



FOREST ACCESS PERMIT APPLICATION SC290

All vehicles entering the forest require an access permit.

TL Admin use only Insurance expiry date
--

Please follow these steps to apply:

- Step One: Complete this form
- Step Two: Compile and attach supporting documents
- Step Three: Checklist and Submission/Authorisation
- Step Four: Submit for processing

1. Applicant Details

Company Name:	
Applicant Name:	
Street Address:	
Postal Address:	
City:	
Phone Number:	
Mobile Phone Number:	
Fax Number:	
Email:	

2. Permit Details

Please note; the term approved will be at the discretion of Timberlands Ltd and will not exceed either:

a) one year, b) contract term (where applicable), or c) insurance expiry date, whichever is the first to expire.

Purpose: (e.g. Harvesting, Silviculture, Standing Timber Sales, Subcontractor, Service Provider, Research, Event)	
Term Requested:	
Forest Requiring Access to: (Please list each forest by name)	

5. Supporting Documentation Checklist

In order to process your application the following supporting documentation is required:

Certificate of Insurance/Currency from insurer showing Public Liability and Motor Vehicle Liability cover.

Copy of **current, full Drivers Licenses**

Please advise if:

a) You will collect your permit

b) You would like it posted to you

6. Submission/Authorisation

Applicant (I confirm that all permit applicants have read, understand and will comply with attached form SC221 “General Forest Access Rules and Safety Behavior for Business Permit Holders”).

Name	Signature	Date
------	-----------	------

TL Manager

Name	Signature	Date
------	-----------	------

Forest Risk Manager

Name	Signature	Date
------	-----------	------

7. Return to:

When completed in full this application and all supporting documents should be posted, faxed or emailed to:

Permits
Timberlands Ltd
PO Box 1284
99 Sala Street
ROTORUA 3040

Fax: 07 343 1071
Email: permits@tll.co.nz
Phone: 07 343 1070

General Forest Access Rules and Safety Behaviour requirements shall be supplied to the applicant upon granting of any access permit. Such rules and behaviors must be strictly adhered to. Non compliance may result is in the issuing of a trespass notice.

TL USE ONLY

Conditions to Appear on Permit

TL Manager (please select):

- Weekdays only All days Daylight hours only

Other (please detail):



SC221 GENERAL FOREST ACCESS RULES AND SAFETY BEHAVIOUR FOR BUSINESS PERMIT HOLDERS

WARNING: THE FOREST IS A MULTIPLE HAZARD WORKPLACE

GENERAL

- **ALL vehicles require an access permit.**
- **Fires are NOT permitted.**
- **In case of emergency call 111.**
- Unless authorised do not cut, fell or remove any live or dead trees, shrubs or other forest produce.
- Firewood permits are only available to forest workers.
- Keep within the forest boundaries noted on your access permit.
- Always follow instructions of security (FIRST Security) and Timberlands Limited staff – be courteous.
- If you observe any unsafe or suspicious activity contact FIRST Security 07 347 0297.
- Every permit holder must carry with them photographic identification along with their Access Permit.
- There will be no re-assignment of permits.
- No firearms. Recreational permits must be obtained for hunting and fishing access.
- All people using the forests must comply with New Zealand law.
- Always be courteous to other forest users.
- For further instructions and access instructions please refer to your permit, the TL website (www.tll.co.nz).

DRIVING

- **HEADLIGHTS ON LOW BEAM AT ALL TIMES – BE SEEN**
- **Always drive to the road conditions**
 - **Drive so you can stop safely within half the visible road distance ahead.**
- Observe the speed limits within the forest:
 - Sealed roads up to 100km/hr
 - Unsealed arterial (main 2 lane) up to 80km/hr
 - Other up to 50km/hr
- The provisions of the New Zealand Road Code must be observed.
- All vehicles will meet Ministry of Transport (M.O.T.) standards for Vehicle Registration, Warrant of Fitness (W.O.F) or Certificate of Fitness (C.O.F).
- Keep left at all times.
- Park safely – as far off road edges as is practicable.

MAHIA TE MAHI WHAKARURUTANGA O TE NGAHERE (Strive for Safety in the Forest)

© Timberlands Limited, Rotorua, New Zealand SC221 General Forest Access Rules for Business Permit Holders Forest Risk 28/10/16

This document is the confidential property of Timberlands Limited and may not be reproduced or copied in any way without the prior permission of Timberlands Limited.



DRIVING cont....

- Always be prepared to give way to loaded logging trucks. Off highway trucks can be up to twice as long as those on the highway and are significantly wider and heavier. Off highway trucks may travel more slowly and need much more room to manoeuvre.
- Do not drive in a dust cloud – pull over until the dust settles.
- No motorbikes, MTV, quad bikes (unless with the express approval of TL).
- No horses or bicycles (except in Whakarewarewa Forest).

GENERAL HAZARDS

Please Report new hazards to the Radio Room or Timberlands Limited (07 343 1070)

Remoteness / Working Alone

- Take an effective means of communication in case of emergency i.e. cell phone.
- Advise the Radio Room, colleagues, family or friends of your plans - give them a location and estimated time of return.
- Persons working alone must have a current first aid certificate.

Forest Operations

- Follow all warning signs.
- Do not enter operational areas without permission from the operator.
- Stay well clear of any machinery.

Poisoning Operations

- Do not enter area(s) sign posted as having poison on site.
- Never touch any pellets or paste/flour on the ground or in plant containers
- Refer to the current poison map for locations – supplied by FIRST Security or on www.tll.co.nz

Road Washouts

- Drive to the conditions and beware of washouts, ruts and other road obstacles.

Hazardous Trees

- Watch out for hung up trees and branches, falling objects and uprooted trees.
- Avoid unstable and leaning trees.
- Stay out of the forest on windy days.
- Report hazardous trees to the Radio Room or Timberlands Limited

Fire Ponds

- Keep away from fire ponds.

Firearms (during hunting season and poachers)

- Stay away from people with firearms
- If you hear shots fired, leave the area
- Wear hi-vis clothing

FAILURE TO COMPLY MAY RESULT IN TRESPASS ACTION OR CONTRACTUAL REMEDY

MAHIA TE MAHI WHAKARURUTANGA O TE NGAHERE (Strive for Safety in the Forest)

© Timberlands Limited, Rotorua, New Zealand SC221 General Forest Access Rules for Business Permit Holders Forest Risk 28/10/16

This document is the confidential property of Timberlands Limited and may not be reproduced or copied in any way without the prior permission of Timberlands Limited.