

# GUIDANCE NOTE: FORM 1B

## Woodlands and You: undertaking Conservation, Heritage & Archaeological Surveys on the Welsh Government Woodland Estate



You can get this publication in large print and other forms (e.g. Braille, audio tape) or arrange for a member of FCW staff to contact you:

Tel: 0300 068 0300

Fax: 0300 068 0301

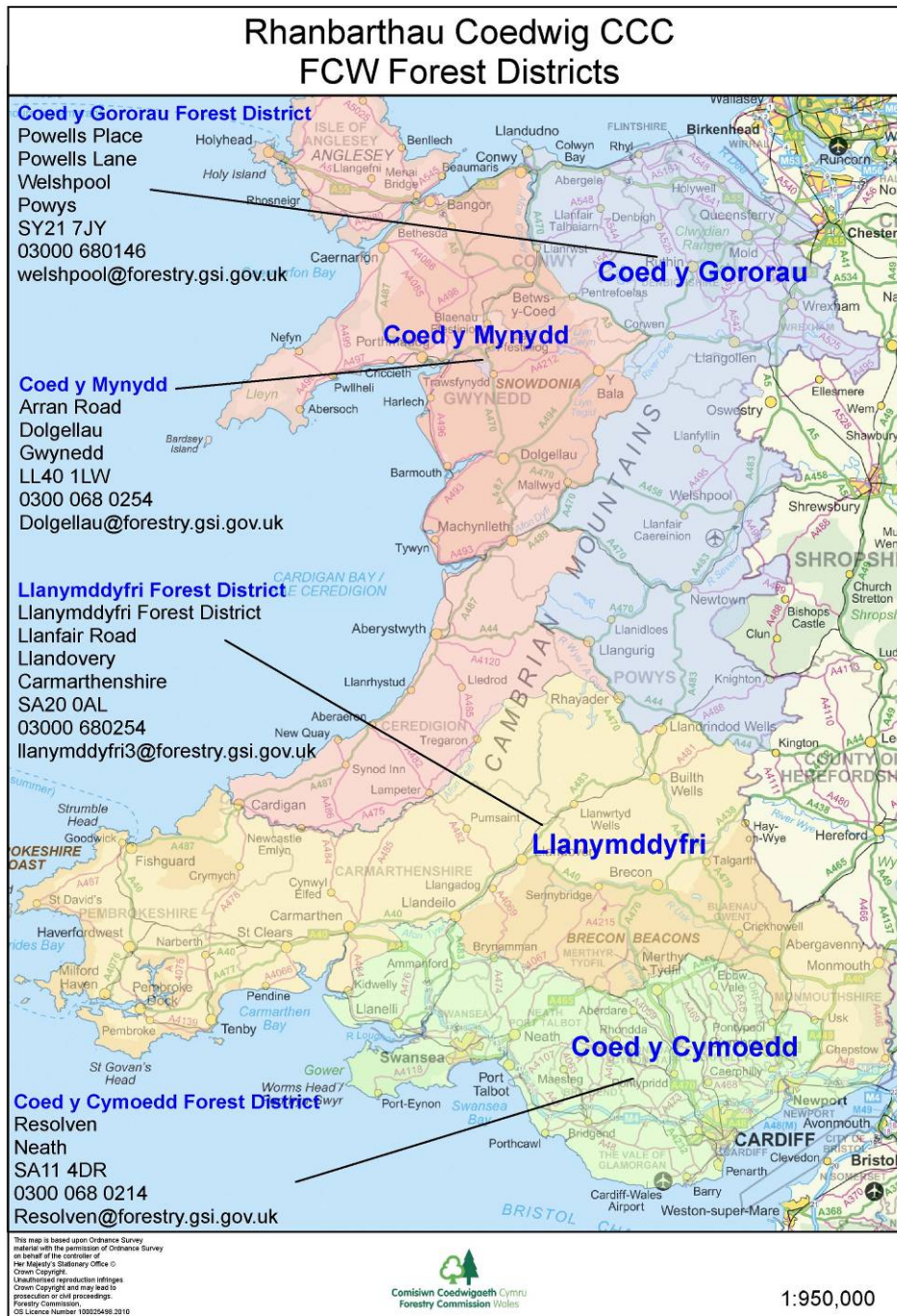
Email: [fcwenquiries@forestry.gsi.gov.uk](mailto:fcwenquiries@forestry.gsi.gov.uk)





Please talk to your Local Forest District before filling in Proposal Form 1B – contact details below.

This Guidance Note will help you complete Proposal Form 1B- for **conservation, heritage and archaeological surveys** on the Welsh Government Woodland Estate. You need to submit your proposal at least 12 weeks before your planned start date.





## Question

1

Tell us who you are - a business, community group, a club or an individual? This information helps us understand who best within Forestry Commission Wales can help you through your application. Ticking the relevant box also tells you which questions you need to answer on the form.

## Question 2

Please give us as much information as possible and check that your contact details are accurate – we may need to clarify something with you. The named individual will be the person on any legal agreement between you, your organisation, and Forestry Commission Wales, in any agreement on your activity or event.

## Question 3

**3a:** Tell us where you want to carry out your surveys – include the name of the woodland if you know it, a grid reference would help even more. If you are not sure, describe the location, giving the nearest town or village and as much specific information about the woodland as you can.

**3b:** Tell us exactly what type of surveys you will be carrying out. Some surveys/work will require certificates from regulatory bodies, these must be supplied to enable us to grant permission.

**3c:** If you'll be using volunteers to help carry out your surveys, please tell us how many volunteers will be taking part.

**3d:** Please let us know the dates during which your surveys will run.

**3e:** What is the proposed duration of each visit?

**3f:** Let us know how many days a month you intend to survey.

## Question 4

If you want to take a vehicle into the woodland - other than in public car parks or on public roads - you need to tell us. We need to know the registration numbers, makes and models as these will be included in your agreement with us. Only vehicles named on this form will be allowed into the forest. We do not normally allow ATVs or quads into the woodland – if this is absolutely crucial to your activity you will need to discuss this further with your local District Office.



### Question 5

Tell us if you have carried surveys before. Please provide a contact name and address, we may want to contact this person for a reference.

### Question 6

Have you worked with Forestry Commission Wales before, or on FCW managed woodland? Please provide a contact name and address, we may contact them for a reference.

### Question 7

This is a checklist of supporting documents **you must** provide with your application if applicable. Please tick each relevant box and include all documents when you submit your application.

- A location map (either 1:25000 or 1:50000 scale). Please circle the woodlands you wish to survey.
- A copy of your current Public Liability Insurance Certificate. We will need a minimum of £5 million cover.
- A risk assessment – we can provide a blank template, but please use your own if you already have one. Our templates are available from your local FCW District Office and on the Woodlands and You webpage.
- Licences & Certificates – if these are required for your surveying, please provide up to date copies. If you are unsure if they are required, please contact us.
- In some instances we will require a barrier key deposit cheque of £50 if you require access to the woodland through a barrier gate. This will be refunded on return of the barrier key at the end of your event or activity. If our barrier key is not returned you will be invoiced for £200 to cover the cost of renewal of lock and key.

CHECK WITH YOUR LOCAL DISTRICT AS TO WHETHER YOU WILL NEED A KEY AND WHETHER THE DEPOSIT CHARGE IS APPLICABLE.

**If your survey work does not include erecting items, climbing, digging etc. you do not need to provide a current Public Liability Insurance Certificate and / or a Risk Assessment. If you are unsure, please contact us.**



Questions 8 – 10 - FOR BUSINESSES, CLUBS OR OTHER ORGANISATIONS

**Question 8**

Please tick the relevant box and give us the Registered Charity or Company numbers.  
If you are unsure, check the Governing Document of your organisation or talk to your local County Voluntary Council (see the Supporting Organisations document on the Woodlands and You webpage for details).

Definitions:

Sole Trader	Owned and controlled by one person who is responsible for all actions and who receives all income from the business they run. Most sole traders state that they are "trading as.....". <b>Governing Document</b> – None
Private Company Limited by Shares	An incorporated company registered with Companies House whose shareholders have 'limited liability'. That means that the liability of the shareholders to creditors of the company is limited to the capital originally invested, i.e. the nominal value of the shares. Shares may not be offered to the general public, unlike those of a public limited company. <b>Governing Document</b> – <i>Memorandum and Articles of Association</i>
Public Limited Company	An incorporated, limited liability company which has offered shares to the general public. A Public Limited Company's stock can be acquired by anyone and holders are only limited to potentially lose the amount paid for the shares. <b>Governing Document</b> – <i>Memorandum and Articles of Association</i> .
Registered Charity	Most charities with an annual income over £5,000 have to register with the Charity Commission. Although charities with an income of £5,000 or less (and some others) don't have to register, they have to abide by charity law. Almost all are regulated by the Commission. <b>Governing Document</b> – <i>Constitution, Trust Deed, Articles of Association (if also a Company)</i> .
Company limited by Guarantee	An incorporated company without share capital – its members are normally only liable to the extent which they have undertaken to 'guarantee' them -



	usually a nominal amount, e.g. £5. <b>Governing Document</b> – <i>Memorandum and Articles of Association</i>
Industrial and Provident Society	Limited liability companies set up for community benefit registered (since 1.12.01) by the Mutual Societies Registration section of the Financial Services Authority in England, Wales and Scotland. <b>Governing Document</b> – <i>Rules</i>
Community Interest Company (CIC)	CICs are a type of limited company operating for the benefit of the community rather than the benefit of the company owners. A CIC cannot run for the personal gain of a one person, or group of people. CICs can be limited by shares, or by guarantee, and have a statutory “Asset Lock” to prevent the assets and profits being distributed, except as permitted by legislation. <b>Governing Document</b> – <i>Memorandum and Articles of Association</i>
Public Body	Local Authority, School, Community or Town Council
Club, Institute or Association	Guides, Scouts, W.I, football clubs... These may be a Registered Charities or Companies Limited by Guarantee, or have a ‘Constitution’ or ‘Rules’ that set out aims, structure and management.

### Question 9

If your organisation is part of a larger one please tell us the name of the parent organisation.

### Question 10

Describe the main activities and purpose of your organisation so that we can better understand the context of your proposal. Background information will help us assess your request.

### Finally...

Make sure you print your name, date and sign the application form in the boxes provided, making sure that all the information you have provided is correct and up to date.



## Data Protection

We will use the information you give us on the project proposal form and supporting documents during assessment and for the life of any project developed for evaluation purposes, for our own research and in the compilation of case studies. We may give copies of this information to individuals and organisations we consult when evaluating our Corporate Programmes and the Wales Woodland Strategy. These organisations may include external evaluators, Welsh Government staff, FCW colleagues throughout the UK and other interested individuals and organisations. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

## Freedom of Information

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, project managers, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release, you should let us know when you apply.

## Equality and Diversity

We are committed to promoting equality and diversity of opportunity to everyone and would ask you consider completing this questionnaire to help us achieve our aim. This information is collected for monitoring purposes only and will have no bearing on how your application is dealt with. Completing the questions is entirely voluntary. The information will be separated from your proposal form as soon as we receive it and stored in such a way that no individual will be identifiable. Collecting this information is part of our statutory duty under the Equality Act 2010.