**Application Form**

Please complete all parts of the application form:

Steps 1 and 2 are a general description of how you meet the plant health management standard requirements.

Steps 3 and 4 are specific to the consignment of plants being supplied.

* Step 1 - Information about the business
* Step 2 - Biosecurity Checkpoints assessment
* Step 3 - Table 1 - consignment specific details – based on Delivery Note and Suppliers Document for plants or parts of plants for multifunctional forestry (Forest reproductive material (Great Britain) regulation)
* Step 4 - Table 2 - specific details of significant pest related to pest risk management plan

Please refer to the Ready to plant assessment and guidance notes to help complete this application

Once you have completed the application form, please complete the following:

I declare that the following information has been provided in good faith and is an accurate account of procedures across the business and specific to the consignment

Name:

Position in the company: Date:

**Step 1 Information about the business**

**Grant or Contract Reference Number:**

|  |  |
| --- | --- |
|  | **Information** |
| Business |
| Name |  |
| Address |  |
| Named contact |  |
| Position in company |  |
| Phone contact |  |
| Email contact |  |
| Authorised to issues PP\* (Y/N) |  |
| Person Responsible for PP |  |
| No. of full-time employees (FTE) |  |
| No. of seasonal workers as FTE |  |
| Premise & Production |
| General description of premise |  |
| Overall Area (ha) |  |
| Field grown (Y/N) and area (ha) |  |
| Containerised/cell grown (Y/N) and area (ha) |  |
| Under protection (Y/N) and area (ha) |  |
| Range of major genera produced |  |
| Annual production volume |  |
| % own grown |  |
| % traded/bought in |  |
| Buy in non-UK material (Y/N) |  |

PP\* Plant Passports

**Step 2 Biosecurity Checkpoints assessment**

For each biosecurity checkpoint, please provide a description of the procedures in about 50 to 150 words (to a maximum of 200 words) for each checkpoint. Appendix 1 in the Application Guidance provides more information on the evidence we are looking for.

|  |  |  |  |
| --- | --- | --- | --- |
| **Biosecurity Cluster** | **Biosecurity Checkpoints** | **Assessment criteria****Applicant to enter data in each box** | **Met****Fera use** |
| 1. Traceability
 | 1. Type (genus/species) & traceability
 | Describe procedures and documents used to ensure traceabilityComplete Table 1You will also be asked to provide a copy of these documents for each consignment e.g. Delivery note and Suppliers Document for plants or parts of plants for multifunctional forestry (Forest Reproductive Material (Great Britain) regulation) |  |
| 1. Plants-in checks
 | Describe procedures on how plants brought on to the premises are inspected, and accompanying labels checked to ensure they meet Plant passporting requirements |  |
| 1. Goods-in checks
 | Describe procedures on how goods (but not plants) coming onto the premise that could harbour pests are checked and managed  |  |
| 1. Production
 | 1. Soil health issues
 | Describe procedures that ensures any growing media or soil have been assessed for the potential to harbour and transmit plant pests |  |
| 1. Weed management
 | Describe procedures that ensures weeds that could impact on plant health have been controlled  |  |
| 1. Vehicles, Machinery, Equipment (VME)
 | Describe procedures for cleaning and sterilisation of Vehicles Machinery and Equipment (VME) (such as vehicles e.g. agricultural and transport, machinery e.g. harvesting and grading, and equipment e.g. PPE such as footwear, tools, pots, storage areas and bins |  |
| 1. Integrated pest management (IPM)
 | Describe procedures with respect to application of plant protection treatments, whether routine or following an interception or outbreak |  |
| 1. Plant Health Monitoring
 | Describe procedures for monitoring for plant pests |  |
| 1. Dispatch and Returns
 | 1. Pre-dispatch plant health checks
 | Describe procedures for checking plant health before despatch |  |
| 1. Returns policy
 | Describe procedures of how customer complaints are managed with respect to plant health |  |
| 1. Biosecurity management
 | 1. Plant health and Biosecurity policy and responsibilities in the business
 | Describe responsibilities for Plant Health and Biosecurity in the businessProvide a separate copy of the Plant Health Biosecurity Policy |  |
| 1. Pest risk management
 | Describe how the business identifies significant pests and manages their risk(You also must also complete Table 2 for each consignment providing specific details about the significant pests) |  |
| 1. Plant health training and staff competency and awareness
 | Describe how the business trains and maintains competency in plant health |  |
| 1. Wider environmental plant health management and record keeping
 | Describe procedures for monitoring and recording plant health issues in the vicinity around the nursery |  |
| 1. Waste management
 | Describe procedures for how plant residues and waste materials are managed |  |
| 1. Water management
 | Describe procedures for monitoring water quality with respect to plant pests |  |
| 1. Visitor management
 | Describe procedures on how good biosecurity procedures are communicated and enforced for visitors |  |

**Step 3 Consignment specific information**

Please supply copies of:

* Delivery Note
* Suppliers Document for plants or parts of plants for multifunctional forestry (Forest reproductive material (Great Britain) regulation)

**Complete Table 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stock details | Stock 1 | Stock 2 | Stock 3 | Stock 4 | Stock 5 |
| Genus |  |  |  |  |  |
| Species |  |  |  |  |  |
| Stock reference |  |  |  |  |  |
| Number of plants supplied |  |  |  |  |  |
| Country of origin |  |  |  |  |  |

**Step 4 Consignment specific information**

**Table 2 Pest risk management plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pest details | **Pest 1** | **Pest 2** | **Pest 3** | **Pest 4** | **Pest 5** |
| Pest scientific name\* |  |  |  |  |  |
| Distribution |
| Present in UK (Y/N)\* |  |  |  |  |  |
| Present in place of production (Y/N) |  |  |  |  |  |
| If no, explain why you believe it to be absent |  |  |  |  |  |
| Additional Control Measures specific to these pests in addition to generic control measures |
| Nursery control measures to 1. reduce risk of entry
2. manage pathways for movement (e.g. soil, weeds, VME etc)
3. look for it during growing
4. check for it prior to despatch
5. what you do if you find it
 |  |
| Describe why these control measures provide an appropriate level of protection (ALOP) for these specific pests |  |
| Plant Health Actions |
| Are you legally required to report a nursery finding of this pest to PHSI (Y/N) |  |  |  |  |  |

Completed by ………………………………………….. Date………………………………………………….