



water & forestry

Department:  
Water Affairs & Forestry  
REPUBLIC OF SOUTH AFRICA

## APPLICATION FOR A LICENCE REGARDING PROTECTED TREES

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

**PLEASE READ CAREFULLY**

### This form

If you want to –

- (a) cut, disturb, damage or destroy any protected tree, or
  - (b) 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,
- you must complete this form (in PRINTED LETTERS and BLACK INK) and send or deliver it to the nearest Forestry office of the Department of Water Affairs and Forestry.

### 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. Enquiries regarding exemptions can be made at the nearest Forestry office of the Department of Water Affairs and Forestry.

### Other laws

A licence issued under the National Forests Act, 1998, does not exempt you from the provisions of other laws.

If, for example –

- (a) what you want to do is identified as an activity under section 24 of the National Environmental Management Act, 1998 (Act No. 107 of 1998), or
- (b) you want to cultivate virgin soil, as covered by the Conservation of Agricultural Resources Act, 1983 (Act No. 43 of 1998),

you must also get permission under those laws.

LIST OF POSSIBLE ACTIVITIES	Mark with X	Parts of form to be completed	LIST OF POSSIBLE ACTIVITIES	Mark with X	Parts of form to be completed
<b>Application for:</b>			<b>Application for:</b>		
Cut, disturb, damage or destroy protected tree(s)		<b>A, B</b>	Sell or donate timber derived from cut, damaged or destroyed protected trees		<b>A, H</b>
Prune or de-limb individual trees		<b>A, B, C</b>	Harvest non timber produce, derived from protected trees (e.g. bark, fruit, seed)		<b>A, B, I</b>
Cut, destroy, and/or transplant protected trees to change the land use (e.g. convert forest to agriculture or infrastructure development)		<b>A, B, D</b>	Transport, move, or export non timber produce, derived from protected trees (e.g. bark, fruit, seed)		<b>A, J</b>
Disturb trees (e.g. by excavations for buildings or earth moving operations)		<b>A, B, E</b>	Transport, move, or export transplanted trees/seedlings		<b>A, K</b>
Selectively cut or destroy individual trees/seedlings (e.g. if you want to remove free-standing individual trees, or trees from amongst other trees)		<b>A, B, F</b>	Transport, move, or export timber derived from cut, damaged or destroyed protected trees		<b>A, K</b>
Transplant live trees/seedlings (e.g. if you want to remove free-standing trees, or trees from amongst others)		<b>A, B, F</b>	Purchase, receive or possess timber derived from cut, damaged or destroyed protected trees		<b>A, L</b>
Use timber derived from protected trees		<b>A, G</b>	Purchase, receive or possess transplanted trees/seedlings		<b>A, L</b>

<b>A</b>	<b>PARTICULARS OF APPLICANT AND GENERAL INFORMATION</b>
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Name of applicant											
ID Number †											
Postal address											
Residential address											
Fax number											
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>† ATTACH A CERTIFIED COPY OF YOUR IDENTITY DOCUMENT TO THIS APPLICATION FORM</b>											

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											
Name of business owner											
ID Number											
Name of business											
Postal address											
Residential address											
Fax number											
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

If relevant to the activity applying for, identify the land on which the tree or trees occur(s):

Supply as much as possible detail information, e.g. province, district, town, property names and numbers, name of forest, where applicable and possible


For what period is the licence required?

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<b>B</b>	<b>CUT, DISTURB, DAMAGE<sup>1</sup> OR DESTROY A TREE<sup>2</sup> / TREES<sup>2</sup> FROM ONE OR MORE OF THE FOLLOWING PROTECTED TREE CLASSES<sup>3</sup>:</b>
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*(To be completed by the owner, or his/her authorized representative, of the land on which the trees occur)*

- |  |                          |
|--|--------------------------|
|  | <i>Mark with X:</i>      |
| a) a specific individual tree <i>(an individually proclaimed indigenous or exotic tree)</i>      | <input type="checkbox"/> |
| b) a specific group of trees <i>(may be indigenous or exotic)</i>                                | <input type="checkbox"/> |
| c) a specific woodland <i>(savanna or bushveld)</i>  | <input type="checkbox"/> |
| d) a specific tree species <i>(A list of proclaimed indigenous species is gazetted annually)</i> | <input type="checkbox"/> |

*[Note<sup>1</sup>: Damage includes that caused by pruning or de-limbing, and bark harvesting]*

*[Note<sup>2</sup>: Including dead trees]*

*[Note<sup>3</sup>: Most of the applications will be for class d), where all specimens of a declared species (mostly indigenous) are protected]*

**Attach a copy of a 1: 10 000, 1:50 000 or similar suitable topo-cadastral or orthophoto map showing the location of the trees in the case of protected classes b) and c) above.**

<b>C</b>	<b>PRUNE OR DE-LIMB INDIVIDUAL TREES</b>
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*(To be completed by the owner, or his/her authorized representative, of the land on which the trees occur)*

a) For what purpose? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Name the tree/trees: \_\_\_\_\_

\_\_\_\_\_

c) How many trees? \_\_\_\_\_

d) Give an indication of the characteristics/size/dimensions of the tree/trees (e.g. multi-/single-stemmed, shrub/tree, stunted, deformed or of good form; height, extent of crown):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e) Describe the condition of the tree/trees (e.g. whether sparse or dense, healthy, diseased, senile, dying or dead):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>D</b>	<b>CUT, DESTROY AND/OR TRANSPLANT PROTECTED TREES TO CHANGE THE LAND USE</b>
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*(To be completed by the owner, or his/her authorized representative, of the land on which the trees occur)*

a) State whether it is for agriculture, development of infrastructure, clearing of firebreaks, etc., and provide reasons:

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b) Name the trees \_\_\_\_\_

c) How many trees/how large the area? \_\_\_\_\_

d) Give an indication of the characteristics/size/dimensions of the tree/trees (e.g. multi-/single stemmed, shrub/tree, stunted, deformed or of good form; height, extent of crown)

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e) Describe the condition of the tree/trees (e.g. whether sparse or dense, healthy, diseased, senile, dying or dead): \_\_\_\_\_

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f) Attach sketch plan and description to illustrate how trees will be affected by development.

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

<b>Documents attached?</b> <i>(Mark with X)</i>	yes	no
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<b>E</b>	<b>DISTURB TREES</b>
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*(To be completed by the owner, or his/her authorized representative, of the land on which the trees occur)*

a) For what purpose? \_\_\_\_\_

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b) Name the trees \_\_\_\_\_

c) How many trees? \_\_\_\_\_

d) Give an indication of the characteristics/size/dimensions of the tree/trees (e.g. multi-  
/single stemmed, shrub/tree, stunted, deformed or of good form; height, extent of crown)

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e) Describe the condition of the tree/trees (e.g. whether sparse or dense, healthy,  
diseased, senile, dying or dead): \_\_\_\_\_

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**F SELECTIVELY CUT, DESTROY OR TRANSPLANT INDIVIDUAL TREES/SEEDLINGS**

*(To be completed by the owner, or his/her authorized representative, of the land on which the trees occur)*

a) For what main purpose? \_\_\_\_\_

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*(If it is for control of bush encroachment in woodlands, attach the recommendation of the Dept. of  
Agriculture, relating to bush encroachment densities, methods of control, and herbicide application  
rates.)*

b) Name the trees \_\_\_\_\_

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c) Give an indication of the characteristics/size/dimensions of the tree/trees (e.g. multi-  
/single stemmed, shrub/tree, stunted, deformed or of good form; height, extent of crown)

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d) Describe the condition of the tree/trees (e.g. whether sparse or dense, healthy,  
diseased, senile, dying or dead): \_\_\_\_\_

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**G USE TIMBER DERIVED FROM PROTECTED TREES**

*(i.e. relating to trees cut, destroyed or damaged in Parts D & F above, or lying dead trees)*

a) For what purpose? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Name the tree/trees \_\_\_\_\_

\_\_\_\_\_

c) Is the timber from live or dead trees? (state): \_\_\_\_\_

d) Estimated mass/volume/number of trees/logs/bundles/loads, etc.:

\_\_\_\_\_

e) Is processing involved, and if so, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**H SELL OR DONATE TIMBER DERIVED FROM PROTECTED TREES**

*(i.e. relating to trees cut, destroyed or damaged in Parts D & F above, or lying dead trees)*

a) Name the tree/trees \_\_\_\_\_

\_\_\_\_\_

b) Name the source of the timber \_\_\_\_\_

\_\_\_\_\_

c) Estimated mass/volume/number of trees/logs/bundles/loads, etc.:

\_\_\_\_\_

d) Provide name and address of buyer/donee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

List of retailers attached? <i>(Mark with X)</i>	yes	no
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**I HARVEST PRODUCE OTHER THAN TIMBER, DERIVED FROM PROTECTED TREES**

*(To be completed by the owner, or his/her authorized representative, of the land on which the trees occur)*

- a) Describe produce \_\_\_\_\_
  
- b) Name the trees \_\_\_\_\_  
\_\_\_\_\_
  
- c) Describe the harvesting method \_\_\_\_\_  
\_\_\_\_\_
  
- d) How many trees are involved? \_\_\_\_\_
  
- e) Is it for own use or to sell to someone? \_\_\_\_\_
  
- f) Estimated quantity of product: \_\_\_\_\_

**J TRANSPORT, MOVE, OR EXPORT PRODUCE OTHER THAN TIMBER, DERIVED FROM PROTECTED TREES**

- a) Name the tree/trees \_\_\_\_\_  
\_\_\_\_\_
  
- b) Name the produce: \_\_\_\_\_
  
- c) From where? (specify forest, property, owner, country, etc.) \_\_\_\_\_  
\_\_\_\_\_
  
- d) To where? (specify country, destination, buyer, processor, etc.) \_\_\_\_\_  
\_\_\_\_\_
  
- e) Estimated mass/volume/bags /loads, etc., and, if applicable, the frequency over a period of time (e.g. 2 10-ton loads once per month within a year):  
\_\_\_\_\_

- ***Attach copy of licence issued to owner of property to harvest produce other than timber, derived from protected trees. In the case of non-wood produce of a species protected in SA, but that is imported from neighbouring countries, attach documentary evidence that such produce was/is being obtained legally, and was/is being legally imported by way of a permit issued in terms of section 3(1) of the Agricultural Pests Act, 1983.***

**Copy of licence / documentary evidence attached?** *(Mark with X)*     yes     no

<b>K</b>	<b>TRANSPORT, MOVE, OR EXPORT TRANSPLANTED TREES/SEEDLINGS OR TIMBER DERIVED FROM PROTECTED TREES</b>
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a) Name the tree/trees \_\_\_\_\_

\_\_\_\_\_

c) In what form? (trees/seedlings, logs, edged logs, beams, planks, poles, firewood, &c.)

\_\_\_\_\_

c) From where? (specify forest, property, owner, country, etc.) \_\_\_\_\_

\_\_\_\_\_

d) To where? (specify country, destination, buyer, sawmill, etc. \_\_\_\_\_

\_\_\_\_\_

e) Estimated mass/volume/number of trees/logs/bundles/loads, etc., and, if applicable, the frequency over a period of time (e.g. 2 10-ton loads once per month within a year):

\_\_\_\_\_

- ***Attach copy of licence issued to owner of property to cut, destroy or transplant protected trees/seedlings, or to use timber. In the case of timber of a species protected in SA, but that is imported from neighbouring countries, attach documentary evidence that timber was/is being obtained legally, and was/is being legally imported by way of a permit issued in terms of section 3(1) of the Agricultural Pests Act, 1983.***

<b>Copy of licence / documentary evidence attached?</b> <i>(Mark with X)</i>	yes	no
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<b>L</b>	<b>PURCHASE, RECEIVE OR POSSESS TRANSPLANTED TREES/SEEDLINGS OR TIMBER DERIVED FROM PROTECTED TREES</b>
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a) From where/whom? (specify forest, property, owner, seller, country) \_\_\_\_\_

\_\_\_\_\_

b) Name the trees \_\_\_\_\_

\_\_\_\_\_

c) In what form? (trees/seedlings, logs, edged logs, beams, planks, poles, firewood, etc.)

\_\_\_\_\_

d) How acquired? (mention if it has been/will be bought, or has been/will be received as a donation/free of charge)

\_\_\_\_\_

e) Estimated mass/volume/number of trees/logs/bundles/loads, etc., and, if applicable, the frequency over a period of time (e.g. 2 10-ton loads once per month within a year):

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- **Attach copy of licence issued to owner of property to cut, destroy or transplant protected trees/seedlings, or to use timber. In the case of timber of a species protected in SA, but that is imported from neighbouring countries, attach documentary evidence that timber was/is being obtained legally, and was/is being legally imported by way of a permit issued in terms of section 3(1) of the Agricultural Pests Act, 1983.**

<b>Copy of licence / documentary evidence attached?</b> (Mark with X)	yes	no
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<b>Was a licence, such as you are applying for, granted to you before?</b> (Mark with X)	yes	No
(If yes, provide the licence number) <b>Licence No.:</b>		

**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*

**RECOMMENDATIONS:**

**Signature:**

**Date:**

**APPROVED/NOT APPROVED:**

**Signature:**

**Date:**