



LANDOWNERS' PERMISSION TO CONDUCT RESEARCH ON CITY OF CAPE TOWN NATURE RESERVES AND CONSERVATION AREAS MANAGED BY THE BIODIVERSITY MANAGEMENT BRANCH

It is the mandate of the Biodiversity Management Branch (BMB), as the custodians of the City of Cape Town (CCT) [Nature Reserves and Conservation Areas](#), to protect and conserve all biodiversity that occurs within our boundaries. The Ecological Management Committee (EMC) facilitates any research undertaken at a CCT Nature Reserve or Conservation Area managed by the BMB.

Please note:

- Applicants are required to familiarise themselves with the Application Procedure Document.
- Practical implementation of conservation biology requires a multi-faceted and long-term consideration of the implications of granting landowner approvals. The complex considerations involved in this process necessitate a precautionary approach, the outcome of which may not always align with the applicant's objectives. We, therefore, urge applicants to ensure timely submission of applications for landowners' permission, and thorough assessment with mitigation of any potential impacts associated with the proposal.

Mutual respect and due consideration of different mandated functions and/or objectives will ensure a streamlined process. Thank you for your interest in our reserves and your willingness to work with us to ensure their persistence into the future.

The application review process by the EMC is required to ensure a number of aspects, including:

- That the application complies with relevant legislation.
- That the research has conservation benefits.
- Any potential negative ecological or social impacts are addressed.
- Unnecessary and/or excessive negative impacts to fauna, flora or habitat is prevented.
- Any ethical concerns are addressed and cleared,
- That BMB receives the resulting data and publications from researchers to inform management decisions.

It is unlikely that we will permit the following aspects or methodology at City protected areas:

1. **Incorrect, lapsed, or lack of appropriate CapeNature and/or Department of Forestry, Fisheries and Environment (DFFE) Permits.**
2. **Removal of fauna or flora from a site, where the ability of the species population to absorb the impact is not known and where there is insufficient mitigation against death, disease or injury.**
3. **Research deemed by BMB not to benefit the conservation of biodiversity or align with the principles of best practice.**
4. **Significant negative impacts to habitat or ecosystems.**
5. **Bioprospecting or collections of plants/animals for profit or commercial activities.**

To facilitate a more efficient review of requests, we ask researchers to follow this process:

- **STEP 1:** Apply to CapeNature and/or DFFE for a permit
 - [CapeNature](#) manages the permitting process for the Western Cape regarding protected species, collections of fauna and flora, and transport and captivity of fauna or flora.
 - DFFE: [Forms and Permits](#) | [Department of Environmental Affairs \(dffe.gov.za\)](#)
- **STEP 2:** The completed BMB landowner's permission application form, together with **all required documentation must be sent, at least one month before research commences**, to the Information and Knowledge Coordinator (IKCO) at Penelope.glanville@capetown.gov.za

The EMC and relevant reserve management staff will review the application and communicate any requirements and recommendations to the Information and Knowledge Coordinator. Once the application is compliant with all requirements, we will generate a decision (**within 21 days**), either granting permission to conduct research or rejecting the proposal. In the case of a positive outcome, an indemnity form must be completed and returned to the Information and Knowledge Coordinator.

[View a list of CCT Nature Reserves.](#)

The BMB Landowner's Permission Application Form below aligns with the CCT Research Management Policy, and ensures we adhere to the following regulations:

- [National Environmental Management: Protected Areas Act 57 of 2003](#)
 - [The Nature Conservation Ordinance 19 of 1974 for the Western Cape, and it's replacement, the Western Cape Biodiversity Act 6 of 2021](#)
 - [The National Forest Act 84 of 1998](#) (where applicable).
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LANDOWNERS' PERMISSION APPLICATION FORM

RESET FORM

To conduct research at a Biodiversity Management Branch Nature Reserves and Conservation Areas.

1.	Date of application <i>(One month before planned date of commencement)</i>	
2.	Planned date of commencement	
3.	Name of applicant	
	Staff/student number	

4.	Level of Tertiary education: (Place an X in the relevant box)	
	Work integrated learning (WIL)/third year practical	☐
	Advanced degree (BTECH)	☐
	Degree	☐
	Honours	☐
	Other research, affiliated with a tertiary institution:	☐
	Please specify:	

5.	University/Organisation:		
6.	Contact details of applicant:	Landline:	Cell:
	Postal address:		
	Email address:		

7.	Research Title:	
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8.	Select the Nature Reserve(s)/Conservation Area(s) at which you intend to conduct the research:	
	Blaauwberg Nature Reserve	☐
	Bothasig Fynbos Nature Reserve	☐
	Botterblom Nature Reserve	☐
	Bracken Nature Reserve	☐
	Durbanville Nature Reserve	☐

LANDOWNERS' PERMISSION APPLICATION FORM

Edith Stephens Nature Reserve	☐
False Bay Nature Reserve	☐
Harmony Flats Nature Reserve	☐
Helderberg Nature Reserve	☐
Steenbras Nature Reserve	☐
Table Bay Nature Reserve	☐
Tygerberg Nature Reserve	☐
Uitkamp Wetland Nature Reserve	☐
Witzands Aquifer Nature Reserve	☐
Wolfgat Nature Reserve	☐
Zandvlei Estuary Nature Reserve	☐
Other, please specify:	

9.	Any Researcher applying to conduct research within a Nature Reserve or Conservation Area managed by the City of Cape Town, must provide the following documents, in order to be considered:	Mark with an X if included
a.	An approved research proposal, including objectives, hypotheses and detailed methodology (with sampling sizes and numbers, materials to be collected plus quantities etc.).	☐
b.	A letter or document indicating proof of registration with a tertiary institution.	☐
c.	A letter or document from the tertiary Institution and/or main supervisor confirming the candidate's requirement to undertake the research, approval of proposal and details of the relevant course or study.	☐
d.	An ethics approval letter or document from tertiary institution indicating approval of the research subject (if required).	☐
e.	If the research requires that staff or members of the public complete a questionnaire/survey, please provide a digital copy of the approved questions.	☐
f.	Provide a digital copy of the CapeNature and/or DFFE approved permit (should this be required for the specific research).	☐

10. If this application is for group research, then list all members and their contact details in the table below:

	Team Members	Contact Details	Role / Responsibilities
1			
2			
3			
4			
5			

LANDOWNERS' PERMISSION APPLICATION FORM

11. Complete the table below with proposed timeframes and expected final research completion date:

Proposed Dates/Months	Research planned timeframe
Start: End:	Field work
	Final Research thesis submitted
	Paper written and submitted for publication

12. Complete the table below with **POTENTIAL PERSONAL** risks and mitigation measures:

Identified personal risk	Likelihood: Low/med/high	Potential impact	Mitigation action	Responsible person

13. Complete the table below with **POTENTIAL ENVIRONMENTAL** risks and mitigation measures:

Identified environmental risk	Likelihood: low/med/high	Potential impact	Mitigation action	Responsible person

14. List below any proposed publications or any other ways in which this research will be made publicly available:

Proposed publication, website, journal, popular article, conference presentation/poster, etc.	Potential timeframe

15. Open access data can be obtained from the following links:

- Nature Reserve/Conservation Area specific map, management plans etc.: <https://citymaps.capetown.gov.za/EGISViewer/>
- Environmental and Biodiversity related information: [Explore and enjoy \(capetown.gov.za\)](https://www.capetown.gov.za/Explore-and-enjoy)
- City Connect Services: <https://www.capetown.gov.za/City-Connect>

In the Table below, please list any additional information requested from the City of Cape Town:

	CCT information being requested:
1	
2	
3	
4	
5	

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- 16.** In the table below, please identify potential City participants, the reason for their participation and time period expected (please note- office hours are 07:30 to 16:00):

Name of CCT Participant	Reason for participation	Expected period of participation

I, the undersigned, understand the contents of the application form and have familiarised myself with the application procedure document. I commit to providing the BMB with data and publications resulting from this research to inform conservation management decision-making.

Furthermore, I can confirm the accuracy of the information I have provided:

Full name of applicant _____

Signature of applicant: _____ Date: _____

Signature of supervisor (if applicable): _____ Date: _____