

General Special Permit Application Form

This form is to be used when making an application for a special permit which may be granted pursuant to section 97 of the Fisheries Act 1996.



Fisheries New Zealand

Tini a Tangaroa

SPECIAL PERMIT APPLICATION GUIDELINES

Please read the following information before completing this application form.

1. Use this form when making an application for a special permit which may be granted pursuant to section 97 of the Fisheries Act 1996 for the purposes of:
 - a. Education
 - b. Investigative research
 - c. Management or eradication of unwanted aquatic life
 - d. Carrying out trials and experiments with fishing vessels or fishing gear
 - e. Any other purpose approved by the Minister, please contact MPI before making such an application after consultation with persons including Maori, environmental, commercial, and recreational interests.
2. For any applications under section 97(1)(b) for the purposes of sport or recreation in the case of any disabled person who, in the opinion of the Director-General, would otherwise be unable, because of the person's disability, to fish by the methods permitted by this Act, please use this form.
3. If issuing an application will have a significant effect on fisheries resources or any fishing interest in the stocks affected that are provided, consultation will take place with parties that are representative of persons having interests that would be affected if the special permit were issued.
4. Applications looking to carry out investigative research, trials and experiments with fishing vessels, or fishing gear, exploratory fishing, large-scale projects, and novel research will require a detailed proposal outlining the type of work that will be carried out. Detailed proposals require further background information and may be referred to within the special permit itself.
5. The special permit to take and dispose of fish, aquatic life, or seaweed may be issued subject to such terms and conditions as the Director-General sets out in the permit. The Director-General may at any time, by notice in writing to the special permit holder, amend, add, or revoke any term or condition of a special permit issued. For any amendments or alteration to a current special permit, please contact the special permits team at specialpermits@mpi.govt.nz.
6. There is a \$133.88 (including GST) charge per hour for processing special permits. A delegated officer may waive or remit this fee in whole or in part if the officer considers that the waiver or remission is in the public interest.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

The following information is provided to assist you with your application. Please ensure you follow these instructions before submitting the form.

1. You must submit a completed and signed application form together with all required documentation including supplementary forms and when required, detailed proposals. Please ensure you either supply a full detailed proposal or fill the appropriate boxes within the application form.
2. Applications will not be processed if the application form is not completed in full and signed, and all the required documentation is not provided. Failure to supply full and legible details may result in delays in processing your application.
3. Please be advised that we have a standard processing time of 1-3 months for most complete applications.
4. Please email your completed application and required documents to specialpermits@mpi.govt.nz with the subject line: Application for special permit.

Section A – Applicant information

Full Legal Name of Applicant or Authorised person¹ or Business name and NZ Business Number (NZBN):
(name on the special permit and who is responsible for the special permit conditions being met)

Contact person:
(if different from above)

Role of contact person:

Website or short summary about the applicant / business:
(if available)

Postal address:

Street address:
(if different to postal address)

Email:

Mobile:

Landline:

FishServe Client Number:
(If no, forms can be found here:
<https://www.fishserve.co.nz/forms>).

Credit Account Number:
(If no, forms can be found here:
<https://www.mpi.govt.nz/dmsdocument/2976-MPI-credit-account-application>).

Section B – Special Permit purpose

Purpose (indicate which purpose(s) under [section 97\(1\)\(a\)](#) you are applying for:

- ☐ Education
- ☐ Investigative research
- ☐ Management or eradication of unwanted aquatic life
- ☐ Carrying out trials and experiments with fishing vessels, or fishing gear

☐ **or any other purpose approved by the Minister under s97(1)(c)**

(please state the other purpose below)

Section C – Application details

Please tick the box(s) if you are undertaking one of the following:

- ☐ **Investigative research**
- ☐ **Carrying out trials and experiments with fishing vessels or fishing gear**
- ☐ **Exploratory fishing** (*i.e. the ability to take fish from stocks in excess of annual catch entitlement without paying deemed values, in conjunction with a research programme that is likely to provide sufficient information to establish a total allowable catch in accordance with statutory requirements*)
- ☐ **Large-scale projects** (*i.e. quantities over typical recreational take, working across more than one regions or targeting more than three species etc.*)
- ☐ **Novel research** (*i.e. new, original, or contentious research in New Zealand*)

If you have ticked one of the above, **go to Section D on page 3**. We will require a full detailed proposal. If you are applying for multiple projects, more than one proposal may be required. Your proposal is to be submitted along with this completed and signed application form.

If you did not tick a box above, **go to Section E on page 4** and provide the required information (Sections E-M).

If you are unsure whether you required to provide a full detailed proposal or not, email specialpermits@mpi.govt.nz.

Section D – Outline of detailed proposal

1. Context and background

- a) Title - the title should describe the main objective of the project and the species involved.
- b) Key personnel, including a project leader.
- c) Details of co-operative arrangements with other organisations or individuals if applicable.
- d) A clear and concise statement of the intentions and purpose of the research, including the specific objectives and/or questions to be answered.

2. Details of proposal

- e) Areas to be investigated (a detailed map or chart showing areas to be investigated should be provided).
- f) A detailed description of how sampling or experiments will be carried out and how they will answer the questions being asked.
- g) Details of disposal of aquatic life i.e., return to the water, held for ID or future research, or sold as part of a commercial fishing operation etc. If aquatic life is to be sold, provide the Licensed Fish Receiver(s) (LFR) that will be used.
- h) Vessel name and registered number, special shipboard gear requirements, e.g., compressor for SCUBA, processing facilities etc.
- i) A description of the type of data analysis that will be carried out, if any.
- j) Time frame for the project.

3. Background information

- k) Why the proposed investigation/project is necessary, and a summary of the relevant literature and any relevant information on the fishery.
- l) Evidence that previous research or work relating to the investigation/project has been considered, including work carried out under any previous special permit(s) held by the applicant.

4. Consultation

- m) Consultation with Iwi and other relevant affected parties.

Section E – Brief summary of project

Please provide a brief summary of the project and why a special permit is required	
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Section F – Key personnel

Project leader	
Details of co-operative arrangements with other organisations or individuals if applicable.	

Section G – Locations

What areas will species be taken from? <i>(include potential sites)</i>	
GPS coordinates if known <i>(Please attach a map of the locations)</i>	

Section H – Species targeted

What species will be targeted?	
What is the estimated quantity to be collected?	

Please use the table below if required:

Common name	Scientific name	Age / size (estimated)	Quantity (estimated)

Section I – Collection details

Describe the fishing methods you plan to use and how. <i>(i.e. type of net, size, quantity, frequency, time in water etc.)</i>	
If a non-selective method is being used, how will bycatch be minimised?	
How will bycatch be dealt with?	

Section J – Transfer and release details

If the aquatic life taken is to be transferred and released, describe the process you intend to undertake <i>(i.e. details as to any transfer or biosecurity protocols)</i> . Please ensure this is in accordance with 26ZM of the Conservation Act 1987 (see here).	
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Section K – Disposal details

Will aquatic life be returned alive immediately at point of capture? If yes, describe the process you intend to undertake	
If no, fill in the appropriate section(s) providing detail on what you intend to do:	
Retained for research and/or display How will species be held?	
Species disposed of How will species that are not retained (i.e. dead) be disposed of?	
Sale of species If species are to be sold as part of a commercial fishing operation, what is the Licensed Fish Receiver(s) (LFR) to whom the aquatic life is to be sold?	

Section L – Fishing Vessel information (if applicable)

Fishing Vessel name	
Fishing Vessel registration number	

Section M – Timeframe for special permit or project

Timeframe for project (i.e. how long do you need the special permit for)	
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Section N – Consultation requirements

Consult with people and organisations who may be affected

If a special permit will have a significant effect on fisheries resources or any fishing interest in the stocks affected that are provided for or authorised under the Fisheries Act, it is necessary to consult with persons whose interests would be affected if the special permit were issued.

MPI must consult with them (or their representatives) before issuing the permit. You may speed up this process by doing your own consultation or providing letters from the groups who are affected by your application, which support your proposed activities.

Have you undertaken any consultation with affected people or organisations? (If yes, provide details)	
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Consult with tangata whenua

MPI acknowledges our obligations to Māori under the Treaty of Waitangi and various settlement Acts. We must provide tangata whenua with opportunities to give input, and to participate in managing fisheries. Before you submit your application, we encourage you to consult with tangata whenua in the area of your proposed activities. The following link is a useful resource to determine which Iwi you may need to consult with: <https://www.tkm.govt.nz/>

Have you undertaken any consultation with the relevant Iwi? (If yes, provide details)	
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Section O - Declaration *(This application will not be processed without the applicant's signature)*

I / we:

Certify:

I declare that:

The information I have given on this application is true and correct.

I am authorised to complete this form and make this declaration.

I am aware it is an offence to provide false or misleading information or omit any material information.

I have read and understood the Collection of Personal Information details supplied with this form.

Applicant's Signature:

Applicant's Name:

Date:

Fees and charging policy

Schedule 2 of the Fisheries (Commercial Fishing) Regulations 2001 stipulates the fees (including GST) that apply:

4. Application fees for special permits –

The fees payable in respect to an application for a special permit under section 97 of the Act are as follows:

Type of application

(a) for the issue of a special permit (for each hour taken to process the application)	\$133.88
(b) for the issue of a duplicate special permit	\$15.00
(c) for the amendment or alteration to conditions of a special permit at the request of the permit holder (for each hour taken to process the application)	\$133.88
(d) for the amendment or alteration to conditions of a special permit in another case	\$15.00

A special permit application incurs processing costs regardless of whether the application is subsequently approved or declined. The hourly rate is \$133.88 (including GST, or \$116.42 excluding GST) for new applications or the amendment / alteration of conditions on issued special permits. Applications can take between 6 and 20 hours to process. Fees are rounded up to the nearest hour. Applicants can minimise costs by ensuring that all relevant information is submitted at the time of application.

An applicant may request that Fisheries New Zealand waive or partially remit the fee payable on the grounds that the application is in the public interest.

On completion of processing, Fisheries New Zealand will write to the applicant advising them of the decision reached and the fee payable. This advice will also refer to the generation of a GST Tax Invoice for the fee payable that will be forwarded soon. Payment of the GST Tax Invoice is required by the 20th of the following month. In the event that the applicant fails to pay the fee within the timeframe indicated, debt recovery actions in accordance with normal administrative procedures will be undertaken.

Privacy Act 2020 - Collection of personal information

Your personal information is being collected to enable your special permit to be processed in accordance with section 97 of the Fisheries Act 1996.

The agency that will collect and hold your personal information is

Fisheries New Zealand,
Charles Fergusson Building, 34-38 Bowen Street,
Pipitea, Wellington /
PO Box 2526 Wellington 6140.
Ph: 0800 00 83 33 (overseas +64 4 830 1574).

The collection of this information for this application is authorised under the Fisheries Act 1996. Failure to provide the information means that your application cannot be assessed. It is an offence under the Fisheries Act 1996 to make a false or misleading statement or entry of information. You have the right of access to, and correction of, your personal information.