Ngā Maunga Whakahii o Kaipara Ngahere Ltd

|  |  |
| --- | --- |
| Date of issue:  | Permit: 00 |
| Name:  |
| Company:  |
| Address:Email:  |
| Telephone:  | Vehicle Rego:  |
| This permit allows entry to: |  |
| For (activity): |  |
| Effective from: |  | Effective to: |  |

Subject to the conditions below and attached:

|  |
| --- |
| * Headlights on when travelling on all forest roads.
* Logging trucks always have the right of way on forest roads.
* You must alert all forest vehicles via RT (channel 69) when moving forest roads from point to point.
* Do not block roads or gates. Park off-road.
* Hi-Viz and appropriate PPE gear to be constantly worn.
* No smoking in the forest
* Must keep to 30km speed limits on all forestry roads.
* Take all your rubbish off-site.
* Be aware of all other forest users.
* No access if the forest is experiencing extreme weather.
* All vehicles accessing the forest must be fit for the terrain and be insured for $10m liability insurance.
* I agree to abide by all rules of NMWoKNL, comply with all health and safety obligations, assume all risks, and indemnify NMWoKNL from all claims that result from working with and accessing the property known as Woodhill Forest.
* I further agree not to divulge, use, communicate, photograph, or otherwise compromise any operations or information observed or obtained while exercising this permit.
 |

|  |  |
| --- | --- |
| Issued by: | Tania Richards |
| Fee: | $85 permit +GST $68 per hr (at a minimum of 2hrs) + GST |

I have read and understood the conditions attached, including the Health and Safety Guidelines and the Environmental Standards, and agree to abide by them:

|  |  |
| --- | --- |
| Signed: |  |

|  |  |  |
| --- | --- | --- |
| Office use only | # | Returned |
| Key/s |  |  |
| RT/s |  |  |

**Terms and Conditions of Forest Access Permit**

**Rubbish:** The dumping of rubbish is prohibited. All rubbish must be removed.

**Fires:** Lightening of fires is prohibited—no smoking in the Forest. Dial 111 if you see a fire in the Forest.

**Camping:** Camping is prohibited unless expressly permitted by this Permit.

**Hunting:** Hunting is prohibited unless expressly permitted by this Permit.

**Firearms:** Firearms are not permitted in the forest other than for authorised hunting or unless permitted by this Permit.

**Poison/Traps:** Poison and traps are used in the Forest. DO NOT touch any baits, lures, carcasses, or traps. Dogs are particularly susceptible to the poison. NMWOK Development Trust accepts no responsibility for the effects of any poison.

**Firewood:** The cutting and commercial sale of firewood is prohibited. You must not cut log stacks.

**Trees:** You must not cut, fall, intentionally damage, mark or remove any tree, shrub, or other forest produce.

**Driving:** You may only use the vehicle expressed on your permit. Drive with lights on low beams always in the forest. Normal road rules apply (except speed limits) to drive at a speed that suits the conditions: Forestry roads are narrow with rough surfaces. Your vision may be obscured due to vegetation, dust, fog, and blind corners. Some intersections need to be marked and clearly visible. Park off the road. Do not block the road or gateways with your vehicle in any way. Walk towards the traffic.

**Hazards/Risks:** The permit holder acknowledges that the forest is a place of potential hazards and shall take all proper care in exercising this permit, including being responsible for those persons accompanying the permit holder. The permit holder agrees to enter the forest at their own risk and shall be solely responsible for those persons accompanying the permit holder. The permit holder releases to the full extent permitted by law the Trust employees and agents from all liabilities, fines and demands of any kind arising from any incident, accident or injury occurring to any person or property in the exercise of this permit. NMWOK Development Trust makes no representation whatsoever as to the suitability of the Forest for the purpose intended by the permit holder.

**Indemnity:** The permit holder shall indemnify NMWOK Development Trust in respect of (a) any loss, damage or injury to real property of NMWOK Development Trust or its contractors, (b) any loss, damage or injury to the property of NMWOK Development Trust or any person on the Land, (c) All claims or actions by any third party against NMWOK Development Trust for any loss, damage, fines proceedings or injuries; where such loss, damages, fines or injury result arising out of the permit holder’s presence (or those persons who accompany the permit holder) in the forest or from the permit holders use of the forest tracks and roads or the undertaking of the rights under this permit.

**Permit** **Requirements:** This permit must always be carried and produced on demand whilst the holder is within the Forest. This permit is not transferrable and can be revoked at any time by notice given by or on behalf of NMWOK Development Trust, either verbally or by a public notice or by advertisement. The permit holder must comply with all reasonable directions issued by NMWOK Development Trust personnel. The permit holder and those accompanying the holder shall not interfere with NMWOK activities in the forest or with any person granted access to the forest by NMWOK. The permit holder shall not do anything or omit to do anything that may become or is an annoyance, nuisance, damage, or disturbance to NMWOK land or other occupiers or owners of land adjoining the land. The permit holder shall only enter the forest along the accessways directed by NMWOK and shall not enter those parts of the forest except as authorised on this permit. The permit holder shall be responsible for the actions of all persons accompanying the permit holder under the permit whilst in the forest. The permit holder shall immediately notify NMWOK of any damage to the forest area or any injuries to any person within the forest.

**Breach of Permit Conditions:** This permit will terminate immediately upon any breach of its terms. If the permit is revoked or breached, the permit holder and those people covered by the permit shall immediately leave the Forest and shall not re-enter the Forest.

Ngā Maunga Whakahii o Kaipara Ngahere Ltd

**Health and Safety Guidelines**

**Forest Operations**

Commercial Forest Operations can operate 24 hours a day, seven days a week. Many heavy vehicles operate in the forest, potentially creating hazardous and/or dangerous situations. Please always take extreme care while in the forest environments.

The Health & Safety and Employment Act 2016 places specific responsibilities on the Forest Company and the Forest Owner towards the people authorised to enter the forest. NMWOK will supply a list of generic hazards through the permit system.

In addition, where necessary and appropriate, NMWOK will carry out site operation-specific hazard identification and control exercises with those persons required to have an Access Licence.

The Licensee’s responsibility is to ensure that anyone accompanying them into the forest also meets the requirements of their organisation’s health and safety guidelines.

**Harvesting Operations**

* Warning signs have been erected in areas where contractors are operating.
* You may not enter any area where these warning signs have been erected.
* Access through these areas may be permitted if you comply with the Forest Company’s requirements. You must have a Simplex 69 radiotelephone channel with an automatic number identification attached to it and comply with all instructions on warning signs.

**Vehicles in the Forest**

* You may only use the vehicle specified on your permit.
* Drive with lights on low beams, always in the forest during daylight.
* Normal road rules apply.
* Drive at the posted speed limit or to the road conditions.
* Forestry roads are often narrow with rough surfaces.
* Vision may be obscured due to vegetation, dust, fog, and blind corners.
* Some intersections are unmarked and not clearly visible.
* Walk towards the traffic.

**Vehicle Parking**

* Park off the road.
* Do not block the road or gateways with your vehicle in any way.

**Safety**

* Tell someone where you are going and when you are expected out of the forest.
* It is recommended that you always carry a cell phone while in the forest.
* Contact POLICE 111 if you are concerned about the safety of someone you know is in the forest.

**Hunting**

* Hunting is prohibited unless specified on the permit.

**Fire**

* Do not light any fires.
* Dial 111 if you see any smoke or fire in the forest.

**Other**

* If you must be in the forest before 7.00 am or after 5.30 pm, please advise of your after-hours log-in and out procedure. You will be required to alert our on-call Duty officer via the after-hours number by text or call (0211284550).
* Please attach a copy of your emergency procedures in the forest in case of fire or accident.

I have read and understood the Health Safety Guidelines.

Ngā Maunga Whakahii o Kaipara Ngahere Ltd

**ENVIRONMENTAL STANDARDS**

The following environmental standards apply to all Access Licence/Permit holders on NMWOK Land.

General

* The licensee/permit holder is responsible for obtaining any resource consent necessary to conduct their operations/activity on NMWOK Land. All conditions of Auckland Council resource consent(s) held by the Licensee and/or NMWOK conditions must be complied with.
* Ensure that any restrictions identified on maps (such as archaeological sites or riparian zones) are understood and complied with.
* Water crossings shall not be installed without prior approval from NMWOK.
* Avoid causing damage to water control structures wherever possible. Suppose damage to water control structures does occur. In that case, the land preparation contractor must reinstate it upon completing that operation component or communicate to an NMWOK representative if further work is required.
* Track construction or other earthworks shall not be carried out with prior approval from NMWOK (this excludes existing track maintenance)
* Where access is permitted, tracked, or wheeled machinery shall not operate within 10m of a permanent waterbody without prior approval from NMWOK.
* Sediment runoff created by the activity should pass through a zone for trapping sediment before it enters a flowing stream or lake or flows onto a public road or neighbours’ property.
* Vegetation shall not be removed or disturbed (except cutting back adjacent to existing tracks) without prior approval from NMWOK.
* The site must be kept free of rubbish. Foreign materials (broken equipment, waste oil, etc.) must be removed regularly before leaving the site.
* Any fuel, oil or chemicals used must always comply with HSNO or the appropriate industry-approved guidelines.
* Containers for the storage and use of any fuel, oil or chemicals must be secure from leaks and sited so that the liquid is contained in the event of an accidental spill.
* Known archaeological and cultural sites shall not be disturbed.
* If any possible archaeological or cultural sites are discovered, all activities within 30m of the site must be stopped, and NMWOK must be notified immediately.
* Where a permit has been issued for harvesting non-productive species (e.g., flax or ponga), removing other species is not permitted.
* Other NMWOK Environmental Standards that exist for activities that these Standards do not cover may be issued by NMWOK where appropriate.
* If you cannot comply with these Environmental Standards, notify NMWOK before commencing any work.



Ngā Maunga Whakahii o Kaipara Ngahere Ltd

**ISSUE OF FOREST GATE KEYS**

|  |  |  |  |
| --- | --- | --- | --- |
| KEY NUMBER | WTT ,WTB , WOD | RETURN DATE | 22 April 24 |

Ngā Maunga Whakahii ō Kaipara Development Trust allows access to the forest, with entry by permit/access licence only. The undertaking is given in consideration of such permit/access licence, and I shall only be entitled to use the key for so long as I hold the entry permit/access licence.

1. Always keep the key in a safe and secure place.
2. To leave gates as I find them (locked or open).
3. Not to lend or give this key to any other person.
4. Not to copy this key.
5. This key will only be used for the purpose for which it is provided.
6. To return the key to Ngā Maunga Whakahii o Kaipara Development Trust on demand or the expiration of my entry permit/access licence.
7. I agree to pay a fee of $1000.00 to Ngā Maunga Whakahii ō Kaipara Ngahere Ltd should I lose, damage, or fail to return or produce each key on-demand or on expiry of the permit/access licence.

|  |  |
| --- | --- |
| Key Holder Name:  | Louise Beuth |
| Organisation: | The Sandpit |
| Address: | 417 Rimmer Road |
| Phone: | 021363231 |
| Signature of Key Holder: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Key Issued by: | Tania Richards | Date: | 21/3/24 |



Ngā Maunga Whakahii o Kaipara Ngahere Ltd

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Issue of Mobile Radio RT Unit****Please Note:** NMWOKNL maintains a strict adherence to Health and Safety guidelines on people entering forests with vehicles. To ensure this, people entering forests in vehicles must communicate and advise their location and destination when in the forest. For this purpose, you have been issued an RT radio unit on loan. Please ensure this procedure is carried out upon entering the forest so that your safety and the safety of others will not be compromised.**Guidelines for Radio RT usage:**1. It is your responsibility to maintain the RT in good order. Please ensure it is kept clean and dry and in a place where it will not be damaged.
2. Call up on channel 69 your location and destination the moment you enter the forest road names or marker names if known.
3. When travelling through the forest, keep the RT on so you can hear other road users calling up their location and destination.
4. When out of the vehicle for a time, please ensure RT is hidden from view from outsiders.
5. Do not loan this RT to other persons.
6. Return the RT immediately to the NMWOK office as soon as you have finished requiring it.
7. Use channel 69 for traffic, 68 for harvest and 57 or WHL RPT for emergencies.

**Terms of loaning RT:** I agree to abide by the above guidelines. I also agree to pay a sum of $1200.00 to NMWOK should I lose, damage or fail to return or produce the RT on demand or expiry of the permit/access licence or on the return date set out on this form.

|  |  |  |  |
| --- | --- | --- | --- |
| RT Make: | Kenwood | RT Serial: | NMWOKNL  |
| Issue Date: |  | Return Date: |  |
| NMWOKAuthorisation: | Tania Richards | Date: |  |
| Name: |  | Address: |  |
| Signed: |  | Date: |  |

 |

Ngā Maunga Whakahii o Kaipara Ngahere Ltd

**Incident/Accident/Hazard Reporting Form**

All accidents or incidents (including ‘near misses) that occur in Woodhill Forest must be reported to the permitter. If you witnessed unusual sites or behaviour and/or possible future hazards while exercising this permit, you and/or your company must report those incidents/accidents/near misses to the permitter.

**Person reporting incident/accident:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Address: |  |
| Incident/Hazard Type (Threat) |  |
| Company: |  |
| Email: |  |
| Phone: |  | Work: |  | Mobile |  |
| Date of Incident |  | Potential Severity |  | Time of Incident |  |

**Details of the incident:**

|  |  |
| --- | --- |
| Location of Accident/incident: |  |
| People/PCBUs affected by this incident. |  |
| Details of Accident / Incident:P.T.O if more space is required) |  |
| Please attach photos or other supporting documents/footage. |  |

|  |
| --- |
| Ngā Maunga Whakahii o Kaipara Ngahere Ltd**Incident/Accident/Hazard Reporting Form /Cont.:** |
| Underlying Causes (If known) |
| Action Plan(s) to Rectify | Person responsible | Due Date |
|  |  |  |
|  |  |  |
|  |  |  |
| Who is responsible for completion? |
| Actions confirmed as completed. |



|  |
| --- |
| **Hazard Identification** |
| Describe the Hazard | Where is this hazard? | What risk does it pose? |
|  |  |  |

Map

