additional new visitors). • Educate staff, and clients on low impact camping techniques and why they should keep to the existing track, and that collecting vegetation is not permitted.
	Damage to wildlife or habitat. Either through disturbance, alternation of habitat or direct killing which may then influence or result in adaptation, migration disturbance, reproduction levels and effect population change and species composition.	<ul style="list-style-type: none"> • Unacceptable impact. Examine alternatives to proposal especially if the area is sensitive or a breeding area. • Determine appropriate approach distances and educate staff on appropriate behaviour for them and clients in any setting where wildlife is present. Warn clients of possible danger e.g. from seals. • Don't startle wildlife with noise or bright clothing. • Use infra red instead of torches for night time viewing • Do not allow feeding of any species. • 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. • Select alternative forms of transport. • Properly baseline environmental conditions for site specific proposals to ensure no impact on wildlife habitat. • Put in place a predator-trapping program. • Urgently report anything unusual activity to the nearest DOC office
	Introduction of new, or increase in existing threats to indigenous ecosystems e.g. pests and weeds.	<ul style="list-style-type: none"> • Ensure clean boot policy is in place and educate clients on the importance of this threat to conservation in NZ. Horses to graze on weed free paddocks for three days prior to visit. • Ensure all machinery and gravel's etc are weed free. • If this is site specific then monitor the infestation and have control programs in place to control pests or weeds if necessary.
	Discharge of pollutants or objectionable odours.	<ul style="list-style-type: none"> • Ensure machinery is well serviced and in good working order, fuel is stored in properly banded facilities, and refuelling occurs over banded areas or use fuel spill matting. Have contingency plan for mop up in case of accident. Also refer to Storage of Dangerous Goods Act.
Aquatic and Marine values	Damage, disturbance or modification to aquatic life or stream habitat.	<ul style="list-style-type: none"> • This can be very significant in high use areas. Promote environmental care through client and staff education, do not take from marine reserves • Provide and share secure moorings (do not use anchors) • Concentrate or disperse diving activities depending on use levels. • Ensure boats operate at low speed in shallow waters.

	Restriction of native fish passage	<ul style="list-style-type: none"> • Very significant impact. Look at alternative methods and locations; if unavoidable then install a purpose designed fish passage.
	Discharge of pollutants, including sediment to waterways e.g. diesel spills	<ul style="list-style-type: none"> • Ensure human waste is buried at least 50m from all water sources. • Ensure machinery is well serviced and in good working order, fuel is stored in properly bunded facilities, and refuelling occurs over bunded areas or use fuel spill matting. Have contingency plan for mop up in case of accident. • Use sediment traps or booms if working near waterways. • All boat waste including ballast water to be properly disposed of outside the protected area. • Monitor effluent discharges and ensure proper drainage field if it cannot be lifted out.
	Erosion, scouring or deposition of riverbed or banks	<ul style="list-style-type: none"> • Ensure all 'up hill' activities are well managed to reduce runoff and water quality reduction. • Restore native vegetation to riverbanks. • Reduce boat or vehicle speed. • Concentrate and harden point of stream crossing
	Alteration of water levels in watercourses or wetlands.	<ul style="list-style-type: none"> • Likely to have significant impact on aquatic life and vegetation. If no alternative location then look at alternative designs such as small 'natural' dams with fish passages or collecting rainwater.
	Introduction of new, or increase in existing threats to indigenous ecosystems e.g. pests and weeds.	<ul style="list-style-type: none"> • Significant threat to conservation. Educate clients on the importance of this threat to conservation in NZ. • Ensure all boats are kept clean and are weed free. • If site specific, then monitor infestation and have control programs in place to control pests or weeds.
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground.	<ul style="list-style-type: none"> • Provide clients and staff with education to avoid impacting on these conservation values. • Limit approach distance, stay on existing paths, harden walking areas • If main attraction for your proposal look at maintenance and restoration program with Department advice.
Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	<ul style="list-style-type: none"> • Consult with Iwi over proposal • Ensure any cultural interpretation is consistent with Iwi values • Educate clients to respect cultural values or traditions
Landscape values	Damage to landforms. Impingement on the landscape i.e. stands out as being 'non-natural'. Damage to geological features. Reduction of the natural character of wetlands, rivers and streams. Loss of open space.	<ul style="list-style-type: none"> • Any activity that has an impact on landscape values is likely to have other significant impacts on vegetation, wildlife or their habitat. • For the construction of any facility you are required to look at alternative locations outside the conservation area or the national park. • Can any existing buildings/structures be used? • Examine alternative designs that will blend the facility into the landscape. Designs that have relief, as few levels as possible, that use natural materials and colours that harmonise with the environment will be preferred. • Colour schemes should always have dark roofs and all colours should have low light reflectivity. • For telecommunications, look at alternative locations, co-siting and other options to blend in facility.

Recreation/ enjoyment/ free access	Crowding, too many people in a hut or along the track for that recreation in relation to the experience setting Conflict between different activities and visitors	<ul style="list-style-type: none"> • Ensure your party size is consistent with the recreation setting, frequency and timing of visits to off peak periods of the day, week, season or year. • Carry tents in case hut is full. • Co-ordinate visits with other concessionaires • Is your proposal is not in keeping with the areas existing recreation opportunities setting, then alternative locations should be considered
	Displacement, other visitors may be displaced to other locations by your proposal	<ul style="list-style-type: none"> • Very significant impact, look at alternative locations where your proposal is more appropriate • Limit hut use to 50% for commercial operators
	Noise invasion of people's quiet enjoyment of the park e.g. loud noises.	<ul style="list-style-type: none"> • Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area. • Aircraft, boats and other vehicles: obtain quieter technologies, examine flight paths, altitude, RPM settings, frequency of trips, concentrate timing of trips. • Develop and adhere to industry codes of conduct or tourism industry standards.
	Limiting access or recreation opportunities for other will the activity limit access to other visitors?	<ul style="list-style-type: none"> • Significant impact on public land and generally not acceptable • Examine alternative designs on how to allow for or preferably enhance public access.
	Safety. Will your activity pose a risk to public safety or pose any potential adverse health effects. Exacerbation of natural hazard events	<ul style="list-style-type: none"> • Place notices in appropriate languages • Manage risk and storage of dangerous goods • Detail how you will management risks in your safety management plan and how you will ensure staff are aware of this • If any hazards are found, ensure procedures are in place to notify the Department immediately
	Damage or impingement on other existing public use facilities.	<ul style="list-style-type: none"> • Educate staff and clients to respect public facilities • Propose a maintenance or contribution to maintenance program
Cumulative impact on any values	Will the activity proposed result in any significant cumulative impact on the physical, social or management environment of the conservation area.	<ul style="list-style-type: none"> • Can be a very significant impact and difficult for single operators to manage. • Consider alternatives locations or concentrating activities into off-peak times. • Provide indicative development plan and business plan for natural limits to growth. • Focus economically high yielding clients rather than just pushing through large volumes of clients. • Work with the Department of Conservation during planning processes to protect values.
Infrastructure	Effects on existing infrastructure such as: <ul style="list-style-type: none"> • camping grounds • carparks • huts • moorings/wharves • tracks • other (specify) 	<ul style="list-style-type: none"> • Pay hut fees for maintenance of huts • Pay maintenance levy for significant wharf use, use a leader pile to pull into the wharf, use tyres to buffer impact. • Only run sporting events in dry conditions • Make sure people stay on the formed track

Others	Incompatibility with park values e.g. provides an anti-conservation message	<ul style="list-style-type: none"> Look at alternative locations or alternative 'message' more in keeping with conservation.
	Rubbish or debris left.	<ul style="list-style-type: none"> Unacceptable. Promote to clients and staff a 'pack it in, pack it out' philosophy Designate someone in the party as a 'tail end Charlie' Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away.

Further information on environmental impact assessment can be obtained from any of the following sources:

- Centre for Impact Assessment, Otago University, <http://ciart.otago.ac.nz/>
- Nzaia, New Zealand Association for Impact Assessment (Inc.)
<http://www.nzaia.org.nz/index.htm>
- Biophysical Impacts of Tourism: A Database of Reviewed Literature, Lincoln University,
<http://www.lincoln.ac.nz/trec/projects/envind/envirlit.htm>
- Green Globe Asia Pacific, for information on Green Globe 21 environmental benchmarking and certification, <http://www.ggasiapacific.com.au/>



3. Environmental Care Code

Protect Plants and Animals

Treat New Zealand's forest and birds with care and respect. They are unique and often rare.

Remove Rubbish

Litter is unattractive, harmful to wildlife and can increase vermin and disease. Plan your visits to reduce rubbish, and carry out what you carry in.

Bury Toilet Waste

In areas without toilet facilities, bury your toilet waste in a shallow hole well away from waterways, tracks, campsites and huts.

Keep Streams and Lakes Clean

When cleaning and washing, take the water and wash well away from the water source. Because soaps and detergents are harmful to water-life, drain used water into the soil to allow it to be filtered. If you suspect the water may be contaminated, either boil it for at least 3 minutes, or filter it, or chemically treat it.

Take Care With Fires

Portable fuel stoves are less harmful to the environment and are more efficient than fires. If you do use a fire, keep it small, use only dead wood and make sure it is out by dousing it with water and checking the ashes before leaving.

Camp Carefully

When camping, leave no trace of your visit.

Keep to the Track

By keeping to the track, where one exists, you lessen the chance of damaging fragile plants.

Consider Others

People visit the backcountry and rural areas for many reasons. Be considerate of other visitors who also have a right to enjoy the natural environment.

Respect Our Cultural Heritage

Many places in New Zealand have a spiritual and historical significance. Treat these places with consideration and respect.

Enjoy Your Visit

Enjoy your outdoor experience. Take a last look before leaving an area; will the next visitor know that you have been there?

4. Water Care Code

Find Out First

Find out and follow the regulations governing recreational use of waterways and access. They are designed to minimise conflict between users and protect everyone's health and safety.

Stay On Established Tracks and Use Existing Facilities

By using existing facilities, where these are provided, you run less chance of disturbing wildlife and damaging riverbanks and foreshores.

Take Care of Your Gear

Careless use of equipment can harm wildlife and other users.

Remove Rubbish

Litter is unattractive, harmful to wildlife and pollutes water. Plan your visit to reduce rubbish, and carry out what you carry in.

Dispose of Toilet Waste Properly

Improper disposal of toilet waste can contaminate water, damage the environment, and is culturally offensive. Use disposal facilities where provided or bury waste in a shallow hole at least 50 metres away from waterways.

Be Careful With Chemicals

Use chemicals sparingly, and refuel with care. Dispose of cooking and washing water well away from the source.

Respect Our Cultural Heritage

Many New Zealand waterways have special cultural, spiritual or historical values. Treat these places with consideration and respect.

Take Only the Food You Need

When taking food from the sea or freshwater don't overdo it. Sustain life in our waterways by taking only what you need and no more than the legal limit.

Consider Plants and Animals

Remember we are only visitors to water environments. Other animal and plant species live there all the time.

Consider Other People

Respect other visitors ... everyone has the right to enjoy the environment in safety.

Protect the environment for your own sake, for the sake of those who come after you, and for the environment itself.