

DOC Concession. Application Instructions

The concession is only available to members of ProGuides NZ to join as **individuals**. It cannot be transferred, and cannot be used as a company concession. If you run tours as a small tour operator, you can use the concession when you guide, but anyone else guiding for your company will require their own concession.

It allows guiding and accompanying clients to a list of conforming tracks (see below) as well as parking in dedicated areas. The cost for this concession is an Annual **Management Fee of \$50+GST** payable in advance via ProGuides to DOC, a **ProGuides admin fee of \$25 + GST**, also payable in advance, and an **Activity-Fee** to be paid at the end of the season, after filing a 'Client Activity Form'.

- \$10.00 plus GST per adult client guided per full day (defined as a period of more than 4 hours but no more than 24 hours);
- \$5.00 plus GST per adult client guided per half day (a half day being defined as more than 1 hour but no more than 4 hours);
- \$1.00 plus GST per adult client guided per hour or less.

Elsewhere in the "Everything DoC" Section of the Members' Portal you can find:

- The full ProGuides Concession Document (43 pages)
<https://proguides.co.nz/wp-content/uploads/2023/06/103734-GUI.-ProGuides-New-Zealand-Inc.-Conforming-Track-Permit.-Contract.-.pdf> This is the formal contract with DOC
- The Agreement (Schedule2)
<https://proguides.co.nz/wp-content/uploads/2023/06/Appendix-2-DOC-concession-terms-agreement.pdf>
This is the agreement that you are committing to as a concession holder. The last page of this document is the page you need to sign to agree to the terms, so it also appears as a stand-alone document in the Everything DOC section
Acknowledgement to Become a Party to the Concession
- ID Card order form <https://proguides.co.nz/wp-content/uploads/2023/06/Appendix-1-ID-card-order-form.pdf> You will also need to complete this form
- our Health & Safety Management Plan (17 pages).
<https://proguides.co.nz/wp-content/uploads/2023/10/Overview-PGNZ-Health-and-Safety-Policy.pdf> This is a model plan developed for ProGuides, which has been approved by DOC for concession holders
- The list of conforming [tracks](https://proguides.co.nz/wp-content/uploads/2023/06/Conforming-tracks-list-Proguides-DOC-concession-2023.pdf)
<https://proguides.co.nz/wp-content/uploads/2023/06/Conforming-tracks-list-Proguides-DOC-concession-2023.pdf>

Note that a current First Aid Certificate and Personal Liability Insurance are compulsory for DOC concessionaires. (Public Liability Insurance for general indemnity for an amount no less than \$1,000,000.00; and Third party vehicle liability for an amount no less than \$500,000.00.)

If you don't already have a Liability Insurance, we can provide the contact of an insurance broker we work with. A sample of what is required appears in the "Everything DOC" Section

To complete your application for a new or renewed DOC Concession, please send to doc@proguides.co.nz

1. A completed *Acknowledgement to Become a Party to the Concession* (the last page of the Agreement (Schedule 2) Document
2. An ID card order form duly completed
3. A copy of your first aid certificate
4. A copy of your public liability insurance

PLEASE ensure that your name on the signed agreement and the ID card order form is your legal name, and is the same name as your ProGuides membership name. If the name you want on your ProGuides membership card is not your legal name, please make sure that both are recorded in your ProGuides membership application and your DOC Concession application

Note that your name must appear on the public liability insurance, so if it is issued to a business, you must ask your insurance company or broker to add your own name to the contract. Your name will be printed on the DOC concession ID, not a business name. You can have 2 ID cards if needed (ie one for you and one for your vehicle) but only 1 guide is allowed.

You will receive an invoice from ProGuides for the concession plus ProGuides admin fee. If your application has been received by the July date for the main processing for the season, as soon as you have paid the invoice, we will send the application to DOC who will process it. It may take up to 6 weeks before you receive the new card, but as long as the application has been lodged with DOC, you are clear to start guiding in the locations that our concession covers. If you apply outside the main season deadline, a second round of applications can be submitted, but the waiting time may be longer

For any concession queries, contact doc@proguides.co.nz