

Information about the procedure for obtaining Authorizations

The Administration of the National Park Caldera has designed this process to obtain regulatory permits, in order to make more efficient the public service provided to citizens. This section of the form for the application for research works (*Impreso de Solicitud de Trabajos de Investigación*) in the Caldera de Taburiente National Park describes the process of completion and application. Please read the following information before completing this application for professional activity.

How can I request an administrative authorization?

First of all you must submit the research works application form, duly filled in all sections. We provide the printed in the following ways:

- The Caldera de Taburiente National Park Administration offices

Ctra. Gral. de Padrón, Nº47

38750 El Paso

phone: (922) 922280 / 922 922 282

- By Fax to the following number: (922) 49.70.81
- Via email, to the following address: caldera@oapn.es

To submit the application, you can use any of these ways set out above, and you must present the following documentation:

- Form of application for research work, and photocopy of DNI, passport or Residence card.
- In the event that additional documents were necessary to justify the requested activity:
 - Justification report
 - Work Plan

If you want, you can submit the application form of work of research (*Impreso de Solicitud de Trabajos de Investigación*) directly in the offices of the Caldera de Taburiente National Park, in the previously provided direction from Monday to Friday, from 08:00 AM to 14:00 PM hours.

What activities can be performed?

The Law 5/2007, of 3 April, of the Network of National Parks, the law 42/2007, of 13 December, of the Natural Heritage and Biodiversity and Decree 27/2005 of 14 March, approving the Master Plan for Use and Management of the National Park of La Caldera de Taburiente is approved, establish the legal framework for the protection of this National Park. Activities and uses of people are clearly reflected in these legal standards.

How much do I have to pay for the authorization?

The autonomous National Parks Agency and the administration of the National Park of the Caldera de Taburiente does not set any rate or public price for the consideration of services to carry out research activities, being all our services free.

How long will it take to obtain them?

Normally the administrative authorizations are resolved within a very short time (1 or 2 days), but this depends on the type of activity that is intended to carry out. However, the maximum limit of resolution of an application is limited by law 30/1992, of 26 November, legal regime of public administrations and common Administrative procedure, and in Royal Decree 1778 / 1994, of 5 August, establishing regulatory standards conform procedures for granting, modification and termination of authorizations, with a maximum limit of up to three (3) months.

What should I do once presented the application?

Once the application is submitted, it is studied and analysed it by the technicians of the National Park of La Caldera de Taburiente. If there is some lack of information or errors, the applicant will be asked to correct them in a timely manner; and whether it is compatible with the conservation objectives of the Park, the corresponding administrative authorization is issued.

When can I withdraw the authorization?

On the same day, that you submit your application, you will be informed of the time in which the administrative authorisation may withdraw.

How can I contact if I have any questions?

The Administration of the National Park of La Caldera de Taburiente can answer your questions about your application at the time of the presentation of it in the General Register of the Park. However any questions you might have can be consulted, well by phone, fax or email in numbers and addresses indicated above, from Monday to Friday from 08:00 until 14:00 AM hours.

Instructions for the completion of the permit application

Part I: Applicant Information

Fill in full name, postal address, and phone and fax of the applicant and of the company, in its case, which makes the application of administrative authorization. If it is a company or legal person, please fill in the exact name that appears in the commercial register. Provide the name and the number of telephone or fax from the person with which should contact the National Park administration if it's necessary.

Part II: Field of Science

It is very important that you complete the nomenclature (4 digits) and acronyms (6 digits) of UNESCO, and the scope of the research project (geological, botanical and Zoological).

Part III: Project information

Provide a brief description of the project objectives to pursue, which is the purpose of this application, making a justification of it.

Part IV: Supporting Report of Research Activity

It is **imperative** to justify us the purpose and objectives of the research project, including a detailed Justifying Report for the correct processing of the request. The memory will include at least: Background, objectives, justification, description thorough of the work to be realized, work plan or schedule,

equipment or scientific equipment to be installed (permanent or temporary), financing, publishing, participating investigators, dates of realization , etc. If it is promotional, cultural, Image bank, particular, funding (if financed by individuals or by public administrations of the State, regional or local), etc.

Part V: Information of the execution of the Activity

Planned dates

At this point you must specify clearly the two dates that are expected to perform the requested activity.

- The first date will be considered by the technicians of the National Park as a priority, however may be the case that the date is engaged or occupied, so activity may not be authorized in this case.
- The second date will be provided by the applicant as a reserve date if the above happens in the previous point.

In case that the applicant needs more than one day to carry out their activity in the Park, they can request a period between the date 1 and date 2, assigning the necessary hours in that period.

Estimated maximum time: The applicant must include the estimated maximum time to perform the research activity that is requested. Preferred hours for the activity:

You must indicate the periods of hours in which you want to perform the activity, which never could alter the system of visits to the National Park of the Caldera de Taburiente.

Part VI: Work Plan in the National Park

In this section you must specify the object areas of the activity, the material and human resources that will be needed by the applicant for the activity that is requested to run in the National Park of La Caldera.

Areas Object of activity: Be marked with a cross (X) the boxes for the areas selected by the applicant for the requested activity.

- Each of the areas is under a heading corresponding to areas listed in the Rector of Use and Management Plan of the National Park of La Caldera, and where the activities of persons are clearly regulated.

Material Resources: Be marked with a cross (X) the boxes for the areas selected by the applicant for the requested activity.

Human resources: Relation of people who will participate in the required activity, knowing that the team should be the bare minimum, and duly justified.

The full name and position or functions performed by each one of the participants will be detailed. The Direction of the National Park of La Caldera may limit or reduce the number of participants not considered essential or necessary for the activities.

The personal data contained in this document will not be used for other purposes than those related to the procedures for obtaining this permit and the administrative actions of the Ministry of Environment and Spatial Planning of the Government of Canarias (Consejería de Medio Ambiente y Ordenación Territorial del Gobierno de Canarias) aimed at ensuring compliance with the terms and conditions of the administrative authorization obtained by the concerned person, in accordance with the principles of the protection of personal data laid down in the organic law 15/1999, of 13 December, of *Protection of Personal Data*.