

6/2010

21 October 2010

To the Forester or Company named in the address

Dear Sir or Madam

You will appreciate that in the current financial climate all expenditure under the afforestation schemes will have to be subject to the most stringent control. In the circumstances it is proposed that the following procedures will apply in respect of financial approvals issuing as and from 26th October 2010.

In addition to the current Forms 1 and 2, new Forms 1a, 1b and 1c will become operational from 26th October 2010 and applications from that date will only be accepted where these adhere to this new system. As currently, the lodgement of a Form 1 will, if successful, result in a time bound technical approval.

The new forms will then be utilised to provide for (1a) applications for financial approval for imminent planting (1b) notice of substantial commencement within 14 days and (1c) notice of completion of planting by expiry date in technical approval.

Form 2 will then follow as normal.

This new system has been developed and designed in close co-operation with the forest industry and it is designed to facilitate the targeting of limited funding towards establishment projects which are most likely to result in new planting.

The new system is grounded by a 14 day financial approval authorisation and foresters should **only** submit Form 1a where planting is deemed to be imminent and arrangements have been put in place to allow for such. Failure to lodge Form 1b (notice of substantial commencement) within 14 days of the issuing of financial approval will lead to the withdrawal of the funding reservation and preclusion from submission of a further Form 1a for the Contract for four months. Your attention is therefore drawn to the agreed conditions and penalty provisions etc. set out on the forms.

Copies of Forms 1a, 1b and 1c are attached to this circular for convenience. These will also be available to download from the Department's website before the operational date.

Yours sincerely,

Gerry Fogarty
Assistant Principal

FOREST SERVICE
Department of Agriculture, Fisheries and Food
AFFORESTATION, FEPS, NATIVE WOODLAND ESTABLISHMENT SCHEMES

FORM 1(a): Notice of Imminent planting (within 14 days)
and application to reserve funding for financial approval

Please complete in **BLOCK CAPITALS**

1.	Establishment Scheme – AFFORESTATION, FEPS, NWE	
2.	Contract Number	
3.	Name of: (please tick relevant option) <input type="checkbox"/> Registered Owner <input type="checkbox"/> Person entitled to be Registered as Owner <input type="checkbox"/> Lessee	
4.	Address of: (please tick relevant option) <input type="checkbox"/> Registered Owner <input type="checkbox"/> Person entitled to be Registered as Owner <input type="checkbox"/> Lessee	
5.	Email address of: (please tick relevant option) <input type="checkbox"/> Registered Owner <input type="checkbox"/> Person entitled to be Registered as Owner <input type="checkbox"/> Lessee	
6.	Name of Forestry Company and Individual Forester	
7.	Address of Forestry Company and/or Individual Forester	
8.	Email address of Forestry Company and/or Individual Forester	
9.	Fax Number of Forestry Company and/or Individual Forester	
10.	County and Townland where establishment is proposed	
11.	Technical Approval Area (Ha) and Expiry Date	
12.	Date Substantial Commencement of Planting is scheduled	
13.	Expected Completion Date of Planting	

Signed by Registered Owner/Person Entitled to be Registered Owner/Lessee:

_____ **Date:** _____

Signed on behalf of Forestry Company by Authorised Forester and/or Individual Forester:

_____ **Date:** _____

GENERAL CONDITIONS

1. The Forest Service seeks to ensure best use of available funds in meeting Government planting objectives. Up to date accurate information on actual commitments is vital in order to target funding at imminent planting projects. The Forest Service only allocates funds to applicants where financial approval has issued and planting is then confirmed as having substantially commenced within 14 days of the issuing of such financial approval.

PROCEDURES AND SCHEDULING

The following procedures and scheduling of form submission by the Applicant and Forester, applies to the completion, signature and transmission of Forms 1 (a), 1(b) and 1(c) to the Forest Service in a timely manner.

1. Applicant, with valid technical approval, informs his Forester that Applicant wishes to proceed with planting.
2. Forester and Applicant complete and sign Form 1(a) - Notice of Imminent Planting and Application for Financial Approval.
3. Forester notifies Forest Service by transmitting signed copy of Form 1(a) by email (scanning form with signatures) or fax which sets out that Applicant and Forester are ready to proceed with planting within 14 days of the date of signature on the Form 1(a).
4. Forest Service issues 14 day financial approval commencement letter to Applicant with emailed copy to Forester. Financial approval will also set out completion expiry date to be adhered to.
5. Within 14 days of the date of issue of the financial approval (Wednesday is set issuing day), and after substantial works have commenced on site, Applicant and Forester both complete and sign Form 1(b) – Notice of Substantial Commencement.
6. Forester notifies Forest Service by transmitting signed copy of Form 1(b) by email (scanning with signatures) or fax confirming that substantial commencement has occurred and that the project will be completed within 3 months of the date of form 1(b) being submitted.
7. Form 1(c) – Notice of Completion of Planting – is completed, signed and submitted to the Forest Service by the Forester as soon as the project has finalised.
8. Forester notifies Forest Service by transmitting signed copy of Form 1(c) by email (scanning with signatures) or fax within 14 days of the completion of planting and within 3 months of the date of form 1(b) being submitted.

NOTIFICATION OF MATERIAL CHANGE

1. If any event or circumstances occur subsequent to submitting a Form 1(b) that materially affect the ability of the site, or a significant part of it, to be completed by the specified date then the Forester will notify the Forest Service of these changes within 14 days of he becoming aware of these changes. These cases will be dealt with on a case by case basis.

PENALTIES

1. Regarding withdrawal of Form 1(a), this will only be considered where exceptional circumstances arise. The applicant and forester can apply in writing to the Forest Service to withdraw their application to reserve funding but this will only be facilitated if the Forest Service receives the withdrawal application within the 14 day financial approval period. Every application for withdrawal must be accompanied by a written explanation and be signed by the applicant and the forester. Generally, in such situations, submission of a 2nd Form 1(a) for the same Contract Number will only be accepted by the Forest Service following the passage of 1 calendar month from the date of granting of the withdrawal. The Forest Service will have discretion to waive this 1 month period in force majeure cases
2. If the Forester does not transmit a Form 1(b) within 14 days of submitting a Form 1(a) the financial approval will no longer be reserved for that Contract Number and the Applicant/Forester will be precluded from submitting a further Form 1(a) for that Contact Number, for a period of 4 months from date of submission and receipt of the original Form 1(a).
3. If a Forester transmits a Form 1(b) within the 14 day period and it is subsequently discovered that substantial commencement work did not occur within that period, financial approval will be withdrawn and the Applicant/Forester will be precluded from submitting a further Form 1(a) for that Contract Number, for 6 months from date of submission and receipt of the original Form 1(a).

APPEALS

1. This decision may be appealed by the Applicant/Forester to the Appeals Unit of the Forest Service whose decision will be final in the matter.

FOREST SERVICE
Department of Agriculture, Fisheries and Food
AFFORESTATION, FEPS, NATIVE WOODLAND ESTABLISHMENT SCHEMES

**FORM 1(b): Notice of Substantial Commencement within 14 days of granting
reservation of funding for financial approval**

Please complete in **BLOCK CAPITALS**

1.	Establishment Scheme – AFFORESTATION, FEPS, NWE	
2.	Contract Number	
3.	Name of: (please tick relevant option) <input type="checkbox"/> Registered Owner <input type="checkbox"/> Person entitled to be Registered as Owner <input type="checkbox"/> Lessee	
4.	Address of: (please tick relevant option) <input type="checkbox"/> Registered Owner <input type="checkbox"/> Person entitled to be Registered as Owner <input type="checkbox"/> Lessee	
5.	Email address of: (please tick relevant option) <input type="checkbox"/> Registered Owner <input type="checkbox"/> Person entitled to be Registered as Owner <input type="checkbox"/> Lessee	
6.	Name of Forestry Company and Individual Forester	
7.	Address of Forestry Company and/or Individual Forester	
8.	Email address of Forestry Company and/or Individual Forester	
9.	Fax Number of Forestry Company and/or Individual Forester	
10.	County and Townland where establishment is proposed	
11.	Technical Approval Area (Ha) and Expiry Date	
12.	Estimated Area (Ha) subject of substantial commencement	
13.	Date Substantial Commencement of Planting is scheduled	
14.	Expected Completion Date of Planting	

Signed by Registered Owner/Person Entitled to be Registered Owner/Lessee:

_____ **Date:** _____

Signed on behalf of Forestry Company by Authorised Forester and/or Individual Forester:

_____ **Date:** _____

GENERAL CONDITIONS

2. The Forest Service seeks to ensure best use of available funds in meeting Government planting objectives. Up to date accurate information on actual commitments is vital in order to target funding at imminent planting projects. The Forest Service only allocates funds to applicants where financial approval has issued and planting is then confirmed as having substantially commenced within 14 days of the issuing of such financial approval.

PROCEDURES AND SCHEDULING

The following procedures and scheduling of form submission by the Applicant and Forester, applies to the completion, signature and transmission of Forms 1 (a), 1(b) and 1(c) to the Forest Service in a timely manner.

9. Applicant, with valid technical approval, informs his Forester that Applicant wishes to proceed with planting.
10. Forester and Applicant complete and sign Form 1(a) - Notice of Imminent Planting and Application for Financial Approval.
11. Forester notifies Forest Service by transmitting signed copy of Form 1(a) by email (scanning form with signatures) or fax which sets out that Applicant and Forester are ready to proceed with planting within 14 days of the date of signature on the Form 1(a).
12. Forest Service issues 14 day financial approval commencement letter to Applicant with emailed copy to Forester. Financial approval will also set out completion expiry date to be adhered to.
13. Within 14 days of the date of issue of the financial approval (Wednesday is set issuing day), and after substantial works have commenced on site, Applicant and Forester both complete and sign Form 1(b) – Notice of Substantial Commencement.
14. Forester notifies Forest Service by transmitting signed copy of Form 1(b) by email (scanning with signatures) or fax confirming that substantial commencement has occurred and that the project will be completed within 3 months of the date of form 1(b) being submitted.
15. Form 1(c) – Notice of Completion of Planting – is completed, signed and submitted to the Forest Service by the Forester as soon as the project has finalised.
16. Forester notifies Forest Service by transmitting signed copy of Form 1(c) by email (scanning with signatures) or fax within 14 days of the completion of planting and within 3 months of the date of form 1(b) being submitted.

NOTIFICATION OF MATERIAL CHANGE

2. If any event or circumstances occur subsequent to submitting a Form 1(b) that materially affect the ability of the site, or a significant part of it, to be completed by the specified date then the Forester will notify the Forest Service of these changes within 14 days of he becoming aware of these changes. These cases will be dealt with on a case by case basis.

PENALTIES

1. Regarding withdrawal of Form 1(a), this will only be considered where exceptional circumstances arise. The applicant and forester can apply in writing to the Forest Service to withdraw their application to reserve funding but this will only be facilitated if the Forest Service receives the withdrawal application within the 14 day financial approval period. Every application for withdrawal must be accompanied by a written explanation and be signed by the applicant and the forester. Generally, in such situations, submission of a 2nd Form 1(a) for the same Contract Number will only be accepted by the Forest Service following the passage of 1 calendar month from the date of granting of the withdrawal. The Forest Service will have discretion to waive this 1 month period in force majeure cases
2. If the Forester does not transmit a Form 1(b) within 14 days of submitting a Form 1(a) the financial approval will no longer be reserved for that Contract Number and the Applicant/Forester will be precluded from submitting a further Form 1(a) for that Contract Number, for a period of 4 months from date of submission and receipt of the original Form 1(a).
3. If a Forester transmits a Form 1(b) within the 14 day period and it is subsequently discovered that substantial commencement work did not occur within that period, financial approval will be withdrawn and the Applicant/Forester will be precluded from submitting a further Form 1(a) for that Contract Number, for 6 months from date of submission and receipt of the original Form 1(a).

APPEALS

1. This decision may be appealed by the Applicant/Forester to the Appeals Unit of the Forest Service whose decision will be final in the matter.

FOREST SERVICE
Department of Agriculture, Fisheries and Food
AFFORESTATION, FEPS, NATIVE WOODLAND ESTABLISHMENT SCHEMES

FORM 1(c): Notice of Completion of Planting

Please complete in **BLOCK CAPITALS**

1.	Establishment Scheme – AFFORESTATION, FEPS, NWE	
2.	Contract Number	
3.	Name of: (please tick relevant option) <input type="checkbox"/> Registered Owner <input type="checkbox"/> Person entitled to be Registered as Owner <input type="checkbox"/> Lessee	
4.	Address of: (please tick relevant option) <input type="checkbox"/> Registered Owner <input type="checkbox"/> Person entitled to be Registered as Owner <input type="checkbox"/> Lessee	
5.	Email address of: (please tick relevant option) <input type="checkbox"/> Registered Owner <input type="checkbox"/> Person entitled to be Registered as Owner <input type="checkbox"/> Lessee	
6.	Name of Forestry Company and Individual Forester	
7.	Address of Forestry Company and/or Individual Forester	
8.	Email address of Forestry Company and/or Individual Forester	
9.	Fax Number of Forestry Company and/or Individual Forester	
10.	County and Townland where establishment resulted	
11.	Technical Approval Area (Ha) and Expiry Date	
12.	Area (Ha) Planted	
13.	Commencement Date of Planting	
14.	Completion Date of Planting	

Signed on behalf of Forestry Company by Authorised Forester and/or Individual Forester:

_____ **Date:** _____

GENERAL CONDITIONS

3. The Forest Service seeks to ensure best use of available funds in meeting Government planting objectives. Up to date accurate information on actual commitments is vital in order to target funding at imminent planting projects. The Forest Service only allocates funds to applicants where financial approval has issued and planting is then confirmed as having substantially commenced within 14 days of the issuing of such financial approval.

PROCEDURES AND SCHEDULING

The following procedures and scheduling of form submission by the Applicant and Forester, applies to the completion, signature and transmission of Forms 1 (a), 1(b) and 1(c) to the Forest Service in a timely manner.

17. Applicant, with valid technical approval, informs his Forester that Applicant wishes to proceed with planting.
18. Forester and Applicant complete and sign Form 1(a) - Notice of Imminent Planting and Application for Financial Approval.
19. Forester notifies Forest Service by transmitting signed copy of Form 1(a) by email (scanning form with signatures) or fax which sets out that Applicant and Forester are ready to proceed with planting within 14 days of the date of signature on the Form 1(a).
20. Forest Service issues 14 day financial approval commencement letter to Applicant with emailed copy to Forester. Financial approval will also set out completion expiry date to be adhered to.
21. Within 14 days of the date of issue of the financial approval (Wednesday is set issuing day), and after substantial works have commenced on site, Applicant and Forester both complete and sign Form 1(b) – Notice of Substantial Commencement.
22. Forester notifies Forest Service by transmitting signed copy of Form 1(b) by email (scanning with signatures) or fax confirming that substantial commencement has occurred and that the project will be completed within 3 months of the date of form 1(b) being submitted
23. Form 1(c) – Notice of Completion of Planting – is completed, signed and submitted to the Forest Service by the Forester as soon as the project has finalised.
24. Forester notifies Forest Service by transmitting signed copy of Form 1(c) by email (scanning with signatures) or fax within 14 days of the completion of planting and within 3 months of the date of form 1(b) being submitted.

NOTIFICATION OF MATERIAL CHANGE

3. If any event or circumstances occur subsequent to submitting a Form 1(b) that materially affect the ability of the site, or a significant part of it, to be completed by the specified date then the Forester will notify the Forest Service of these changes within 14 days of he becoming aware of these changes. These cases will be dealt with on a case by case basis.

PENALTIES

1. Regarding withdrawal of Form 1(a), this will only be considered where exceptional circumstances arise. The applicant and forester can apply in writing to the Forest Service to withdraw their application to reserve funding but this will only be facilitated if the Forest Service receives the withdrawal application within the 14 day financial approval period. Every application for withdrawal must be accompanied by a written explanation and be signed by the applicant and the forester. Generally, in such situations, submission of a 2nd Form 1(a) for the same Contract Number will only be accepted by the Forest Service following the passage of 1 calendar month from the date of granting of the withdrawal. The Forest Service will have discretion to waive this 1 month period in force majeure cases
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