



Pacific Reefs National Wildlife Refuge Complex Commercial Special Use Permit Application Instructions

Contact information:

Special Use Permit Coordinator
Pacific Reefs National Wildlife Refuge Complex
P.O. Box 50167
300 Ala Moana Blvd, Rm 5-231
Honolulu, HI 96850
Pacific_Reefs@fws.gov
808-792-9550

****Special conditions or permit stipulations may be added to permit prior to approval****

1. Identify if permit application is for new, renewal or modification of an existing permit. Permit renewals may not need all information requested. Contact the specific refuge headquarters office where the activity is going to be conducted to determine applicability of this requirement.
- 2-9. Provide applicant or business full name, organization or business name (if applicable), address, phone, fax, and e-mail.
10. Provide tax identification number of business or individual.
- 11a-11b. Check box answering the question regarding any violations of State, Federal, or local law, or regulations related to fish and wildlife or permit activities, if required. If you answered yes to question 11a, supply the detailed information requested in question 11b. Contact the PRNWRC special permit application coordinator to determine if information on violations of State, Federal, or local law, or regulations related to fish and wildlife or permit activities is required.
12. Provide the names and addresses of assistants, subcontractors or subpermittees. Names and address are only required if the assistants, subcontractors or subpermittees will be operating on the refuge or in the marine national monument without the permittee being present. Volunteers, assistants, subcontractors or subpermittees that are accompanied by the permittee need not be identified.
13. Activity type: identify activity type (such as commercial filming or providing other visitor services). Describe other commercial uses if not one of the listed categories. Applicants in American Samoa or the Commonwealth of the Northern Mariana Islands should contact the PRNWRC special permit application coordinator if you have questions regarding cultural or subsistence activities.
- 14a-14b. Specifically identify types and numbers of other Federal, State or tribal licenses, as required. Contact the PRNWRC special permit application coordinator to determine the types of Federal, State or tribal licenses required, and to coordinate the simultaneous application for multiple types of Federal, State or tribal licenses. This SUP may be processed while other Federal, State or tribal licenses are being sought, but may, or may not, be issued until other appropriate Federal, State or tribal licenses are obtained.
15. Describe Activity: provide detailed information on the activity, including timing, frequency, how the activity is expected to proceed, etc. Permit renewals may not need activity description, if the activity is unchanged from previous permit. Most repetitive activities do not require an activity description for each visit. Contact the PRNWRC special permit application coordinator to determine applicability of this requirement.
16. Location: identify specific location (GPS coordinates preferred), if not a named facility. Most repetitive activities may not require identification of a location. In addition, permit renewals may not require a location if the activity is essentially unchanged from the previous permit. Contact the PRNWRC special permit application coordinator to determine if a location is required.
- 17a-17b. A map of location is required. Please attach the map to the application. Most repetitive activities may not require a map. In addition, permit renewals may not require a map if the activity is essentially unchanged from the previous permit. Contact the PRNWRC special permit application coordinator to determine if a map is required.
18. Estimate number of clients per day or per season, if applicable.
19. Activity/site occupancy timeline: identify beginning and ending dates, site occupation timeline, hours, clean-up and other major events. Permit renewals may not need an activity/site occupancy timeline, if the activity is unchanged from previous permit. Most repetitive activities do not require an activity/site occupancy timeline for each visit. Contact the PRNWRC special permit application coordinator to determine if an activity/site occupancy timeline is required.
- 20a-20b. A Plan of Operation is required. Most repetitive activities do not require Plans of Operations for each visit. In addition, permit renewals may not require Plans of Operations if the activity is essentially unchanged from the previous permit. Contact the PRNWRC special permit application coordinator to determine if a Plan of Operations is required.

- 21a-21b. A trip schedule is required.
- 22a-22c. Insurance is required. Provide name, type and carrier of insurance.
- 23a-23d. Rat free certification and hull inspection certification is required for all vessels. Rat free certification is required for all aircraft. Please attach the certification(s) to the application. Contact the PRNWRC special permit application coordinator to determine if additional certifications are required, and to coordinate the simultaneous application of multiple certifications. This Special Use Permit may be processed while other certifications are being obtained.
- 24a-24d. Specifically identify types and numbers of other State, Federal or tribal permits, if required. Contact the PRNWRC special permit application coordinator to determine the types of certifications required, and to coordinate the simultaneous application of multiple State, Federal or tribal permits. This Special Use Permit may be processed while other State, Federal or tribal permits are being sought, but may, or may not, be issued until other appropriate State, Federal or tribal permits are obtained.
- 25a-25b. Provide name(s) of any personnel required to stay overnight, if applicable.
26. Identify all equipment and materials, which will be used, if required. Most repetitive activities do not require a list of equipment. In addition, permit renewals may not require a list of equipment if the event is essentially unchanged from the previous permit. Contact the PRNWRC special permit application coordinator to determine if a list of equipment is required.
- 27a-27d. Describe and provide vehicle descriptions and license plate or identification numbers of all vehicles, including boats and airplanes, if required. Motor vehicle descriptions are only required for permittee vehicle, and/or if the vehicle will be operated on the refuge without the permittee being present. Motor vehicles that are accompanied by the permittee as part of a group (convoy) activity need not be identified if cleared in advance by refuge supervisor. Specifically describe ship-to-shore, intersite (between islands, camps, or other sites) and onsite transportation mechanisms, and license plate or identification numbers, if required.
- 28a-28b. Identify specific location(s) of fuel cache(s) (GPS coordinates preferred), if required.
- 29a-29b. A safety plan is required. Please attach the safety plan to the application.
30. Specifically describe onsite work and/or living accommodations, if applicable. Include descriptions and locations (GPS coordinates preferred) of spike camps or other remote work and/or living accommodations that are not part of the base of operations.
31. Specifically describe onsite or offsite hazardous material storage, or other material storage space (including on and offsite fuel caches), if applicable.
32. Date and sign the application. Click on the Print button to print the application (if using the fillable version). The refuge official will review and, if approved, fill out the remaining information, sign, and return a copy to you for signature and acceptance.

** Contact the Special Use Permit Coordinator for any additional special conditions or permit stipulations that may exist for the refuge(s) or monument(s)**