

Biosecure Procurement Requirement Exception Form

All applications under England Woodland Creation offer (EWCO), Tree Health Pilot (THP), Local Authority Treescapes Fund (LATF), Urban Tree Challenge Fund (UTCF) and HS2 Woodland Fund (HS2WF) are subject to the [Biosecure Procurement Requirement](#). This means that to be eligible for support under these grants you must source your plants from suppliers who can prove they meet the [Plant Health Management Standard](#) requirements. See the relevant grant manual for more details.

Any trees purchased for planting schemes must come from a compliant supplier. For tree stock sourced without purchase, an exception to this requirement may be possible. Applicants, agreement holders and their agents should use this form to apply for this exception.

You must wait for the exception to be approved by the Forestry Commission in writing before sourcing the trees. This will ensure your claims are valid. We recommend you request an exception when you make your grant application.

Note: only the lead applicant or an authorised agent can apply for exceptions. Agents require an Agent Authority Form that is either on file or supplied with the application.

See [Forest Research's pest and disease resources](#) for information on control measures.

Section 1 – Your details

Grant applied for:			
Grant reference:			
Property name:			
Grant status:	Application	<input type="checkbox"/>	
	Agreement	<input type="checkbox"/>	
Forename(s):		Surname:	
Phone no:		Email:	
Single Business Identifier (SBI):			

State the species and number of trees you are requesting the exception for (use one row for each species):

[illegible]

Section 3 – Biosecurity information

Answer the questions in the section(s) relevant to the source of your plants. Provide as much information as possible to prevent delays in processing your request.

Where are you sourcing your plants?

Acquired from non-commercial external supplier(s)	<input type="checkbox"/>	Complete Section 3a
Donation	<input type="checkbox"/>	Complete Section 3a
Home grown – onsite	<input type="checkbox"/>	Complete Section 3b
Home grown – on other land then transported to site	<input type="checkbox"/>	Complete Section 3b

Do you have an assigned individual who oversees biosecurity/pests and disease management? (*required)

Yes ☐

No ☐

Their role/job title:

Do you train staff/individuals to safeguard biosecurity procedures? (*required)

Yes ☐

No ☐

Do you train staff/individuals to improve their pest and disease awareness? (*required)

Yes ☐

No ☐

Do you have facilities onsite to disinfect tools, boots and vehicles? Briefly describe your set-up and disinfection procedures. (*required)

Section 3a – Sourcing from external organisations

Give the name(s), address(s) and type of organisation(s) of the supplier(s) or donor(s) – (such as, community nursery, national charity, local charity).

Consider that this excludes larger charities sourcing their trees from commercial suppliers. This would be an indirect stock purchase.

Leave blank if not applicable

Do you visit the supplier(s)/donor(s), or ask for more information to assess their plant health policies and procedures beforehand? If you source from more than one supplier/donor, please clearly state which your answer applies to.

Leave blank if not applicable

Do you 'quarantine' the plants (in well-defined areas, separated from other plants) to monitor for signs of pests/disease? If so, describe your quarantine set up, stating how long you quarantine the plants for.

Leave blank if not applicable

Section 3b – Home grown

Plants surrounding the premises where the stock is grown; do you regularly monitor the health of trees/shrubs onsite, such as shelterbelts, hedges and landscape trees?

(*required)

Growing media; briefly describe the growing media used and how you can assure it meets biosecurity standards. (*required)

When moving plants from owned/leased land to the site, do you practice biosecurity measures? Briefly describe these.

Leave blank if not applicable.

Briefly describe the water source used on the premises where the stock is grown. For example, mains water, covered borehole, rainfall butt, open pond or river. (*required)

Briefly describe the drainage systems used on the premises where the stock is grown. For example, containerised plants on a free draining surface, plants raised above the ground, management of pooling water/puddles. (*required)

Briefly describe your waste disposal area and its location on the premises where the stock is grown. For example, contained composting system, is it isolated from other stock or ecosystems/watercourses? (*required)

Do you re-use growing media? (*required)

Yes ☐
No ☐

Briefly describe any additional steps you take when disposing of diseased plant material.

Leave blank if not applicable.

Section 4 – Declaration

I confirm that I have read and understood the guidance and rules relating to the grant and that the information provided in this exception form is complete and accurate.

Signature:

Print name:

Date:

Email your completed form to:

- EWCO@forestrycommission.gov.uk
- thpilotenquiries@forestrycommission.gov.uk
- LATF@forestrycommission.gov.uk
- utcf@forestrycommission.gov.uk
- hs2woodlandfund@forestrycommission.gov.uk

Or send a hard copy to:

Grant Name – for example, England Woodland Creation Offer – EWCO
Forestry Commission National Office
620 Bristol Business Park,
Coldharbour Lane,
Bristol, BS16 1EJ

Forestry Commission use only

Date received:		
Exception request outcome:	Approved:	<input type="checkbox"/>
	Rejected:	<input type="checkbox"/>
Justification for outcome:		
Approver name:		
Outcome date:		