



This application form is only to be used to apply for removal of timber irreversibly damaged by Cyclone Ita (wind-blown timber). We recommend that you read the [application pack](#) on the Department Of Conservation website and attend a briefing prior to completing the application forms. Please contact Aran Naismith for further details anaismith@doc.govt.nz or (03) 7569138.

Please provide all information requested in as much detail as possible. Applicants will be advised if further information is required before this application can be processed by the Department.

Once you have filled in your application form, please complete this checklist to ensure that all components of your application are complete. This will help prevent any possible delays in the processing of your application:

- Legal status registration number (if not an individual)
- Relevant qualifications, testimonials, evidence of experience
- Evidence of Health and Safety Management System, proven safety records
- Supporting information for Environmental Impact Assessment (if required)
- Maps
- Have you included your payment for the application fees?
- Have you read and accepted the section regarding the liability of the applicant for payment of fees?
- Have you signed your application?
- Do you wish to attend a briefing? (please tick) You will be contacted via details provided below advising of location, date and time

All efforts in putting together a detailed application are greatly appreciated and will allow the Department to effectively and efficiently process your application.

A. Applicant Details

| | | | | | | | |
|---|-------------------------------------|---|--------------------------------|---|--|--|--|
| Applicant Name (full name of registered company or individual) | | | | | | | |
| Legal Status of applicant (tick) | <input type="checkbox"/> Individual | <input type="checkbox"/> Registered Company | <input type="checkbox"/> Trust | <input type="checkbox"/> Incorporated Society | | | |
| Other (please specify full details) | | | | | | | |
| Please supply the company, trust or incorporated society registration number: | | | | | | | |
| If an individual please supply your date of birth (this is a unique identifier for you): | | | | | | | |
| Trading Name (if different from Applicant name) | | | | | | | |
| Postal Address | | | | | | | |
| Street Address (if different from Postal Address) | | | | | | | |
| Registered Office of Company or Incorporated Society (if applicable) | | | | | | | |
| Phone | | | | Website | | | |
| Contact Person and role | | | | | | | |
| Phone | | | | Cell Phone | | | |
| Email | | | | | | | |
| Contact Person and role | | | | | | | |
| Phone | | | | Cell Phone | | | |
| Email | | | | | | | |

B. Background Experience of Applicant

This information will be assessed under the weighted criteria section, (see the Assessment section in the application pack for details). Please provide relevant information relating to the applicant's ability to carry out the proposed activity (e.g. relevant qualifications, details of previous experience with similar operations, membership of professional organisations, experience and knowledge of the type of operation, proven track record including any ACC records. Attach details and label Attachment B.

Has the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application been convicted of any offence? Does the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application have any current criminal charges pending before the court? If yes, please supply details.

C. Description of Operation

Please describe the proposed operation (including any activities that may affect neighbours) the applicant wishes to undertake to remove the wind-blown timber, in detail – this must include, but is not limited to:

- A list of all species of trees proposed to be removed and the proposed volume of each species; and
- Explanation of the method to be used in the operation including methods for any on-site processing and subsequent extraction of timber; and
- The general method of processing once the timber has been removed; and
- The final use of all the windblown timber under application, and

D. Health and Safety

All Approved Operators must have a Health and Safety management system in place; this will be audited by an independent Health and Safety auditor. Please attach evidence of any existing (or proposed) Health and Safety Management system to your application, labelled Attachment D. This section also requires a full disclosure of any adverse records of safety issues.

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E. Environmental Impact Assessment

Please identify the effects that the proposed activity may have on the environment and the ways in which you propose to minimise any adverse effects. Please see section E in the application pack for an explanation of “effects”.

NB: The example provided below does not cover all methods of minimising the potential effect described; it is merely an example.

| Potential effects of your activity on the feature or value (positive or adverse) | Methods to minimise remedy, mitigate or avoid any adverse effects identified |
|--|---|
| <i>EG: Damage to living plants while accessing site</i> | <i>EG: Brief all staff on the importance of the living trees; clearly tape off areas to avoid; follow a pre-determined route to minimise damage</i> |
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F. Insurance and Bonds

Approved Operators are required to indemnify the Director-General against any claims or liabilities arising from their actions. If this application is approved, the Applicant will be required to hold Public Liability, Forest and Rural Fire Act Extension Insurance, and possibly third party motor vehicle and/or aviation legal liability insurance.

If the application is approved the Approved Operator may also be required to pay a Bond to the Director-General calculated in relation to the scale and possibility of unforeseen adverse effects.

G. Fees and costs

Processing Fees:

The Department may recover costs to process an application from Applicants regardless of whether the application is approved or declined (see sections 12 and 20 of the West Coast Wind-blown Timber (Conservation Lands) Act 2014. By signing the Declaration on this form the Applicant is agreeing to pay all costs associated with the processing of this application, and to the terms and conditions of holding an account with the Department of Conservation.

The Department requires that the first stage of the process (see Assessment section of the application pack for explanation) be paid for at the time the application is submitted. An application will not be processed until the application fee is received.

The cost of processing the first stage of an application is **\$500 + GST**. If the application is approved further costs will be incurred for the next stages of the process. Once approved, the Department will provide an estimate of costs which will be required to be accepted before further processing occurs.

Please tick your payment method:

- I have attached a cheque
- I have direct credited into DOC account –

Department of Conservation

Westpac Bank

Department Account No: 03 0049 0002808 00

Stumpage Fees:

You will also be required to pay stumpage fees for the trees removed from public conservation land. These fees will be set at the rate agreed by the Director-General for the authorisation. Payment shall be on the basis of measured roundwood volume prior to any processing (the exception being the initial cross-cutting into logs).

Please outline below the proposed stumpage prices (excluding GST) for each species, volume and grade sought,

(see section H of the application pack for examples of how to provide this information)

Terms and Conditions for an Account with the Department of Conservation:

| | | |
|--|-----|----|
| Have you held an account with the Department before? (Please tick) | Yes | No |
|--|-----|----|

If yes, under what name:

If no, please supply 3 trade references in the table below.

| | Trade References These are referees that supply you with goods or services on standard business terms i.e. 20 th of month following supply not banks, electricity suppliers, landlords etc. | Telephone Number | Contact Person |
|-----|--|-------------------------|-----------------------|
| (1) | | | |
| (2) | | | |
| (3) | | | |

1. I/We agree that the Department of Conservation can provide my details to the Department's Credit Checking Agency to enable it to conduct a full credit check.
2. I/We agree that any change which affects the trading address, legal entity, structure of management or control of the applicant's company (as detailed in this application) will be notified in writing to the Department of Conservation within 7 days of that change becoming effective.
3. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.
4. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
5. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
6. I/We agree that the credit account provided by the Department of Conservation may be withdrawn by the Department of Conservation, if any terms and conditions of the credit account are not met.
7. I/We agree that the Department of Conservation can provide my details to the Department's Debt Collection Agency in the event of non-payment of the fees.

Declaration

I certify that the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct.

I agree to the matters set out in numbers 1-7 above.

Note: The Director-General can vary any Authorisation granted if the information given in this application contains inaccuracies.

| | | | |
|------------------------------|--|-------------|--|
| Signature (Applicant) | | Date | |
| Signature (Witness) | | Date | |
| Witness Name | | | |
| Witness Address | | | |

This application is made pursuant to the West Coast Wind-blown Timber (Conservation Lands) Act 2014.

Applicants should familiarise themselves with the relevant provisions of the West Coast Windblown Timber (Conservation Lands) Act 2014, the Conservation Act 1987, the Reserves Act 1977 and the Resource Management Act 1991.

All costs relating to the application are payable by the applicant to the Department of Conservation (see Sections 12 and 20 of the West Coast Wind-blown Timber (Conservation Lands) Act 2014).

The Department reserves the right to obtain further relevant information either from the applicant or from any other relevant source. The applicant will be advised of any information obtained from other sources. The cost of obtaining such information will be charged to and recovered from the applicant. The applicant will be informed as soon as practical from receipt of the application if further information is required before this application can be fully processed by the Department.

The purpose of collecting this information is to enable the Department to process your application. The Department will not use this information for any reason not related to that purpose.

Applicants should be aware that provisions of the Official Information Act 1982 might require that some or all information in this application be publicly released.

For Departmental use

| | | | |
|---|--------------------------|-------------|--|
| Credit check undertaken | <input type="checkbox"/> | | |
| Comments : | | | |
| Signed | | Name | |
| Approved (Tier 4 manager or above) | | Name | |