

Interim Afforestation Scheme (Via General De Minimis)

AFFORESTATION SCHEME

FORM 1(a): Notice of Planting

Please complete in **BLOCK CAPITALS**

1.	Establishment Scheme – AFFORESTATION	
2.	Contract Number	
3.	FO Number	
4.	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	
5.	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.	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	
7.	Name of Forestry Company and Individual Forester	
8.	Address of Forestry Company and/or Individual Forester	
9.	Email address 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 intended	
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
Registered Forester:

_____ Date: _____

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AFFORESTATION SCHEME

**FORM 1(b): Notice of Substantial Commencement
(Within 28 days of date of financial approval)**

1.	Establishment Scheme – AFFORESTATION	
2.	Contract Number	
3.	FO Number	
4.	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	
5.	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.	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	
7.	Name of Forestry Company and Individual Forester	
8.	Address of Forestry Company and/or Individual Forester	
9.	Email address 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 of Substantial Commencement of Planting	
14.	Expected Completion Date of Planting	

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

_____ Date: _____

Interim Afforestation Scheme (Via General De Minimis)
AFFORESTATION SCHEME
FORM 1(c): Notice of Completion of Planting

Please complete in **BLOCK CAPITALS**

1.	Establishment Scheme – AFFORESTATION	
2.	Contract Number	
3.	FO Number	
4.	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	
5.	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.	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	
7.	Name of Forestry Company and Individual Forester	
8.	Address of Forestry Company and/or Individual Forester	
9.	Email address 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 Registered Forester:

Date: _____

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GENERAL CONDITIONS

The Department seeks to ensure the 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 and completed within the designated periods.

PROCEDURES AND SCHEDULING

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

- Applicant, with valid technical approval, informs his Forester that s/he wishes to proceed with planting.
- Forester and Applicant complete and sign Form 1(a) - Notice of Planting.
- Forester notifies Department by sending signed copy of Form 1(a) which sets out that Applicant and Forester are ready to proceed with planting within a specified date of signature of the Form 1(a).
- Department issues financial approval letter to Applicant with copy emailed to Registered Forester. The letter will also stipulate that the Form 1b must be submitted within 28 days of the financial approval and the date by which the project must be completed.
- After substantial works have commenced on site, and within the period specified on the financial approval letter, the Forester completes and signs Form 1(b) – Notice of Substantial Commencement.
- Forester notifies Department by providing signed copy of Form 1(b) confirming that substantial commencement has occurred and that the project will be completed within the specified period for completion.
- Form 1(c) – Notice of Completion of Planting – is completed, signed and submitted to the Department by the Forester as soon as the project is completed.

NOTIFICATION OF MATERIAL CHANGE

- 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 must notify the Department immediately of these changes.

PENALTIES

- The applicant and forester can apply in writing to the Department to withdraw their application. 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 second Form 1(a) for the same Contract Number will only be accepted, subject to expiry dates, by the Department following the passage of 1 calendar month from the date of granting of the withdrawal. The Department will have discretion to waive this 1-month period in exceptional circumstances.
- If the Registered Forester does not transmit a Form 1(b) 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) within the period covered by the Circular.
- If a Registered Forester transmits a Form 1(b) and it is subsequently discovered that substantial commencement work did not occur, financial approval will be withdrawn and the Applicant/Forester will be precluded from submitting a further Form 1(a) for that Contract Number within the period covered by the Circular. The Department will have discretion to waive this condition in exceptional circumstances.

APPEALS

- An applicant, or their registered forester acting with their written consent, may seek a review within 21 days of a decision in relation to this financial approval process. The request for such review should be sent to the Approvals Section, Forestry Division, Johnstown Castle Estate, Wexford.

If dissatisfied with the review decision the applicant or their registered forester acting with their written consent, may appeal the decision in writing to the Agriculture Appeals Office, Kilminchy Court, Portlaoise, Co Laois, within 3 months of the date of the review decision setting out the grounds on which they are basing their appeal.