

## **GENERAL CONDITIONS**

The Forest Service seeks to ensure best use of available funds in meeting Government planting objectives. Up to date and 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. Once the Department has set a date for issuing of financial approvals, it will invite applications from those with valid technical approvals. A Circular will issue to the industry inviting applications on Form 1(a), which will be attached, by a set date. The Circular and Form 1(a) will be placed on the Departments website. Only this version of Form 1(a) will be accepted by the Department.
2. Forester and Applicant complete and sign Form 1(a) - Notice of Imminent Planting and Application for Financial Approval and post (by registered post) or deliver the original (no copies) to the Forest Service to arrive by the due time and date. Form 1(a) indicates that the Applicant and Forester are ready to proceed with planting within 14 days of the date of signature.
3. If the number of applications exceed the funding available, financial approvals will issue in strict chronological order based on the receipt of the original Form 1.
4. Forest Service issues 14 day financial approval commencement letter to Applicant enclosing forms 1(b) and (c) with copy to Forester. Financial approval will also set out an expiry date for completion of planting.
5. Within 14 days of the date of issue of the financial approval, 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 Form 1(b) by registered post or email (scanning with signatures) confirming that substantial commencement has occurred and stating the expected completion date for the project, which must be on or before the expiry date for completion.
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 is completed and within the expiry period.

## **NOTIFICATION OF MATERIAL CHANGE**

- In the event of a change of circumstances following submission of 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 the Forester will notify the Forest Service immediately. Each case will be considered on its merits.

### **PENALTIES**

- In the event of withdrawal of an application to reserve funding (Form 1(a)) within the 14 day period, submission of a 2<sup>nd</sup> 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 cases of force majeure. Every application for withdrawal must be accompanied by a written explanation signed by the applicant and the forester.
- 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 receipt of the original Form 1(a).
- 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 receipt of the original Form 1(a).

### **APPEALS**

- These decisions 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, Food and the Marine**  
**AFFORESTATION, FEPS, NATIVE WOODLAND ESTABLISHMENT SCHEMES**

**Autumn Planting 2011**

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

Please complete in **BLOCK CAPITALS**

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

**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:** \_\_\_\_\_