

**Application form**  
**To use or occupy regional parks for the purposes of**  
**Plant and/or Seeds Collection / Cultural Harvest**  
 (To be completed by Applicant)



Name: \_\_\_\_\_

Date of application: \_\_\_\_\_

Purpose: \_\_\_\_\_

Regional park(s) \_\_\_\_\_

**After completing the form, please return to this checklist to ensure you have included all the information necessary for the Auckland Council to begin processing your application.**

	Applicant Y / N	Office Y / N
<b>1. The Application Form</b> - Have you provided a thorough description of:		
• Who is applying?	<input type="checkbox"/>	<input type="checkbox"/>
• The activity area - Have you included a map?	<input type="checkbox"/>	<input type="checkbox"/>
• The activity(ies)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. The Assessment of Environmental Effects</b> <i>(This is one of the factors that will most influence Council's decision so it's important to be thorough)</i>		
• Have you identified the existing conservation values of the activity area?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you identified the actual/ potential effects of your activity?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you proposed mitigation or avoidance measures for each effect?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you discussed alternative locations, designs or timing for your activity?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Consultation</b>		
• Have you attached all copies of your consultation with affected stakeholders	<input type="checkbox"/>	<input type="checkbox"/>
• Have you attached a list of all contacted parties/organisations/individuals	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Final checklist</b>		
• Have you completed all parts of the form?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you signed and dated the application form?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you included a health and safety management plan?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you attached any required additional details?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you attached all other approvals needed?	<input type="checkbox"/>	<input type="checkbox"/>

**Your efforts in putting together a detailed application are appreciated and will enable us to efficiently process your application. Please note that applications lacking necessary information will not be processed. If you are unsure of the level of information required, please talk to the Senior Ranger managing your application.**

## Please read this page before filling out the application form

The Regional Parks Management Plan (V2010) 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.

Processing costs for applications that take more than one month to process may be invoiced at the end of each month. In lodging your application, you will be liable to pay all costs incurred, whether consent is granted or not. An application for full or partial review of fees is available on request. Please note: strict criteria does apply in considering fee waivers, commercial organisations need to apply; application fees are non-refundable.

**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 and to submit applications contact:

	West Auckland	North Auckland	South and Central Auckland
<b>Email:</b>	<a href="mailto:shaun.bennett@aucklandcouncil.govt.nz">shaun.bennett@aucklandcouncil.govt.nz</a>	<a href="mailto:amy.waldmann@aucklandcouncil.govt.nz">amy.waldmann@aucklandcouncil.govt.nz</a>	<a href="mailto:miranda.bennett@aucklandcouncil.govt.nz">miranda.bennett@aucklandcouncil.govt.nz</a>
<b>Post:</b>	Senior Ranger Conservation Arataki Visitors Centre PO Box 60 228 Titirangi Auckland 0642	Senior Ranger Conservation P O Box 66 Waiwera Auckland 0950  Matt Maitland <a href="mailto:matt.maitland@aucklandcouncil.govt.nz">matt.maitland@aucklandcouncil.govt.nz</a> Senior Ranger Open Sanctuary	Senior Ranger Conservation P O Box 72-132 Papakura Auckland 2244

Please complete all relevant sections. The checklist at the start of this form will assist you.

**PART A: CONTACT DETAILS**

Applicant Name:   
*(Students to include Academic Supervisor details)*  
Organisation/Company name:   
Name of contact person:   
Position:   
Postal address:   
  
  
Street address:   
*(If different from above):*   
  
Phone numbers: Business:  After hours:   
Mobile:  Fax:   
Email:

**Organisation / School / Company Details:**  
Supervisor/Manager Name:   
Postal address:   
  
  
Phone numbers: Business:  After hours:   
Mobile:  Fax:   
Email:

1. Date of activity:   
2. Location in Park:   
3. No of students:   
4. No of teachers:

**PART B: DESCRIPTION OF PLANT AND/OR SEED COLLECTION ACTIVITY**

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:

Period sought (e.g. April to May 2021):





**Part D: ASSESSMENT OF POTENTIAL EFFECTS AND ANY PROPOSED MITIGATION OR AVOIDANCE MEASURES**

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 impact<sup>1</sup> 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. Specify methods to be used to avoid spreading Kauri Dieback (see Attachment 1 for the basic principles your procedure will need to achieve).**

*Key risk activities for kauri dieback spread (consider what parts of your proposal might involve contact with / movement of soil).*


---

<sup>1</sup> **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.

*Mitigation or avoidance procedures*


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? (Please detail)**


*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*


**Part E: HEALTH AND SAFETY**

1. Do you or your company/organisation have a current Health and Safety Policy that you will be operating under? Yes  No

2. Do you or your company/organisation have a Health and Safety Plan for your proposed activity? Yes  No   
 If **YES** please provide a copy.

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.

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? Yes  No

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? Yes  No

5. Do you understand your obligation to report any accidents or near miss accidents that may occur? Yes  No

**Nominated person responsible for health and safety during this activity:**

Name:	<input style="width: 100%;" type="text"/>		
Postal address:	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" type="text"/>		
Phone numbers:	Business:	<input style="width: 100px;" type="text"/>	After hours: <input style="width: 100px;" type="text"/>
	Mobile:	<input style="width: 100px;" type="text"/>	Fax: <input style="width: 100px;" type="text"/>
Email:	<input style="width: 100%;" type="text"/>		



**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 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:**

<b>Visitor Experience Team, Parks Services</b>	
<b>Email:</b>	visitorexperienceparksservices@aucklandcouncil.govt.nz
<b>Post:</b>	Auckland House 135 Albert Street Private Bag 92300 Victoria Street West Auckland, 1142

# **HYGIENE PROCEDURES FOR KAURI DIEBACK**

Kauri dieback is a soil-borne disease that spreads through the movement of contaminated soil and soil water. It is possible that it also spread by streams and rivers particularly in times of flooding. By following hygiene guidelines you are helping to stop the spread of kauri dieback.

## **Ensure equipment is clean**

Clean your gear before AND after leaving kauri forests:

- All footwear, tools and equipment and machinery must be totally soil-free when entering a forest area containing kauri. We recommend cleaning at the beginning and end of each day.
- Wheeled or tracked machinery, vehicles and ATVs pose a high risk and must be cleaned thoroughly to remove soil.
- Where possible, machinery and vehicles should remain on site for the duration of a job or project.
- All machinery should be clean before leaving the depot for a new work site.
- When you are in the field, all equipment should be cleaned before moving from one area of kauri into another.

Operators are expected to carry out their own inspections and cleaning, but these may be checked by local Department of Conservation (DOC) or council staff.

## **Avoid leaving formed areas**

Vehicles and personnel should remain on roads and tracks where possible, particularly in wet conditions. If you are moving onto or off tracks, you must use portable phytosanitary packs to ensure that kauri dieback is not carried onto the track from surrounding kauri or between high risk areas. Phytosanitary kits must be used when leaving an area showing symptoms of kauri dieback disease.

## **Avoid work in wet conditions**

Carry out operations under dry soil conditions where possible.

## **Avoid work around kauri**

Select work sites, track routes and bait-lines which are away from kauri and watercourses where possible. Preferentially select sites which are down-slope of kauri areas.

## **Avoid sites prone to flooding or ponding in kauri areas**

Streams pose a risk for transporting kauri dieback disease. When entering or exiting a stream system, you must use portable phytosanitary packs to ensure kauri dieback is not carried into the stream from surrounding kauri or between high risk areas.

## **Ensure raw materials are disease free**

Do not source raw materials (soil/substrate/gravel) from kauri areas. Supplies for landscaping, track construction and revegetation work in kauri areas should come from a 'clean' source not containing kauri.

## **Contain vegetation and use low impact vegetation control methods around kauri**

Use vegetation control methods that do not disturb the soil, such as mowing, slashing or herbicide application, in preference to grubbing.

If diseased kauri and vegetation (including weeds and native vegetation in diseased zones) are trimmed or cleared they must be left in-situ, composted for use on site, or disposed of at an appropriate landfill site. They must not go to green waste or into community weed bins. Please contact your local authority for further information.

If any soil/plant material is to be removed from a "controlled area" this must be managed with biosecurity approval. Please contact your local authority for further information.

## General Considerations

- Avoid or restrict introduction of high-risk products (soil/substrate/gravel/vegetation) to the area. If any high-risk products are required, they must be from reputable/biosecurity accredited sources.
- Consider managing or limiting vehicle access where appropriate.
- Ensure managers, visitors and users are aware when undertaking high-risk activities in an infected area.
- Encourage good hygiene practices by all users/visitors.
- If both infected/symptomatic and uninfected sites are identified within an area, hygiene measures must be taken to avoid soil transfer from infected to uninfected. Activity should be planned to move from uninfected to infected areas (not vice-versa where possible).

## Phytosanitary information

Kauri dieback spores can be removed from footwear and equipment simply by scrubbing them with clean water to remove all soil then allowing gear to dry. However, while not essential, using Sterigene will increase the effectiveness of these hygiene measures.

We recommend using Sterigene disinfectant on footwear, equipment, machinery and other items that have been in contact with soil. Sterigene is a broad spectrum disinfectant which is non-toxic, non-corrosive, biodegradable and environmentally friendly compared to other products such as Virkon and Janola.

Alternatively Virkon and Janola may be used, however its application is limited in a forest situation and any application should be in accordance with the product's label instructions and Material Safety Data Sheet.

All gear should first be cleaned to remove soil. Sterigene should then be sprayed onto the clean surfaces (and left to dry). Sterigene will not kill kauri dieback spores that are embedded in soil hence it is important soil is removed first before applying the disinfectant.

Sterigene solution is effective for up to 12 months, however the approved shelf life is six months. A fresh solution of Sterigene should be obtained every six months.

Sterigene concentrate has a three-year shelf life. Expired Sterigene can be returned to DOC or your local council for disposal or simply used as a general detergent solution for general car cleaning.

Water, soil or slurry and Sterigene from cleaning dirty equipment needs to be disposed of carefully:

- Solution must be drained into waste water drains, not the stormwater system, or disposed of on a lawn or gravel pad.
- If necessary, expired Sterigene may be discarded on a lawn or gravel pad.
- Do not let Sterigene drain into septic systems.
- Sinks connected to waste water systems are ideal for cleaning equipment off site.

## Further Information

For further guidance around hygiene of specific activities such as vehicle & heavy machinery; disposal of contaminated material; tree pruning; plant propagation; trapping; and a number of other forest user activities please consult the appropriate guide located at [www.kauridieback.co.nz/how-to-guides/](http://www.kauridieback.co.nz/how-to-guides/)

0800 NZ KAURI  
WWW.KAURIDIEBACK.CO.NZ

TĀNGATA WHENUA | MINISTRY FOR PRIMARY INDUSTRIES | DEPARTMENT OF CONSERVATION | NORTHLAND REGIONAL COUNCIL | AUCKLAND COUNCIL  
WAIKATO REGIONAL COUNCIL | BAY OF PLENTY REGIONAL COUNCIL



**KEEP KAURI STANDING**  
STOP KAURI DIEBACK DISEASE SPREADING **KIA TOITU HE KAURI**

## **Attachment 2 – 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 Decontam

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



### Attachment 3: Risk Management Form

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

## 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

<p><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></p>	
<p><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 &amp; 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></p>	

**Name:**

**Signature:**

**Approved by applicant:**

**Dated:**

**Name:**

**Signature:**

**Distribution List:**

---



---



---



---



---