

APPLICATION FOR FELLING PERMIT

When felling trees which are within two tree lengths of power lines the person responsible must submit this Application to Unison and obtain a Felling Permit before doing the work.

There is a processing period of **at least 15 working days** for all Applications. Please ensure your Application is submitted to allow for this. Different processing timeframes may apply – see attached.

Email your Application to:

Hawkes Bay: vegetationadmin.hb@unison.co.nz
Rotorua/Taupo: vegetationadmin.cr@unison.co.nz

The processing period begins when all relevant documentation is received by Unison.

Requirement for a Felling Permit

'The Approved Code of Practice for Health and Safety in Tree Work Part 2: Maintenance of Trees around Power Lines' restricts work on trees that extend into the 'competent worker zone'. The competent worker zone is consistent with the minimum safe distances between people and mobile plant from power lines set out in NZECP 34:2001.

Any person working within, or in contact with anything within, 4m of any voltage power line must arrange for the power lines to be de-energised before starting work.

If a worker will be felling or trimming a tree or vegetation that is within the 4m zone, or part of the tree may fall into that zone during the work, the work must only be carried out under an outage or by Approved Contractors who have the permission of Unison to work in close proximity to the network, under our network competency standard.

This Application must be made to Unison and a Felling Permit must be granted before any felling work within two tree lengths of Unison power lines is carried out.

Close Approach Consent

If any part of the tree is within 4m of the power lines, or may enter this zone, you will also require a Close Approach Consent and close working procedures will apply to all parts of that tree until it is no longer within 4m of the power lines.

Competent Worker Requirements For Felling Activities

Before granting a Permit, Unison must be satisfied that there will be competent workers at the work site at all times. You must provide sufficient information with this Application to demonstrate workers meet the requirements of 'competent workers'.

Any trainee or non-competent worker must be under the direct supervision and within normal voice communication of a competent worker for the duration of the work.

Health and Safety Obligations

To ensure the safety of workers and to avoid damage to the lines, all work must be undertaken in accordance with the methods set out in the Approved Code of Practice for Safety and Health in Tree Work Part 2: Maintenance of Trees Around Power Lines. In addition, all workers must be familiar with and comply with:

- Health and Safety at Work Act 2015
- MBIE Approved Code of Practice for Safety and Health in Arboriculture November 2012
- EEA Guide to Electrical Safety for Forest and Woodlot Felling and Logging Operations July 2013
- EEA Guide for Non-Electricity Industry Employees Using Mobile Plant Near Power Lines and Electricity Cables February 2013
- NZECP 34:2001 – New Zealand Electrical Code of Practice for Electrical Safe Distances

Forestry Operations

Where the work is being carried out as part of a forestry operation, the MBIE Approved Code of Practice for Safety and Health in Forest Operations, December 2012 will also apply.

In any forestry operation, any trees that are within two tree lengths of the power lines must not be felled until a felling plan is agreed between Unison, the forest owner/manager, and the contractor carrying out the felling work.

Granting a Felling Permit

Once Unison has considered your Application Unison may visit the site with you and complete a Site Assessment Form which you will need to agree and sign.

If all of the necessary information has been provided and Unison is satisfied that proper safety procedures can be put in place to ensure that work in the competent worker zone can be carried out safely, a Felling Permit will be granted.

You are required to hold copies of the following documentation onsite for the duration of the work:

1. Felling Application
2. Felling Permit
3. Site Assessment Form (if applicable)
4. Close Approach Consent (if applicable)

Any changes must be notified to Unison in writing and approved before starting work.

DATE OF APPLICATION (dd/mm/yy):/...../.....

ARE YOU APPLYING FOR AN OUTAGE?

YES

NO

COMPANY DETAILS

Name of Company or individual completing works:
.....
Address:
Onsite contact/Site manager name:.....
Contact Email:
Contact phone: Contact mobile:
Emergency contact:.....

(Unison Control Room must be able to contact personnel onsite at all times)

LAND OWNER/MANAGER DETAILS

Name:
Address:
Email:
Phone:
Mobile:

Is this work being carried out as part of a Forestry operation?

(If yes, please attach a copy of the felling plan that has been agreed between the forest owner and the contractor for Unison to consider)

DETAILS OF THE WORK

Location/Address of works:

Start date: End date:

From pole number: To pole number:

Site conditions

What is the terrain?

What is the predominant wind and tree lean direction?

Are there any site hazards, e.g. stock?

What is the access to the site?

Type of work

Tree Felling for logging

Tree Felling for land clearance or roading

Tree Felling in arboriculture

Tree Felling involving windthrow or storm damage

Machine assisted felling

Full description of work:

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TREE DETAILS

What is the approximate age of the trees?

What species are the trees?

Is there any vegetation that is touching the powerlines?

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Number of trees to be felled or trimmed that are within or could fall within 4m of a power line:

No.	Voltage of line	Distance(m) between tree/vegetation and line

Are there any trees located within one tree length plus 4m of any power line?

Yes No

Number of trees that are within two tree lengths of the lines :

No.	Height of tree

MACHINERY

Will an MEWP or other machinery (such as, cranes, mechanical shelter belt trimmers, logging machinery) approach closer than 4 metres to any powerline during the works?

Yes No (If yes, a Close Approach Consent is required)

CARRYING OUT THE WORK

Provide an explanation as to how you propose to carry out the work, including any felling procedures, machinery and tools you will use:

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Provide an explanation as to how you will manage any hazards and risks arising to or from the electricity lines (This should include (for example) approach distances, a plan for preventing a worker, or for that matter any tree or limb, from falling onto a line, and the PPE to be worn by any worker operating close to the lines that will assist in protecting them from the risks presented by the lines):

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Provide a description as to how the Site Manager will communicate with Unison while work is being carried out:

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Describe any emergency procedures or plans:

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DETAILS OF CONTRACTOR CARRYING OUT THE WORK

Name of Contractor completing works:

Onsite Contact Name/Site Manager:

Onsite Contact/Site Manager email:

Postal Address:

Phone: Mobile:

Please complete for ALL Operators / Fellers / Observers on site:

Name of Operator/Feller 1:

Role of Operator/Feller 1:

Record of Achievement (ROA) / Unit Standards (US) Qualifications attached (tick 'yes' when attached): **Yes**

Name of Operator/Feller 2:

Role of Operator/Feller 2:

Record of Achievement (ROA) / Unit Standards (US) Qualifications attached (tick 'yes' when attached): **Yes**

Name of Operator/Feller 3:

Role of Operator/Feller 3:

Record of Achievement (ROA) / Unit Standards (US) Qualifications attached (tick 'yes' when attached): **Yes**

Name of Observer 1:

Record of Achievement (ROA) / Unit Standards (US) Qualifications attached (tick 'yes' when attached): **Yes**

TIMEFRAMES FOR SWITCHING REQUESTS

Reclose block – 5 working days

If clear-felling of trees is occurring where any part of a tree is within two tree lengths (WorkSafe stipulated distance), but outside one tree length plus 4m of power lines, the auto-reclose switch must be disabled and a 'reclose block' tagged to that switch. This is required to avoid both the switch closing automatically and also to prevent an operator manually closing the switch prior to confirming all parties are safe. The lines remain live, but if something contacts the line and 'trips' the circuit, the power will go out and stay out until Unison has confirmed everyone on site is safe.

If clear-felling of trees is occurring where any part of a tree is within one tree length plus 4m (WorkSafe stipulated distance) of power lines, but at least 4m away, an outage must be considered, and there must be sufficient justification for the work to continue with the lines live and a reclose block applied.

Where any part of a tree is within one tree length plus 4m of power lines but at least 4m away, a Site assessment must be undertaken between Unison, the Contractor, and the land owner/manager. This must occur prior to processing the request any further.

The Network Operations Centre requires 5 working days, once all relevant information has been received, to process this switching request.

Power outages

If clear-felling of trees is occurring where any part of a tree is within one tree length plus 4m (WorkSafe stipulated distance) of power lines, an outage must be considered.

Unison has a legal requirement to notify all affected customers of an outage at least 10 working days before the outage takes place.

Any outage must be organised into Unison's already busy schedule of planned work to maintain the network and resource may be occupied with switching that has already been booked.

Generation may need to be provided to avoid interruption of power supply to customers and this can be difficult to arrange depending on location, number of customers affected, and generator availability.

Power outage (400V) – 30 working days

An outage on Low Voltage (400V) lines can be complicated and may require generation to be provided to avoid interruption of power supply to customers. The Network Operations Centre requires 30 working days, once all relevant information has been received, to process this switching request as it may contain a requirement for generation.

Power outage (11kV) – 60 working days

The Network Operations Centre requires 60 working days, once all relevant information has been received, to process this switching request as it may contain a requirement for generation.

An outage on 11,000 volt (11kV) lines can be very complicated and require large scale generation to be provided to hundreds of customers to avoid interruption of their power supply.

Power outage (33kV) – minimum of 60 working days

The Network Operations Centre requires a minimum of 60 working days, once all relevant information has been received, to process this switching request as it may contain a requirement for generation. This may take longer depending on complexity.

An outage on 33,000 volt (33kV) lines can be extremely complicated and require industrial scale generation to be provided to thousands of customers to avoid interruption of their power supply.

Any line work involved on any voltage – minimum of 60 working days

If clear-felling of trees is occurring where power lines are required to be removed to complete the work safely, it will require an outage. The process of removing power lines can be extremely complicated depending on the location and terrain. This usually requires strengthening the network in that location to take the strain of the tension on the lines at a minimum. On occasion, a helicopter may be required to reinstate the power lines.

An outage on any power lines can be complicated and require large scale generation to be provided to hundreds of customers to avoid interruption of their power supply.

The Network Operations Centre requires a minimum of 60 working days, once all relevant information has been received, to process this switching request as it will likely contain a requirement for generation.