



Date

Name of Addressee

Position

Organisation

Mailing address

City

Country

Department

Street Address,

Auckland, New Zealand

T +64 9 923 4896

E hsw@auckland.ac.nz

The University of Auckland

Private Bag 92019

Auckland 1142

New Zealand

Dear Landowner/Property Manager

Reference: *[insert details here]*

I am writing to request permission for The University of Auckland's School of Environment to undertake an educational/research field activity on your property. The property presents a great opportunity for our *[insert details here]* to examine *[insert details here]*.

The University of Auckland is mindful that your property is a workplace, and that there are key health and safety requirements that must be agreed between us if we are permitted to operate at this site.

We would like to reassure you that we have robust, audited health and safety systems and procedures designed to prevent harm to people, property and the environment. We are committed to carrying out the good practice provisions of the Health and Safety at Work Act and associated regulations.

Attached is a field activity plan which outlines the details of the activity, as well as our risk management controls and procedures. To assist us with the development of a specific site risk management plan, we will contact you and run through a short safety check sheet. This document is also attached for your reference. This check sheet will help us to adhere to your safety requirements, and ensure the safety and wellbeing of everyone involved.

If you have any questions or require any clarification please contact the Field Activity Leader.

The University of Auckland is most grateful for your assistance with these educational and research opportunities.

Yours sincerely,

Field Activity Leader

Enc. Field Activity Plan

Safety Check Sheet

The University of Auckland is at "Tertiary" level in the ACC Partnership Programme.

The University of Auckland has full Public Liability Insurance.