

Confirmation of Agent Services Received

1 Purpose

Agents approved to help with the work required by a Statutory Plant Health Notice (SPHN) for *Phytophthora* can use this form to obtain confirmation from the responsible land manager (land owner, tenant, lessee or authorised land agent) of receipt of the agreed level of service. The Forestry Commission **will not** make payments to agents for services without signed confirmation from the land manager.

2 Site and agent details

Site Name:

Statutory Plant Health Notice Ref.:

Agent Name:

Agent Organisation:

3 Confirmation of services provided

Please tick the appropriate level of service received:

Level 1: Advisory Services

Delivery of this service must have been **provided before the Compliance Date shown on the SPHN** and included advice on the following:

- The substance of the contract between the Agent and the Forestry Commission, a full description of the three levels of service available and the fees payable to the Agent for each level of service.
- The full requirements of the SPHN, particularly the need to meet the compliance date for clearance and the legal consequences of failing to comply with the SPHN.
- The funding support currently available and whether they would be applicable to the SPHN area, including the current grant rates available for restocking sites affected by *Phytophthora*.
- The realistic options for delivering the requirements of the SPHN and the likely costs to you.
- The requirement for a licence to move affected timber products from the site to a processing facility and bio-security measures required.
- Compliance with other legislation that may apply to the site.

Level 2: Compliance Services

Delivery of this service must have been completed **by the Compliance Date shown on the SPHN** and, in addition to services described under Level 1, the Agent must have:

- Agreed with you in writing, before work commenced, the costs of work required in the SPHN.
- Sourced and established contracts with competent and trained personnel to undertake the work as defined in the SPHN.
- Supervised the contract(s) for work, ensuring compliance with relevant Health and Safety and environmental legislation and bio-security measures.
- Assisted you to claim any appropriate support payment(s).

Level 3: Harvesting and Marketing

Claims for this service can be made after successful compliance with the **SPHN**. However, in addition to providing the services described under Levels 1 and 2, the Agent must have already completed and/or committed to do the following:

- Agreed with you in writing, before work commenced, a specification and costs for this additional work.
- Discussed with you the options for marketing timber products recovered from the SPHN area, the likely income for those products and sought to maximise the income returned to you.
- Sourced and established contracts with competent and trained personnel to undertake the work agreed with you.
- Supervise the contract(s) for work including ensuring compliance with relevant Health and Safety and environmental legislation and bio-security measures.
- Obtain all appropriate Movement Licences before moving timber products from the SPHN area.
- Chase timely payments for timber products on your behalf.
- Ensure you have received all monies due from the sale of timber products from the SPHN area.

4 Land Manager's declaration

I confirm that, having been issued with the above SPHN, I have received the services described above (please tick appropriate level). These services were delivered by the agent named above by the deadline appropriate to the level of service:

Signature:

Printed name: **Date:**