

Application Form – Collection Purposes

Permission to use or occupy Regional Parkland for Plant, Seed Collection or Cultural Harvest.

Applicant Details	
Name	
Purpose of collection	
Regional Parks	

Checklist: *Tick all that apply* ✓

The application form	
Applicant details	<input checked="" type="checkbox"/>
The activity – <i>Have you included a map?</i>	<input checked="" type="checkbox"/>
The Assessment of Environmental Effects	
Have you identified the existing conservation values of the activity area?	<input checked="" type="checkbox"/>
Have you identified the actual/ potential effects of your activity?	<input type="checkbox"/>
Have you proposed mitigation or avoidance measures for each effect?	<input type="checkbox"/>
Have you discussed alternative locations, designs or timing for your activity?	<input type="checkbox"/>
Consultation	
Have you attached all copies of your consultation with affected stakeholders	<input type="checkbox"/>
Have you attached a list of all contacted parties/organisations/individuals	<input type="checkbox"/>
Final Checklist	
Have you completed all parts of the form?	<input type="checkbox"/>
Have you signed and dated the application form?	<input type="checkbox"/>
Have you included a health and safety management plan?	<input type="checkbox"/>
Have you attached any required additional details?	<input type="checkbox"/>
Have you attached all other approvals needed?	<input type="checkbox"/>

Please read this page before filling out the application form

The [Regional Parks Management Plan](#) (V2022) identifies activities on Regional Parkland that are discretionary and require a permit or licence before they can be carried out. Any person or organisation proposing to undertake a discretionary activity on regional parkland must submit an application to the Auckland Council. This includes proposals for scientific research, survey or collection on Regional Parks.

The Regional Parks Management Plan provides information about the application process and the criteria the Auckland Council will use to assess an application. The application form is based on the guidelines in the Regional Parks Management Plan.

It is recommended that you discuss your proposal with an Auckland Council Senior Ranger Conservation before filling out an application form. Senior Rangers will offer guidance and clarify on what information should be included with your application. You are advised to read the accompanying notes, which provide guidance on the information required.

It is important that you provide all the requested information, including supporting documentation, to enable us to process your application as quickly and efficiently as possible. If the information provided is insufficient, further information will be requested, which may result in delays. Receipt of your completed application will be confirmed in writing.

Depending on your proposed activity your application may require an application fee. In lodging your application, you will be liable to pay all costs incurred whether permit is granted or not. Please discuss this with the relevant Senior Ranger Conservation.

Please Note: *The information provided in any application is public information and may be viewed by persons or organisations who consider they may be affected by your proposal. Access to the information held by the Auckland Council is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993.*

For further information please contact:

West Auckland

Aimee Hoeberigs - Senior Ranger Conservation aimee.hoeberigs@aucklandcouncil.govt.nz

South and Central Auckland

Miranda Bennett - Senior Ranger Conservation miranda.bennett@aucklandcouncil.govt.nz

Beckie Trigg - Senior Ranger Conservation beckie.trigg@aucklandcouncil.govt.nz

North Auckland

Amy Waldman - Senior Ranger Conservation amy.waldmann@aucklandcouncil.govt.nz

Or

Matt Maitland - Senior Ranger Open Sanctuary matt.maitland@aucklandcouncil.govt.nz

Please complete all relevant sections.

Part A: Contact Details

Applicant Name:

Organisation/Company

Name of contact

Position:

Postal address:

Street address:
(If different from
above):

Phone numbers: Business: After hours:

Mobile:

Email:

Organisation/School/Company Details:

Supervisor/Manager

Postal address:

Phone numbers: Business: After hours:

Mobile:

Email:

1. Date of activity:

2. Location Park:

Part B: Description of Proposal

1. Reason for plant collection (tick appropriate boxes below)

- ☐ Conservation, including restoration
- ☐ Commercial
- ☐ Community
- ☐ Cultural Harvest
- ☐ Other (please give details_____)

2. Attach any letter/s of support or endorsement of your project e.g. Iwi authority, Marae Committee or Course tutor.

3. Means of transport to site / area of activity (include vehicle numbers and any onsite access requirements).

4. Number of participants involved in proposed collection activity.

5. Frequency of activity:

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Period sought

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6. Description of proposed collection.

[illegible]

(Please continue on separate sheet if needed)

Part C: Assessment of Alternative Locations

Have you applied to any other landowner or land management agency to carry out this proposal and what was the outcome?

[illegible]

Part D: Assessment of Potential Effects and any Proposed Mitigation

Please describe the direct and indirect effects that your proposal will or may have on the following areas. Failure to complete this section may result in your application being declined. *Please include the source of any supporting information.*

Describe the effect and proposed method of minimising the impact¹ of your activity on:

1. Wildlife (and habitat), either within or near the proposed area e.g. dotterels.
(If unsure please discuss with the Senior Ranger managing your application).

Mitigation or avoidance (method to minimise impact)

2. Natural waterways or bodies of water.

Mitigation or avoidance

3. Kauri Protected Areas. Does your proposal involve any activity within a kauri forest or kauri hygiene zone? If yes, you will need to complete a kauri management plan and gain approval, to ensure the appropriate mitigation plans are put in place. For more information on kauri hygiene² please see www.kauriprotection.co.nz.

¹ Measures to Avoid, Remedy or Mitigate

Where you identify actual or possible adverse effects in your description, please also describe the actions you propose to take to avoid, remedy or mitigate those effects. **Example:** Weeds may be introduced through transported equipment. Proposed action to avoid this - washing and cleaning of equipment in contact with plant material prior to arrival at park location.

² See Guide_Protecting-kauri-Principles-of-hygiene.pdf (kauriprotection.co.nz)

Mitigation or avoidance

4. If your proposal involves working with plants in the Myrtaceae family (e.g. collecting seed from myrtles), specify methods to be used to avoid spreading myrtle rust ([see myrtlerust.org.nz](http://myrtlerust.org.nz) for information, and Attachment 2 for decontamination guidelines).

5. Native vegetation, coastal and amenity plantings

Mitigation or avoidance

6. Disturbance to soils, wetlands or any other natural features either during the set-up, activity or pack down.

Mitigation or avoidance

7. Historic or archaeological sites including sites of cultural significance.
(If unsure please discuss with the Senior Ranger managing your application).

Mitigation or avoidance

8. Other visitors who may be using the park.

Mitigation or avoidance

9. What aspects of your activity will be visible from within or adjoining the areas where you want to conduct your activity?

Mitigation or avoidance

10. Is it possible that your activity will introduce pest plants or seeds of plants into the area?

Mitigation or avoidance

11. What is the risk of fire from your activity?

Mitigation or avoidance

12. Will your activity have any positive effects or promote parks values, including natural or historic values, if so please explain?

Mitigation or avoidance (describe method to minimise impact)

Part E: Health and Safety

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Do you or your company/organisation have a current Health and Safety Policy that you will be operating under? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you or your company/organisation have a Health and Safety Plan for your proposed activity?
If YES , please provide a copy. | <input type="checkbox"/> | <input type="checkbox"/> |

This Health and Safety plan should include:

- Identification of likely hazards you may encounter.
- Hazard control measures in place to eliminate, isolate or minimise these hazards (where relevant include risks to other park visitors that may arise from your activity occurring and mitigation/avoidance).
- Required health and safety protective equipment that will be carried by team members.
- Emergency procedures for any emergency that may occur (e.g. Injury/lost party member).

If **NO**, please complete the attached "Risk Assessment and Management (RAMS) form". A worked example is attached for your reference.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 3. Do you understand your obligations and anyone working under your direction under the Health and Safety at Work Act 2015, and confirm your intention to comply at all times? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you understand that the Auckland Council (AC) is responsible for advising you the nature of, and methods of controlling hazards and emergency procedures related to the permitted activities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you understand your obligation to report any accidents or near miss accidents that may occur? | <input type="checkbox"/> | <input type="checkbox"/> |

Nominated person responsible for health and safety during this activity:

Name:

Contact phone number:

Email:

Part F: Consultation

It is essential that you discuss your proposal with all known interested or potentially affected parties. Interested parties may include adjacent neighbours, iwi, existing park users, or other community or interest groups. The Senior Ranger can assist in identifying appropriate people and groups who should be contacted.

In the table below include the names of all individuals and organisations who have been consulted, along with the method of consultation carried out. The outcomes of any consultation should be described, along with the nature of any issues or concerns raised. Attach any relevant correspondence received from persons consulted.

Name	Organisation / relationship	Method of consultation	Outcome	Mitigation or avoidance measures
	<i>e.g. Adjacent neighbour</i>	<i>e.g. Written correspondence</i>	<i>e.g. Concerns about noise levels.</i>	<i>e.g. Describe measures to mitigate noise.</i>

(Continue on a separate sheet if necessary)

Part G: Declaration

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct. I undertake to pay all actual and reasonable application processing costs incurred by the Auckland Council.

I undertake to pay all actual and reasonable application processing costs incurred by the Auckland Council. I will acknowledge the Auckland Council as the landowner and provide a copy of the research results once completed.

Signature of Applicant: _____ Date: _____

Name in full (block capitals) _____

Applications are to be emailed or posted to:

Visitor Experience Team	
Email:	visitorexperienceparksservices@aucklandcouncil.govt.nz
Address:	Private Bag 92300, Victoria Street West, Auckland 1142

Attachment 1: Myrtle Rust Information.

Myrtle Rust Field Decontamination Guidelines for Regional parks

1. Bring a decontamination kit with you while working in vegetated areas.
2. If you are working in cool/wet conditions, or are a reasonable distance off track, away from your vehicle or office, take a spare outer layer of clothing.
3. Keep vigilant of your surroundings for any possible Myrtle Rust infection. If you are specifically working in myrtaceous vegetation, take the time to thoroughly look at the vegetation before proceeding. You may want to take binoculars.
4. Inspect yourself regularly for any sign of rust spores (check your shoulders, arms, trouser legs, hair, beard, and any head-wear or backpack).
5. If you are contaminated with rust spores, then stop and inspect the site for where the contamination may have come from.
6. Save the GPS waypoint or otherwise accurately record the location of the site you detected you were contaminated.
7. Photograph the contamination on any plants, if you can do so without further contaminating yourself or spreading spores (do not touch plants you suspect are infected).
8. Call the office (if no point of contact is specified in your permit, default to Council on 09 301 0101) and tell them you are decontaminating after encountering myrtle rust, and your location. Report the observation to MPI immediately (0800 80 99 66), otherwise radio the information to someone who can call the report in to MPI.
9. Back-track out of the contaminated area to where you are sure there is no more myrtle rust and remove any contaminated outer clothing. Bag contaminated clothes, packs, hats and gear. When removing clothing, roll it inward on itself where possible to cover contamination. Spray the inside of the bag with 70% methylated spirits and seal it. Place it into another plastic bag and seal that bag as well. Avoid forcefully squeezing excess air out of the bags as this may carry rust spores.
10. Be careful not to transfer spores between contaminated and clean gear. Use nitrile gloves and alcohol wipes to prevent cross-contamination while handling items. Nitrile gloves can be turned inside-out to enclose spores on their surface while removing them, or to cover an item held in the hand.
11. Items important to safety and navigation such as glasses, footwear, GPS units etc which cannot be bagged should be sprayed with 70% methylated spirits, and wiped with alcohol wipes, which can then be bagged as above. It is preferable to wipe a phone or camera with an alcohol wipe or soft cloth and then with water to prevent damage to the screen.
12. Once all contaminated gear has been bagged, wipe down your hands with alcohol wipes and bag those. Put on the clean overalls and exit the site, carrying with you the sealed plastic bags.
13. Immediately on return to the office etc., shower to clean your hair and skin.
14. Clothing worn in the field must be washed in hot water and detergent, without mixing it with other laundry.
15. Place used plastic bags one inside the other and dispose to landfill.

Decontamination Pack Contents:

- A pair of overalls (disposable or cloth), nitrile gloves for each person including the responders*.
- Spray bottle with 70% methylated spirits.
- A soft or microlite cloth.
- Alcohol wipes to wipe down glasses/phones/radios/watches.
- 3 Large plastic bags big enough to contain your pack.
- 3 Plastic bags for contaminated clothing
- Small plastic bag for disposable items such as used alcohol wipes.
- Tape for sealing plastic bags.
- A copy of these Myrtle Rust Field Decontamination Guidelines.

**If a 'responder' situation the rescuers will need overalls. Have multiple pairs available to add to the grab bag depending on the situation.*

Attachment 2: Risk Management Form

RISKS: Potential losses/incidents	1	Identify the risks/losses you are trying to avoid	6	
	2		7	
	3		8	
	4		9	
	5		10	

RISK MANAGEMENT FORM

CAUSAL FACTORS		RISK REDUCTION STRATEGY
RISKS: Skills, attitude, age, fitness, health, ratios, experience etc.	For each risk/loss identified, list the causal factors that could lead to it.	
	Number these to correspond to the risk/losses above.	For each causal factor work out risk reduction strategies that will eliminate, isolate or minimise to an acceptable
	List the way that guides/clients/staff could cause the losses/incidents above	
EQUIPMENT: Vehicles, clothing, shelter, transport, activity specific gear, safety equipment etc.	For each risk/loss identified, list the causal factors that could lead to it.	
	Number these to correspond to the risk/losses above.	For each causal factor work out risk reduction strategies that will eliminate, isolate or minimise to an acceptable
	List the way that guides/clients/staff could cause the losses/incidents above	
ENVIRONMENT: Weather, terrain, water, season, etc.	List the ways that environment (terrain, weather) could cause the losses/ incidents above.	For each causal factor work out risk reduction strategies that will eliminate, isolate or minimise to an acceptable level.

EMERGENCY PLAN

EMERGENCY PLAN		EMERGENCY GEAR REQUIRED
1	<i>Prepare an emergency procedure for coping with each significant foreseeable risk/loss identified</i>	
2		
3		
4		
5		

ACCIDENT NOTIFICATION PROCEDURES

<i>In the event of a non-serious harm accident or a near miss accident you need to follow the reporting procedures of your organisation (if applicable) and also notify the Auckland Council of the details the accident (as per the contact details provided in the Consent form).</i>	
<i>In the event of a serious harm accident you need to follow the reporting procedures of your organisation (if applicable), including notifying the Ministry of Business, Innovation & Employment within 24 hours and also notify the AC of the details of the accident (as per the contact details provided in the consent form).</i>	

Name: _____

Signature: _____

Approved by applicant: _____

Dated: _____

Name: _____

Signature: _____

Distribution List:
