

Force Majeure application form for Forestry Commission Legacy schemes

How to fill in this form

Please complete and send your application and supporting documents to the Compliance Team by emailing: fs.compliance@forestrycommission.gov.uk or by post to Forestry Commission, FS Compliance, 620 Bristol Business Park, Coldharbour Lane, Bristol BS16 1EJ.

If you are unable to complete the form electronically and need to do it by hand, please:

- use black ink
- use block capitals
- use the boxes available to complete the form

You must notify the Forestry Commission (FC) of your circumstances **within 15 days** of being able to do so. There is no flexibility in EU legislation and you must comply with this basic legal requirement. You must provide all relevant evidence to enable the Forestry Commission (FC) to make a decision on your application.

Force Majeure/exceptional circumstances is defined as an abnormal and unforeseeable circumstance outside of your control, the consequences of which, in spite of the exercise of all due care, could not have been avoided.

Complete this form if you consider that Force Majeure/exceptional circumstances have impacted your scheme in such a way that:

- part or all of the area impacted no longer meets the obligations of the scheme (the scheme rules)
- the impacts mean that you can no longer submit a valid claim

Evidence

You will need to give evidence to show:

- what has happened; and
- how the event means you can no longer meet the scheme rules

Each case will be considered individually.

You are advised to keep a completed copy of this form

Part A – Your business

Single Business Identifier (SBI)	<input type="text"/>
Scheme reference number	<input type="text"/>
Name of applicant / Business name	<input type="text"/>
Who normally submits the applications for your business?	<input type="text"/>

List anyone else who has permission to submit applications for your business.

Name	Position

Part B – Force Majeure event/exceptional circumstances

Date event occurred:

Area affected (ha) :

- in the box overleaf, please describe the Force Majeure/exceptional circumstances that prevented you from meeting your obligations under the scheme. This **must** include the actual or expected duration of the event(s) and all actions you took to mitigate the effects of the event(s)
- you should provide, wherever possible, any documentation to support your application. Please use photographic evidence wherever possible. Photographs should be labelled with a GPS location ('geo-tagged') wherever possible and inserted into a word document if submitting the application request electronically
- if you do not provide sufficient detail and supporting documents your application may be refused and any penalties incurred because of the event will be applied

Part B (continued)

(If you are completing this by hand please continue on a separate sheet if necessary)

Part C – Supporting documents

Please list all the supporting documents you have submitted with this form. We need as much information as possible to consider your claim.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Part D – Data protection

The FC is the data controller for personal data you give us or we hold about you. We use it in line with the General Data Protection Regulation. For more information go to <https://www.gov.uk/government/organisations/forestry-commission/about/personal-information-charter>

Please date your Force Majeure application.

--	--	--	--	--	--	--	--

Please send your application and supporting documents to the Compliance Team by email to fs.compliance@forestrycommission.gov.uk or by post to Forestry Commission, FS Compliance, 620 Bristol Business Park, Coldharbour Lane, Bristol BS16 1EJ. Please include "Force Majeure" in the subject title of your email to help us process your application more quickly.

Acknowledgement of your application

If you choose to post a paper copy of your application, we recommend that you use a postal service that allows you to track the delivery of your application. The Forestry Commission will acknowledge receipt of your application within 10 working days of receipt. If you do not receive an acknowledgement within 15 working days of posting your form, contact the Compliance Team.

The Forestry Commission will not be held responsible for applications that are delayed or lost in the postal system.

Additional sheet