

Natural and Cultural Heritage Incentive Fund (NCHIF) – Preferred Contractors List Application Form

The Natural and Cultural Heritage Incentive Fund is a method of encouraging Notable Tree owners to use arboriculture contractors with a sound understanding and experience with the technical and theoretical aspects of maintaining tree health. Trees which score highly (160 points and higher) on Council's STEM assessment reports display high amenity, ecological, heritage and diversity functions which have public benefits that are experienced wider than the private property boundary (Note Council uses a modified STEM assessment methodology). This is why resource consents for minor maintenance of Notable Trees are free and simple to apply for, and tree owners who use preferred contractors are eligible for a reimbursement of tree works under the NCHIF.

Palmerston North's stock of Notable Trees is under threat from subdivision, neglect, and poor arboriculture practices. The nature of adding Notable Trees via District Plan Changes means that often the rate of depletion in the stock of Notable Trees is higher than the rate of addition to the Notable Tree Schedule. This is why the health of these trees and the quality of arboriculture work is of utmost importance to Palmerston North's stock of well-established trees.

Date:

Contractor Details

Company Name	
Director	
Address	
Contact Phone Number/s	
Email Address	
Website URL (If applicable)	
Evidence of Current GST Registration	
Current Staff and Credentials (Level 4 National Certificate in Arboriculture or higher for all staff working on trees, or evidence of long-term experience in the industry) Please supply scanned copies of qualifications	

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Accreditation

Requirement	Evidence Supplied?	OFFICE USE ONLY
		Requirement Met?
New Zealand Arboricultural Association (NZARB) Membership		
NZARB Approved Contractor		
International Society of Arboriculture (ISA) Certification		
*Tree Risk Assessment Qualification (TRAQ/TRACE)		
Other courses attended, awards received, etc		

Liability

Requirement	Evidence Supplied?	OFFICE USE ONLY
		Requirement Met?
Evidence of PNCC Health and Safety Approved Contractor		
Copy of Public Liability Insurance and/or Professional Indemnity Insurance – indemnity value of \$3mil		
Health and Safety Policy		
Drug and Alcohol Policy		
Evidence of capability to prepare tree reports		
Copies of previous proposed works description and price quotation		
List of make and model of plant and equipment used to undertake any job quoted for, or photos of plant and equipment		
Evidence of well-maintained vehicles, plant, and equipment		
Any previous resource consent applications prepared related to tree maintenance		

Previous Work Experience

Requirement	Evidence Supplied?	OFFICE USE ONLY
		Requirement Met?
Evidence of at least five previous jobs on established trees clearly demonstrating trimming and pruning undertaken (not removal)		
Copies of previous tree risk assessment reports		
Three references for the director's work		

Organisational Conduct

The Respondent must adhere to standards and codes of practice that would reasonably be expected to be followed and/or applied by a prudent and experienced business in New Zealand, including any codes of conduct issued by the New Zealand Government from time to time (including those set out on the [New Zealand Government Procurement website](#)). The Respondent confirms it can provide (if requested):

- a. Evidence of measures being taken to implement corporate social responsibility and ethical practices, (including any on-going investment in staff development);
- b. Details on performance over the past two years with regards to complying with reasonable corporate social responsibility and ethical requirements; and
- c. Details on the nature of any events (in New Zealand or any other jurisdiction within which they operate) including steps taken to address and/or remedy the situation regarding any incidents or occurrences that have fallen short of such requirements.

I _____ hereby confirm that all of the above and supplied information within this application is correct and up to date.

Signed: _____

Date: _____

Please send this application form and all supplementary evidence (photos, documents, etc) to:

Strategic Planning, Palmerston North City Council
Level 2, Civic Administration Building
32 The Square
Palmerston North, 4410
C/City Planning Team, Notable Trees