



# Tahua mō ngā Pae Hawa me ngā Ruapara Whakaraerae

## Contaminated Sites and Vulnerable Landfills Fund

Application form



Ministry for the  
**Environment**  
*Manatū Mō Te Taiao*



**Te Kāwanatanga o Aotearoa**  
New Zealand Government

# Contaminated Sites and Vulnerable Landfills Fund: Application form

Before you complete this form, please read the Contaminated Sites and Vulnerable Landfills Fund (CSVLF) webpage and the gazetted [CSVLF eligibility and assessment criteria](#), which contain important information on eligibility requirements.

This application form includes most of the guidance on how to complete it. Additional information and examples for completing important sections of the application form can be found in the [Contaminated Sites and Vulnerable Landfills Fund: Guide for applicants](#).

## Main points

- This application form is for funding proposals to the Ministry for the Environment's CSVLF.
- It is important to complete all fields in this application form and provide all required information, because we are unable to assess an incomplete application. If the application is successful, the information you have provided will be used in the development of the project plan.
- Email your completed application form and supporting documentation to [CSVLF@mfe.govt.nz](mailto:CSVLF@mfe.govt.nz) with 'CSVLF application' in the subject line.

## Applicant details

The information you provide in this section will be used through all the project stages. For the project primary contact, choose the person most suited to responding to queries about the application.

Applicant name	Southland District Council	
Trading name (if different)	Click or tap here to enter text.	
Physical address	15 Forth St Invercargill 9810	
Postal address	15 Forth St Invercargill 9810	
Primary contact	Name	Regan McNaught
	Job title	Solid Waste and Land Development Engineer
	Email address	Regan.mcnaught@southlanddc.govt.nz
	Mobile	9(2)(a)

# Land owner details (if different from applicant details)

Please only complete this section if the land owner of the site being investigated or remediated is different from the applicant.

Land owner name		Click or tap here to enter text.
Physical address		Click or tap here to enter text.
Postal address		Click or tap here to enter text.
Primary contact	Name	Click or tap here to enter text.
	Job title	Click or tap here to enter text.
	Email address	Click or tap here to enter text.
	Mobile	Click or tap here to enter text.

## Project summary

Project name	<p>Southland Closed Landfill package:</p> <ul style="list-style-type: none"> <li>- Otautau Closed Landfill protection</li> <li>- Riverton Rocks Closed Landfill removal</li> <li>- Colac Bay Closed Landfill removal</li> </ul>
<p>Project phase(s)</p> <p>Select as appropriate.</p>	<input checked="" type="checkbox"/> Phase 2 – Detailed site investigation (DSI) <input checked="" type="checkbox"/> Phase 3 – Remedial planning <input checked="" type="checkbox"/> Phase 4 – Remediation
<p>Project summary</p> <p>Provide a short description of your project, including its purpose.</p> <p><i>Example</i></p> <ul style="list-style-type: none"> <li>• <i>This project will plan and undertake a DSI to confirm the level and extent of contamination at the site. This information will be used to inform remedial planning if required.</i></li> </ul> <p>See the <i>Guide for applicants</i> for more examples.</p>	<p>Otautau Closed Landfill Protection:</p> <p>This project is for the physical works required to protect the landfill from erosion and remove the only risk to the site as recommended by Contaminated land specialists and engineers</p> <p>Riverton Rocks Closed Landfill removal:</p> <p>This project will plan and undertake a DSI to confirm volume of material and extent of contamination. This information will help inform extent of removal required.</p> <p>Colac Bay Closed Landfill removal:</p> <p>This project will expand on works already done to undertake a formal DSI and determine the best course of action for protection of the environment from this site.</p> <p>For more information on the proposed package summary please see section 2.0 of the supporting information document</p>

<p><b>Region affected</b></p> <p>This information is collected to help with reporting requirements of the impact of funding.</p>	<p>Southland - Murihiku</p>
<p><b>Sustainable remediation</b></p> <p>Have you considered sustainable remediation and management as part of the remedial planning process, or how sustainable remediation principles and practices could be incorporated into the Phase 4 project?</p> <p><b>If yes, please provide details.</b></p> <p><i>For example, you have undertaken a sustainability assessment or adopted relevant strategies that align with international best practice, including but not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>International Standard ISO 18504:2017 Soil quality – sustainable remediation</i></li> <li>• <i>Australian Standard AS ISO 18504:2022</i></li> <li>• <i>the Sustainable Remediation Forum (SuRF)-ANZ and SuRF-UK frameworks for evaluating sustainable remediation options.</i></li> </ul> <p><b>If no, please contact us, because the project may not be eligible for the CSVLF.</b></p> <p>To be eligible for CSVLF funding, Phase 3 and Phase 4 projects must show they have considered sustainable remediation and management.</p>	<p>Sustainable remediation has been considered throughout design of proposed works and this will continue for future works proposed under this application.</p> <p>For more information on sustainable remediation see section 2.0 of the supporting information document</p>
<p><b>What is out of scope of the project</b></p> <p>Provide information about related work that is not covered by the CSVLF project (out of scope).</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> <li>• <i>Structural coastal protection works</i></li> <li>• <i>Site improvement works</i></li> <li>• <i>Ongoing site or asset management and/or long-term maintenance and monitoring of encapsulation cell</i></li> </ul>	<p>Obtaining resource consents, ongoing monitoring and implementation of site management plans.</p>
<p><b>Are there any links to, or dependencies on, other projects that will affect the delivery of the project? If yes, please provide details.</b></p> <p>It is useful to think about dependencies in terms of:</p> <ul style="list-style-type: none"> <li>• upstream – things the project is waiting for</li> <li>• downstream – things other parties need from the project so they can progress their work.</li> </ul> <p><i>Examples</i></p> <ul style="list-style-type: none"> <li>• <i>A resource consent application</i></li> <li>• <i>A wider adaptation project for the area</i></li> </ul>	<p>Resource consents will be required to be obtained for works. The time delay of obtaining consents has been factored into timelines of proposed works.</p> <p>Colac Bay Closed Landfill removal project has a dependency on funding being obtained from the CSVLF</p>
<p><b>How will links or dependencies (if any) be managed?</b></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> <li>• <i>Resource consent application lodged and will manage any conditions if required</i></li> <li>• <i>Alignment between project outcomes and timelines, with relevant project managers actively managing the relationship between the two projects</i></li> </ul>	<p>Obtaining resource consents and the time delays associated with them have been factored into works timelines so they do not delay physical works and the short construction timeline.</p>

## Funding summary

When completing your project funding summary, note:

- the Ministry will usually contribute a maximum of 50 per cent of the total project cost
- the Ministry will not cover in-kind costs, and these should not be included in the total project cost. In-kind costs are any costs that are not billable, such as internal staff time, donated equipment and volunteer time
- all amounts should exclude GST.

Please ensure the total project cost, as well as the amount being requested from the CSVLF and co-funding totals in this section match what is included in the more detailed budget provided as part of the milestone table in the [Work plan](#) section of this application form.

For further information on milestones, milestone activities and eligible costs to include in the CSVLF budget, see the example work plan milestones table (page 12) in the [Guide for applicants](#). The table provides guidance for developing your detailed project budget.

<b>What is the timeframe for your project; how many years are you seeking funding for?</b>	2 years
<b>What is the total cost of the project (excluding GST), including all funding sources?</b> The total project cost should not include any in-kind contributions towards the project.	\$8,339,550.00
<b>How much funding (excluding GST) are you requesting from the CSVLF?</b> The Ministry will typically contribute 50% of the total project costs.	\$5,638,387.50
<b>Co-funding</b> CSVLF projects typically require a minimum contribution of 50% of the total project costs from the applicants and co-funders.	\$2,701,162.50
<b>What percentage of the total project cost will be provided by co-funders?</b>	32%
<b>Do you intend to apply for a Waste Disposal Levy waiver?</b> If yes, please provide additional details, including: <ul style="list-style-type: none"> <li>• whether an application has been submitted, or when this will be done</li> <li>• whether the Waste Disposal Levy is included in the budget.</li> </ul> If known, please also confirm: <ul style="list-style-type: none"> <li>• the landfill that will be used</li> <li>• the name of the disposal facility operator.</li> </ul>	Yes. No application has been submitted yet but will be if funding under the CSVLF is confirmed.  Although no waiver has been obtained yet, AB lime landfill will be the facility used for disposal of any waste.
<b>Are there any third-party co-funders?</b> If yes, please provide details of all co-funding in the table below.	No

# Breakdown of co-funding

Co-funder type	Co-funder organisation	Amount (\$NZ)	Percentage of total project cost	Is co-funding secured?
Applicant organisation	Southland District Council	\$2,701,162.50	32%	Yes
CSVLF	Ministry for the Environment	\$5,638,387.50	68%	no
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

## Site information and contamination history

Provide details about the site and its contamination history as requested in the following sections. The information will be used to determine whether a site is eligible for CSVLF funding and if the project is a priority.

Sufficient details about the nature and extent of the problem should be provided, including the size or extent of contamination and any likely future consequences of not addressing the problem now. The assessment panel and the Ministry may consider a site’s priority when making recommendations or decisions for funding. Further information about how your project will be assessed is provided in the [Guide for applicants](#).

<b>Site address</b>	Otautau Closed Landfill – 48 Main St Otautau Riverton Rocks Closed Landfill – 300 Rocks Highway, Riverton Colac Bay Closed Landfill – 70 Colac Foreshore Road
<b>Legal description(s) of the site</b>	Otautau Closed Landfill – Part Section 5 Bloack II Aparima HUN Riverton Rocks Closed Landfill – Section 32 Bloack II Jacobs River Hundred Colac Bay Closed Landfill – Sec 32 SE402853, Section 41 Blk XVIII Jacobs River HUN
<b>Description of the location and setting</b> Provide a detailed description, including the uses of neighbouring land.	Otautau Closed Landfill – please see section 3.1 of supporting application document Riverton Rocks Closed Landfill – please see section 3.2 of the supporting application document Colac Bay Closed Landfill – please see section 3.3 of supporting application document
<b>Current use of the site</b> Include how water and land on the site are used.	Otautau Closed Landfill – please see section 3.1 of supporting application document Riverton Rocks Closed Landfill – please see section 3.2 of the supporting application document

	Colac Bay Closed Landfill – please see section 3.3 of supporting application document
<p><b>Is the site in an area that has cultural significance or natural, ecological, scientific or recreational value?</b></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> <li>• <i>A marae site</i></li> <li>• <i>Wetland protected under the Ramsar Convention</i></li> <li>• <i>Site of archaeological or cultural interest</i></li> </ul>	<p>Otautau Closed Landfill – please see section 3.1 of supporting application document</p> <p>Riverton Rocks Closed Landfill – please see section 3.2 of the supporting application document</p> <p>Colac Bay Closed Landfill – please see section 3.3 of supporting application document</p>
<p><b>When did the current land owner purchase the site?</b></p>	<p>No sites have been purchased.</p> <p>Otautau Closed Landfill is located on a recreation reserve</p> <p>Riverton Rocks Closed Landfill is located within road reserve adjacent to land inherited under the Ngai Tahu Settlement</p> <p>Colac Bay Closed Landfill was inherited under the Ngai Tahu settlement</p>
<p><b>What is the proposed use of the site following remediation?</b></p>	<p>No changes to existing uses of site are proposed as part of this works</p>
<p><b>Will all (or part) of the site be sold following remediation?</b></p> <p>In some cases, all or part of the grant may need to be returned to the Ministry if the value of the property significantly increases. This will be discussed further if projects are approved for funding.</p>	<p>No, no sale is proposed of any land post remediation</p>
<p><b>Has any action been undertaken to investigate or remediate the site?</b></p> <p>If yes, please provide details and attach relevant technical documents as supporting information.</p> <p>Please note contaminated land investigations and technical reports must be done by a suitably qualified and experienced practitioner (SQEP) with the relevant certification.</p> <p>We encourage you to obtain peer review from an independent SQEP for any technical reports completed before receiving CSVLF funding.</p>	<p>Otautau Closed Landfill – Significant works have occurred over the last 18 months to understand the scale of the project and inform best practices going forward.</p> <ol style="list-style-type: none"> <li>1) Closed landfill risk assessment</li> <li>2) Closed landfill management plan</li> <li>3) Erosion protection for landfills scoping study</li> <li>4) Otautau Closed landfill DSI</li> <li>5) Otautau Closed Landfill CSMP</li> </ol> <p>Riverton Rocks Closed Landfill– limited information is known on this site and investigation works will be required to inform the scope of works.</p> <p>Colac Bay Closed Landfill – Significant sampling and reports have been produced on this site to try quantify community concerns as the location and type of rubbish buried within the site.</p>
<p><b>Site vulnerability</b></p> <p>Have the contents of the landfill been exposed and/or released into the environment as a result of recent severe weather events?</p> <p>Has any action been undertaken to investigate the vulnerability of the site?</p> <p><i>Example</i></p> <ul style="list-style-type: none"> <li>• <i>Hydrographic surveys of the river and/or coastline showing changes</i></li> </ul> <p>What evidence is available that shows the remediation of this site is a priority due to an increase in risk?</p> <p><i>Example</i></p> <p><i>An assessment has been completed that confirms:</i></p>	<p>Yes, works have been undertaken to different levels across the three sites to understand site vulnerability.</p> <p>For more site specific information on vulnerability to different risks please refer to section 3.0 of the supporting application document and other attached documents</p>

- the site has been identified as vulnerable to erosion and/or inundation due to storm surges and severe weather events
- the landfill is extremely vulnerable to climate events and other natural hazards, including earthquakes that would mobilise waste material and contaminants into the environment
- there is a continued threat of erosion and/or inundation that warrants this project being done in the coming 12 months.

This may include any regional prioritisation of contaminated and vulnerable sites that has been conducted by the local council.

Please provide a copy of any assessments that support the site's status as vulnerable.

## Site risk screening

As part of identifying the potential for a site to be contaminated, a site risk screening assessment should have been completed in accordance with the [Contaminated Land Management Guidelines \(CLMG\) 3 – Risk screening system](#). Similarly, as part of a Phase 1 preliminary site investigation and/or Phase 2 detailed site investigation (DSI), a conceptual site model (CSM) should have been developed in line with the [CLMG 5 – Site investigation and analysis of soils](#). Both assessments consider the exposure pathway in terms of the contaminants present, their mobility and potential to harm a receptor. A risk exists where a receptor is exposed to a contaminant by means of a complete pathway.

Either the risk screening report or the site investigation report should be used to complete this section. Please ensure the relevant report is attached to this application as supporting documentation.

### Ministry for the Environment's Hazardous Activities and Industries List (HAIL)

The HAIL is a compilation of activities and industries considered likely to cause land contamination resulting from hazardous substance use, storage or disposal.

What HAIL activities have been undertaken on the site? Include start and end dates.

#### Example

- HAIL activity G5 Waste disposal to land from 1960 to 1980

### Otautau Closed Landfill

- G3 Landfill site pre 1938 to 1980
- G5 Waste disposal to land – pre 1938 to 1980

### Riverton Rocks Closed Landfill

- G3 landfill site 1950s to 1960s

### Colac Bay Closed Landfill

- G3 landfill site 1960s to 2000s

### Exposure pathways

Has the site risk screening assessment confirmed complete exposure pathways? Provide details.

A complete site risk screening assessment and reports have been completed for Otautau Closed Landfill – please see attached reports.

For Riverton Rocks and Colac Bay Closed Landfills complete exposure pathways have been confirmed. Please see section 4.2 and 4.3 respectively of the supporting application document.

### Hazard and source components

The hazard components determine the extent of the risk based on the nature of the contaminants, quantities, toxicity and mobility.

'Source' refers to the source(s) of the contaminant(s) present that could affect a receptor.

### Hazard and source components parameter descriptions

The risk screening equation (used in CLMG 3) uses three components (hazard, exposure, pathway) that include multiple parameters.

### Exposure pathway

Changes from affected receptor, a receptor can be any organism, population or ecosystem that could be affected by the

	Similarly, the CSM (per CLMG 5) uses source, receptor, pathway.	contaminant, including humans.
<b>Chemicals of concern and contaminants</b>	Municipal and general landfill waste materials – Hydrocarbons, heavy metals, Asbestos, SVOCs	<input checked="" type="checkbox"/> Surface water <input checked="" type="checkbox"/> Ground water <input checked="" type="checkbox"/> Direct contact exposure
<b>Toxicity of contaminants</b> The ability of the contaminants to cause adverse human health and environmental effects.	Please see section 4.0 of supporting application document for toxicity of contaminants	<input checked="" type="checkbox"/> Surface water <input checked="" type="checkbox"/> Ground water <input checked="" type="checkbox"/> Direct contact exposure
<b>Volume of contaminants on the site</b>	Please see section 4.0 of supporting application document for volumes of all respective sites	<input checked="" type="checkbox"/> Surface water <input checked="" type="checkbox"/> Ground water <input checked="" type="checkbox"/> Direct contact exposure
<b>Mobility of contaminants</b> The ability of the contaminants to migrate or be transported along a pathway once released.	Please see section 4.0 of supporting application document for Mobility of contaminants	<input checked="" type="checkbox"/> Surface water <input checked="" type="checkbox"/> Ground water <input checked="" type="checkbox"/> Direct contact exposure
<b>Volume of waste</b>	Please see section 4.0 of supporting application document for volumes of all respective sites	<input checked="" type="checkbox"/> Surface water <input checked="" type="checkbox"/> Ground water <input checked="" type="checkbox"/> Direct contact exposure
<b>Pathway components</b> A pathway is a means by which a receptor can be exposed to, or affected by, a contaminant under current or proposed land use.	<b>Pathway components parameters descriptions</b> The pathway components determine the likelihood of contact with, or transport to, a receptor based on current site conditions that are being assessed.	
<b>Containment of contaminants</b>	Please see section 4.0 of supporting application document	
<b>Containment of waste material</b>	Please see section 4.0 of supporting application document	
<b>Thickness and nature of low permeability layer</b>	Please see section 4.0 of supporting application document	
<b>Soil type (permeability)</b>	Please see section 4.0 of supporting application document	
<b>Distance to user and receptor</b>	Please see section 4.0 of supporting application document	
<b>Distance to hazard and source</b>	Please see section 4.0 of supporting application document	
<b>Type of aquifer present</b>	Please see section 4.0 of supporting application document	
<b>Direct and sediment run-off</b>	Please see section 4.0 of supporting application document	
<b>Flood potential</b>	Please see section 4.0 of supporting application document	
Please include any other information you consider necessary to describe how you have assessed the risk from contamination and erosion.	DSI, CSMP, Risk register, Sediments sampling reports, Groundwater sampling reports	

## Project objectives

Objectives are statements clearly describing what the project must realistically achieve to succeed and what strategies will be implemented to enhance or improve the current situation.

Project objectives should use the **SMART** framework (that is, they must be **s**pecific, **m**easurable, **a**chievable, and **r**ealistic within a **t**imeframe).

Typically, projects will have between one and four objectives, depending on the project phase. Multiple objectives must be completed consecutively, and all objectives must be completed by the end of the CSVLF project.

Add the project objectives in the following table, leaving blank any rows that are not needed. Later in the application (in the work plan milestone table) you will provide details of how you will meet each project objective through completing the relevant milestone activities.

Phase 2 projects may only have one objective. An example of this could be:

By the end of the project, successfully complete a Phase 2 DSI and subsequent reporting compliant with CLMG 1 and 5 that allow for informed decisions to be made on subsequent phases of the remediation.

Please see the [Guide for applicants](#) for examples of projective objectives for Phase 3 and Phase 4 projects. You can copy the example objectives where they are relevant to your project.

Objective #	Objective
1	All project objectives for all sites are listed under section 9.0 of the supporting application document.
2	Click or tap here to enter text.
3	Click or tap here to enter text.
4	Click or tap here to enter text.

## Benefits

Benefits are positive outcomes for stakeholders and project partners from the delivery of the project. Benefit types relate to the main areas being affected by the contamination and erosion issues at the site.

Describe how the environmental, social, cultural and economic benefits from this project will be realised through its delivery. Identify which of the factors listed below will be enhanced or improved.

Preference will be given to projects that can show significant and long-term benefits, such as reduced risk to human health or the environment, increased biodiversity or improved community outcomes.

<p><b>Environmental</b></p> <p>How will your project address the contamination issues at the site and protect the environment from harm?</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> <li>• <i>Project addresses the risk of contaminants and material entering the environment</i></li> <li>• <i>Project mitigates the impact on soil, water and ecology</i></li> <li>• <i>Project enhances natural resources and improves soil and water quality</i></li> <li>• <i>Project acts as a catalyst for other site remediation projects facing similar challenges</i></li> </ul> <p>What indicators (qualitative or quantitative) will you use to measure change?</p>	<p>Environmental benefits for Otautau Closed Landfill, Riverton Rocks Closed Landfill and Colac Bay Closed Landfill have been outlined in section 5.1, 5.2 and 5.3 respectively of the supporting application document.</p>
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<p>Include any assumptions underlying the nature and estimated magnitude of the changes.</p> <p><i>(max. 1,500 characters)</i></p>	
<p><b>Social</b></p> <p>How will your project align with the local community’s aspirations and values around protecting the community and the environment from harm?</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> <li>• <i>Project provides improvements to recreational opportunities</i></li> <li>• <i>Project addresses general concerns in the community</i></li> <li>• <i>Project provides immediate enhanced public safety at site following site remediation</i></li> <li>• <i>Project promotes enhanced community relationships from working collaboratively</i></li> </ul> <p>What indicators (qualitative or quantitative) will you use to measure change?</p> <p>Include any assumptions underlying the nature and estimated magnitude of the changes.</p> <p><i>(max. 1,500 characters)</i></p>	<p>Social benefits for Otautau Closed Landfill, Riverton Rocks Closed Landfill and Colac Bay Closed Landfill have been outlined in section 5.1, 5.2 and 5.3 respectively of the supporting application document.</p>
<p><b>Cultural</b></p> <p>Will your project result in any positive cultural outcomes? Will your project involve and/or benefit mana whenua?</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• <i>Project is in partnership with an iwi or hapū</i></li> <li>• <i>Site is significant to mana whenua</i></li> </ul> <p>What indicators (qualitative or quantitative) will you use to measure change?</p> <p>Include any assumptions underlying the nature and estimated magnitude of the changes.</p> <p><i>(max. 1,500 characters)</i></p>	<p>Cultural benefits for Otautau Closed Landfill, Riverton Rocks Closed Landfill and Colac Bay Closed Landfill have been outlined in section 5.1, 5.2 and 5.3 respectively of the supporting application document.</p>
<p><b>Economic</b></p> <p>How will the investigation and/or remediation of the site increase financial opportunities or mitigate expenditure to address detrimental effects resulting from the site contamination?</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> <li>• <i>Significant and identified financial opportunities or cost savings</i></li> <li>• <i>Potential for financial opportunities or cost savings</i></li> </ul> <p>What indicators (qualitative or quantitative) will you use to measure change?</p> <p>Include any assumptions underlying the nature and estimated magnitude of the changes.</p> <p><i>(max. 1500 characters)</i></p>	<p>Economic benefits for Otautau Closed Landfill, Riverton Rocks Closed Landfill and Colac Bay Closed Landfill have been outlined in section 5.1, 5.2 and 5.3 respectively of the supporting application document.</p>
<p>Who is responsible for monitoring the environmental, social, cultural and economic impacts, and how will this be done?</p>	<p>A range of methods will be used to measure success against the different types of impacts. These include ongoing sampling, ability for a wider range of site uses etc.</p>

# Partnerships and project stakeholders

Collaboration and partnerships may add expertise, additional resources or other attributes that strengthen the proposal. An active working relationship with other organisations involves regular communication, including meetings, and working together towards a common goal. The panel will consider the degree of partnership and cross-sectoral collaboration when assessing the strategic value of applications.

Partners generally share the decision-making on a project and must contribute resources to the project in terms of expertise, equipment or money. A formal agreement (such as a contract) may be in place between the parties, who work together for a common goal and share the risks and benefits. If an agreement exists, please provide a copy with your application.

A stakeholder has a direct interest in the project and may provide support and help. They can be individuals, organisations or community groups that benefit from the project. They can be actual or potential funders, an advocate of a specific value(s) that the project will achieve, have management responsibilities for the site, or have an affiliation with the site due to their stewardship role. Iwi or Māori stakeholders may be involved in the project. Te Puni Kōkiri publishes a [directory of Māori organisations](#).

**Partnerships**  
 In the table below, briefly summarise what your project partners bring to the project. If your application is successful, we may contact the partner to discuss the project.  
 If the land owner is different from the applicant, they should be included in this table. Please outline their support for the remediation project and whether and/or how they will be involved.

Name of individual/organisation	Details of involvement	Position	Contact details
Oraka Aparima Runaka	Takiwa of the whole area. Landowners	Supporting and advising role	0800 234 8192
E2 Environmental	Engineering consultants	Advisor of preferred option and designers	Lindsay Blackie – 9(2)(a)
E3 Scientific	Contaminated land consultants	Advising on contaminated land issues	Simon Beardmore – 9(2)(a)
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**Stakeholders**  
 In the table below, list the stakeholders included in this project. Briefly summarise their involvement and how your project will support and strengthen the partnerships between the stakeholders.

Stakeholders	Details of involvement
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

# Experience, capability and project delivery

## Ability to deliver

Briefly summarise your organisation’s history and relevant experience and, if applicable, any previous experience managing or remediating a contaminated site, or any involvement with the Ministry and contestable funds.

Outline the resources, relevant experience (including organisational governance) and skills your organisation will bring to this project to ensure success.

Include any partner organisations, collaborators, supply agreements or similar documented partnership agreements, and any expertise they will bring to the project.

*(max. 2,000 characters)*

Southland District Council staff were involved alongside Environment Southland and Emergency Management Southland in the removal of the Bluecliffs Closed Landfill in 2024. Staff used in that event will also be used/involved in these projects at varying capacities.

Please see section 7.1 of supporting application document for information on Southland District Council’s ability to deliver.

## Managing funds

It is important you have processes in place to ensure you meet expectations on how public money is used.

Please provide information about how you will financially manage the project, including:

- how you will procure goods and services
- how payments will be approved
- how you will monitor project-related spending
- how you will address budget overspend if it occurs.

*(max. 2,500 characters)*

Southland District Council has a strict procurement process that is followed across all tenders and projects.

Any payment claims or variations will be dealt with in accordance with NZS3910.

For more information please see section 7.2 of supporting application document

## Governance

The level of project governance required must reflect the scale and complexity of the project and the level of grant funding requested.

State who is responsible for overseeing the project’s delivery and ensuring it stays on track. Provide a level of detail that covers this oversight on a day-to-day basis.

Please also outline:

- appropriate accountability for stakeholders
- an appropriate governance structure that includes existing governance capability (eg, a steering group or advisory board)
- the name of your accounting firm, if your organisation uses an external accountant.

*(max. 2,500 characters)*

In line with Southland District Council’s standard structures, proposed governance for these landfill projects will be at a level deemed appropriate by Group Manager Infrastructure and Capital Delivery. If the project goes significantly off track a governance group will be established with appropriate supervisions and authority to drive the project forward and manage risks appropriately.

The CE will have ultimate oversight and is supportive of this application.

## Quality assurance

How will you ensure work is completed to the required standards?

*Example*

- *Ensuring reports are peer reviewed by a certified contaminated land practitioner with relevant experience*

Various steps and hold point have been included, or are planned to be included in construction methodology to ensure QA.

For more information please see section 7.4 of supporting application document

## Health and safety

Does your organisation have a health and safety policy?

Choose an item.

If you stated **Yes**, please provide a copy of your policy with this application. If you do not have a policy and are approved for funding, a policy will need to be developed.

<p>Who will be primarily responsible for health and safety on your project?</p> <p>Please provide an overview of the health and safety responsibilities of the role described above.</p>	<b>Name:</b>	Click or tap here to enter text.
	<b>Organisation:</b>	Click or tap here to enter text.
	<b>Role:</b>	Click or tap here to enter text.
	Please see section 7.5 of supporting application document for more information about how H&S will be managed throughout this project	
<p><b>Consents and permissions</b></p> <p>What statutory permissions do you require to complete this project? This includes resource consents or other permissions you will need to obtain to complete the activities of this project.</p>	Resource consents have been considered for all projects and will be applied for well in advanced of construction works planned to begin to allow for unforeseen delays at consenting time.	

# Work plan

The project work plan sets out how you will deliver your project through the milestones that enable you to meet your project objectives (see the [Project objectives](#) section). The work plan consists of a series of milestone tables, detailing:

- each milestone
- the milestone activities you will complete
- the deliverables you will provide
- the budget for completing the milestone activities.

## Milestone activities, deliverables and budget

Milestone activities are the actions you will take as part of a specific milestone. Every activity should have a corresponding deliverable, which is evidence you will provide to the Ministry to show that the activities have been completed. Eligible costs associated with the delivery of activities should be included in the relevant columns of the milestone table next to the related activity/deliverable. Some activities will not have costs associated with them. For milestone examples, and for details of eligible and ineligible costs under the CSVLF, please refer to the work plan milestone section of the [Guide for applicants](#).

Complete the project work plan using some or all of the four milestone tables below. Extra milestone tables that are not required can be left blank. Note the following guidance.

- Each project objective should have one milestone.
- Each milestone table has space for six activities. Every activity should have a corresponding deliverable, and any activity rows that are not required can be left blank.
- Each activity should include eligible costs only. Not all activities will have chargeable costs against them; in those cases, the budget section of the table can be left blank.
- The deliverables (technical reporting) peer review is a separate activity.
- Milestone start and end dates relate to your project timeline and will be affected by the time needed for deed negotiations (around 4–8 weeks) if your project is successful.
- All costs must be recorded as GST exclusive.

- If required, please include any reasonable and appropriate contingency within the cost estimate for each budget item in the milestone tables.
- The final activity for each milestone should be related to submitting Ministry reporting. This includes the milestone report, tax invoice for the Ministry, and relevant invoices over \$5,000. You cannot claim for partially completed deliverables and any costs associated with producing CSVLF project status reporting. Note that, if your application is successful, you will need to set up a unique project-specific cost code or use the deed contract number at the start of the project to track eligible spending related to the CSVLF project.

Milestone number	Milestone <i>[Insert Objective 1 below.]</i>	Milestone start date	Milestone due date	Ministry contribution requested	Co-funder contribution	Total estimated cost <i>[This should be the sum of all expenses for the activities in this milestone.]</i>
<b>Milestone 1</b>	Please see supporting application document section 10 for all work plans	dd/mm/yyyy	dd/mm/yyyy	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Activity number</b>	<b>Activity</b> <i>[List all significant actions you will take to meet this objective.]</i>	<b>Deliverable</b> <i>[Add a corresponding deliverable against each activity. This is the evidence you will provide to the Ministry to confirm completion of the activity.]</i>		<b>Expense description</b> <i>[Describe any associated costs against each activity. An activity can have multiple costs or no costs.]</i>	<b>Expense type</b>	<b>Expense estimate</b> <i>[Insert total estimated cost for this line item.]</i>
1	Please see supporting application document section 10 for all work plans	Please see supporting application document section 10 for all work plans		Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
2	Please see supporting application document section 10 for all work plans	Please see supporting application document section 10 for all work plans		Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
3	Please see supporting application document section 10 for all work plans	Please see supporting application document section 10 for all work plans		Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
4	Please see supporting application document section 10 for all work plans	Please see supporting application document section 10 for all work plans		Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
5	Please see supporting application document section 10 for all work plans	Please see supporting application document section 10 for all work plans		Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
6	Submitting Ministry reporting documents.	Ministry reporting documents submitted (milestone report, copies of invoices for costs being		–	–	–

		claimed >\$5,000, project-specific cost code set up, tax invoice for the Ministry).			
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Milestone number	Milestone <i>[Insert Objective 2 below, if applicable.]</i>	Milestone start date	Milestone due date	Ministry contribution requested	Co-funder contribution	Total estimated cost <i>[This should be the sum of all expenses for the activities in this milestone.]</i>
Milestone 2	Click or tap here to enter text.	dd/mm/yyyy	dd/mm/yyyy	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.
Activity number	Activity <i>[List all significant actions you will take to meet this objective.]</i>	Deliverable <i>[Add a corresponding deliverable against each activity. This is the evidence you will provide to the Ministry to confirm completion of the activity.]</i>	Expense description <i>[Describe any associated costs against each activity. An activity can have multiple costs or no costs.]</i>	Expense type	Expense estimate <i>[Insert total estimated cost for this line item.]</i>	
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.	
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.	
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.	
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.	
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.	
6	Submitting Ministry reporting documents.	Ministry reporting documents submitted (milestone report, copies of invoices for costs being claimed >\$5,000, tax invoice for the Ministry).	–	–	–	

<b>Milestone number</b>	<b>Milestone</b> <i>[Insert Objective 3 below, if applicable.]</i>	<b>Milestone start date</b>	<b>Milestone due date</b>	<b>Ministry contribution requested</b>	<b>Co-funder contribution</b>	<b>Total estimated cost</b> <i>[This should be the sum of all expenses for the activities in this milestone.]</i>
Milestone 3	Click or tap here to enter text.	dd/mm/yyyy	dd/mm/yyyy	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.
<b>Activity number</b>	<b>Activity</b> <i>[List all significant actions you will take to meet this objective.]</i>	<b>Deliverable</b> <i>[Add a corresponding deliverable against each activity. This is the evidence you will provide to the Ministry to confirm completion of the activity.]</i>		<b>Expense description</b> <i>[Describe any associated costs against each activity. An activity can have multiple costs or no costs.]</i>	<b>Expense type</b>	<b>Expense estimate</b> <i>[Insert total estimated cost for this line item.]</i>
1	Click or tap here to enter text.	Click or tap here to enter text.		Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.		Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.		Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.		Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.		Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.
6	Submitting Ministry reporting documents.	Ministry reporting documents submitted (milestone report, copies of invoices for costs being claimed >\$5,000, tax invoice for the Ministry).		–	–	–

Milestone number	Milestone	Milestone start date	Milestone due date	Ministry contribution requested	Co-funder contribution	Total estimated cost
	<i>[Insert Objective 4 below, if applicable.]</i>					<i>[This should be the sum of all expenses for the activities in this milestone.]</i>
Milestone 4	Click or tap here to enter text.	dd/mm/yyyy	dd/mm/yyyy	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.
Activity number	Activity	Deliverable	Expense description	Expense type	Expense estimate	
	<i>[List all significant actions you will take to meet this objective.]</i>	<i>[Add a corresponding deliverable against each activity. This is the evidence you will provide to the Ministry to confirm completion of the activity.]</i>	<i>[Describe any associated costs against each activity. An activity can have multiple costs or no costs.]</i>		<i>[Insert total estimated cost for this line item.]</i>	
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.	
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.	
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.	
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.	
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	\$Click or tap here to enter text.	
6	Submitting Ministry reporting documents.	Ministry reporting documents submitted (milestone report, copies of invoices for costs being claimed >\$5,000, tax invoice for the Ministry).	–	–	–	
			<b>Grand totals</b>	\$Click or tap here to enter text.	\$Click or tap here to enter text.	\$Click or tap here to enter text.

# Project risks and mitigations

A risk is something that may affect the completion and success of your project. It is good practice to identify all the concerns about your project at an early stage and what mitigations you will put in place to address these. When completing the Project risks table in the Application form, see the descriptions for each column below:

- **likelihood** – chance of event happening
- **severity** – seriousness of possible results from events
- **impact** – extent to which event may affect the organisation
- **impact details** – what will happen if the risk eventuates
- **mitigation** – what you will do to prevent or reduce the likelihood of the risk eventuating
- **residual risks** – after mitigation, the remaining potential outcomes related to this risk.

For examples of risks, please refer to the [Guide for applicants](#).

For Phase 4 projects, we may require you to produce a detailed risk management plan.

Risk #	Risk	Category	Likelihood	Severity	Impact	Impact details	Mitigation	Residual risks
1	Please see attached supporting application document section 8.0	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0
2	Please see attached supporting application document section 8.0	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0
3	Please see attached supporting application document section 8.0	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0

Risk #	Risk	Category	Likelihood	Severity	Impact	Impact details	Mitigation	Residual risks
4	Please see attached supporting application document section 8.0	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0
5	Please see attached supporting application document section 8.0	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0
6	Please see attached supporting application document section 8.0	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0
7	Please see attached supporting application document section 8.0	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0
8	Please see attached supporting application document section 8.0	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0	Please see attached supporting application document section 8.0

## Supporting information

When you email your completed application form, please attach any supporting documents or other information you would like us to consider. This should include:

- technical reports completed to date (such as the preliminary site investigation)
- your health and safety policy (if available)

- your conflict of interest policy (if available)
- evidence of any co-funding, partnerships or support for the project
- any other relevant supporting documents.

# Checklist

Use the following checklist to confirm you have provided all the required information in your application.

I have uploaded supporting letter(s) / email(s) from all co-funders.	Yes
I have uploaded my organisation's health and safety policy, if already in place.	Yes
I have uploaded my organisation's conflict of interest policy, if already in place.	Yes
I have read the CSVLF <i>Guide for applicants</i> and confirm that the proposed project meets the fund's eligibility criteria.	Yes
I have completed all sections of this application form as accurately as possible.	Yes

# Declaration

<p>You must agree to this declaration to submit this application.</p> <ul style="list-style-type: none"><li>• I declare that, to the best of my knowledge, the information contained in all sections of this application form or supplied in support of this application is complete, true and accurate.</li><li>• I declare that I am authorised to make this application on behalf of the applicant organisation.</li><li>• I declare that none of the organisations named in the application are in receivership or liquidation.</li><li>• I acknowledge that the Minister for the Environment or the Ministry may publicise any successes that result from this application (while respecting commercial confidentiality).</li><li>• I acknowledge that the Ministry may be required to share information under Official Information Act (OIA) requests.</li><li>• I agree that the information in this application must remain confidential throughout the assessment process.</li><li>• I give permission that the content provided in the project summary, in the event of a successful application, may be used as the public project statement.</li><li>• I agree that the information included in this application may be used by the Ministry for internal purposes, including to help with developing policy and in relation to government investment in the environment.</li><li>• I agree that the email address provided with this application can be used by the Ministry for communicating matters relating to contaminated site and vulnerable landfill remediation funding.</li><li>• I acknowledge that submission of this form is not a guarantee of funding.</li></ul>	Agree
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