

PRE-1990 FOREST LAND

Applying for an Allocation Online

Following is an outline of the procedures for making an online application for units 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, but 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.
- **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 receive a Pre-1990 allocation are those who owned the land on the date the allocation plan was issued – 20 July 2010. The eligibility for the highest allocation of 60 units/ha requires the landowner owned the same land before 1 November 2002. Both of these ownership criteria can be demonstrated with a copy of a LINZ historical title search or maori land court records. If you have multiple titles, a copy for each is required. Note that the only titles required are those that have pre 1990 forest on them.
- **Emissions Unit Register (EUR) Account** – a valid EUR account with the account holder(s) name(s) the same as the applying landowner is required prior to submitting the application. Go to www.eur.govt.nz to open the account. Note that this process is separate from the MAF application – you will be asked for passwords, account name, etc. which are not linked to your MAF online registration. As noted below, you can still progress with your MAF online application without having such an account, but you will need one prior to submitting the application.

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. Note that this logon ID is not the same for anything that you may have done for opening up your EUR account.

Once you are logged on, you'll see a number of blue highlighted links. To apply for an allocation for Pre-1990 forest land click on the "Apply for an allocation" 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 your **Emissions Unit Register** account number. If you haven't yet opened an account, you can still progress to the next stages by entering any 4 digit number, and you can come back and correct it later. Note that when opening your EUR account that the **account holders** must be same as the landowners who are applying. Exactly the same. Click "save and continue" to progress.

Then it asks you for a "person nominated to receive notices" - fill in the information requested. Note that if the details of the person to receive notices is 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.

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 that 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 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 to 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), click on the dropdown for how many units you are claiming (60 or 39), click on the dropdown for 'eligibility' and click on the relevant eligibility criteria (usually this will be "owner of Pre-1990 forest land as at 20 July 2010") and then click on the 'save' button. Repeat this process for all the titles 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 next page asks to supply evidence of land ownership. The evidence acceptable to MAF is most generally an historical search title copy from LINZ for the property. Ensure it is a historical search title copy conducted after 20 July 2010 to confirm (1)-that you were the landowner as at 20 July 2010, and (2)-that you owned the land prior to November 2002 to confirm you are eligible for the highest allocation of 60 units/ha. This information can either be uploaded directly to the website (click on the + Add Evidence link and attach the electronic copy of the historical search document that you will have saved on your computer) or click on the "save and continue" button without uploading anything electronically - if you do this a box will appear saying that you will need to mail the evidence (historical search copy) to MAF.

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 the same application.

If you have multiple, separate, pre 1990 forest areas, map each one. Note that you can combine pre 1990 forest areas that are of different ages, or species into larger units. This can be useful where individual stands might be below the 1 ha lower size limit, but the combined areas will be above this limit. When all are mapped click on the 'continue' button. A new page of 'Forest Summary' will appear indicating the area and number of units you are applying for. 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.

Depending on what you supplied at the 'evidence' part of the process, you will be called or emailed upon receipt of the application, asking you to provide signed copies of certain forms (the same as what is on page 8 of the application form).