

Greetings

We have noticed that you are conducting a guiding and/or driving activity in New Zealand. If you do not hold the necessary licenses to do so we would like to make you aware of the implications your activity has not only to you but also to your guests. If you are not aware of the laws and respective licensing please talk to your operator or employer or the appropriate authorities in New Zealand. You will also find useful information online.

### **WORK VISA REQUIREMENTS**

If you are a tour guide or leader, driver/guide or even an accompanying tour escort - you need to hold a **Specific Purpose work visa**. Tour guiding in any of these categories is classified as work - any activity in NZ resulting in gain or reward, including any form of payment or benefit that can be valued in terms of money, such as board and lodging, goods (eg, food or clothes) and services (eg, transport) falls in this category.

### **GUIDING ON PUBLIC CONSERVATION LAND**

Depending on the type of guiding you have opted for or are required to do, you must hold a **Concession for Guiding on Public Conservation Land (PLC)**. PLC is managed by Department of Conservation and you can find more information on <http://www.doc.govt.nz/about-doc/concessions-and-permits/concessions/>

### **PASSENGER VEHICLE REGULATIONS**

Driver / Guiding assignments (guiding and /or driving a vehicle to transport paying passengers) requires a series of licences and certifications. These may be found <http://www.nzta.govt.nz/commercial/passenger/index.html>

They include:

- a) NZ Driver Licence
- b) Passenger Endorsement to a NZ driver licence
- c) Certificate of Fitness for the vehicle
- d) Transport Service Licence to operate a passenger vehicle
- e) DOC Concession for access to Public Conservation Land/ Access Roads eg Milford Rd etc.

For your guests and yourself it is also current practice to hold a valid **First Aid certificate** and a **Safety Management Plan**, which may be mandatory if you have a DOC concession.

We would like to make you aware of the above requirements that not only support the profession of tour guides in New Zealand but is also of utmost importance to the safety of yourself and your guests. Not complying could result in hefty fines which affect you personally as well as your guests! They may also jeopardise your ability to obtain a work visa or vehicle operator licence. So PLEASE - DON'T get caught – work under legal requirements.

As the national association of tour guides in New Zealand, ProGuides NZ mission is to raise the profile of the profession, to provide support for tour guide members and to improve co-operation with the wider tourism industry.

Please Note ! A copy of this letter has been issued to your embassy or consulate in New Zealand

Kind regards



Vera Huehn  
Chairperson