 

# Statutory Plant Health Notice (SPHN) advice package: application form

## **Section 1: Introduction**

Use this form to apply for the SPHN advice package. It is a grant to support landowners or land managers to manage trees, under SPHN, with specific tree pests and diseases.   
  
The grant will fund activities and tools designed to advise and support applicants to carry out biosecure tree health practices.

The grant is a standard cost of £475. Any expenditure incurred over this amount will not be funded.

### What the package covers

### The package includes:

* funding for an agent consultation (for 4 hours)
* a biosecurity management plan, which the agent will help you to create as part of your consultation
* biosecurity training (webinars)
* funding to professionally print Forestry Commission (FC) biosecurity signage
* funding for a personal biosecurity kit

You’ll need to source your personal biosecurity kit and include in it:

* container or bucket large enough to immerse a boot in, such as a gorilla tub
* long handled, stiff plastic bristled brush
* boot pick to remove debris from between boot treads
* water container (2 to 5 litres)
* disinfectant such as ‘Cleankill sanitising spray’ or ‘Propellar’
* vapour and flame proof container for disinfectant
* FC signage for biosecurity

### Check you are eligible to apply

To be eligible for the SPHN advice package, you must meet all the criteria listed in this section.

* the trees on the site you are including in your application, have been served a SPHN
* the compliance date on the SPHN is at least 2 months from the date of application
* you have sweet chestnut with sweet chestnut blight or phytophthora ramorum, spruce with eight-toothed spruce bark beetle (Ips typographus) or larch with phytophthora ramorum (it excludes oak with oak processionary moth and ash with ash dieback)

Your site must be located in England, within one of the following pilot areas:

* North West
* West Midlands
* South East
* London

To request a map that shows you the area boundaries, email thpilotenquiries@forestrycommission.gov.uk

### Biosecurity management plan

Your SPHN biosecurity management plan for your woodland should consider the following 3 areas. Your plan will be assessed on the following criteria and must meet it to be accepted.

The operational requirements and biosecurity measures of the SPHN

This should include:

* compliance with the requirements of the notice from landowner, agent or contractors
* implementation and maintenance of biosecurity protocols under the SPHN
* communication of biosecurity information and knowledge to all present on site

Awareness of biosecurity within woodlands and mitigating the spread of other pests and diseases

This should include:

* understanding presence and transmission of other notifiable and non-notifiable pests and diseases
* personal biosecurity habits and behaviours

Monitoring for future plant health threats and biosecurity risksThis should include:

* monitoring woodland health
* potential pests and diseases
* how and when to survey

Your plan must be signed by the agent who helped you design it.

### Approved contractors for agent consultation

The agent you use for the consultation should have **one** of the following:

* a degree or a diploma in forestry or a closely related subject
* one year’s direct experience in dealing with tree health issues, organising forestry contracts and the practical aspects of woodland and tree management, including creating biosecurity management plans

By signing this application form, you are confirming that you will source an agent who fulfils one of these requirements.   
  
Also, current membership of relevant professional bodies is preferred.

## **Before you start your application** Make sure you have all the necessary details for your application, including:

* SPHN number and compliance date
* a Single Business Identifier (SBI) – if you do not have an SBI, register your details with the Rural Payments Agency (if you do not have a business, apply for an SBI with your personal details) and allow time enough time to get an SBI before you apply for this package
* site details, including a central OS grid reference (6 figures)

## **Section 2: How to apply**

You will need to download this form and save it to your computer to fill it in.

* Fully complete ‘Your details’, ‘Site details’ and ‘Agent carrying out the consultation’
* Write clearly and concisely using standard English, avoiding abbreviations
* Make sure you answer all questions and use N/A if not applicable, as incomplete applications will not be considered
* Do not change the format or wording of the application form or approved annexes, as the application will be rejected
* If you wish to amend or withdraw your application at any time, please email [thpilotenquiries@forestrycommission.gov.uk](mailto:thpilotenquiries@forestrycommission.gov.uk)
* Apply as soon as possible after an SPHN has been issued (FC must receive your applications at least two months prior to the compliance date stated on the SPHN)

### Start your application

## 1. Your details

1. Your full name

Enter your full name

* 1. Select the option that best describes you

landowner

land manager

* 1. Select the option that best describes you

farmer

lotted woodland owner

small holding owner

other

If ‘other’ enter details

Enter other details.

* 1. SBI

Enter your single business identifier

* 1. Business name or organisation name registered to the SBI

Enter your business name if you have one

* 1. Full postal address

Enter your contact address

* 1. Full postcode

Enter your full postcode

* 1. Email address

Enter your email address

* 1. Phone number

Enter your phone number

## 2: Site details

1. Your site name

Enter name of site

2.1 Central grid reference of site

Enter 6 figure grid reference for your site

* 1. Total area of site in hectares (ha)

Enter area of your site in hectares (ha)

* 1. SPHN number

Enter your SPHN number

* 1. SPHN compliance date

Enter the SPHN compliance date

* 1. Tree species

Enter the tree species

* 1. Tree pest or disease

Enter an eligible tree pest or disease

* 1. Are the affected trees in woodland or outside woodland?

woodland

outside of woodland

## 3. Agent carrying out the consultation

1. Your agent’s full name

Enter the name of the agent carrying out the consultation, if known

3,1 Your agent’s email address

Enter your agent’s email address

## **Section 3. Declaration**

By signing this application you are confirming you have read, understood, and agree to each declaration. Failure to comply with any obligations in this section, or in the updated Force Majeure, could lead to payments being stopped.

1. The Applicant(s) will ensure the necessary consents and land access agreements for any THP SPHN advice package related actions, prior to distribution of THP funds for land outside their management control.

2. The Applicant(s) will allow inspection by Forestry Commission and will inform participating land managers of this requirement, co-ordinating the FC access to the land for the purposes of inspecting THP funded activities.

3. It is a condition of this grant that the Applicant(s) must only use this payment for capital purposes. If this condition is not complied with, the Forestry Commission can claw back the capital element.

4. Where the Applicant(s) enters into a contract with a Third Party in connection with the Funded Activities, the Grant Recipient will remain responsible for paying that Third Party. The Forestry Commission has no responsibility for paying Third Party invoices.

5. The Applicant(s) understands that any costs and liabilities of submitting this application are to be borne by the applicant, regardless of the outcome of the award.

6. The Applicant confirms that, to the best of their knowledge, they have not been convicted anywhere in the world of [certain offences](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/956764/Annex_C_Exclusion_Grounds.pdf).

7. The Applicant(s) confirms they will undertake all relevant due diligence and accepts responsibility for selecting appropriate sites.

8. The Applicant agrees to source appropriate agent consultation and confirms the agent they choose will meet at least one of these requirements:

* a degree or a diploma in forestry or a closely related subject
* one year’s direct experience in dealing with tree health issues, organising forestry contracts and the practical aspects of woodland / tree management including creation of biosecurity management plans

Also, current membership of relevant professional bodies is preferred.

9. The Applicant agrees they will undertake the necessary Biosecurity Training.

### Privacy notice

Data Protection Act 2018 and the UK General Data Protection Regulation

Data protection and the release of information

Please read the following statements and make sure you understand how the Forestry Commission (FC) will handle any personal information submitted.

If you are acting as an agent or lead applicant, you are responsible for informing any third parties of how the FC will handle information relevant to them.

The FC will use any information you provide to support the administration of the scheme. Without your personal information, we will not be able to process your application.

Your personal information will be stored securely in the UK or European Economic Area. It will be kept for a period of 7 years following the last financial transaction under the grant, or after the application if withdrawn or rejected, or for up to 1 year after the obligations under the scheme expire, whichever is the longer period.

The FC or its appointed agents may also use your data, in keeping with the safeguards of the Data Protection Act 2018, in the following ways:

* for communication with other organisations including the Department for Environment Food & Rural Affairs (DEFRA), Natural England, other government departments and their agencies, and local authorities in the administration of the grant application and subsequent grant agreement
* for assessment by an independent panel, where this forms a part of the grant process
* for publication on the FC’s Public Register where relevant (the entry on the Register will include the name of the property, value and timing of grants applied for but not the name of the applicant).

### Electronic communications

Your data is shared electronically with third parties for the purpose of providing this service.

Our system uses Secure Socket Layer (SSL) certificates to verify our identity to your browser and to encrypt any data you give us.

All personal data is encrypted for security both in transit and at rest to prevent unauthorised access and disclosure.

Our system uses only essential cookies for you to navigate our system, to prevent data loss, and to keep you logged in. We capture IP (Internet Protocol) addresses in order to validate them, and browser versions are stored. All such data is stored only for the duration of your time spent in our system and is destroyed once you have exited the system.

### Release of information

The FC is required to release information, which may include personal data and commercial information, to comply with the Environmental Information Regulations 2004 and the Freedom of Information Act 2000. This may include details such as name and address of the applicant, property, grant recipient, type of grant and grant value.

However, the FC will not permit any unwarranted breach of confidentiality, nor will it act in contravention of its obligations under the Data Protection Act and UK GDPR.

The Forestry Commission may also publish additional information on the assistance it has given on its own or other Government websites.

### Your rights

The FC is a Data Controller under the Data Protection Act 2018 (Registration No: Z6542658).

Our Privacy Policy complies with the law in the United Kingdom, specifically with the Data Protection Act 2018, accordingly incorporating the EU General Data Protection Regulation and the Privacy and Electronic Communications Regulations.

The FC’s Personal Information Charter provides additional information about our Privacy Policy regarding how we process your personal data and your rights. You can read our [Personal Information Charter](https://www.gov.uk/government/organisations/forestry-commission/about/personal-information-charter) on our website.

You have a number of rights under the Data Protection Act 2018, which are listed out in full on the Information Commissioner’s website. You have the right to lodge a complaint with a supervisory authority, the [Information Commissioners’ Office](https://ico.org.uk/).

### Contact us

You can contact us in relation to data protection and privacy using the following details.

by post:

Information Rights – Commissioners’ Office  
Forestry Commission  
620 Bristol Business Park  
Coldharbour Lane  
Bristol  
BS16 1EJ

by email: [informationrights@forestrycommission.gov.uk](mailto:informationrights@forestrycommission.gov.uk)

by telephone: 0300 067 4000

### Authorisation

The declaration can only be signed by someone with the authority to represent the Applicant(s) and therefore, by extension, all partners involved in the application.

I confirm that I have read and understood the [THP Scheme Manual.](https://www.gov.uk/government/publications/tree-health-pilot-scheme-2024)

I confirm I have agreed to all the above statements detailed in the Declarations section of this form.

I confirm that I am authorised to sign and submit this application.

I declare that the information provided in this application form is accurate and complete.

Full name

Enter your full name

Position held

Enter your position, for example, landowner, land manager

Signature

Print the form and write your signature

Date

Enter the date you submit your form

### Before you submit your form

Make sure you have:

* completed all relevant parts of the form
* agreed to the declarations
* printed and signed the application in the ‘authorisation’ section
* scanned your form and saved it to your computer

### Submit your form

Email your completed form to: [thpilotenquiries@forestrycommission.gov.uk](mailto:thpilotenquiries@forestrycommission.gov.uk).

## **Section 4: What happens next**

### After you have sent your application You will receive a confirmation of receipt by email within 10 working days of FC receiving the application. We will usually let you know our decision about your funding within 2 weeks of receiving your application, but this may vary depending on your circumstances. If you are offered funding

Alongside our offer of funding, you will receive a biosecurity management plan template and links to three online training webinars.

Once you have completed all activities in the package, you will need to submit evidence of the following:

* your biosecurity management plan, signed by the agent
* photographic evidence of the personal biosecurity kit
* certificates of FC biosecurity training (3 online FC modules)
* claim form, including details of the agent employed for agent consultation

The claim form will be emailed to you together with further information about how to submit your claim.

### Communications

The THP team will maintain communications with the ‘Point of Contact’ by email in most cases or [eAlert](https://us10.list-manage.com/subscribe?u=c64bfc119f6ca08662f21a634&id=c1250eb97f). You can [subscribe to receive eAlerts](https://us10.list-manage.com/subscribe?u=c64bfc119f6ca08662f21a634&id=c1250eb97f).  
  
 Forestry Commission will:

* notify you of changes to any part of the application process prior to application deadline, by [eAlert](https://us10.list-manage.com/subscribe?u=c64bfc119f6ca08662f21a634&id=c1250eb97f).
* provide clarification on significant changes to application criteria to ensure fairness and openness, by [eAlert](https://us10.list-manage.com/subscribe?u=c64bfc119f6ca08662f21a634&id=c1250eb97f)).
* provide timescales for a decision on your application
* notify you of the outcome of your application
* provide timelines and updates on the funding timetable, if your application is successful
* provide other relevant communications relating to your grant including monitoring requests, if your application is successful

If you wish to clarify anything about the application requirements or process, please email [thpilotenquiries@forestrycommission.gov.uk](mailto:thpilotenquiries@forestrycommission.gov.uk), and we will respond within 10 working days. If we consider information requests relevant to any applicant, we will provide additional guidance to all interested applicants by [eAlert](https://us10.list-manage.com/subscribe?u=c64bfc119f6ca08662f21a634&id=c1250eb97f) or email, to ensure fairness and openness.