

Landowner Tree Planting Grant

Broadland District Council

Application form

Eligibility criteria:

- ☐ Planting takes place in Broadland district
- ☐ Planting is for young trees (whips)

Checklist

- ☐ Completed, signed application (electronic signatures are acceptable)
- ☐ Agreement to the conditions set out below in the guidance document and Memorandum Of Understanding.
- ☐ Quotes for proposed tree planting; including tree purchasing, planting and aftercare
- ☐ A tree planting plan including a map demonstrating where the trees will be planted

***Please do not submit this form until you are able to tick all of the boxes below. You will not be considered for a grant until you have returned all of the necessary information.**

Submitting your application

Send the completed application form and supporting documentation to the address below. Please keep a copy of the application for yourself.

Email address:	environmentalstrategy@southnorfolkandbroadland.gov.uk
Postal address:	FAO Kirsty Burns, Broadland District Council, Horizon Business Centre, Peachmen Way, Norwich, NR7 0WF
Enquiries:	01603 430105

1) Applicant details

Name of Applicant	
Mailing Address	
Postcode	
Email	
Telephone	

Contact details, if different from above

Name	
Role	
Email	
Telephone	

2) About you

Which of the following best describes your status? (Please ✓ all applicable)	
Farmer	
Small/Medium Business (please specify type of business)	
Private landowner	

3) About your project

If you require assistance completing this form please contact the Environmental Coordinator- Kirsty Burns **01603 430105**

environmentalstrategy@southnorfolkandbroadland.gov.uk

A. Describe the project you are asking us to fund There are a number of measures that are eligible for a grant: ☐ Planting whips (saplings) ☐ Planting hedgerows ☐ Planting hedgerows with trees. (Intervals are not prescribed but aim for a minimum of 5 per 100 metres of hedgerow). ☐ Tree guards and fencing* Please provide more detail about your project (please see guidance document): We recommend that you plant a good mix of native species. The Woodland Trust provide some good guidance on how to select species Tree Planting Advice - Plant Trees - Woodland Trust
Total number of trees (outside of hedgerows) to be planted:
Total length of hedgerow to be planted:
*Tree guards: We request that either: • biodegradable tree guards are used, or • a commitment for collecting and reusing or recycling plastic guards ☐ Biodegradable guards ☐ Plastic: collect, reuse or recycle

B. Planting

Please provide details of how you plan to manage the planting for this project:

Please indicate if you would like support from BDC to arrange community/volunteer planting:

C. Aftercare

Please tell us about aftercare plans to ensure that a higher proportion of the trees survive.

D. Which strategic objective does your project meet? (please tick all which apply)

☐ Trees for Biodiversity and habitat creation?

☐ Trees for communities/public benefits?

☐ Trees for carbon capture/sequestration?

For biodiversity and community benefit, how does your project meet this/these objectives? (Please see guidance notes for details)

Biodiversity and habitat creation:

Public benefit/community outcomes plans:

Community Involvement

(Involvement of any of the above will help to fast track your application.)

Is your local Parish/Town Council aware of your project? ☐ Yes ☐ No

Name/Contact details:

Is your local Tree Warden aware of your project? ☐ Yes ☐ No

Name/Contact details:

Is your local District Councillor aware of your project? ☐ Yes ☐ No

Name/Contact details:

When will this project take place?

This funding cannot be used for projects that have already started.

This fund is for projects that take place in the coming Tree planting season (Nov 2023 – March 2024).

4) The costs of your project

Payment will be made retrospectively to the applicant by BDC. A quotation is required with the application form

Please provide a breakdown of the total cost of this project including VAT if applicable. Please also provide a quotation from the supplier(s) for the trees and tree guards with this application.

The maximum grant that we can offer is £1000.

How much money are you asking us for?	£
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Will the grant cover the total cost of the project? ☐ Yes ☐ No
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If no, what is the total cost of the project?	£
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Breakdown of costs including where the Landowner tree planting Grant will be spent: Please note that grant funding should not be used for labour costs associated with planting.

A quotation for trees and guards should be submitted with this application.

ITEM	£ Costs
Total cost of the items listed above	£

Have you applied for additional funding from elsewhere for this project, or do you intend to apply for any? Please give details below:

Funder	£ Amount

Does this funding cover the total project cost? ☐ Yes ☐ No
If no, how do you intend to meet this shortfall?

If you are able to claim back VAT then the grant will exclude VAT, if you cannot then the grant given will include VAT.

5) Monitoring

Where did you hear about the Council's Landowner tree planting grant?

Declaration

1. I am authorised to make the application.
2. I certify that the information in this application is correct.
3. If the information in the application changes in any way I will inform Broadland District Council immediately.
4. I give permission for Broadland District Council to record the information in this form electronically and to contact me by phone, mail or email with information about this grant scheme.
5. I understand that details related to this project will be made available upon request to members of the public and/or organisations.
6. I agree to abide by the terms and conditions of the grant awarded as set out in the accompanying guidance and to the conditions outlined in a Memorandum of Understanding.
7. I agree to participate in monitoring, auditing and evaluation related to these funds.
8. I agree to the trees planted in this project being counted towards Broadland District Council's tree planting targets and records.

PRIVACY INFORMATION

Broadland District Council takes your privacy very seriously and provides the following information in compliance with data protection legislation.

Purpose for data processing

Under data protection legislation we lawfully process your personal information as part of the performance of our task as a public authority. We use your personal data for the purpose of determining your application and to contact you about your application.

We may also contact you about possible promotion of the scheme if you are successful. If you consent to this, we may share your details in relation to the project via the council's website, social media accounts and Broadland News.

In terms of retention, if your application is successful we will store your data until March 2027, at which point it will be destroyed. If your application is unsuccessful, we will retain your data until March 2026, at which point it will be destroyed.

Your rights

Under data protection legislation you have the right to request: access to, rectification, erasure, restriction, objection or portability of your personal data. You can find out more about these rights on our Data Protection Policy. These rights are not absolute and we will tell you if there is an applicable exception. If you have any concerns or questions about data protection contact the Data Protection Officer at dataprotection@southnorfolkandbroadland.gov.uk You also have the right to lodge a complaint with the regulator, The Information Commissioner's Office

My signature confirm acceptance of these conditions.

Signature (Please sign)		
Name (Please print)		Date