



# Department of Agriculture, Food and the Marine

## APPLICATION FOR APPROVAL NEIGHBOURWOOD SCHEME 2014 - 2020

*For official use*

NeighbourWood	ST	FO number	
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### Notes

1. All applications forms must be completed and signed by the Applicant and a Registered Forester
2. Sections A, E and F should be completed for all applications
3. Section B should only be completed if new woodland creation (>0.10ha) is proposed
4. Section C should be completed if woodland enhancement is proposed
5. Section D should be completed if facilities are proposed

### SECTION A

#### APPLICANT AND SITE DETAILS

#### 1. Applicant Details

*Please complete in BLOCK CAPITALS*

1	Surname		2	First Name(s)	
3	Company/Organisation (if applicable)				
4	Address (postal)				
5	Name of landowner (if different from applicant)				
6	Date of Birth <i>required for verification</i>		7	Phone number	
8	PPS Number		9	E-mail Address	
10	Farm / Herd No.				
11	VAT No.				
12	C.R.O. No.				
13	Tax District				
14	Occupation	Farmer <input type="checkbox"/>	Non farmer <input type="checkbox"/>		
		Corporate Body <input type="checkbox"/>	Public Authority <input type="checkbox"/>		
15	Ownership of Land	Full Owner <input type="checkbox"/>	Joint Owner <input type="checkbox"/>	Lessee <input type="checkbox"/>	
16	Total Holding	Less than 3 hectares <input type="checkbox"/>	3 hectares or more <input type="checkbox"/>		

## 2. Site Location and Project Description

<b>1</b>	<b>County</b>			
<b>2</b>	<b>Townland(s)</b>			
<b>3</b>	<b>District Electoral Division</b>	<b>4</b>	<b>Folio No.</b>	
<b>5</b>	<b>Nearest Village</b>	<b>6</b>	<b>O.S. 6" Map No.</b>	
<b>6</b>	<b>Site Area</b>	<b>a.</b>	<b>NeighbourWood Establishment</b> <i>(new woodland creation)</i>	hectares
		<b>b.</b>	<b>NeighbourWood Enhancement</b> <i>(woodland improvement)</i>	hectares
		<b>TOTAL AREA (a + b)</b>		

## 3. Ownership and Use of Site

<b>1</b>	<b>Ownership</b>	<b>Are you the owner of the lands</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If 'No' please tick the appropriate boxes</i> <div style="display: flex; justify-content: space-around;"> <span>Part-owner <input type="checkbox"/></span> <span>Leased <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-around;"> <span>Joint Management Consent <input type="checkbox"/></span> <span>Partnership <input type="checkbox"/></span> </div> <p><i>If 'partnership', please specify with whom:</i>  *Written consent of owner to be provided</p>					
<b>2</b>	<b>Constraints of site</b> <i>(tick as appropriate)</i>	Turbary <input type="checkbox"/>	Right of Way <input type="checkbox"/>	Grazing <input type="checkbox"/>	None <input type="checkbox"/>		
<b>3</b>	<b>Present use</b>	Agriculture <input type="checkbox"/>	Non agriculture <input type="checkbox"/>				
<b>4</b>	<b>Land status</b>	Enclosed <input type="checkbox"/>	Unenclosed <input type="checkbox"/>				
<b>5</b>	<b>Access</b>	Do you have adequate access to manage the site? Yes <input type="checkbox"/> No <input type="checkbox"/> Permission to use <input type="checkbox"/>					

## SECTION B

### NEIGHBOURWOOD ESTABLISHMENT

*(NOTE: Only complete this Section if new woodland creation (>0.10ha) is proposed)*

### 1. Silviculture Considerations

		YES	NO	Report*
<b>1</b>	<b>Is the site suitable for 10% broadleaf afforestation?</b>			
<b>2</b>	<b>If the site is suitable for 10% broadleaf, does the proposed broadleaf plot meet the minimum width criteria?</b>			
<b>3</b>	<b>Will at least 10% of the conifer area be a species other than Sitka spruce/Lodgepole pine?</b>			
<b>4</b>	<b>Is the site prone to flooding?</b>			
<b>5</b>	<b>Is the site free of shell marl or highly calcareous soils?</b>			

\*Separate report enclosed

## 1. Environmental Considerations

		YES	NO	R*
<b>Does the proposed afforestation project involve an area of 50 hectares or more? If yes, the application must be accompanied by an Environmental Impact Statement</b>				
1.	Water Quality			
1.1	Is the area designated potentially acid sensitive by this Department? ( <i>see 9. below</i> )			
1.2	Is the area > 5ha and sensitive for fisheries?			
1.3	Is the area non-sensitive for fisheries and > 40ha?			
1.4	Is the area > 10ha and within a catchment area of a Local Authority designated water scheme?			
2.	Designated Habitats			
2.1	<b>Is the area within a NHA, pNHA, SAC, SPA or National Park? Specify Site Code(s).</b>			
2.2	If the area is within a NHA, is a completed Notifiable Action Form/Action Requiring Consent Form (consent from National Parks and Wildlife Service) included?			
2.3	If the area is within a Hen Harrier SPA, will operations occur between 1 <sup>st</sup> April and 15 <sup>th</sup> August inclusive?			
2.4	Is the area within a NPWS referral zone for NHA, pNHA, SAC or SPA?			
2.5	Is the area within 3km upstream of a NHA, pNHA, SAC, SPA or National Park? Specify code(s).			
2.6	Is the area within a Freshwater Pearl Mussel 6km zone? If YES, the Forestry and Fresh Water Pearl Mussel Requirements Forms A and B should be included with the application.			
2.7	Is the area within a Freshwater Pearl Mussel catchment?			
2.8	Does the area contain a current REPS plan habitat?			
3.	Archaeology			
3.1	<b>Does the area contain an archaeological site or feature with intensive public usage?</b>			
3.2	Does the area contain or adjoin a listed archaeological site or monument?			
4.	Landscape			
4.1	<b>Is the area within a prime scenic area in the County Development Plan?</b>			
4.2	Are there any other High Amenity Landscape considerations?			
5.	Size for Notification to Local Authority			
5.1	Is the area greater than 25ha?			
6.	Other Environmental Considerations			
6.1	Specify			
7.	Is this site prone to flooding			
8.	Is this site free of shell marl or highly calcareous soils?			

\*Separate report attached

9.	Calcium Carbonate CaCO <sub>3</sub> Test results for sites designated potentially acid sensitive ** ( <i>as per question 1.1 above</i> )	Required	Submitted	Result Pending
	<b>OS Map No.</b>	<b>Date</b>	<b>Result mg CaCO<sub>3</sub> per litre</b>	
February				
March				
April				
May				
<b>Drainage survey Results</b>		Required <input type="checkbox"/>	Submitted <input type="checkbox"/>	
<b>Soil Analysis</b>		Required <input type="checkbox"/>	Submitted <input type="checkbox"/>	
Did you notify the Forest Service District Inspector in advance of the exact location time and date of samples to be taken for CaCO <sub>3</sub> ?		Yes	No	

\*\* *Original documentation of test results should be attached displaying the exact location, time and date of samples taken.*

## 2. Operational Proposals and Estimated Costs

Site preparation <i>(including drainage)</i>	Operation <i>(tick appropriate boxes)</i>	Area <i>(hectare / metre)</i>	Estimated Cost*
	Woody weed removal	ha	€
	Ripping	ha	€
	Mounding	ha	€
	Mole drainage	ha	€
	Ploughing	ha	€
	None (pit planting)	ha	€
<b>Standard Stocking &amp; Spacing</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No please give details:	
	Cost of Plants		€
<b>Planting Method</b>	Angle Notch <input type="checkbox"/>	Pit <input type="checkbox"/>	
	Machine <input type="checkbox"/>	Slit <input type="checkbox"/>	
	Other Details:		
	Cost of planting		€
<b>Fertiliser</b>	Zero <input type="checkbox"/> 250 Kg grp <input type="checkbox"/>	ha	€
	350 Kg grp <input type="checkbox"/> Other (specify) <input type="checkbox"/>		
<b>Fencing</b>	Stock – IS436		m €
	Stock - Non IS		m €
	Deer – IS 436		m €
	Deer – Non IS		m €
<b>Upgrade existing fence(s)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		m €
	Yes <input type="checkbox"/> No <input type="checkbox"/>		m €
<b>Firebreaks/Reservoir</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		m €
	Yes <input type="checkbox"/> No <input type="checkbox"/>		m €
<b>Road access</b>	Provided <input type="checkbox"/> Required <input type="checkbox"/>		
	Provided <input type="checkbox"/> Required <input type="checkbox"/>		
<b>Vegetation Management</b> <i>(give details)</i>	Year 0	ha	€
	Year 1		
	Year 2		
	Year 3		
<b>Clearance of invasive species</b> <i>(rhododendron, laurel etc.)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		€
<b>Tree felling</b> <i>(re-spacing, removal of dangerous trees, etc)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		€
<b>Other Operations</b> <i>Please describe</i>			€
			€
			€
<b>TOTAL COST</b>			€
<b>Estimated Completion Date for all works</b>			

\*Enclose original quotations, where applicable, costs exclusive of VAT

## Plot Details

Plot no.	Claimed area (ha)	GPC	Land Use Type	Species	Species area (ha)	Mixture Type	Est. Yield Class	Excl. area (ha)	Excl. Type	Plant size (cm)	Stocking rate (ha)
<b>TOTAL</b>											

## 3. Site Details

<b>Soil Type</b>	Mineral <input type="checkbox"/> Peat <input type="checkbox"/> Other <input type="checkbox"/>
<b>Elevation (m)</b>	_____metres to_____metres
<b>Aspect</b>	N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/> Neutral <input type="checkbox"/>
<b>Exposure</b>	Exposed <input type="checkbox"/> Moderately Exposed <input type="checkbox"/> Not Exposed <input type="checkbox"/>
<b>Vegetation types</b>	Grass <input type="checkbox"/> Grass/Rush <input type="checkbox"/> Sedge rush <input type="checkbox"/> Bracken/Briar <input type="checkbox"/> Molinia/Calluna <input type="checkbox"/> Furze <input type="checkbox"/> Eriophorum/Heather <input type="checkbox"/> Scrub/Laurel/Rhodo <input type="checkbox"/>

**Is a Native Woodland Establishment application being considered as part of this NeighbourWood development?**

Yes   
No

## SECTION C

### NEIGHBOURWOOD ENHANCEMENT Proposed operations and estimated costs

<b>Site preparation</b>	<b>Operation</b>	<b>Yes / No</b>	<b>Area (hectare / metre)</b>	<b>Estimated Cost*</b>
	Ground preparation		ha	€
	Ground vegetation removal		ha	€
	Cleaning/Spraying		ha	€
	Clearance of invasive species such as laurel and rhododendron		ha	€
<b>Planting Stock</b>	<b>Species (Common name)</b>	<b>Plant size (cm)</b>	<b>Number of plants</b>	
				€
				€
				€
				€
<b>Fertiliser</b>	Zero <input type="checkbox"/> 250 Kg grp <input type="checkbox"/>		ha	€
	Other ( <i>specify</i> ) <input type="checkbox"/> 350 Kg grp <input type="checkbox"/>			
<b>Maintenance (including vegetation management) (give details)</b>				€
<b>Tree felling, where appropriate (e.g. dangerous, over-mature or diseased trees)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		ha	€
	<b>Felling Licence No.</b>			
<b>Planting (tick as appropriate)</b>	Understory planting <input type="checkbox"/> Coupe planting <input type="checkbox"/> Other <input type="checkbox"/>			€
<b>Fencing /Tree Protection (see afforestation scheme for rules on fencing)  If YES please tick</b>	Yes <input type="checkbox"/> If Yes, area to be fenced = _____ ha. No <input type="checkbox"/>			
	Stock – IS436		m	€
	Stock - Non IS		m	€
	Deer – IS 436		m	€
	Deer – Non IS		m	€
<b>Preparation of NeighbourWood Plan</b>				€
<b>Woodland edge management</b>				€
<b>Respacing</b>				€
<b>Other operations Please describe</b>				€
				€
				€
<b>TOTAL COST</b>				<b>€</b>
<b>Estimated Completion Date for all works</b>				

\*Enclose original quotations, where applicable, costs exclusive of VAT

<b>Is a Native Woodland Conservation application being considered as part of this NeighbourWood development?</b>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

## SECTION D

### NEIGHBOURWOOD FACILITIES

**Describe each item of expenditure and provide the estimated cost\***

Description of Item(s)	Upgrade <small>(tick as appropriate)</small>	New <small>(tick as appropriate)</small>	Estimated cost
			€
			€
			€
			€
<b>Estimated Completion Date for all works</b>			

*\*Enclose original quotations, where applicable, costs exclusive of VAT*

## SECTION E

### BUSINESS TYPE AND ECONOMIC ACTIVITY

#### 1. Type of business/enterprise\*

(To be completed by applicant)

SME Small/ Medium sized Enterprise (< 250 employees)	<input type="checkbox"/>
Large Company Provide documents as listed on attached Appendix	<input type="checkbox"/>

\*See Annex I of Commission Regulation (EC) No 800/2008 for definitions

#### 2. Incentive Effect (SME) declaration

The work described herein, would not have been undertaken if it wasn't for the financial support provided under State Aid rules. Without this Aid there would be no change to current activities.	<input type="checkbox"/>
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### 3. Economic Activity of Beneficiary

<b>1.0</b>	<b>AGRICULTURE</b>	
1.1	Growing of non-perennial crops	
1.2	Growing of perennial crops	
1.3	Plant propagation	
1.4	Animal production	
1.5	Mixed farming	
1.6	Support activities to agriculture and post-harvest crop activities	
1.7	Hunting, trapping and related service activities	
<b>2.0</b>	<b>FORESTRY</b>	
2.1	Silvicultural and other forestry activities	
2.2	Logging	
2.3	Gathering of wild growing non-wood products	
2.4	Support services to forestry	
<b>3.0</b>	<b>OTHER (please provide description)</b>	

<p><b>Have you made an application for funding to any other State or EU body in respect of this project?</b></p>	<p>Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]</p> <p><i>If 'YES', please give details</i></p>
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## SECTION F

### DECLARATION, CONSENT AND APPLICATION

#### 1. Declaration by Registered Forester

- I enclose a map of the proposed site with a label detailing the proposed species as specified in the Forestry Standards and procedures Manual and in the Scheme documents.
- I hereby request approval of this proposal.
- I declare that the proposal as detailed above meets the conditions of the Afforestation Scheme as defined in the Forestry Standards and Procedures Manual and in the Scheme document.
- I declare that I have complied with all necessary protocols, procedures, silvicultural and other standards, as outlined in the Forest Service publications and updates to the Registered Foresters.
- I declare that I am registered on the Departments Register of Foresters and entitled on the basis of my registration to submit this application.
- I accept that any false information provided may make this application/approval invalid in whole or part.
- I have assessed all plots following a field assessment.

<b>Name and Designation</b>			
Name of the Registered Forester/Company Address		Email	
		Mobile	
Agent No.	AGT		
Name (BLOCK CAPITALS)			
Signature			
Date of Field Assessment	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of Report	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## 2. Declaration by Applicant

1.	The details given on this form are correct to the best of my knowledge.		
2.	I/We are over 18 years of age.		
3.	I/We hereby apply for approval of this proposal. I understand that I must not undertake any forestry work, preliminary or otherwise, before I receive written approval from the Forest Service. Otherwise this will constitute an unapproved development and there will be no entitlement to aid.		
4.	I/We understand that an applicant cannot claim aid in respect of any area that is included in his/her claim under any other area-linked EU scheme in the same calendar year, except where the applicant has fulfilled national rules for these schemes.		
5.	I/We consent to the release of non-personal information supplied by me in respect of this application as required to comply with current environmental consultation procedures and Freedom of Information Acts.		
6.	I/We undertake to furnish relevant documentation in relation to ownership of the lands in question and I understand that this documentation may be required before any aid will be paid.		
7.	I/We are responsible for the successful establishment of this NeighbourWood and I acknowledge that the Department will not be held liable for any issues that may arise regardless of any Department inspection that this site may receive.		
8.	I/We 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, research, promotional material and the harvesting of timber.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	I/We agree to be contacted by the Department in respect of forestry educational, training and promotional events.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	I/We understand that in accordance with the <i>European Union Guidelines for State aid in the agriculture and forestry sector and in rural areas 2014 – 2020</i> , 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 scheme type and amount of aid granted to each beneficiary, the region at Nomenclature of Territorial Units for Statistics level II in which the beneficiary is located and the principal economic sector in which the beneficiary has its activities, at NACE group level (Statistical classification of economic activities in the European Community). This will only apply to beneficiaries where the cumulative aid amount granted at financial approval is greater than €60,000 for beneficiaries active in the primary agriculture production and €500,000 for others for the amount of aid granted at the time of financial approval discounted at the rate at the time. 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 also understand that all personal data will be processed in accordance with the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR).		
11.	I/We undertake to ensure that the amenity will be open to the general public throughout the year free-of-charge (apart from fees for car parking and other basic services), and that the amenity will be maintained and access (where privately owned) provided for a period of at least 6 years from receipt of the first grant instalment under the scheme, failing which, all monies paid under the scheme will be recovered by the Forest Service.		
12.	I/We undertake to retain all invoices and receipts for 6 years after payment of the 2 <sup>nd</sup> instalment grant, during which time the Department may seek to examine and verify.		
Beneficiary(’s) Signature (s)			Date
Position in Organisation			

*Where the application is made on behalf of more than one person, all parties must sign. Where the application is made on behalf of a Corporate Body or other legal entity, the form must be signed by an “authorised person” (e.g. Company Secretary, Chief Executive, etc.)*

The General Data Protection Regulation (GDPR) came into force across the European Union on 25<sup>th</sup> 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](http://www.agriculture.gov.ie), under Forestry; Grants and Premium Schemes.

## CHECKLIST

	Yes	No
Form signed and dated by applicant(s)		
Form signed and dated by Registered Forester		
<b>Supporting Documentation</b>		
NeighbourWood Plan		
Documentation demonstrating partnership between Local Authority and Community Group (if applicable)		
Species Map		
Proof of ownership of land		
Site Location Map		
Biodiversity Map		
Fencing Map		
Freshwater Pearl Mussel Site Assessment (if applicable)		
Calcium Carbonate CaCO <sub>3</sub> Test Results (if applicable)		
Drainage Survey Report (if applicable)		
Soil Analysis Report (if applicable)		
Environmental Impact Assessment (if applicable)		

## **Appendix**

### **Demonstration of the Incentive Effect and Proportionate Aid**

*Applicable to Large Companies only*

#### **Incentive Effect**

Support under this scheme is 100% exchequer funded and can only be regarded as compatible with the internal market, if it has an incentive effect. An incentive effect is present when the aid changes the behaviour of an undertaking in a way it engages in additional activity contributing to the development of the sector which it would not have engaged in without the aid or would only have engaged in such activity in a restricted or different manner. The aid must not subsidise the costs of an activity that an undertaking would have incurred in any event and must not compensate for the normal business risk of an economic activity.

Large Companies must provide documentary evidence of the incentive effect in order to be eligible for support under this scheme. The EU defines a large company as one with a headcount of more than 250 people; turnover greater than €50m; or a balance sheet greater than €43m. If a company is part of a group, the employee, turnover, annual balance sheet and ownership limits apply to the group. It is up to the applicant to properly declare themselves as a large company. The Definition of micro, small and medium-sized enterprises is recorded in Annex I of Agriculture Block Exemption Regulation (ABER). Failure to make an accurate declaration may result in the immediate cessation of aid along with the recovery of all aid which has been given along with interest at the appropriate rate.

Large companies must submit an internal company document (separate to the Form 1) showing that the company has analysed the viability of the project – with and without aid<sup>1</sup> – and showing the “incentive effect”. The document must clearly state what would have happened without the support available under this scheme. That means that the documentation (internal report) produced by the company must establish that the aid will cause at least one of the following:

- A material increase in the size of the project, or
- A material increase in the scope of the project, or
- A material increase in the total amount spent on the project,

The Forest Service requires that the company document shows a credible analysis and demonstration of the incentive effect. The document should contain an analysis which answers the following questions:

- Would the project proceed without State Aid assistance?
- Would the level of project expenditure be less without State Aid support? If so, indicate by how much?

This information should indicate changes in the project size, scope and total spend.

This incentive effect document should be submitted with the Form 1. The application will only be deemed to have been accepted as valid once the company has been advised by the Forest Service that the incentive document meets the requirements set out above and is fully compliant with the European Union Guidelines for state aid in the agriculture and forestry sector and in rural areas 2014 – 2020.

#### **Proportionate Aid**

Aid granted under this scheme must be proportionate. Support is considered proportional only if the same result could not be achieved with less aid, in other words if the amount of aid is limited to the minimum

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<sup>1</sup> Without aid is the known as the counterfactual

necessary. The aid amount should not exceed the minimum necessary to render the project sufficiently profitable, for example should not lead to increase its IRR beyond the normal rates of return applied by the undertaking concerned in other investment projects of a similar kind or, when available, to increase its IRR beyond the cost of capital of the undertaking as a whole or beyond the rates of return commonly observed in the sector concerned. For example the IRR should be comparable with returns experienced by entities which are not large companies. Where the IRR exceeds this reference figure then the application may be refused.

Large Companies must provide documentary evidence that the aid is proportionate. This can be achieved by submitting an IRR and NPV analysis of the investment with aid and without aid with the Form 1. Only applications which are deemed proportionate will be grant aided by the Forest Service.