



# Tree health pilot (THP) scheme: ash dieback expression of interest and action plan form

Use this form to express your interest in the Forestry Commission's tree health pilot (THP) ash with ash dieback scheme.

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

If a question is not relevant, you can leave it blank.

## Section 1: your details

Select the option that best describes your role:

private landowner

estate or land manager

tenant

representative or employee of a business or organisation

representative or employee of a local authority

agent acting on behalf of a client (individual or organisation)

If you are:

- a private landowner, tenant, estate or land manager, fill in 1.0, then go to 1.4 and continue
- an agent, fill in your client's details in section 1.0, your details in section 2.0 and continue
- a representative or employee of a business or organisation, fill in 1.0 to 1.7 and continue

1.0 Full name

1.1 Business or organisation name

1.2 What is your role within the business or organisation?

1.3 Do you have the authority to submit grant applications on behalf of the business or organisation?

Yes

No

1.4 Email address

1.5 Phone number

1.6 Full postal address

1.7 Full postcode

1.8 Select the option that best describes the landowner or tenant:

farmer

lotted woodland owner

small holding owner

other

If 'other' provide details

## Section 2: agent details

Only enter your details in this section if you're an agent completing the form on your client's behalf.

2.0 Full name

2.1 Email address

2.2 Phone number

## Section 3: application details

3.0 Are you expressing an interest in the THP ash with ash dieback scheme on behalf of a group?

Yes

No

3.1 If you answered Yes to question 3.0, how many landowners are in your group?

3.2 If you answered No to question 3.0, would you like to become part of a group?

Yes

No

3.3 If you are applying as an individual, explain why you cannot form or join a group and submit supporting evidence with your form

3.4 Application sites you wish to include in the THP scheme

### 3.5 Ordnance Survey (OS) National Grid references

### 3.6 Are your ash trees part of a woodland or are they outside of woodland?

woodland

trees outside of woodland

both

## Section 4: grant activities

Find out [which options apply to ash with ash dieback](#).

### 4.0 Select the options you're interested in applying for:

restocking

maintenance of newly planted trees

traffic management and road closure

European Protected Species survey

tree condition survey

biosecurity capital items

group facilitation

## Section 5: how you heard about the THP scheme

### 5.0 How did you hear about the THP scheme?

GOV.UK website

Forestry Commission representative

Other

If you selected 'Other', enter how you heard about the THP scheme (for example word of mouth, newsletter)

5.1 If you have spoken to a Forestry Commission representative, what was their name?

5.2 Have you already had a site visit from a tree health pilot woodland officer?

Yes

No

Enter date of site visit and tree health pilot woodland officer name, if relevant

## Section 6: ash dieback action plan - initial action plan

Use this plan to record:

- the location of your ash trees with ash dieback
- your plans for assessing their condition
- the management actions you will take with trees in poor condition based on the risks they pose

The Tree Council have a [guide for tree owners](#) that can help with this.

The Tree Council also provide [guidance on creating an action plan and assessing the risk](#) for the area you manage.

6.1 How many ash trees are you applying for?

6.2 Provide a map showing the location of the ash trees.

Your map must be clearly labelled and show:

- the location and boundaries of the sites you described in section 3
- the names of each site
- the areas you plan to restock using the grant
- where you plan to use items purchased using the grant (for example, gates or fence lines)

You can do this by handwriting labels on a printed map or by editing a digital map.

Labels should be clearly listed in a key for the map.

## **Request a map**

You can request a map of your site from the [Forestry Commission map request service](#). You will need to allow up to 2 weeks to use the service.

## **Create a map**

You can use Defra's online mapping tool [Magic Map](#) to create your own map.

## **Send us your map**

When you send us a file of your maps, the file name should match the site name. If you have more than one map per site, the file name should show this, for example "site X, map 1 of 2".

You can email your map with this form. If your map is on paper, you can scan it or take a high-quality photo of it to upload and send via email or print and send it by post.

## **If you're not able to provide a map**

If you're not able to create a map due to accessibility reasons (for example, a visual impairment) contact [THPilotenquiries@forestrycommission.gov.uk](mailto:THPilotenquiries@forestrycommission.gov.uk)

6.3 Explain what steps you will take (or have already taken) to assess the condition of your ash trees

6.4 Describe the management actions you plan to take. When planning, use the results of any tree surveys you carry out to inform your actions.

Where possible, your actions should be proportionate to the condition of your trees. For example, you should not fell low risk ash trees, you should consider alternatives such as pollarding or removal of low branches.

6.5 Use a likelihood matrix (see example) to assess the risks your planned activities might pose. Rate and assess:

- health and safety impacts
- economic impacts
- environmental impacts

For each risk you identify:

- rate it using the likelihood matrix (low, medium, high)
- describe the risk
- explain how you plan to manage the risk

**Example likelihood matrix**

	1 - very unlikely	2 - unlikely	3 - possible	4 - likely	5 - certain
1 - insignificant impact	low	low	low	low	medium
2 - minor impact	low	low	medium	medium	medium
3 - moderate impact	low	medium	medium	medium	high
4 - significant impact	low	medium	medium	high	high
5 - catastrophic impact	medium	medium	high	high	high

For example, using the likelihood matrix, a risk that is ‘4 - likely’ to happen and have a ‘1 - insignificant impact’ would have a rating of ‘low’.

## **Health and safety impacts**

For example, potential for death or injury because of planned activities, risks from falling ash trees to your infrastructure, or risks to public road users from falling ash trees.

## **Economic impacts**

For example, increased financial liabilities in cases of death or injury from planned activities, or increase in financial liabilities due to lost ecosystem services, such as flood reduction, from removed ash trees.

## **Environmental impacts**

For example, landscape changes with impacts on biodiversity or tourism because of removing ash trees, or risks to protected species on or near the site of felling.



6.6 What are your plans for managing traffic (roads and footpaths) where you will be working?

Contact your local council or highway agency to find out any rules you must follow in your area. Find out [when you need to apply for permission to fell trees](#).

6.7 List all the stakeholders who you need to discuss your survey and plans with

6.8 What are your plans for restocking?

Your trees must be supplied by one of the following:

- a nursery on the [Plant Healthy Certification List](#)
- a nursery with a [Ready to Plant \(RtP\) assessment](#) reference for the trees

6.9 Which tree species have you chosen to restock and why?

## Section 7: sign and date this form

7.0 Enter your full name

7.1 Enter the date you submit your form

## Section 8: submit your form

Save your completed form and email it to [THPilotenquiries@forestrycommission.gov.uk](mailto:THPilotenquiries@forestrycommission.gov.uk)

## Section 9: what happens next

You will receive an email to confirm whether you meet the eligibility criteria. If you meet the eligibility criteria, a tree health pilot woodland officer will contact you to arrange a site visit.

If you are invited to apply, you will need to provide your Single Business Identifier (SBI) number or the SBI number of the organisation you represent.

If you are an agent and you will receive grant payments, you will need to provide your SBI.

You can apply for an SBI if you need one using the [Rural Payments service](#). If you do not have a business, you can apply with your personal details.

You should allow enough time to get the SBI and include it in your full application.

## Section 10: 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 and 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 on our website.

You have a number of rights under the Data Protection Act 2018, which are listed 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