

Visitor safety closure assessment form (DOC-7370888)

Use this form to assess, document and approve closure decisions for visitor safety

It should be used in conjunction with the [visitor safety closures SOP](#) (DOC-7362830). For any questions or support, contact visitorsafety@doc.govt.nz

Site information	
Site name	
Location	
DOC district(s)	
DOC region(s)	
Type of Public Conservation Land	<input type="checkbox"/> National Park <input type="checkbox"/> Forest Park <input type="checkbox"/> Reserve <input type="checkbox"/> Marginal strip <input type="checkbox"/> Other Conservation Area <input type="checkbox"/> Walkway
Predominant visitor group (select one)	<input type="checkbox"/> Short Stop Traveller <input type="checkbox"/> Day Visitor <input type="checkbox"/> Overnighter <input type="checkbox"/> Backcountry Comfort Seeker <input checked="" type="checkbox"/> Backcountry Adventurer <input type="checkbox"/> Remoteness Seeker
DOC website url (if applicable)	
Hazard information	
Description of the hazard/reason for closure.	
Is the level of risk higher than acceptable for the predominant visitor group?	Confirm whether the risk is higher than the tolerable level against the thresholds in the visitor risk management (at visitor sites on public conservation lands and waters) SOP (doc-7555122). <input type="checkbox"/> Yes <input type="checkbox"/> No

	<i>If it is not, no closure action is needed, and you do not need to complete the rest of the questions.</i>
Add comment on the risk level and the risk assessment process that you used. Qualitative or quantitative assessment? Who was involved?	
Can the risk be reduced to an acceptable level with management actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the actions here:
Recommended decision	
What decision is recommended, based on the visitor safety closures SOP? <i>If your decision involves a TARP, attach that to this form</i>	<input type="checkbox"/> No closure <input type="checkbox"/> One-off temporary closure <input type="checkbox"/> Regularly occurring temporary closure via a Trigger Action Response Plan (TARP) <input type="checkbox"/> Closure while working through the process to dispose of a track <input type="checkbox"/> Issuing a recommendation to visitors <input type="checkbox"/> One-off temporary closure of facilities/cancellation of bookings (but not a formal closure of the track/area) <input type="checkbox"/> Regularly occurring temporary closure of facilities/cancellation of bookings via a TARP (but not a formal closure of the track/area)
If a closure is recommended, what area will the closure cover?	<i>Describe in as much detail as possible and ideally include a map. The closed area should be the minimum possible</i>
Are any other actions needed, and who is responsible for these? <i>For example, providing risk information to visitors</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain what:

If there is a closure, date when the closure comes into effect	[dd/mm/yyyy]
If there is a closure, when will it likely reopen and/or what is the review plan?	
If there is a closure, what legislation is being used and what notification will be done?	<i>Check the legislation and notification requirements in the table in appendix one</i>
Have you notified and engaged with the relevant iwi or hapu group(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain why:
Have you notified and engaged with the relevant stakeholders?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain why:
Approval	
Approval from Operations Manager*	I accept and approve the decision and actions recommended above X _____ Operations Manager Date _____

* If the proposed closure covers two or more districts/regions, all relevant Operations Managers will need to sign this form

The Regional Director should be notified of the decision as soon as possible.

Save the signed form into docCM and email it to visitorsafety@doc.govt.nz

Appendix 1: How to notify a closure

All notifications for closures should:

- State the reason for the closure
- Provide a detailed description and/or a map of the closed area.
- Name the specific piece of legislation (including the relevant section) that enables the closure (see below)
- Follow the notification requirements for the land type (see table below)

Example closure notification message: *[Track name] is closed under [section X of X Act] due to [reason]. The track is closed from [X location] to [Y location].*

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Land type / legislation that closure is made under	Recommended notification requirements for all land types	Specific legislative notification requirements in addition to recommended notification requirements
National Parks [section 51A, National Parks Act 1980]	The public should be notified of the closure by signage at-place (if possible), an alert on the DOC website and the booking system (if this impacts access to bookable sites).	Usually none, but strongly advisable to notify the public. Check the applicable National Park bylaws for any specific requirements.
Walkways [section 38(1)(a), Walking Access Act 2008]	Also inform iwi and stakeholders (e.g. local councils, regional tourism organisations, neighbouring landowners, concessionaires, Game Animal Council, community groups, local LandSAR group, local Police SAR contact) as appropriate.	Inform Herenga ā Nuku, post signage at all entrances and put a notice in the local newspaper. Notice must include name of walkway, period of closure, that it is an offence to enter during closure period, and the reason for the closure.
Government Purpose Reserve [Section 22(5) or section 60, Reserves Act 1977] Scientific Reserve [Section 21(2)(b) or section 59(2)(b), Reserves Act 1977]	Consider other ways to reach visitors (such as sharing on social media). If the closure will prevent the operation of a business and/or third-party facility on PCL&W, engage with them closely through the process, keeping them up to date on the situation, remediation plans and timeframes. Third party access may need to be preserved in some cases	Put a notice in the NZ Gazette for s22(5) or s21 closures. For s60 or s59(2)(b) closures none, but strongly advisable to notify the public.
Local Purpose Reserve [Section 23(4) or section 61(1), Reserves Act 1977]		Put a notice in the local newspaper (or the NZ Gazette if there is no local newspaper) for s23(4) closure. For s61(1) closure none, but strongly advisable to notify the public.

<p>Recreation Reserve [section 53(1)(o) Reserves Act 1977]</p> <p>Scenic Reserve [section 55(1)(f) Reserves Act 1977]</p> <p>Historic Reserve [section 58(d) Reserves Act 1977]</p>	<p>where they have access rights and limited alternative options.</p>	<p>None, but strongly advisable to notify the public</p>
<p>All conservation areas [section 13, Conservation Act 1987]</p>		<p>Put a notice in the local newspaper</p>

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