



Tree health advice package: application form

Use this form to apply for the tree health advice package.

You will need to download this form and save it to your computer to fill it in electronically, or print it off to complete it by hand.

If a question is not relevant, write 'NA' or 'not applicable'.

Section 1: your details

1.0 Full name

1.1 Select the option that best describes you

landowner

land manager

1.2 Select the option that best describes you

farmer

lotted woodland owner

small holding owner

other

If 'other' provide details

1.3 Single business identifier (SBI)

1.4 Business or organisation name registered to the SBI

1.5 Full postal address

1.6 Full postcode

1.7 Email address

1.8 Phone number

Section 2: site details

2.0 Site name

2.1 Central grid reference of site (6 figures)

2.2 Total area of site in hectares (ha)

2.3 Statutory plant health notice (SPHN) number, if applicable

2.4 SPHN compliance date, if applicable

2.5 Tree species you are applying for funding for

2.6 Tree pest or disease

2.7 Are the affected trees in woodland or outside of woodland?

woodland

outside of woodland

Section 3: consulting agent details

3.0 Agent's full name

3.1 Agent's email address

Section 4: declaration

This declaration can only be signed by the applicant or their agent or representative.

By signing this declaration, I confirm that:

- I have read and understood the [tree health advice package guidance](#)
- I have read and understood the [terms and conditions](#)
- I am authorised to sign and submit this application form
- the information provided in this application form is accurate and complete
- I am responsible for any costs and liabilities associated with submitting this application, regardless of whether the application is successful
- to the best of my knowledge, I have not been convicted anywhere in the world of [certain offences](#)
- I will undertake the necessary biosecurity training

Full name

Position held (landowner, land manager, agent)

Signature

You must print this page of the form and sign here.

Date

Before you submit your form make sure you have:

- completed all sections of the form
- agreed to the declarations

You will need to scan and save the signed page of the form to your computer to submit it with your form.

Section 5: submit your form

Email your completed form to thpilotenquiries@forestrycommission.gov.uk

Section 6: what happens next

After you have sent your application

The Forestry Commission will send you a confirmation email within 10 working days of receiving your application form.

The Forestry Commission will usually let you know our decision within 2 weeks of receiving your application, but this may vary depending on your circumstances.

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

If you are offered funding

The Forestry Commission will send you an 'acceptance of grant offer letter' and a copy of the 'terms and conditions' which you will need to sign and return within 10 working days.

They will also send:

- a biosecurity management plan template
- links to 3 online training webinars
- a claim form with information on how to submit your claim for funding

Section 7: communications

The tree health pilot team will maintain communications with you by email in most cases or eAlert. You can [subscribe to receive eAlerts](#).

The Forestry Commission will:

- notify you of changes to any part of the application process prior to the application deadline by eAlert
- provide clarification on significant changes to application criteria to ensure fairness and openness by eAlert

- 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, email thpilotenquiries@forestrycommission.gov.uk and we will respond within 10 working days.

If we consider information requests relevant, we will provide additional guidance to all interested applicants by eAlert or email to ensure fairness and openness.

Section 8: 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 FC 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 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](#).

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

By telephone: 0300 067 4000