

# Notable Palmy Trees 2023-2024

## Form Preview

### Notable Tree Palmy

\* indicates a required field

Before you fill in the form

We recommend you talk your proposal through with Council staff. We can advise if this is the right consent for your intended work, and help you to complete the form. Contact us on 06 356 8199

Please make sure you have all the information you need before you start filling in the form.

Pre-application checklist

1. Check the prescribed maintenance on the tree. You can find this information at the end of your tree's STEM report, available at [notable trees](#)
2. Digital copies of any additional resource consents you're seeking that are relevant to the proposal
3. High-resolution digital copies of at least three photographs of the tree
4. Two quotes for the maintenance work (see bullet list below)

The quotes must be from arborists on Council's preferred contractors list, and include the following information:

- the name and qualifications of the arborist who will carry out the work
- a description of the work to be undertaken by the arborist, detailing the extent of the work. For example, 1m crown reduction, deadwood removal, etc
- a simple diagram illustrating the work to be undertaken
- itemised costs for each part of the work, particularly when you're applying for consent to carry out work on multiple trees

You will need to refer to the Heritage Funding Guidelines to complete your proposal. The Guidelines outline what to include in your proposal, and how the proposals will be assessed.

Find the guidelines [here](#).

### Applicant details

**Applicant \***

☐ Individual

☐ Organisation

Organisation Name

First Name

Last Name

**Physical address**

Address

  

**Postal address**

Address

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**Phone \***

Must be a New Zealand phone number.

**Email \***

Must be an email address.

**GST number (if applicable)**

### Conflicts of interest

All known conflicts of interest (whether actual, potential or perceived) must be declared.

All Council officers involved in the funding process are also required to declare any conflicts of interest.

**Are there any Palmerston North City Council staff members or elected members in your organisation? \***

☐ Yes

☐ No

**Please provide their names \***

**Are you aware of any other conflicts of interest which could affect this proposal? \***

☐ Yes

☐ No

**Please describe \***

### Project Details and Application for Resource Consent (Controlled Activity)

This is an application for Resource Consent for a Controlled Activity. In this application, you will need to describe the effects of your proposal on the tree/s (assessment of environmental effects) i.e

- Effect on lifespan
- Effect on tree from possible removal of branches (if relevant)

**Street address of tree \***

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### Legal description \*

### Owners name \*

### Owners postal address \*

### Owners phone number \*

### Owners email \*

### Is the owner of the tree the same as the applicant?

- ☐ Yes  
☐ No

### Description of work applied for

- ☐ Dead wood removal  
☐ Reduction of the tree canopy width  
☐ Lifting the canopy  
☐ Removal of epicormic growth  
☐ Anti-fungal spray  
☐ Heath Assessment or STEM Assessment

### Assessment of environmental effects (What are the effects of your proposed work?)

Hint: Can be both negative and positive effects

### Are additional resource consents required for this proposal?

- ☐ None  
☐ Land use consent  
☐ Subdivision consent  
☐ Consent from HRC

### Quote 1 \*

Attach a file:

### Quote 2 \*

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Attach a file:

### Photos

Attach at least three before photos of the tree to highlight what parts of the tree to be maintained

#### **Photo 1 \***

Attach a file:

#### **Photo 2 \***

Attach a file:

#### **Photo 3**

Attach a file:

### Privacy Statement & Disclaimer

This form provides us with your contact details, and details about your proposed activity and its actual and potential effects on the environment. Note that all the information provided in your application is available to the public.

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

By submitting this form, I confirm that the council may undertake a site inspection.

**I agree to the terms stated above \***

☐

### Financial details

**\* indicates a required field**

### Funding Request

The maximum grant amount available for notable tree projects is \$400 for individual trees, and \$1500 for groups of trees.

**What is the total cost of your project? \***

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**How much are you requesting from the Heritage Fund? \***

\$

What is the total financial support you are requesting in this proposal?

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### Supporting information

If you have any additional material you would like us to refer to, please enter it in the section below. This is not a requirement.

#### File upload

Attach a file:

#### Free text

### Terms of Agreement

**You will only be bound by these terms if your application is successful.**

**1.** In accepting the offer of funding from the Palmerston North City Council, the applicant agrees to:

- complete the project as outlined in the application (or request permission in writing from the Community Funding Coordinator for any change to the project)
- use the grant money for the expenses identified in the success letter
- return any unspent funds
- operate in an open and publicly transparent manner
- manage the project in a financially prudent manner with full, up to date and accurate records
- keep invoices/receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or event conducted by Palmerston North City Council
- contact the Community Funding Coordinator to let them know of any public event or presentation that is funded by the Palmerston North City Council
- positively acknowledge the support of the Palmerston North City Council in all relevant media and promotional activities
- give permission for my/our name, brief details about the event, and the amount of the grant to be made available to the public
- ensure that service delivery adheres to legislative requirements, including requirements under the Vulnerable Children Act 2014, Health and Safety Act 2015, and Employment Relations Act 2015
- establish a risk management plan for the event, including compliance with health and safety regulations (including provision for spectator safety and roading issues)
- complete and return a written report no later than three months following the event. I/ we understand the information given in the project result form will be referred to if I/we apply for further funding
- notify the Community Funding Coordinator of any changes to office holders of the organisation, or changes to the organisation's address or other contact details, should this occur before I/we return the final report.

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**2.** Palmerston North City Council shall not be liable for any loss or damage incurred or sustained by the applicant, or any of its employees, agents, contractors, customers or volunteers.

**3.** Representatives of both parties to this agreement will discuss any issues relating to the achievement or non-achievement of the expectations outlined in the agreement. If either party identifies any issues, such discussions will take place as soon as practical.

**4.** No alteration to, deletion from, or amendment to, any of the provisions of this agreement shall be binding on the parties unless both parties agree, and this agreement is recorded in writing.

**5.** Palmerston North City Council may terminate this agreement, with two months written notice, where it considers there are serious performance problems against the expectations outlined in this agreement.

**6.** In the event that the applicant fails to comply with these terms of agreement, Palmerston North City Council is entitled to terminate the agreement immediately. In the event of termination the applicant is required to repay the grant money to Palmerston North City Council.

**Do you accept the terms of agreement outlined above? \***

☐ Yes

## Declaration

**You must agree to the below statements before submitting your proposal: \***

- ☐ I understand that the Palmerston North City Council is bound by the Local Government Official Information and Meetings Act 1987.
- ☐ I consent to Palmerston North City Council recording the details provided in this proposal and retaining and using these details for considering the proposal.
- ☐ I have obtained the consent of all people involved to provide any personal contact details in this proposal. I understand that I have the right to access this information. This consent is given in accordance with the Privacy Act 1993.
- ☐ I authorise Palmerston North City Council to seek such information as they may require to complete the consideration of this proposal.
- ☐ I understand that Palmerston North City Council may disclose to, or obtain from, any government department or agency, private person, or organisation any information about my organisation for the purposes of gaining or providing information relating to my organisation.
- ☐ I will advise Palmerston North City Council of any significant change to our organisation's finances between the date this proposal is submitted and the date I am notified of the Council's decision.

At least 6 choices must be selected.

## Authorisation

**I declare that the details contained in this proposal are correct and that I have authority to commit to the above conditions. \***

☐ Agree

**Your name \***

First Name

Last Name

Position in organisation

\*