

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.

In this "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 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.
<https://proguides.co.nz/wp-content/uploads/2023/06/Appendix-2-DOC-concession-terms-agreement.pdf>
This last page also appears as a stand-alone document (Schedule 2)
<https://proguides.co.nz/wp-content/uploads/2024/07/Doc-Concession-Agreement-Signature-Page.pdf>
- ID Card order form <https://proguides.co.nz/wp-content/uploads/2024/09/ID-Card-request-form-103734-GUI.-ProGuides-New-Zealand-Inc.pdf>
You will also need to complete this form (Schedule 1)
- 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>

Note that a current First Aid Certificate and Personal Liability Insurance under your own name 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 links below.

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

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

Please ensure that it is your legal name that appears on the signed agreement and the ID card order form, and that it is the same name as your ProGuides membership name.

If the name you want on your ProGuides membership card and DOC concession 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.

It is your name that 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 per concession is allowed.

It may take several weeks before DOC sends you the concession card, but as long as the application has been lodged with DOC, once acknowledged by email from DOC to you, you are clear to start guiding in the locations that our concession covers.

We send the applications to DOC every 2nd month, so if you are late in sending your return document for the previous season or in paying the invoice or in submitting your application in full, there may be further delay to the process.

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