

# Research Permit Application Form

**Absolutely Positively  
Wellington City Council**

Me Heke Ki Pōneke

A permit to conduct research in Wellington City Council land.

Send your completed applications to: [urbanecology@wcc.govt.nz](mailto:urbanecology@wcc.govt.nz)

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 Research:

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

## Applicant Checklist

### Applicant Information

Personal Details

Organisation Details

### Details of Proposed Activity

Have you outlined the proposed activity and/or attached your research proposal?

Have you outlined the proposed location and attached maps?

### 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?

### Consultation

Have you consulted with relevant stakeholders?

Have you attached copies of the consultations (if applicable)?

### Declaration

Have you signed the declaration?

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## Important:

Kia Ora, thank you for your interest in conducting research in Wellington City's open spaces, coast, gardens, parks and reserves.

Fill in this form if you intend to conduct a research project and/or other research activities. If you are collecting materials for non-research purposes, you should fill in the collection form 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.

## 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. Research Details

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

Educational  Commercial  Cultural  Conservation  Other: \_\_\_\_\_

b) Briefly describe the proposed activity. **If you have one, please attach your research proposal**

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:

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

YES  NO

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

f) Names and qualifications of the people involved in the proposed activity: *(e.g. Walt Moody, PhD Ecology; 2 volunteers with 5 years of mist netting experience).*

g) List any additional permits you require and whether they have already been acquired: *(e.g. DoC endangered species permit, submitted and awaiting outcome)*

h) What iwi consultation or engagement have you undertaken?

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

j) Will you be adding any new structures, fittings, markings or other permanent or semi-permanent features? (e.g. transect tapes, tree markings, etc.) Please include their distinct features (e.g. purple and yellow transect markings, X branded camera traps)

### 3. Location Details

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

**If NO, consider emailing us at [urbanecology@wcc.govt.nz](mailto:urbanecology@wcc.govt.nz) to discuss possible locations.**

a) 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

d) Describe the preferred location of proposed activity: (please attach a map)

e) Describe an alternative location where the activity could be undertaken: (please attach a map)



## 5. Effects and mitigation

All activities have effects. In the following section, please describe the actual and potential effects of your proposed 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 subject(s) of your research.

*Mitigation or avoidance:*

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

*Mitigation or avoidance:*

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

*Mitigation or avoidance:*

d) Effects on soils, rocks or other 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 explain.

## 6. Health and Safety

### a) Hazard Management

As a research 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?  
*if so, please attach it to this application (if you attach a plan, you may skip section 6.e)*  YES  NO

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?

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

**Risk Matrix**

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

### 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. Consultation

Neighbours, other park users, iwi and other interest groups may have a stake in your proposal. Ideally you should consult with them and discuss the positive and negative aspects and effects of your proposed activity. If you are unsure about groups that may need to be consulted, please contact the WCC staff member you have been corresponding with for more information.

If you have consulted with any relevant stakeholders, then please list down their names as well as outcomes of the consultation. List down their feedback, including and concerns and suggestions, as well as your response to that feedback.

Consultee	Organisation/Relationship	Feedback	Response
<i>e.g. H. Tuwhare</i>	<i>Neighbour</i>	<i>e.g. He raised concerns about our safety due to steep slopes. Suggested we move site 10m North.</i>	<i>e.g. Assessed site, and found concerns valid. Moved site 10 m North.</i>

### 8. 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:	

# Research Permit

A permit to occupy council lands, parks and reserves for the purpose of research

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**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 a 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:

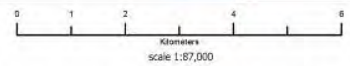
Phone:

Email:





**Ranger Areas**



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

ORIGINAL MAP SIZE: A4  
AUTHOR: prestoz  
DATE: 11/04/2019

**Absolutely Positively**  
**Wellington City Council**  
Te Kaitiaki Take Kōwhiri



# Health and Safety Guide

For Activities in Wellington City Parks and Reserves

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

## Examples of Common Hazards in the Field

- **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 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.