



**forestry, fisheries  
& the environment**

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

For office use only:

Date Received:	File Reference Number	Licence Number

**APPLICATION FOR A LICENCE REGARDING  
PROTECTED TREES**

[SECTION 15(1) OF THE NATIONAL FORESTS ACT, 84 of 1998, AS AMENDED]

*PLEASE READ CAREFULLY*

**Complete this form**

If you want to –

- (a) Cut, destroy any protected tree/s or any protected tree product,
- (b) Disturb, damage any protected tree/s or any protected tree product or
- (c) Possess, collect, remove, transport, export, purchase, sell, donate or in any other manner acquire or dispose of any protected tree, or any forest product derived from a protected tree.

**The form must be completed in full, clearly written and sent or delivered to the nearest Forestry office of the Department of Forestry, Fisheries, and the Environment.**

**Exemptions from licensing**

Certain of the abovementioned activities, or parts of a protected tree or its products, may from time to time be exempted from licensing, as published in the Government Gazette Notice number: 37246, 24 January 2014. Enquiries regarding exemptions can be made at the nearest Forestry office of the Department of Forestry, Fisheries and the Environment.

**Other laws**

A licence issued under the National Forests Act, 1998, does not exempt you from the provisions of other laws e.g., NEMA, CARA, Provincial Flora and Fauna Permits.

**Please mark applicable box with “x”**

<b>New application</b>	<input type="checkbox"/>
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<b>Extension<sup>1</sup></b> <i>Previous Licence No.</i>	<input type="checkbox"/>
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<b>Amendment</b> <i>Previous Licence No.</i>	<input type="checkbox"/>
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**Previous Licence Number (if applicable):** \_\_\_\_\_

<sup>1</sup> Extensions are only applicable for licences that are still valid. If a licence has already expired, the applicant must tick 'new application'.

<b>A</b>	<b>PARTICULARS OF APPLICANT AND GENERAL INFORMATION</b>
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Name of applicant <i>(Person to whom the licence must be issued)</i>											
Name of business/company <i>(If applicable)</i>											
ID or Passport Number											
Postal address											
Physical address											
E-mail address											
Telephone number											
Cellular phone number											
Gender: <i>(Mark with X)</i>	M	F	Race: <i>(Mark with X)</i>	Black		White		Coloured		Indian	

Indicate in the space provided below whether you are the **owner** of the land on which the trees occur, or of a business engaged in disposing of trees and/or their products, or whether you **represent** the owner of such land or business *(Mark with X)*.

Owner:       Representative:

If **not** the owner, attach proof that you are a duly authorized representative/proxy of the owner(s), and provide the following particulars of the landowner or owner(s) of a business, where applicable *(indicate with N/A where not applicable)*:

Name of landowner (similar)											
Name of business/company owner											
ID or Passport Number											
Postal address											
Physical address											
Telephone number											
Cellular phone number											
E-mail address											
Gender: <i>(Mark with X)</i>	M	F	Race: <i>(Mark with X)</i>	Black		White		Coloured		Indian	

<b>B</b>	<b>PROPERTY DESCRIPTION AND VALIDITY PERIOD OF LICENCE</b>
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Identify the land on which the tree or trees occur(s):

Province	
District Municipality	
Local Municipality	
Nearest Town/ village (if the affected area lies outside a town/village)	
Postal code	
Name of forest if applicable	
Property description of farm as per title deed (if applicable)	
Street name and number/erf number (any of the applicable)	

For what period is the licence required?

<b>C</b>	<b>TREE SPECIES INFORMATION</b>
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(Add/Delete rows or add a separate page if space is below is not sufficient)

<b>No.</b>	<b>Scientific/Common Name of Species</b>	<b>Quantity</b> (Estimated mass/volume/number of trees/logs/bundles/loads/area of forest in square metres or hectares)	<b>Particulars of tree species</b> (Indication of the characteristics/size/dimensions of the tree/trees/product)	<b>Condition of the trees/forest</b>

<b>D</b>	<b>ACTIVITY APPLIED FOR IN TERMS OF SECTION 15 OF THE NFA</b>
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LIST OF POSSIBLE ACTIVITIES	Mark with X	Parts of form to be completed
<b>Application for:</b>		
<b>Cut, destroy protected tree/s or any protected tree product</b>		<b>E</b>
<b>Disturb damage any protected tree/s (pruning or trimming)</b>		<b>F</b>
<b>Possess, collect<sup>2</sup>, remove, transport, export, purchase, sell, donate or in any other manner acquire or dispose of protected trees or any protected tree product</b>		<b>G</b>

<b>E</b>	<b>CUT, DESTROY PROTECTED TREE/S OR ANY PROTECTED TREE PRODUCT.</b>
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a) For what purpose:

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b) How will you conduct / carry out the activity applied for: Explain the method of cutting, disturbing, damaging and destroying of trees (to be stipulated in the licence):

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<b>F</b>	<b>DISTURB , DAMAGE <sup>2</sup> PROTECTED TREE/S OR ANY PROTECTED TREE PRODUCT.</b>
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a) For what purpose:

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b) How will you conduct / carry out the activity applied for: Explain the method of cutting, disturbing, damaging and destroying of trees (to be stipulated in the licence):

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<sup>2</sup> Disturb, Damage includes pruning and trimming.

<b>G</b>	<b>POSSESS, COLLECT<sup>3</sup>, REMOVE<sup>4</sup>, TRANSPORT, EXPORT, PURCHASE, SELL, DONATE OR IN ANY OTHER MANNER ACQUIRE OR DISPOSE OF ANY PROTECTED TREE OR ANY FOREST PRODUCT DERIVED FROM A PROTECTED TREE.</b>
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a) For what purpose:

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b) How will you conduct/carry out the activity applied for: Explain method of possessing, collection, removal and transportation of trees (to be stipulated in the licence):

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c) From where/whom? (specify forest, property, owner, country, etc.):

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d) To where/whom? (specify country, destination, buyer, processor, etc.):

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<b>H</b>	<b>ATTACHMENTS</b>
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- **Attach a clear certified copy of applicant's identity document or passport.**

ID copy/passport attached? (Mark with X)	yes	no
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- **Attach a proof that you are a duly authorized representative / proxy of the owner(s).**

Proof attached? (Mark with X)	yes	no
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- **Attach a clear spatial map with GPS coordinates showing the location of the trees/forest/footprint of the development site (e.g., Google earth, .kml or .kmz)**

Map attached? (Mark with X)	yes	no
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- **In case of transport of trees or forest produce of a species protected in SA, but imported from neighbouring countries, attach documentary evidence that such trees or produce was legally obtained and legally imported.**

Copy of licence / documentary evidence attached? (Mark with X)	yes	no
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<sup>3</sup> Collect includes harvesting  
<sup>4</sup> Remove includes transplant

- **Attach a list of buyers with their full names, addresses, copies of identities, email addresses and contact particulars, e.g. if you are reselling firewood to retailers.**

<b>List of retailers attached?</b> (Mark with X)	yes	no
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- **Attach sketch/ approved building plan and description to illustrate how trees will be affected by development.**

<b>Sketch plan attached?</b> (Mark with X)	yes	no
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- **Attach final approved building/ layout plans and other documentary evidence of compliance with other legislation governing changes in land use**

<b>Documents attached?</b> (Mark with X)	yes	no
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- **Attach any other authorization/permits/licences as required by other legislation concerning the activity.**

<b>Documents attached?</b> (Mark with X)	Yes	no
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**DECLARATION BY APPLICANT**

*I, the undersigned, declare that all the particulars furnished by me in this application form are true and correct.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***For office use only***

<b>ATTACH ASSESSMENT REPORT AS AN ANNEXURE</b>		
Name of Forest Officer:		
Contact number/Email address:		
Signature:		<b>Date:</b>

<b>APPROVED/NOT APPROVED:</b>		
Name of Delegated Official:		
Contact number/Email address:		
Signature:		<b>Date:</b>