

## FOREST ACCESS PERMIT - BUSINESS APPLICATION SC290

**All vehicles entering the forest require an Access Permit and  
 All drivers must complete the online Business Forest Access Health & Safety Induction**

*We will endeavour to process your application as swiftly as possible,  
 however please allow up to 10 working days for processing.*

**Please follow these steps to apply:**

- Step One: All drivers must complete the online Business Forest Access Health & Safety Induction on the Kaingaroa Tipu website – [www.kt.co.nz](http://www.kt.co.nz)
- Step Two: Complete this application form
- Step Three: Compile and attach supporting documents
- Step Four: Complete Supporting Document Checklist & Sign
- Step Five: Submit to Kaingaroa Tipu for processing

*KT Admin use only  
 Insurance expiry date*

### 1. Applicant Details

<b>Company/Applicant Name:</b>	
<b>Street Address:</b>	
<b>Postal Address:</b>	
<b>City:</b>	
<b>Phone Number / Fax Number:</b>	
<b>Mobile Phone Number:</b>	
<b>Email:</b>	

### 2. Permit Details

Please note; the term approved will be at the discretion of Kaingaroa Tipu and will not exceed either: (a) one year, (b) contract term (if applicable), (c) insurance expiry date, or driver's license expiry date, whichever is the first to expire.

<p><b>Purpose:</b>          Please provide the following details:</p> <ul style="list-style-type: none"> <li><b>Contract Purpose</b> (harvesting, silviculture, roading etc).</li> <li><b>Subcontractor</b> (who you are sub-contracting to).</li> <li><b>Service Provider</b> (please provide details of work you carry out and contractors you are servicing).</li> <li><b>Research/Event</b> (details of work you are doing).</li> <li><b>Other</b></li> </ul>	
<b>Term Requested:</b>	
<b>Name of KT Contract Manager or Contact:</b>	
<p><b>Forest Requiring Access to:</b>          Please list each forest by name, also details of route you are proposing to take.</p> <p><b>For Kaingaroa</b>, please use attached map.</p>	

### 3. Insurance

Please note: A **Certificate of Insurance/Currency** from your insurer must be provided with your application. Only a certificate from your insurer (not broker) showing the company or applicant as the insured will be accepted as proof of current insurance. Acceptance of Insurance documentation is at the discretion of Kaingaroa Tipu.

<b>High Risk Category:</b> Public Liability Cover (Minimum \$10,000,000) This category covers: <ul style="list-style-type: none"><li>• KT High Risk contracts</li><li>• Machinery operators</li><li>• Transportation or use of hazardous substances</li><li>• Driving where HT license is required</li></ul>	Expiry Date: Insurer:
<b>Motor Vehicle Cover:</b> Motor Vehicle cover with a minimum third-party limit of not less than the required Public Liability cover i.e. \$10,000,000	Expiry Date: Insurer:

<b>Low Risk Category:</b> Public Liability Cover (Minimum \$5,000,000)	Expiry Date: Insurer:
<b>Motor Vehicle Cover:</b> Motor Vehicle cover with a minimum third-party limit of not less than the required Public Liability cover i.e. \$5,000,000	Expiry Date: Insurer:

### 4. Supporting Documentation Checklist

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

- Certificate(s) of Insurance/Currency** from insurer showing Public Liability and Motor Vehicle Liability cover.
- Copy of **current, full Driver's License(s)** (front and back).
- Please ensure that all drivers have completed the online **Business Forest Access Health & Safety Induction** and the Certificate number and expiry date is noted in Item 7, Page 4 of this document.

Please advise if:

- (a)  You will collect your permit                      (b)  You would like your permit sent to you

## 5. Applicant's Signature

Authorised Signature for Company or Applicant:

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NB: General Forest Access Rules & Safety Behaviour requirements will be supplied to the applicant upon granting of any access permit. Such rules and behaviours must be strictly adhered to. Non-compliance may result in the issuing of a trespass notice.

## 6. Return to:

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

Kaingaroa Tipu

**Attention: Permits**

PO Box 1284

99 Sala Street

ROTORUA 3040

**Email:** [permits@kt.co.nz](mailto:permits@kt.co.nz)

**Phone:** 07 343 1070

## KT OFFICE USE ONLY

### Conditions to Appear on Permit

KT Manager (please select):

Weekdays only

All days

Daylight hours only

Other (please detail):

**KT Contract Manager:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Sustainability Manager:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

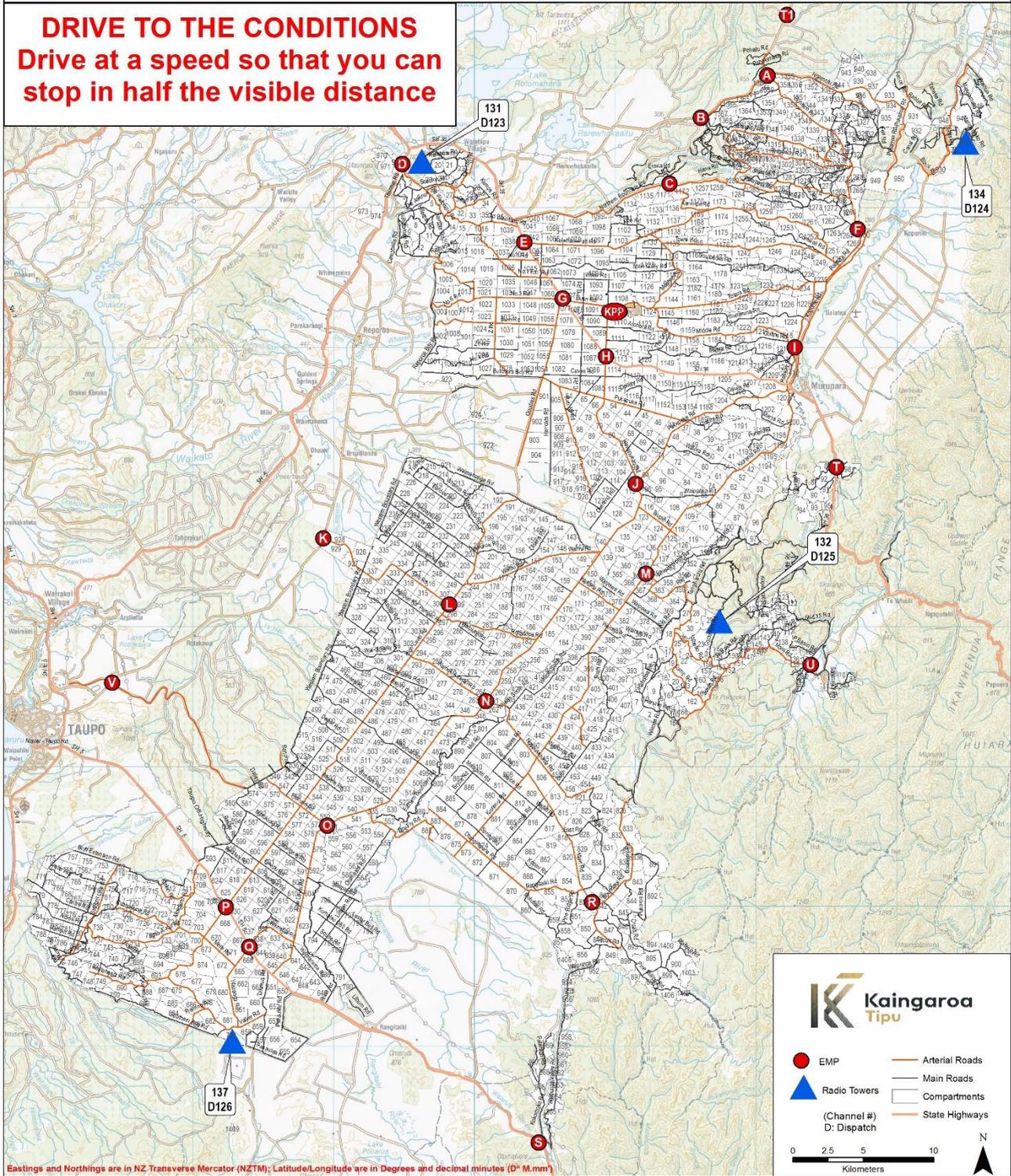
\_\_\_\_\_  
Date





# KAINGAROA ACCESS AND EMERGENCY MEETING POINTS

**DRIVE TO THE CONDITIONS**  
 Drive at a speed so that you can stop in half the visible distance



Eastings and Northings are in NZ Transverse Mercator (NZTM); Latitude/Longitude are in Degrees and decimal minutes (D° M.mmm)

EMP	Easting	Northing	Road Intersection	Latitude	Longitude	EMP	Easting	Northing	Road Intersection	Latitude	Longitude
A	1920773	5759469	Ngamoutu / Bonish / McKee	38° 15.335' S	176° 39.944' E	L	1898184	5721596	High Level / Tiriiti	38° 36.244' S	176° 25.446' E
B	1916075	5756443	Ngamoutu / Unnamed Road	38° 17.067' S	176° 36.810' E	M	1912177	5723801	Kiorenu / Wheo West	38° 34.765' S	176° 35.011' E
C	1913838	5751736	Northern Boundary / Kereopa	38° 19.655' S	176° 35.404' E	N	1900805	5714687	Low Level / Ngapuketuru / Wainuki Arterial	38° 39.920' S	176° 27.428' E
D	1894869	5753137	SH5 / Old Waitapu	38° 19.285' S	176° 22.371' E	O	1889518	5705789	Low Level / Pukuriri	38° 44.949' S	176° 19.880' E
E	1903508	5747527	SH38 / Kaiwhatiwhati	38° 22.140' S	176° 28.434' E	P	1882335	5699959	SH5 / High Level	38° 48.235' S	176° 15.071' E
F	1927222	5748465	Bonish / Gibbs	38° 21.133' S	176° 44.663' E	Q	1883983	5697119	SH5 / Wairango / Waimihia	38° 49.737' S	176° 16.279' E
G	1906246	5743523	SH38 / Goudies / Dunn	38° 24.245' S	176° 30.416' E	R	1908333	5700313	Main / Boundary	38° 47.522' S	176° 32.994' E
H	1909340	5739353	SH38 / Wairapukao	38° 26.432' S	176° 32.648' E	S	1904559	5683102	SH5 / Pohokura	38° 56.889' S	176° 30.849' E
I	1922749	5740006	Railway / Middle	38° 25.795' S	176° 41.830' E	T	1925696	5731454	SH38 / Te Papa	38° 30.345' S	176° 44.090' E
J	1911434	5730237	Wairapukao / Pekepeke / Low Level	38° 31.308' S	176° 34.328' E	U	1923869	5717295	Main Rd / Old Te Whaiti	38° 38.025' S	176° 43.230' E
K	1889242	5726337	Broadlands / Tiriiti	38° 33.862' S	176° 19.177' E	V	1874238	5716006	Broadlands / Taupo Off-Highway	38° 39.725' S	176° 9.104' E
KPP	1909924	5742547	KPP / Webb Yard	38° 24.696' S	176° 32.964' E						