

## Collection and research permit application

### A. Applicant

Name	
Organisation	
Address	
Phone	
Mobile	
Email	

### B. Area and details of proposed activity

Please identify the park or reserve and describe the areas of your proposed operation. If you are unable to identify the areas or you do not know them, please ask Council staff.	
What is the proposed activity?	
Purpose of collecting/research	<input type="checkbox"/> Research <input type="checkbox"/> Educational <input type="checkbox"/> Conservation <input type="checkbox"/> Commercial <input type="checkbox"/> Cultural <input type="checkbox"/> Other
Include details of the reason for the collecting or research. (Attach a copy of the research outline if available.)	
Type/species of material to be collected/researched	
Quantity of material to be collected/researched	
How many people are involved?	

Please name all people who will be involved in this activity.			
Proposed dates	to	Alternative dates	
Please describe the method of collection/research and any equipment to be used.			

### **C. Potential effects of the proposed activity**

Please describe the actual and potential effects that your proposal will have on the following environmental values. All activities have effects; failure to complete this section may mean your application is declined.

Where you identify actual and potential effects, please also describe the actions you propose to take to avoid, remedy or mitigate those effects. (For example, weeds may be introduced on sampling equipment. Proposed action to avoid this may include washing the sampling equipment before using it in the sampling area. If you need more space to explain, please attach a separate piece of paper.)

Effect(s) on the species or its habitat
Effect(s) on natural waterways, including streams, rivers, lakes, wetlands or coastal waters
Effects on native vegetation
Effects on soils or any other natural features

Effects on wildlife either within or near the site(s) where you want to operate
Effects on other users of the site(s)
What aspects of your activity will be visible from within or adjoining the areas where you want to conduct your activity?
Is it possible that your activity will introduce weeds, including or seeds of weeds into the area?
What is the risk of fire from your activity?
Will your activity have any positive effects on natural or historic values?
Will your activity contribute to any management plan's objectives for the area?

**Thank you for your application.** Please ensure you have attached any maps, plans and additional information relevant to your application.

**If you have any questions about the application process, please phone Wellington City Council on 499 4444.**

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

Signature of applicant	
Date	

Please note, the Official Information Act may require that some or all information in this application be publicly released if requested.



## **Collection and research permit**

**Wellington City Council (the Council) grants the applicant a permit for the purpose of (the activity) on the site(s) and date(s) specified in Schedule 1 of this permit.**

**This permit is subject to all the following conditions, including any special conditions.**

1. If collecting seed for propagation, the permit-holder must follow Wellington City Council's eco-sourcing guidelines (attached) at all times.
2. The permit-holder shall pay a collection fee (GST-inclusive) of \$100 in advance to the Council. This condition will be waived if the material is for non-profit research, conservation, education or cultural purposes.
3. The permit-holder shall comply with the collection provisions of this permit at all times.
4. 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).
5. The Council may terminate this permit by notice in writing to the permit-holder if there are breaches to any of the terms of this permit or if the activity causes any unforeseen or unacceptable effects.
6. 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 or to the activity.
7. The permit-holder acknowledges that the Council accepts no responsibility for the safety of the permit-holder.
8. Only people specifically named on this permit are authorised to carry out the collection/activity – these rights are non-transferable.
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 animals 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.
11. This permit must be produced on demand to Council staff.
12. 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.
13. The permit-holder shall not restrict access to any road or track at any time.
14. 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. Wherever practicable, access routes to the collection areas should avoid damage to natural features. If collecting from within the collection areas in a garden, a member of staff should be present.
15. The amount of material collected must be kept to a minimum at all times.
16. Samples must not be collected from biologically sensitive areas, or in quantities that would unduly deplete the population or damage any other ecological associations.
17. The permit-holder shall maintain and provide to the Council records of collection sites and materials collected, eg maps of site(s) used and lists of materials taken from each.
18. If requested, the permit-holder shall keep the Council and mana whenua informed of the progress of this activity. After completing the activity, the permit-holder shall forward a copy of the research findings, reports and publications to the Council office that issued this permit. The permit-holder acknowledges that the Council may provide copies of these findings to mana whenua.
19. 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 Wellington City Council.

**Health & safety**

There are potential hazards involved in working in the field, but with care and common sense the hazards can be easily eliminated or minimised. The permit-holder shall take reasonable care to prevent injury to themselves or others and:

- identify hazards then eliminate or minimise them
- report all accidents, near misses and significant new hazards to Wellington City Council.

As a guide only, here are some of the hazards you might encounter:

- slippery surfaces, uneven/unstable ground, cliffs, banks, falling rocks and wet environments
- exposure to extreme weather
- hazardous vegetation, including rotten branches or trees and thorny or poisonous plants
- working in isolation
- cold or polluted water, rising streams or fast-moving tides on beaches.

Please list any other significant hazards you identify and explain how you will avoid them.

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Signed on behalf of Wellington City Council		Signed by Applicant	
Name		Name	
Signature		Signature	
Date		Date	

**Schedule 1**
**(1) Approved people**

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**(2) Approved sites**

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**(3) Approved dates**

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## Wellington City Council eco-sourcing guidelines

### 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 topographical, geological and climatic conditions and biological features and processes. These districts should determine where to collect seed from for your project.

### 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 very 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 conditions 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 for 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](http://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 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 species and should only be used where it is not possible to obtain seed of a 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 they are not close enough to allow for cross-pollination. Ideally, sites where ecological processes (ie 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 take only a small amount of seed from each parent plant, leaving plenty behind for natural regeneration. 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 diversity (in individuals, communities, habitats, locations) the stronger the population will be in your restoration project.

You will 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 up 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 where.

Fig 1. This map shows the extent of the nine ecological districts that fall in the Wellington region. The black line marks the regional boundary.

