

Application for collection or research of plants and animals

(to be completed by applicant)



Please read this page before filling out the application form.

Any person or organisation proposing to undertake research or collection on park, reserve or Council managed land must submit an application to the Invercargill City Council to comply with sections 49 and 94 of the Reserves Act 1977. This includes proposals for scientific research, survey or collection on Parks and Reserves.

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

Invercargill City Council is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993.

Note: If your request is significant, further consultation may be required.

For further information and to submit applications contact:

Invercargill City Council Parks and Recreation Division

Email: parks.recreation@icc.govt.nz

Phone: 03 211 1777

PART A - Contact details

Applicant(s) name(s):

Organisation/company/school name:

Name of contact person (students to include academic supervisor details):

Position:

Phone number:

Email:

1. Date(s) of activity:

2. Location in park (map would be useful here):

PART B - Description of activity

1. Description of proposed activity (please continue on separate sheet if needed):

1A. Reason for request: Research / conservation (including restoration)/ commercial/ community/ cultural harvest/ other - please give details:

1B. Methods (including number of sampling sites, techniques/equipment used to collect samples and anticipated amount of material removed from parks, if for commercial use and quantity required):

1C. Are there any anticipated environmental effects of this undertaking (**please see Appendix 1**)?:
If **Yes** please fill out Appendix 1.

2. Special access requirements? (Opening of gates etc.):

3. Will any existing or new structures, fixtures, fittings, park facilities be required? Please describe:

4. Have you contacted other agencies in relation to this proposal (e.g. iwi, Department of Conservation (DOC))? Attach any letter/s of support or endorsement of your project.

5. Description of proposed collection/research:

- Plant/animal species (excluding threatened species¹):

- Common name:

- Scientific name (e.g. Manuka (*Leptospermum scoparium*)):

- Cultivar name:

- Type of Material (e.g. leaves, seeds, cuttings, flowers):

- Quantity required:

¹ Threatened or protected species require a DOC Permit – form 9

PART C - Health and Safety

1. Do you or your company/organisation have a current Health and Safety Policy that you will be operating under?

2. Do you or your company/organisation have a Health and Safety Plan for your proposed activity? If YES please provide a copy (**Please see Appendix 2**).

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?

4. Do you understand that the Invercargill City Council (ICC) is responsible for advising you the nature of, and methods of controlling hazards and emergency procedures related to the permitted activities?

5. Do you understand your obligation to report any accidents or near miss accidents that may occur?

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 Invercargill City Council. I will acknowledge the Invercargill City Council as the landowner and provide a copy of the research results once completed.

Signature of applicant:

Date:

Name in full (block capitals):

Please describe the direct and indirect effects that your proposal will or may have on the following areas: (Please attach a separate page if needed).

Describe the effect and proposed method of minimising or avoiding the impact on:

1. Wildlife (and habitat), either within or near the proposed area. (If unsure please discuss with the Council Officer managing your application).

2. Natural waterways or bodies of water.

3. 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.

4. If your proposal involves working with plants that may be diseased or pose a potential biosecurity threat e.g. in the Myrtaceae or Kauri family (e.g. collecting seed from myrtles or Kauri), specify methods to be used to avoid spreading the disease (see myrtlerust.org.nz for information) e.g. sterilising/cleaning of all tools and equipment being bought onto the site.

5. Native vegetation, coastal and amenity plantings.

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

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

8. Other visitors who may be using the park, reserve or Council managed land.

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

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

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

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

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).