

Contract No.

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FORM 2: WOODLAND IMPROVEMENT SCHEME**€750/HA exclusive of VAT****DETAILS OF CONTRACTORS USED**

Contractor No. 1

Name Address		
Current Tax Clearance Certificate provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Contractor No. 2

Name Address		
Current tax Clearance Certified Provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Contractor No. 3

Name Address		
Current Tax Clearance Certificate Provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>

NAME AND ADDRESS OF COMPANY TO WHICH GRANT IS MANDATED

Company Name		
Address		
Valid Mandate signed and submitted by all parties for the 1st Intervention Grant	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Is there a maintenance contract in operation relating to this Support Scheme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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FOR COMPLETION BY APPLICANT

Date Works Completed	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Felling Licence No.
Are you registered for VAT?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reference Number
Has the forest area already been subject to a WIS grant (not CCF)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, CN number of previous WIS contract		
CCF Tranche Number (1, 2 or 3)		

APPLICANT DECLARATION AND UNDERTAKING

I hereby apply for the appropriate grant on the basis of the details set out in this Form and the declarations and undertakings set out below.

I enclose the following documentation which is required in support of my claim:

- ✓ Location Map
- ✓ Certified Species Map
- ✓ Biodiversity/Operational Map
- ✓ Invoices for all direct costs incurred
- ✓ Current Tax Clearance for all contractor(s) employed
- ✓ Provenance Certificates
- ✓ A valid mandate (where appropriate)
- ✓ Inventory and Forest Management Plan/Transformation Management Plan with the Form 2 for second and subsequent interventions.

I declare that:

- The details that appear on this application are correct.
- No inadmissible claim for payment has been or will be made by me under any other area-linked EU scheme for the area on which I now claim payment.
- I am over 18 years old.
- My tax affairs are in order and I hereby authorise the Department to access my e-Tax Clearance records (ROS) in order that my tax compliance can be confirmed.
- This is a full and final claim.

I undertake:

- To carry out such appropriate instructions on the management and upkeep of the plantation as are given to me by officers of the Department of Agriculture, Food and the Marine.
- To maintain and protect the plantation for a period of 20 years and comply with all conditions of the scheme.
- To retain all receipts and invoices relating to work undertaken for a period of 6 years following completion of the work.
- To notify the Department in writing if I enter into a contract for sale of the plantation or if the ownership is transferred for any reason.
- To notify the Department in writing if I change address.
- To repay to the Department, if requested, all grants paid in respect of this Contract Number if I fail to meet the conditions of the scheme or if, on change of ownership, the new owner does not undertake to fulfil these obligations.

I understand that the plantation is subject to the Forestry Act 2014, which controls the felling of trees.

Signature(s)		Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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COSTS OF WORKS CARRIED OUT

Aggregate Area Claimed		ha	Conifer		Broadleaf	
Total Area (ha) claimed			ha		ha	
Ground Preparation	Mounding		ha	€	ha	€
	Plants		ha	€	ha	€
	Planting		ha	€	ha	€
Re-spacing			ha	€	ha	€
Woody Weed Removal			ha	€	ha	€
Fertiliser			ha	€	ha	€
Filling-in			ha	€	ha	€
Vegetation Control			ha	€	ha	€
Wind Rowing			ha	€	ha	€
Natural Regeneration			ha	€	ha	€
2 nd Fertilisation			ha	€	ha	€
Weed Control			ha	€	ha	€
Pruning			ha	€	ha	€
Shaping			ha	€	ha	€
Felling			ha	€	ha	€
Drainage			ha	€	ha	€
Fire lines		M		€		€
Stock		M		€		€
Fencing	Stock/Sheep	M		€		€
	Stock/Rabbit	M		€		€
	Deer	M		€		€
TOTAL DIRECT COSTS				€		€
VAT				€		€
TOTAL COSTS INC. VAT				€		€
MANAGEMENT COSTS				€		€
TOTAL COST				€		€

*See Section 4.1 of scheme document for other operations.

Note: Please enter VAT amount irrespective of VAT status of applicant.

DECLARATION BY BENEFICIARY

“I/We understand that in accordance with the European Union Guidelines for state aid in the agriculture and forestry sector and in rural areas 2014 – 2020 data of beneficiaries of funding under the Forestry Programme 2014 – 2020 will be published and may be processed by auditing and investigating bodies of the European Union. This information will be published on the Department’s website and will include the full text of the notified aid scheme and its implementing provisions, the granting authority, the names of the individual beneficiaries, the form (in particular the aid instrument) and amount of aid granted to each beneficiary, the date of granting, the type of undertaking (SME/ large enterprise), the region (at NUTS level II) in which the beneficiary is located and the principal economic sector in which the beneficiary has its activities, at NACE group level. This will only apply to beneficiaries where the cumulative aid amount granted at financial approval is greater than €60,000 for beneficiaries active in primary agriculture production and €500,000 for others for the amount of aid granted at the time of financial approval discounted at the rate applicable at the time (currently 5%).

Such information will be published after the granting decision has been taken and will be kept for at least 10 years and shall be available for the general public without restrictions. These records must be maintained for 10 years from the date of award of the aid and must be provided to the Commission upon request.

I/We understand that all personal data will be processed in accordance with the Data Protection Acts 1988 and 2018 and the General Data Protection Regulation (GDPR)”.

Beneficiary/s Signature/s		Date:	
			<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>

The General Data Protection Regulation (GDPR) came into force in the European Union from 25th May, 2018. GDPR affects the way businesses and organisations, such as Department of Agriculture, Food and the Marine (DAFM), process the personal data of EU Citizens. GDPR will give individuals greater control over how their data is collected and processed.

A comprehensive guide to GDPR and how it affects the processing of personal information by the Department is included in Appendix I to this document.

Appendix I

DATA PROTECTION NOTICE

- The Department of Agriculture, Food and the Marine may use personal data already held on record in order to process applications for Forestry Schemes and licences. This data may include data previously collected by the Department in respect of another scheme or data submitted as part of a licensing process. The data is required for the processing of payments, assessment of eligibility under a scheme and facilitating the monitoring of compliance with scheme requirements. The use of data already held by the Department avoids the need for applicants to re-submit data and thereby facilitates prompt processing of applications for payment.

- Forest Service schemes and licences are implemented and processed under the following legislation:
 - Forestry Act, 2014;
 - Forestry Regulations, 2017 (SI Number 191/2017), as amended;
 - Commission Regulation (EU) No 1407/2013 on the application of articles 107 and 108 of the Treaty on the Functioning of the European Union with regard to de minimis aid (Official Journal L:2013:3521).
 - Destructive Insects and Pests Acts, 1958 and 1991, No. 11 of 1958 & No. 4 of 1991;
 - European Communities (Marketing of Forest Reproductive Material) Regulations, 2002 (SI Number 618/2002),
 - European Communities (Phytosanitary Measures) Regulations 2004 (SI Number 578/2004)
 - European Communities (Control of Organisms Harmful to Plants and Plant Products) Regulations 2004 (SI Number 894/2004)
 - European Union (Timber and Timber Products) (Placing on the Market) Regulations 2014 (SI Number 316/2014)
 - European Union (FLEGT Licensing Scheme for Imports of Timber) Regulations, 2015 (SI Number 251/2015).

- Data provided to Forestry Division of the Department are accessed by the Department's Accounts Division in order to facilitate the making of payments to you. The Department is also obliged by law to provide information concerning applicants in response to requests received from the office of the Revenue Commissioners, An Garda Síochána and other bodies in accordance with current Data Protection legislation. The Department does not transfer personal data in relation to forestry schemes outside the EU.

- The data collected for the purpose of processing payments will be held by the Department for as long as there is a business need to do so in line with the purpose(s) for which the data was collected. After this time, the data will be marked for destruction and destroyed in accordance with internal guidelines or guidelines for destruction set out by the National Archives Office or associated permissions received from that Office.

- The data protection rights of each individual have been further enhanced by the introduction of the General Data Protection Regulation (GDPR) that comes into effect on the 25 May 2018. Rights for individuals under the GDPR include a right to:
 - A. Access their personal data;
 - B. Correct or rectify their personal data;
 - C. Have information erased;
 - D. Restriction of processing;
 - E. Object or withdraw consent to processing;
 - F. Data portability;
 - G. Make a complaint to the Data Protection Commissioner's Office.

- The Department's Data Protection Unit may be contacted by post or email as follows:
Data Protection Unit
Department of Agriculture, Food and the Marine
Pavilion A, Grattan Business Park
Dublin Road, Portlaoise
Co. Laois
Email: data.protection@agriculture.gov.ie

- All information relating to Data Protection rights pertaining to the Department and the Department's clients can be found on the Department's Data Protection website page: [www.agriculture.gov.ie \(under customer service\)](http://www.agriculture.gov.ie/undercustomer-service) or go directly to www.agriculture/dataprotection.gov.ie.

APPENDIX II

FO No.										
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**An Roinn Talmhaíochta,
Bia agus Mara**
Department of Agriculture,
Food and the Marine

AGREEMENT TO RECEIVE FORESTRY RELATED COMMUNICATIONS

Your forest is a valuable asset and it is important that you receive timely information and training on how best to manage and develop this asset. Educational, training and promotional events are organised, from time-to-time, by providers other than the Department to assist forest owners with managing their forestry. If you give us permission, the Department may share your information with providers of forestry events.

You are strongly encouraged to complete the form below, to ensure you are kept up-to-date on events taking place near you.

- YES**, I agree to be contacted by the Department in respect of forestry educational, training and promotional events.

- YES**, I agree that my details can be released to Teagasc or other state agencies and/or third level institutions who may subsequently communicate with me, in relation to forestry educational, training and development events, promotional material and the harvesting of timber.

Name (block capitals)	
E-mail address	
Phone number	
Signature	

The General Data Protection Regulation (GDPR) came into force across the European Union on 25th May, 2018. It affects the way in which businesses and organisations, such as Forestry Division and the Forestry Inspectorate of the Department of Agriculture, Food and the Marine, process personal data for all EU citizens. GDPR gives people greater control over how their data are collected and processed. Personal data are any information that can identify an individual, such as name, address, land parcel information, etc. For more information on GDPR and how it affects you, please see a detailed information note on the Department’s website at www.agriculture.gov.ie , under Forestry; Grants and Premium Schemes. Your personal information will only be shared as outlined in our GDPR information note.

The completed form can be returned to Forestry Division, Department of Agriculture, Food and the Marine, Johnstown Castle Estate, Wexford, Y35PN52.