

Collection Permit Application Form

**Absolutely Positively
Wellington City Council**

Me Heke Ki Pōneke

Send your completed application to:
otari@wcc.govt.nz for applications related to Otari-Wilton's Bush or Botanic Gardens)
or nativeplants@wcc.govt.nz for all other applications.
For more information, phone 04 499 4444

When you submit your application, we request that you rename the file using a date-name-location-permit format.
Eg. 20190105-JohnDoe-Makara-permit.pdf

Application Information

Applicant Name:

Purpose of Collection:

After finishing your application, please return to this page to ensure our application is complete.

Applicant Checklist

Applicant Information

Personal Details

Organisation Details (if applicable)

Details of Proposed Activity

Have you outlined the proposed activity?

Have you outlined the proposed location?

Effects and Mitigation

Have you identified all actual and potential effects?

Have you identified ways to mitigate these effects?

Health and Safety

Have you outlined your Health and Safety Plan and attached your plan (if you have one)?

Have you identified the hazards and methods to mitigate them?

Declaration

Have you signed the declaration?

Collection Permit Application Form

**Absolutely Positively
Wellington City Council**

Me Heke Ki Pōneke

Send your completed application to:
otari@wcc.govt.nz for applications related to Otari-Wilton's Bush or Botanic Gardens)
or nativeplants@wcc.govt.nz for all other applications.
For more information, phone 04 499 4444

When you submit your application, we request that you rename the file using a date-name-location-permit format.
Eg. 20190105-JohnDoe-Makara-permit.pdf

Important:

Kia Ora, thank you for your interest in collecting from Wellington City lands, parks and reserves.

Fill in this form if you are collecting material for any non-specialised, non-research purposes. If you are collecting material as part of a larger research plan, you should fill in the research permit instead.

To expedite the process, please ensure that you have filled in all relevant sections, provided adequate information and attached all relevant documents.

If all required information and documentation is provided, we aim to process applications within a fortnight (2 weeks). If we require further information or there is additional complexity to the project, such as new sites needing to be identified, a longer timeframe may be required. To avoid any delays to your project we encourage you to apply as early as possible.

Please note: if the information provided is insufficient, we may request further information, and this may result in delays.

Be aware that additional permits may be required for the proposed activity that the responsibility for procuring these permits lies with the applicant.

A collection fee of \$100 (GST inclusive) must be paid in advance of any collection of material. This fee is waived if the collection is conducted for non-commercial research, conservation, education or cultural purposes.

1. Applicant Details

Full name:

Address:

Phone:

Email:

If you are affiliated with an organisation (school, cultural group, private company, etc.), please fill in the following section

Organisation:

Type of Organisation:

Organisation address:

Contact Person:

Phone:

Email:

2. Activity Details

a) Purpose of the activity: *(tick all that apply)*

Commercial Cultural Propagation Restoration Planting Education

Other: _____

If your proposed collection activity is part of a larger research project, we request that you fill in the research permit application form instead.

b) Provide specifics of the proposed activity: *(e.g. Cultural collection for rongōā, details of collection are in section 3)*

c) Preferred Dates: *(dd/mm/yyyy) to (dd/mm/yyyy)*

From:

To:

d) Alternative Dates: *(dd/mm/yyyy) to (dd/mm/yyyy)*

From:

To:

e) Frequency of the activity:

f) Have you received a Wellington City Council permit for this activity in the past?

YES NO

g) If YES, when did you receive that permit?

h) What are the names of the people involved in the activity and how are they qualified to collect the material?
(e.g. Teri Tuawhare, Nursery Supervisor 10 years; Annie Wetherell, flax weaver for 2 years)

i) Are you associated with an iwi or hapu? If so, which one(s)?

j) List down any iwi consultation/engagement you have conducted in regards to this activity?

k) List down any other community consultation/engagement you have conducted as well as its outcome:
e.g. "Consulted with local neighbourhood group and they gave us written permission (attached) as long as we left by 1600 hrs."

l) Do you require council support or special access? (e.g. off-road vehicle access)

3. Location Details

a) Do you have a specific location required for your activity? YES NO

If NO, consider emailing us at nativeplants@wcc.govt.nz to discuss possible locations.

b) Which sector(s) will the activity be located? (Refer to attached map for details)

Northern Sector Western Sector Central/Town Belt Coastal 1 (Evan's Bay-Miramar-Lyall Bay)

Coastal 2 (Te Reikaihau Point to Sinclair Head) Botanic Gardens* Otari-Wilton's Bush*

*All applications related to these locations should be sent to otari@wcc.govt.nz

c) Describe the preferred location of proposed activity:

d) Describe an alternative location where the activity could be undertaken:

IMPORTANT:

- If you are collecting material meant for ingestion, please be aware that some sites are subject to agrochemical treatments. Material from these locations should not be ingested. If this is a concern, please call 04 499 4444 or email nativeplants@wcc.govt.nz to discuss which sites are suitable for your purposes.

4. Collection Details

Please note:

- Samples must not be taken from biologically sensitive areas or in quantities that would unduly deplete the population or damage any other ecological associations. At all times, the amount of material to be collected must be kept to a minimum, less than 10% of any fruit, seeds, leaves or other material from any individual plant.
For some species, further restrictions may apply.
- If you are collecting native plants, seeds or cuttings for propagation, then you must follow Wellington’s eco-sourcing guidelines (attached). In brief, you must 1) propagate material only in ecological areas where they would naturally occur 2) follow best practices when collecting material.
Avoid plants at the edges of cultivated areas such as botanic gardens, private lands, etc. which may have a higher incidence of hybridisation.

I have read and understood the Eco sourcing guidelines and will implement them in my project. YES NO
(skip this question if you do not intend to propagate plants)

a) Material to be collected: *(tick all applicable)*

- Native Plants
 Exotic Plants
 Leaves
 Seeds
 Pollen
 Cuttings
 Fungi
 Wildlife
 Soil
 Rocks
 Other(s) : _____

b) Specifics of material to be collected: *(attach a separate sheet if necessary)*

Name of Material	Type of Material	Quantity	Collection site
<i>e.g. Harakeke (Flax)</i>	<i>Leaves</i>	<i>10</i>	<i>Otari-Wilton’s Bush</i>

c) Describe how you intend to collect these materials:

d) Describe what you intend to do with the materials:

5. Effects and mitigation

All activities have effects. In the following section, please describe the actual and potential effects of your activity on our shared environment.

Where you identify any actual or possible adverse effects, outline strategies you propose to avoid, remedy or mitigate those effects. (E.g. Weeds may be introduced into the area via sampling equipment. Proposed mitigation: Washing all sampling equipment before arriving at sampling area.) If you require more space, please attach a separate sheet of paper.

a) Effects on the species and/or material(s) of your collection.

Mitigation or avoidance:

b) Effects on waterways, including streams, lakes, waterways or coastal waters.

Mitigation or avoidance:

c) Effects on vegetation, coastal and/or amenity planting.

Mitigation or avoidance:

d) Effects on soils, rocks or other edaphic or abiotic features.

Mitigation or avoidance:

e) Effects on wildlife, habitats or other biotic features.

Mitigation or avoidance:

f) Effects on fencing, tracks or any other public assets:

Mitigation or avoidance:

g) Effects on other users of the site, including visitors, staff, etc.

Mitigation or avoidance:

h) Effects on historical, archaeological or cultural sites.

Mitigation or avoidance:

i) What activities will be visible nearby locations, including from trails or private residences? (e.g. *Flag markings visible from the trail, researchers visible from local houses*)

Mitigation or avoidance:

j) What sort of noise will this activity generate? Please explain.

Mitigation or avoidance:

k) What is the fire risk of this activity? Please explain.

Mitigation or avoidance:

l) Could the proposed activity introduce weeds or other invasive species? Please explain.

Mitigation or avoidance:

m) Does the proposed activity have any positive effects on park values (natural and/or historic)? Please detail.

6. Health and Safety

a) Hazard Management

As a collection permit holder, you shall take all reasonable and practicable steps to prevent injury to yourself and others.

We encourage you to contact your local ranger(s) on 04 499 44444. They will inform you of any site dangers of which you must be aware as well as suggest ways to control the hazards. We also advise you to contact them 24 hours before the start of your activity, so that they may advise you of any new hazards that have arisen.

In the event of an emergency, contact emergency services by dialling 111. All incidents must be reported to the Wellington City Council on 04 499 4444.

b) Have you already engaged with relevant WCC staff about any hazards, dangers and procedures at the proposed location(s)? YES NO

c) Does your organisation have a Health and Safety Policy that you will be operating under? YES NO

d) Do you or your organisation have a Health and Safety Plan for your proposed activity? YES NO
if so, please attach it to this application (if you attach a plan, you may skip section 6.e)

Note: WCC reserves the right to request further health and safety planning and information if the controls or information are deemed insufficient to complete the permit process.

e) Health and Safety Plan

- Divide each job into its main tasks/steps e.g. *site set up, traffic management, aerial work, ground work, pack up, driving to new site etc.*
- Examine the task/step to identify any possible hazards:
 - associated with carrying out each step
 - created if the task steps are incorrect or not completed
- Record all hazards you identify
- Suggest ways to control the hazard.
- Risk score: Once controls are in place, what is the current risk – based on the combined score from the consequence + likelihood from the risk matrix?

Hazard: (What is the danger?)	Description: (How can it harm?)	Control: (How do we make it a safe work practice?)	Risk Score: (Refer to risk matrix on the next page)
e.g. Weather – Hot Days	e.g. Sunburn, Sunstroke, Dehydration	e.g. Working in the shade, wearing a hat, bringing adequate water	e.g. Low

Hazard: <i>(What is the danger?)</i>	Description: <i>(How can it harm?)</i>	Control: <i>(How do we make it a safe work practice?)</i>	Risk Score: <i>(Refer to risk matrix on the next page)</i>

Risk Matrix

Likelihood <i>(How Often)</i>	Consequences <i>(What could be the harm or damage)</i>			
	Minor <i>(First aid/ debrief)</i>	Moderate <i>(Medical treatment)</i>	Major <i>(Notifiable event / lost time injury)</i>	Severe <i>(Fatality or permanent impairment)</i>
Almost certain <i>(within a week)</i>	Medium	High	Extreme	Extreme
Likely <i>(next 1-12 months)</i>	Low	Medium	High	Extreme
Unlikely <i>(next 1-5 years)</i>	Low	Medium	High	Extreme
Rare <i>(5 years +)</i>	Low	Low	Medium	High

Health and Safety Obligations

- I will comply with all reasonable directions of Wellington City Council relating to health and safety
- I understand my obligations to myself, any subcontractors and employees under the Health and Safety at Work Act 2015, and confirm my intention to comply at all times while conducting the activities under this permit on public land.
- I understand my obligation to report all health and safety incidents including accidents and near misses to Wellington City Council
- I will inform the council about the outcomes of my research/material collection

7. Applicant Statement

I hereby certify that all the information contained in this application is, to the best of my knowledge, true and correct.

I have read and understand the above terms and conditions and am duly authorised to sign this agreement.

I agree to comply with the conditions and to take all necessary precautions while using Council Reserve, Park, Garden or Open Spaces.

I understand that my proposal may be subject to additional conditions, outlined in schedule 1.

Name:	Date:
Signature:	

Collection Permit

A permit to collect material from council lands parks and reserves

Wellington City (the Council) hereby grants the applicant a permit for the purposes outlined in the preceding application, with the sites, dates and conditions specified in schedule 1 of this permit.

Conditions:

1. The permit holder shall apply to the conditions of this permit at all times.
2. The permit holder agrees to pay a collection fee of \$100 in advance of the collection activity. This fee is waived if the collection is conducted for non-commercial research, conservation, education or cultural purposes.
3. This permit does not confer on the permit-holder any interest in the site(s), nor does it remove any rights of the public to use and enjoy the whole or any part of the site(s).
4. The Council may terminate this permit by notice in writing to permit-holder if there are breaches to any of the terms of this permit or if the activity causes any unforeseen or unacceptable effects.
5. The permit-holder shall carry out the authorised activity in a safe and reliable way and comply with all statutes, bylaws and regulations affecting or relating to the land of the activity.
6. The permit holder acknowledges their safety is their responsibility and they may seek advice from the council in order to preserve their safety.
7. In the event of an accident or near miss accident, the permit holder agrees to report it to the Wellington City Council, as soon as practicable.
8. Only people specifically named on this permit are authorised to carry out the activity – these rights are non-transferrable.
9. The permit holder shall not, unless authorised in writing by the Council, interfere with, remove, damage, or endanger the natural features, animals, plants or historic resources in any area administered by the Council, or bring any plants or animal(s) to the site(s), or deposit debris, rubbish, or other dangerous or unsightly matter, or contaminate any body of water.
10. While conducting this activity, the permit holder shall carry this permit with them at all times and must produce it on demand to Wellington City Council staff.
11. The permit-holder should explain to any interested members of the public who observe the activity, the nature of the permit-holder's work and that it is being undertaken with special approval.
12. The permit holder shall not restrict access to any road or track at any time without permission of the relevant site manager.
13. The activity is to be conducted in the manner directed by the Council away from tracks, picnic areas or areas of high public use and, as far as practicable, out of sight of the public.
14. Wherever practicable, access routes to the collection areas should avoid damage to natural features.
15. If collecting material from within the collection areas of a garden, a member of the staff may be required to be present.
16. The amount of material to be collected must be kept at a minimum at all times. For plant material this is generally restricted to <10% of available ripe fruit per individual plant, or for cutting material <10% of available suitable cutting material per individual plant.

17. Samples must not be collected from biologically sensitive areas, or in quantities that would unduly deplete the population or damage any other ecological associations.
18. The permit holder shall maintain and provide to the Council records of records of collection sites and materials collected, e.g. maps of the site(s) used and lists of materials taken from each.
19. If requested, the permit holder shall keep the Council and mana whenua informed of the progress of the activity.
20. After completing the activity, the permit holder shall forward a copy of any research findings, reports and publications to the Council office that issued this permit. Furthermore, they shall forward a copy of the species collected, the sites from which they were collected, any accident or near miss accident reports and any other relevant information.
21. The permit holder acknowledges that the Council may provide copies of research findings, accident reports, publications and any other relevant information to mana whenua or other individuals and/or organisations.
22. No material collected under this permit may be used for commercial purposes or patenting of plant varieties or registration of intellectual property rights on any derivatives without first getting approval from the Wellington City Council.

Schedule 1**FOR OFFICE USE ONLY**

a) Do you approve of the people involved in this project?
[per section 1]

- Yes**, as stated by applicant **Yes**, with conditions
 No

Conditions:

b) Do you approve of the proposed sites?
[per section 3]

- Yes**, with preferred site(s) **Yes**, with alternative site(s)
 Yes, with sites listed below **No**

Conditions:

c) Do you approve of the proposed dates?
[per section 1]

- Yes**, with preferred dates **Yes**, with alternative dates
 Yes, with entirely new dates **No**

Conditions:

d) Do you have any other comments or conditions?

- Yes** **No**

Comments:

Approved by

Date:

Name:

Signature:

Position:

Phone:

Email:

Does this permit require additional approval?

- YES** **NO**

Additional approval

Date:

Name:

Signature:

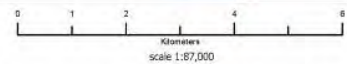
Position:

Phone:

Email:



Ranger Areas



Property boundaries, 2014 Coroner's (2014) Areas, All free, address & file name provided from Land Information Service. Council strength measured. Property boundaries shown in red for urban areas, in blue for rural areas. Council data sourced from Statistics NZ. Population sourced from NZ Post. Names, symbols, notes and copyright information are appropriate and may not be used for detailed engineering design. Other data, including copyright, from a variety of sources used in accordance with the Wellington City Council's policy.

MAP PRODUCED BY:
Wellington City Council
101 Wakefield Street
WELLINGTON, NZ

ORIGINAL MAP SIZE: A4
AUTHOR: [presco]
DATE: 11/04/2019

**Absolutely Positively
Wellington City Council**
We Share NZ Positively

This guide is designed to assist applicants in developing a Health and Safety plan. It provides an overview of some common hazards encountered while working in reserves as well as procedures with which they may be addressed. *This is NOT a comprehensive list, and your activity will likely involve hazards not listed here.*

Potential hazard types

Asset failures
Being near, on or in water
Biological agents
Dust, asbestos and silica
Electrical appliances and internal outlets
Events in Council facilities or on Council-owned land
Excavations
Exposure to criminal activity (theft / vandalism)
Extreme natural events
Firearms
Fixed plant
Hazardous substances
Health and impairment
Helicopters, drones and other powered aerial equipment
Ignition sources
Manual handling
Noise
Other mobile equipment
Personal confrontation
Stacking, racking and material storage
Surface conditions
Tools and equipment
Traffic and pedestrian movement during work activities
Vehicles on/off roads (including bicycles)
Work at Height
Working alone / remote work
Work in confined spaces
Working outside
Work with or in the vicinity of services

TIPS

- Include site specific hazards eg access to site, weather, ground conditions, public, traffic, other contractors/PCBU's etc
- Look for opportunities to eliminate hazards/risks or unnecessary steps.
- Each hazard must be controlled by working through the hierarchy of control in order (below)
- Look for ways to improve other aspects, such as quality and productivity, as these things can often help justify costs of making improvements.

Risk Matrix

Likelihood (How Often)	Consequences (What could be the harm or damage)			
	Minor (First aid/ debrief)	Moderate (Medical treatment)	Major (Notifiable event / lost time injury)	Severe (Fatality or permanent impairment)
Almost certain (within a week)	Medium	High	Extreme	Extreme
Likely (next 1-12 months)	Low	Medium	High	Extreme
Unlikely (next 1-5 years)	Low	Medium	High	Extreme
Rare (5 years +)	Low	Low	Medium	High

This guide is designed to assist applicants in developing a Health and Safety plan. It provides an overview of some common hazards encountered while working in reserves as well as procedures with which they may be addressed. ***This is NOT a comprehensive list, and your activity will likely involve hazards not listed here.***

- **Bad weather:** check the weather report for the day, wear suitable clothing and be prepared to postpone work if needed.
- **Sharp objects in rubbish:** take care when handling rubbish bags and containers.
- **Unsafe use of equipment:** ensure suitable training on the correct use of equipment. Keep clear of tools in use, ensure adequate space between tool users.
- **Uneven ground:** wear suitable footwear. Use caution when navigating terrain.
- **Falling rocks, slippery areas and steep banks:** avoid potential problem areas, choose routes carefully.
- **Poor lifting technique:** lift with your legs and ask for assistance if required – the safe limit will differ from person to person but no-one should be lifting anything heavy without assistance.
- **Water – cold, polluted water or rising streams:** avoid where possible and be prepared to postpone work if needed.
- **Dangerous vegetation – rotting branches, poisonous plants (e.g. nettle), etc.:** avoid where possible, report concerns to Wellington City Council. Check for loose branches above when working under trees. In high winds, avoid pine and bush areas. Do not climb trees without proper equipment, training and PPE
- **Fast moving tides:** if working on a beach, check the tidal reports for the day. Take care and postpone work if needed.
- **Roads:** If working near the road, wear high-visibility jackets. Take extreme care – if you need to work within two metres of the road, talk to a park ranger about specialist road control options.
- **Heat:** seek shade, take adequate rest, food and drink, rotate and share the work load.
- **Fatigue:** Take breaks; ensure people aren't working for long periods of time. Look out for one another.
- **Beehive or wasp nests:** leave the area if a nest or hive is disturbed; report wasp nests to Wellington City Council.
- **Working alone:** inform other people about the specifics of your activity, including where you're going, what you intend to do there and when you plan to return. Have a working mobile phone or alternative communication device if off site.

- **Neighbours and other passers-by:** respect all neighbours and members of the public, if they become aggressive or complain about activities speak with them politely and direct them to contact WCC at 04 499 4444.
- **People:** Ensure anyone under the influence of drugs or alcohol does not participate. Anyone with allergies should notify the project leader and carry personal medication.

Accident procedures

- In the event of an accident you should have a suitable first aid kit and mobile phone on hand.
- If someone is injured:
 - stop work and provide emergency first aid and support.
 - call emergency services (111) if necessary.

Call the WCC call centre as soon as practical after the accident at (04) 499 4444 to report the incident.

What?

Eco-sourcing is the propagation of native plants for revegetation or restoration from seed or cuttings taken from populations of locally occurring native plants. Eco-sourced plants should be used in all restoration projects. The region has been divided into different ecological districts according to the topology, geology, climactic conditions and biological features and processes. These districts should determine from where to you collect your seed.

Why?

- Planting species known to naturally occur in the Wellington region preserves the ecological integrity of the region and your project – once you plant a plant it is there for a long time.
- It maintains the unique local characteristics of native plants as many species can vary considerably throughout their range in New Zealand
- Local plants are also better suited to local condition and typically grow better than those sourced from elsewhere.

How?

The easiest approach is to use only plants naturally growing in your ecological district. You can identify these species through plant checklists of the area. Greater Wellington Regional Council has a Wellington Regional Native Plant Guide or more comprehensive lists can be obtained from the Department of Conservation. The New Zealand Plant Conservation Network (NZPCN) also has plant checklists available to members (nzpcn.org.nz).

Seed should be collected from as many local native plants as close as possible to the restoration site. This could be from within the same population, within the same catchment or, where species are sparse or locally extinct, from a broader area. If in doubt, seek professional advice from the Wellington City Council, Department of Conservation or Greater Wellington Regional Council.

Choosing propagation material

Eco-sourcing usually involves seed in preference to cuttings. This ensures that the genetic diversity within each species is maintained as much as possible.

Cuttings, being clones of a parent plant limit the genetic diversity of the species and should only be used when it is not possible to obtain seed of the species.

Seed should come from plants that are naturally occurring in a similar habitat as your restoration project, preferably from wild populations. Avoid collecting from urbanised areas, including native trees in a garden setting, particularly those that have been planted. If nearby plants of the same species

are known to be non-local, check that they are not close enough to allow for cross pollination. Ideally, sites where ecological processes (e.g. pollination, dispersal and succession) are functioning naturally should be used.

Seed should be selected from multiple plants at a range of locations within the source site. Collect from different individuals each year. Only collect as much seed as you need and only a small amount of seed from each parent plant, leaving plenty behind for natural regeneration. Do not collect more than 10% from any one plant or location. If the plant you are propagating is uncommon try to maintain genetic diversity by sourcing your seed from a number of sites in your ecological district. When collecting, the higher the genetic diversity (in individuals, communities, habitats, locations) the stronger the population will be in your restoration project

You need the landowner's permission to collect seed and other plant material. Always obtain this before you collect seed.

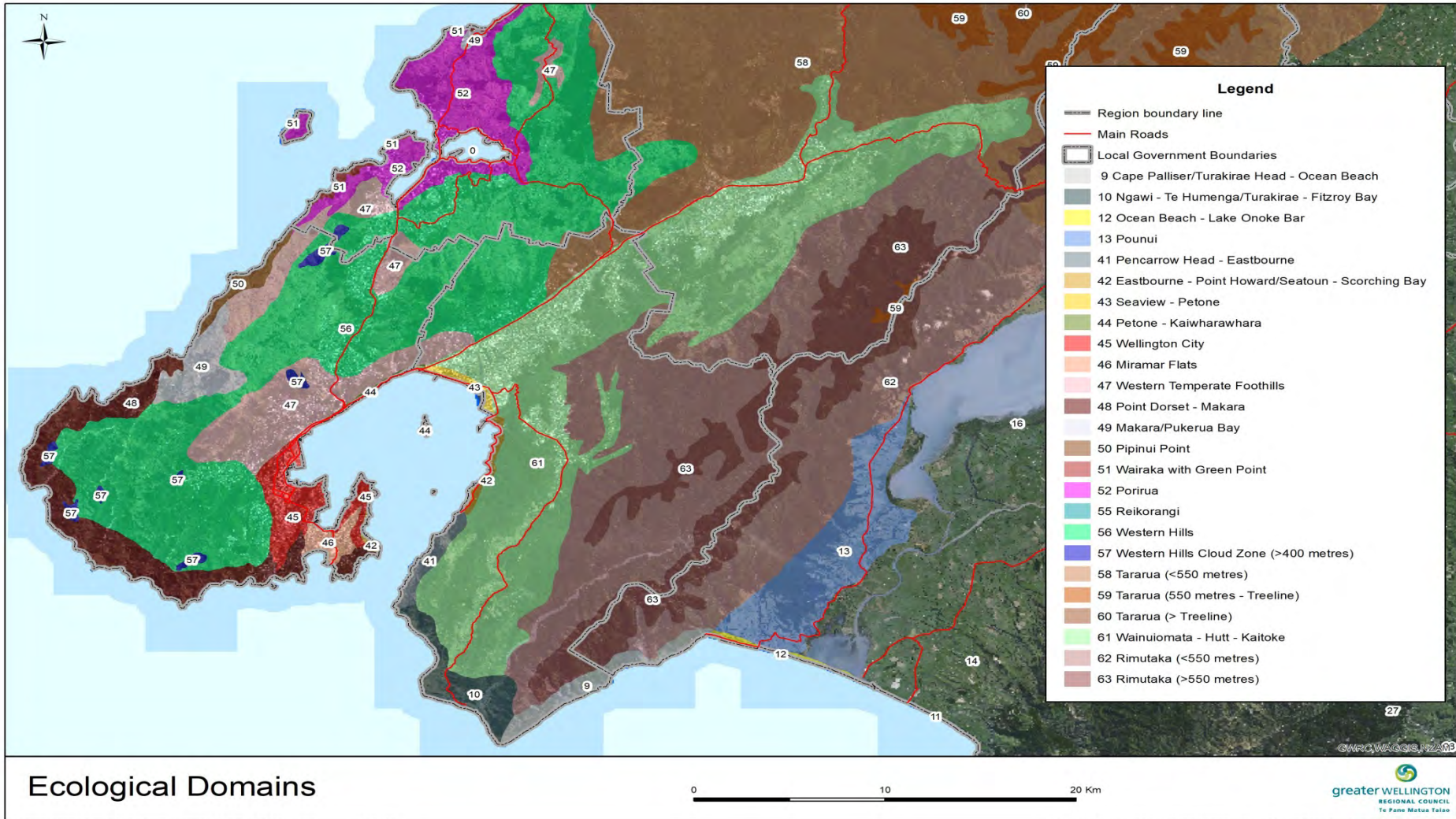
Remember that good record keeping is essential. Label the seed when you collect it and continue labelling when you sow the seed and pot the plants. Records should be kept of the species, location, date collected and habitat characteristics of the source. You may want to divide your restoration site up into areas to facilitate record-keeping of what you have planted and where they have been planted.

Eco-Sourcing Map

For the Wellington region

Absolutely Positively
Wellington City Council

Me Heke Ki Pōneke



Topographic and Cadastral data is copyright LINZ. LIDAR data is copyright GWRC.
Regional Orthophotography Copyright : GWRC / NZAM 2010, 2013. Projection NZTM.

Document Path: Y:\Helpdesk2019\20190411_WCC_Eco_Domains\EcoDomains.mxd
Date: 11/04/2019

