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REFERENCE VERWYSING 1/2/1/6/5 (fauna) or 1/2/2/1/2 (flora)

DATE DATUM

**Western Cape Nature Conservation Board**

**Wes-Kaapse  
Natuurbewaringsraad**

**APPLICATION TO UNDERTAKE RESEARCH / COLLECT SPECIMENS (FAUNA AND / OR FLORA) ON PROVINCIAL CONSERVATION AREAS UNDER CONTROL OF THE PROVINCIAL ADMINISTRATION OF THE WESTERN CAPE OR ON PRIVATELY OWNED LAND IN THE PROVINCE OF WESTERN CAPE**

In order to operate as efficiently as possible the Western Cape Nature Conservation Board needs to have a record of all research / collection projects or inventory collections undertaken on its nature reserves, at least, but preferably those encompassing the Province as a whole (including private property) and it would therefore be appreciated if this application form could be **FULLY** completed.

Should any of the requested information (i.e. species to be collected, area concerned etc.) not be forthcoming, **A CLEAR REASON / MOTIVATION FOR THIS OMISSION MUST BE PROVIDED.**

If the space provided in the application form is not adequate, separate documents providing the requested information may be attached to the application form.

**PLEASE NOTE**

- (a) The National Forest Act, 1998 (Act 84 of 1998) and regulations, the Nature Conservation Ordinance, 1974 (Ordinance 19 of 1974) and all regulations in terms of the Ordinance must be adhered to.
- (b) The completed application form(s) must reach this office at least **ONE MONTH BEFORE** the project / collecting work commences.
- (c) Should it be envisaged to export specimens across the boundaries of the Republic or out of this province, an export permit may be required in respect of certain species (question 2.6 on the application form) and a further application form will have to be completed.

**PRIVATE BAG X29, RONDEBOSCH, 7701, R.S.A.**

Website: [www.capenature.co.za](http://www.capenature.co.za)

**STANDARD CONDITIONS APPLICABLE TO RESEARCHERS UNDERTAKING  
RESEARCH OR COLLECTING WORK ON PROVINCIAL CONSERVATION AREAS OR  
PRIVATELY OWNED LAND IN THE PROVINCE OF WESTERN CAPE**

- (i) **THE MANAGER OF THE RELEVANT CONSERVATION AREA(S) (IF ANY) MUST BE INFORMED TIMEOUSLY BEFORE ANY CONSERVATION AREA IS ENTERED FOR COLLECTING OR RESEARCH PURPOSES AND THE MANAGER'S WRITTEN PERMISSION TO ENTER SUCH RESERVE MUST BE ACQUIRED BEFOREHAND. THIS PERMIT DOES NOT GRANT THE PERMIT HOLDER AUTOMATIC ACCESS TO ANY NATURE RESERVE, CONSERVATION AREA, WILDERNESS AREA AND / OR STATE FOREST. ANY OTHER / FURTHER CONDITIONS OR RESTRICTIONS THAT THE MANAGER MAY STIPULATE AT HIS / HER DISCRETION MUST ALSO BE ADHERED TO. THIS PERMIT MUST BE AVAILABLE TO BE SHOWN ON DEMAND.**
- (ii) **The owner of any other land concerned (be it privately or publicly owned land) must give WRITTEN consent allowing the permit holder to enter said property to collect flora / fauna.** This written permission must reflect the full name and address of the property owner (or of the person authorised to grant such permission), the full name and address of the person to whom the permission is granted and the number and species of the flora / fauna, the date or dates on which such flora / fauna may be picked / collected and the land in respect of which permission is granted. Copies of this written permission must be made available to The Western Cape Nature Conservation Board upon request.
- (iii) Type-specimens of any newly described / discovered species or other taxon collected must be lodged with a recognised South African scientific institution / museum / herbarium (preferably within the Province of Western Cape) where such material will be available to other researchers. **For every flora specimen collected on a Western Cape Nature Conservation Board nature reserve, one additional (extra) herbarium specimen must be forwarded to the Western Cape Nature Conservation Board Herbarium at Jonkershoek (c/o MJ Simpson, Private Bag X5014, Stellenbosch 7599).**
- (iv) **A list of all collected specimens / material including the; species name, the number collected, the collection date and the precise locality of the collection must be submitted within 14 days from the date of expiry of your permit to The Chief Executive Officer: Western Cape Nature Conservation Board, Private Bag X100, Vlaeberg, 8018**
- (v) The maximum number of specimens per species specified in the permit (if at all) may not be exceeded without the prior permission of **The Chief Executive Officer: Western Cape Nature Conservation Board.**
- (vi) For projects of more than one year's duration a progress report must be submitted to **The Chief Executive Officer: Western Cape Nature Conservation Board** before **31 December** of each year.
- (vii) One copy of **all** completed reports, publications, or articles (**including** books, videos, CDs, DVDs etc.) resulting from the project/collection must be submitted to **The Chief Executive Officer: Western Cape Nature Conservation Board** free of charge.
- (viii) Should a report, publication, article or thesis arise from this project/collection, an acknowledgement to Western Cape Nature Conservation Board must be included.
- (ix) The National Forests Act, 1998 (Act No. 84 of 1998) and regulations, the Nature Conservation Ordinance, 1974 (Ordinance 19 of 1974) and all regulations in terms of the Ordinance must be adhered to.
- (x) **Should it be envisaged to export any material / specimens across the boundaries of the Western Cape Province, an export permit will be required in respect of certain species and a further application form will have to be completed. The permit holder must confirm with the Western Cape Nature Conservation Board whether an export permit is required BEFORE exporting any material / specimens from the Western Cape Province.**
- (xi) No species that appear on the Red Data List or species listed as endangered in terms of the Nature Conservation Ordinance, 1974 (Ordinance 19 of 1974) may be collected, except for those mentioned on the permit.
- (xii) **Unless otherwise specifically indicated in writing, no material or specimens collected with this permit or material or specimens bred or propagated, from material or specimens collected with this permit, may be donated, sold or used for any commercial purpose by any party.**
- (xiii) **Ethics clearance must be acquired from your research institute prior to application.**

**Chief Executive Officer**

# 1. PARTICULARS OF APPLICANT

1.1

Surname:	Postal Address:	
ID Number:		
First names:		
Citizenship:	Residential Address:	
Fax No. (w):	Fax No. (h):	
Tel No. (w):	Tel No. (h):	
URL/Website:	E-mail:	
University / Institution / Department affiliated to:		
Current occupation:		
Highest Qualification:		
<u>Degree(s)</u>	<u>Field of Study</u>	<u>Period</u>

1.2 Experience to date:

Name of employee / institution	Capacity and nature of work	Period

1.3 Details of **previous** research / collecting in the Western Cape Province\*

Area(s)
Species collected
When (year/years)
Permit number(s) and date(s) of issue
*Should this application be for a new permit or for the renewal of a previous permit then a list of <b>ALL</b> the material collected (including; the species name, the number collected, the collection date and the locality) with any <b>previous</b> permit <b>MUST</b> be submitted with this application, unless said list has not already been submitted. Should a report or other publication of any kind have arisen from a previous permit then a copy thereof must also be included. <b>ANY APPLICATION THAT IS NOT ACCOMPANIED BY A COPY OF SAID LIST OR REPORT WILL NOT BE PROCESSED.</b>
<b><u>FOR OFFICIAL USE ONLY</u></b>
To what extent have permit conditions been complied with:

## 2. DETAILS OF PROPOSED COLLECTING / RESEARCH PROJECTS

2.1

Title of project  
(attach **full** project  
proposal / details if available):

2.2

Objectives and motivation (proposed results or observations to be made):

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2.3

Institution that sponsors and controls project

Name of institution: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

2.4

**South African** University or Institution that endorses your project

Name: \_\_\_\_\_

Contact : \_\_\_\_\_ Tel : \_\_\_\_\_

2.5 Species to be collected (**SEE ALSO FOLLOWING PAGE**)

2.5a Species requested for **examination** only (**NO permanent removal from habitat**):

Species (*Fauna / Flora)	Temporarily or permanently scarred*	Marked only*	Region / Farm / Property name / Conservation Area (Nature Reserve, State Forest etc. see also paragraph 2.7)

(\*Indicate with X)



*In the case of <b>fauna</b> the method of capture must be mentioned (i.e. net, trap etc.)	Method of capture:
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2.6 Particulars of collection

Place where kept		Export		
Institution	Contact	Species	Number	To what country

2.7 If project encompasses collection(s) from any conservation area (details of which are provided in paragraph 2.5) please provide reasons why project must be undertaken in the conservation area(s).

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2.8 Duration of project

From	To	Days	Months	Years
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2.9 Number of persons engaged in the research project (**names and status** if possible)

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(PLEASE INCLUDE THEIR IDENTITY NUMBERS)

3. Any further details

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**4. DECLARATION**

I declare that the information furnished in this application is correct. I undertake to comply with the standard conditions specified and / or any further conditions communicated to me in writing.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**5. RECOMMENDATION OF HEAD OF INSTITUTION**

COMMENT \_\_\_\_\_

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\_\_\_\_\_  
OCCUPATION

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## Import format for SOB data

The data should be saved in a Microsoft Excel spreadsheet. The later the version the better.

The spreadsheet should contain the following columns with the column headings in row 1:

<b>Column</b>	<b>Description</b>
Date	Enter full date e.g. 25/9/1994
LocalityName	Name of locality e.g. town name, reserve name, farm name etc.
DegreesSouth	Number of Degrees South of 0 degrees South
MinutesSouth	Number of minutes South
SecondsSouth	Number of seconds South
DegreesEast	Number of Degrees East of 0 degrees East
MinutesEast	Number of minutes East
SecondsEast	Number of seconds East
QuarterDegree	Enter if degrees, minutes, seconds are unknown
Species	Full scientific name eg. Panthera pardus or Cacosternum nanum parvum
Record Type	Type of record: Specimen, Observation, Photograph, Audio, Literature, Scat
Collector	Name of the person that collected the record
LodgingCode	The unique number that each institution assigns each record eg. PEM-00348 (must have a dash before the number)
Contact	The name of the contact person at the Institution
Institution	The Institution where the record is lodged
Remarks	Any associated remarks or notes that you wish to include with the record