

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

In order to operate as efficiently as possible the CapeNature needs to have a record of all research / collection projects or inventory collections undertaken on its nature reserves, or on privately owned land in the Province 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.**

PLEASE NOTE

- (a) The Nature Conservation Ordinance, 1974 (Ordinance 19 of 1974) and all regulations in terms of the Ordinance and all other relevant legislation must be adhered to. It is the applicant's responsibility to adhere to any other relevant legislation.
- (b) The completed application form(s) must reach this office at least **60 DAYS 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.

OUR CONTACT DETAILS

PHYSICAL	PGWC Shared Services Center, cnr Bosduif & Volstruis Streets, Bridgetown, 7764
POSTAL	Private Bag x29, Gatesville, 7766
TELEPHONE	021-483 0118 / 0121
FAX	086 556 7734.
E-MAIL	permits.fax@capenature.co.za

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

- (i) THE MANAGER OF THE RELEVANT NATURE RESERVE(S) / PROTECTED AREA(S) (IF ANY) **MUST** BE INFORMED **TIMEOUSLY** BEFORE ANY NATURE RESERVE / PROTECTED 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, PROTECTED 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) Please note that for research projects within a National Park a permit is also required from South African National Parks Board. Also for a research project within the marine environment a research project is also required from the Department of Environmental Affairs.
- (iii) 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 CapeNature staff upon request.
- (iv) 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 Western Cape Province) 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 (Scientific Services Herbarium, Private Bag X5014, Stellenbosch, 7599).**
- (v) **A list of all collected specimens / material (including mortalities and bycatch) must be provided in the SOB format required (Appendix 1) and must be submitted electronically within 14 days from the date of expiry of your permit to CapeNature's permit office (permits.fax@capenature.co.za).**
- (vi) The maximum number of specimens per species specified in the permit (if at all) may not be exceeded without the prior written permission of **The Chief Executive Officer: Western Cape Nature Conservation Board**.
- (viii) For projects of more than one year's duration a progress report must be submitted electronically to permits.fax@capenature.co.za before **31 December** of each year.
- (ix) One copy (hard and electronic) of **all** completed reports, publications, or articles (**including** books, digital media etc.) resulting from the project/collection must be submitted to **The Chief Executive Officer: Western Cape Nature Conservation Board** Private Bag x29, Gatesville, 7766 at no cost to CapeNature.
- (x) Should a report, publication, article or thesis arise from this project/collection, an acknowledgement to CapeNature must be included.
- (xi) Nature Conservation Ordinance, 1974 (Ordinance 19 of 1974) and all regulations in terms of the Ordinance must be adhered to. . It is the applicant's responsibility to adhere to any other relevant legislation.
- (xii) **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.**
- (xiii) No species listed as rare or threatened 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 specified on the permit.
- (xiv) 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 or released back into the wild.
- (xv) Where applicable, ethics clearance must be acquired from your research institute prior to application and a copy of this ethics clearance must accompany your application.

Chief Executive Officer

1. PARTICULARS OF APPLICANT

1.1

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

1.2 Relevant 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
* A list of ALL the material collected (including; the species name, the number collected, the collection date and the locality) with any previous permit MUST be submitted with this application, unless said list has 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. <u>ANY APPLICATION THAT IS NOT ACCOMPANIED BY A COPY OF SAID LIST OR REPORT WILL NOT BE PROCESSED.</u>
<u>FOR OFFICIAL USE ONLY</u>
To what extent have permit conditions been complied with?:

2. DETAILS OF PROPOSED COLLECTING / RESEARCH PROJECTS

2.1

Title of project
(Attach project
proposal. Refer to guidelines.):

2.2

Objectives of research:

If live wild animals are caught, ethics approval must consider post capture husbandry

2.3

Institution that sponsors and controls project (who you belong to)

Name of institution: _____

Contact person: _____ Tel: _____

Email: _____

2.4

South African Scientific Institution that endorses your project

Name: _____

Contact Person: _____ Tel : _____

Email: _____

<p>*In the case of fauna the method of capture must be mentioned (i.e. net, trap etc.) If live wild animals are captured, permanently marked and/or from which samples are taken, the ethics approval process must address post capture husbandry and be submitted with this application.</p>	<p>Method of capture:</p>
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2.6 Particulars of collection

Place where kept		Export		
Institution	Contact	Species	Number	To what country

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

2.8 Duration of project

From	To	Days	Months	Years

2.9 Number of persons engaged in the research project (**names, status and Identity/Passport number**)

3. Any further details

4. DECLARATION (as per paragraph 1)

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

NAME

SIGNATURE

DATE

5. RECOMMENDATION OF HEAD OF DEPARTMENT (FACULTY) OR INSTITUTION AS INDICATED AT PARAGRAPH 2.4

COMMENT _____

OCCUPATION / DESIGNATION

NAME

SIGNATURE

DATE

Appendix 1 **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:

Column	Description
Date	Enter full date e.g. 25/9/1994
LocalityName	Name of locality e.g. town name, reserve name, farm name etc.
DDN	DecimalDegreesNorth
DDS	DecimalDegreesSouth
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 Cacoesternum 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