

P. Ramorum - Information for Qualified Agents

Payments for agent services

Subject to funding, Forestry Commission will pay qualified agents with a current contract with us for providing services to help land owners the requirements of Statutory Plant Health Notices issued due to *Phytophthora* infection.

The amount we pay depends on the level of service provided and is set-out in a contract between agents and Forestry Commission (click [here](#) for more information).

How to claim for agent services

To claim payment for providing these services you should send us an invoice with the payment information. We also require confirmation from the land owner that they have received the services you are claiming. To help this process they can complete the [pro-forma](#) below and you can send it to us with your invoice.

There is no need to use this [pro-forma](#) but we will not make payments unless the land owner confirms receipt of the services you are claiming for.

Please note:

- Before making claims, qualified agents should notify the [Phytophthora Administration Team](#) (0117 372 1070 or plant_health_england@forestry.gsi.gov.uk) that they are delivering services to a land owner and the level of service they expect to deliver.
- We will not make part payments: all the work required by the Notice must be completed before an invoice is sent to us.
- Payments will only be made if the measures required by the Statutory Plant Health Notices have been completed before the compliance date in the Notice.

Becoming a qualified agent

A list of qualified agents with contracts with us for 2011 can be found [here](#). If you an agent who wishes to be added to this list please complete the [Pre-Qualification Questionnaire](#) and send it to the *Phytophthora* Administration Team. The contact details are on the questionnaire.