PRE-1990 FOREST LAND

Applying for a Less than 50 hectare Exemption Online

Following is an outline of the procedures for making an online application for a less than 50 hectare exemption for Pre-1990 forest land under the Forestry Allocation Plan.

Prior to conducting any application ensure you are clear on the classification of your land under the ETS. The full details of land classification are outlined in the various guides at the MAF website: http://www.maf.govt.nz/forestry/forestry-in-the-ets

The relevant guides include the *Introduction to Forestry in the ETS* which provides a reasonably concise summary of the scheme; greater detail can be found in the full *Guide to Forestry in the ETS*. The guide *to Classifying Land for Forestry in the ETS* can be of use to confirm your land classes. The *Guide to the Pre-1990 Forestry Allocation and Exemptions* outlines in the most detail the options available to landowners of Pre-1990 forest land, and the brochure *Forestry Allocation and Exemptions - Information for Maori owners of Pre-1990 forest land*, which provides the most succinct summary of the allocation and exemption options (though titled "Maori Owners", general land is not treated differently).

The guides and forms can all be downloaded directly from the MAF website (http://www.maf.govt.nz/news-resources/publications). Alternatively you can contact your local MAF office and request copies or contact the MAF service desk (phone 0800 CLIMATE (0800 25 46 28) or email climatechange@maf.govt.nz)

After reviewing the guides and confirming your land classification and your eligibility for an exemption, prior to commencing an online application the following is recommended to be collected:

- **Application Form** – while this is not required for making an online application, it does indicate the information that will be needed for such an application. Fill it out to ensure you have the required information. Note that the paper based application references the need for a “shapefile” – if you are completing your application online using the MAF mapping tool a shapefile is not required as defining your forest boundaries will create the “shapefile” for you.
- **Map of your forest** – the online mapping tool will allow you to map your forest for the application. If, however, you have a map with the forest areas for which you will be applying ready, it may make the online mapping process simpler.
- **Land ownership information** – the person(s) eligible to apply for a Pre-1990 exemption are those who owned the land on the date the allocation plan was issued – 20 July 2010. This ownership status can be demonstrated with a copy of a LINZ historical title search or Maori land court records. These do not need to be supplied with the application, but particularly if there has been some ownership changes (even if in names of trustees, etc), you may wish to secure one of these. Remembering also that the eligibility for the exemption is contingent upon the owner of the land as at 1 September 2007 owning less than 50 hectares of Pre-1990 forest land at that date.

So, to make an application go the MAF website: www.maf.govt.nz

At the top of the screen there are a number of tabs - hover your cursor over the "forestry" tab, and click on the dropdown "Forestry in the ETS". All the information regarding forestry in the ETS can be found through the various links here.

On the left hand side of the screen you'll see a box labelled "Online ETS transactions" - click on the link to "logon or signup". A new web page will open up. If you have created a logon already, enter the information. If not, click on the "new user" link and you'll be guided to the set up process - you'll be asked for identifying information, security questions, etc.

Once you are logged on, you'll see a number of blue highlighted links. To apply for a less than 50 hectares exemption for Pre-1990 forest land click on the "Exemption–Less than 50 ha" link.

At the next page you'll be asked to provide the landowners name - this must be exactly as it shows on the land title in question as at 20/7/10. The page also asks for the landowner contacts – depending on the ownership structure you would click on the rondell beside "One Landowner Contact" (in the case where there is a single landowner's name on the title, a company, or maori incorporation) or that beside "Multiple Landowner Contacts" (in the circumstance where there is more than one landowner's name on the title). Click "Save and Continue" to progress.

For the case where there is a **Single Landowner** the next screen will ask for the contact details for the landowner – fill in the details. Note that if the details of the landowner are the same as the person compiling the application, you can click on the blue "copy my logon account details" link and the information you completed in creating your logon will automatically appear in the boxes. Click "save and continue" to progress.

For the case where there are **Multiple Landowners** the next screen will have a blue highlighted link for "Add a Landowner Contact". Click on this link and a Landowner Contact Details page will appear. Fill in the details for the first landowner listed on the title (and as noted in the previous paragraph, you can use the "copy my logon account details" if appropriate). When entered, click "Save" to progress. You'll return to the page you were at previously, with the difference that the first landowner's name is shown. Click on the "Add a Landowner Contact" again and repeat the process for the second landowner named on the title. Continue with this process until all the landowners named on the title have been entered.

If one of the **Multiple Landowners** named on the title is a professional trustee, there is merit in noting this in the "Organization" field for their contact details. Professional trustees do not need to provide a statutory declaration (this is explained later).

You'll note on the left hand side of the screen a series of boxes; these show where you are in the application process; the stage you are currently at is highlighted in the black band. All data you've entered will be saved, and you can click on any of the boxes coloured in the deeper green to return to that stage.

You have now progressed to the mapping stage. You can select your properties in a number of different ways. Click on the dropdown for 'search type', and select 'road'. In the box below and enter the name of the nearest road to your property, and a box will automatically be populated below with, perhaps, multiple roads of that name - click on the one relevant for your property and then the "search" button. A new map will display, indicating the road you searched highlighted in yellow.

Use the blue zoom in (+) button at the left hand side of the picture, or use the zoom tool (magnifying glass with the +) until the imagery changes to an aerial photograph and the legal boundaries of the various lots become evident.

An alternative, and more direct, method for selecting your property is to search for it by "Land Title Reference" or "Legal Description". If you know these (and they will be indicated on your title search), select the appropriate drop down and enter the relevant reference or legal description, and the map will automatically zoom in and highlight this title.

Once these property boundaries become evident and you can see your title(s), click on the 'select property' tool (the arrow pointing at the red rectangle on the right of the toolbar), and click on the relevant property.

A new screen will pop up with property information; title number and landowner - if this is the correct title click in the box to the left of the title (a tick mark will appear) and then click on the 'save' button. Repeat this process for all the properties that have Pre-1990 forest land that you want to apply for an allocation.

Note that there can be circumstances where the landowner information does not automatically appear; in such circumstances you must enter the land title reference in the box indicated, and this should populate the information.

Once you have selected all your titles, click on the 'continue' icon to progress. A new 'property summary' page will appear. This should be a list of the correct titles; if not, go back to the 'Selection' page and correct. If correct, click on the "save and continue" to progress.

The subsequent screen titled "Consents" will appear; usually it will indicate that no consents are required. Click "Save and Continue" to progress.

You are now at the detail of the mapping process. Rather than going into detail on this process, you can select the 'help' button at the top right corner of the page or review the tutorial on how to use the mapping tool which is available at the MAF website: http://www.maf.govt.nz/forestry/forestry-in-the-ets/mapping-tutorial.aspx .

When you complete the mapping a box will appear allowing you to provide extra detail on the forest; this is not required information but often is of use to people if they have multiple forest blocks under application.

If you have multiple, separate, forest areas, map each one. When all are mapped click on the 'continue' button. A new page of 'Forest Summary' will appear indicating the area for which you are applying for an exemption. Click 'continue' to progress if correct.

You've now reached the end of the application process. There are a number of acknowledgements that need to be ticked. If you are in agreement, click on these and then on the 'submit' button and it will be sent to Wellington.

Note that the first acknowledgement may be confusing – it asks whether you have included a statutory declaration, despite the application process not having asked for one. Once you submit the application MAF will send you an email with the required declaration form. You can also access this form from the website.

Professional Trustees are not required to submit the statutory declaration. It can speed up the processing of the application, however, if they are able to provide MAF an email or letter confirming their status. This can be provided with your statutory declarations or sent directly to MAF (climatechange@maf.govt.nz) with a reference to the exemption application number that will have been provided when you submitted the application.

You will be called or emailed upon receipt of the application.