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*Standard Letter to Concession Applicant*

Date

Name

Address

Dear

Your application for a lease/licence/permit/easement will be considered under the provisions of s.59A Reserves Act 1977.

S.59A of that Act provides:

“The Minister [of Conservation] may, in accordance with Part IIIB of the Conservation Act 1987, grant a concession in respect of any reserve vested in the Crown, including any reserve controlled or managed by an administering body under any of ss.28, 29, 30, 35 and 36 of this [Reserves]; Act; and the said Part IIIB shall apply as if references in that part to a conservation area were references to such a reserve and with any other necessary modifications.”

The Council has delegated power from the Minister to grant certain concessions. That power cannot be exercised in this case.

The application has accordingly been referred for consideration to the Department of Conservation at [address]. You will shortly hear from that office. [If known, provide contact details of the person who will be dealing with the application.]

The Department will let you know what application fee you will be required to pay, what further information if any it will require, and how long the processing of the application is likely to take.

Please address any further enquiries to the Department.

Yours sincerely

