



Application for Nature Recovery Projects

This form is not intended for online use, please only use this if you wish to print a copy and return via post.

Please return this application form to **Freepost SOUTH AND VALE CONSULTATIONS** (no other address information or stamp is needed).

This application form is intended for use by organisations and community groups wishing to undertake nature recovery projects, which may include trees, meadows and wildlife friendly planting on land owned by either South Oxfordshire District Council or Vale of White Horse District Council.

Before completing this application, please contact us to check that the land you have identified for your project is owned by the district councils and appropriate for what you are proposing. Please email your enquiry to climateaction@southandvale.gov.uk including a map clearly identifying the land concerned and summary of your proposed project activities.

Should you receive a positive response to this email, we will invite you to complete the application form below. We will approve or reject your application based on availability and the suitability of the land.

We have a variety of online resources and funding advice on the councils' websites to help you develop nature recovery initiatives in your community. If you are considering tree planting as part of your project, we strongly recommend that you look at the councils' Tree Planting Guide before submitting.

Where tree planting forms part of your project, you will be required to take full responsibility for the newly planted trees for at least three years following planting to ensure that the planting becomes successfully established. This will include, but not be limited to, watering of newly planted trees (where necessary) weeding, replacement of failures and maintenance of guards and stakes.

For all other projects, including meadow creation, you will need to provide a maintenance plan to demonstrate how you will maintain the site to a good standard, and which ensures it continues to be safe and accessible to the public. You should also show how the proposed planting and management will encourage wildlife and add to the biodiversity of the area.

Please be aware that the application process may take a minimum of 3 months to complete so please consider how this might impact your project plan and timescales, including stock ordering and planting, before submitting your application.

What happens next?

We will assess your proposals against our corporate property register and with internal specialist teams who are responsible for managing land. We may contact you to find out more about your proposals and arrange a site visit.

We will confirm if your project is suitable for approval and the next steps. Your organisation will then be required to enter into an agreement with the relevant council which may have conditions attached. The agreement will need to be in place before any planting or publicity takes place.

Personal Data

Any information you provide will only be used for the purpose of this application. For more information about data protection, please read our privacy policy available on our websites: southoxon.gov.uk/consultations/ or whitehorsedc.gov.uk/consultations/

Application Approval

Q1. Do you have approval to complete and submit this form from the Climate and Biodiversity Team?

- Yes
- No (Before completing this application form, please email climateaction@southandvale.gov.uk to gain approval to proceed).

Your Organisation

Q2. What is the name of your organisation?

Q3. What is your contact name and position in the organisation?

Q4. Please provide the following details:

Telephone Number
(Landline):

Mobile Number:

E-mail:

Website URL:

Social Media:

Q5. Please provide details about the status of your organisation.

- A registered charity
- Parish Council
- Community group
- Other (please specify):

Q6. If your organisation is a charity, please provide the charity number.

Q7. Does your organisation have a formal constitution?

- Yes
- No

Q8. Do you have a set of rules governing your organisation?

- Yes
- No

If you answered yes, please attach a copy to this form.

Q9. Please provide some background information about your organisation, its aims, when was it established and how your proposals help tackle the climate and ecological emergencies.

Q10. We require organisations to have a minimum of £5m public liability and £5m employers' liability insurance. Please provide full details of all insurance cover your organisation has.

Note: The insurance cover must be maintained for the duration of the full term of the licence. Copies of insurance certificates are to be provided to the council on an annual basis.

Q11. Community groups undertaking planting projects on council owned land will be required to be appropriately insured and have policies or procedures in place for the duration of the project to ensure the safety of their volunteers and all users of the site. Does your organisation have policies/procedures in place for the following:

	Yes	No
Safety of children and vulnerable adults	<input type="checkbox"/>	<input type="checkbox"/>
Working with volunteers	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety	<input type="checkbox"/>	<input type="checkbox"/>

Your Proposed Planting Site and how you will maintain it

Q12. What is the location of the site?

Please supply address and either a postcode, grid reference or what3words reference.

Q13. Please provide a Location Plan and some digital photographs of the proposed planting site.

Google Maps (www.google.co.uk/maps/about/mymaps/) or Land App (<https://thelandapp.com/>) are two free-to-use mapping tools.

Please enclose supporting documents.

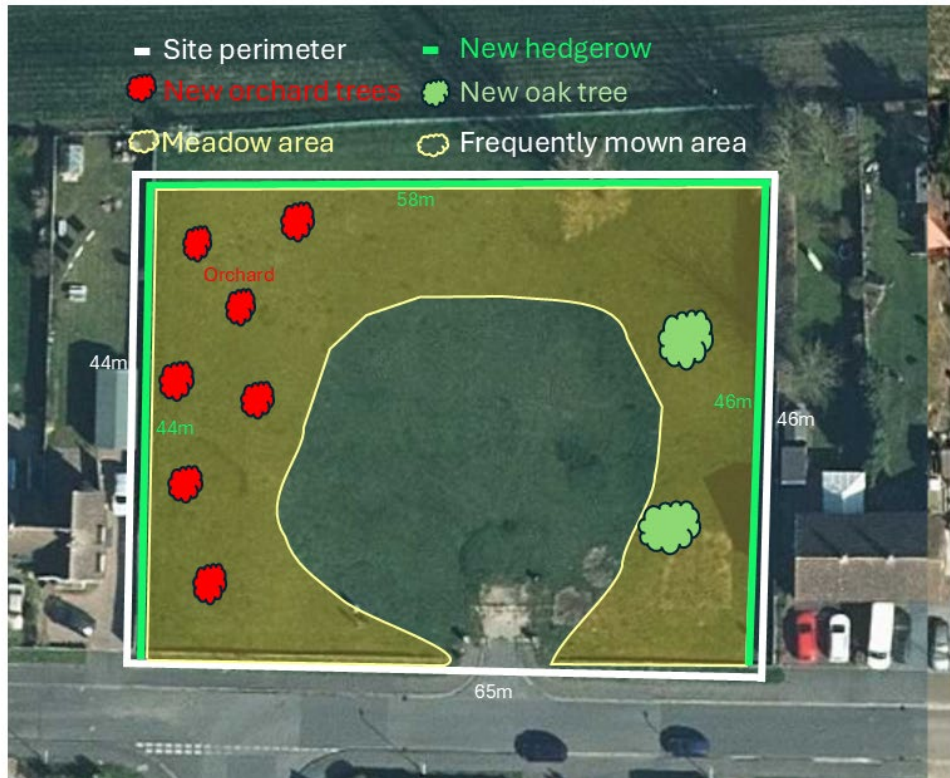
Q14. What is the current use of the land?

Please consider if your plans are likely to conflict with other user's needs i.e. is it an area used for informal sport or recreation?

Q15. Please provide a detailed scaled plan of the proposal including dimensions.

Please provide a detailed scaled plan of your proposals, including dimensions. Please include the location of areas if creating meadows or leaving long grass and individual trees to be planted and the spacings if woodland planting. Please also show the proposed position of any bird, bat and/or bee boxes. (Refer to Figure 1.)

Figure 1: Example Planting Plan



Please enclose supporting documents.

Q16. Please provide details of the action proposed.

This may include species choice, seed mix, numbers of plants, size of planting stock and type of tree stakes and guards.

Please enclose supporting documents.

Q17. Please provide a maintenance plan giving details of how you intend to maintain the site, following establishment and in the subsequent years. Typically licenses are granted for 3-5 years.

The councils are keen to encourage ongoing relationships with community groups who wish to look after these green spaces, so please provide a plan to reflect this. We would like you to include specific plans around how you will look after the site in extreme weather, including enhanced watering, and how you will manage any green waste. Please enclose supporting documents.

Q18. How many volunteers are required for your project, and what skills are needed to ensure work is properly managed and maintained?

Q19. Please provide details of any other features the project is proposed to include such as interpretation boards, wildlife enhancements etc.

The applicant will be responsible for obtaining planning permission if it is required and any associated costs.

Q20. Please provide details of how your planting project is being funded and any conditions attached to that funding. How will you fund ongoing maintenance?

Q21. Where possible, please provide details of the source of the stock to be planted/sown and materials used for the project?

We expect all materials and plants to be sustainably sourced.

Other Details

Q22. Please outline if / how you consulted the wider local community about this proposal and if there were any conflicts, how these were addressed?

Let us know if you have spoken with the relevant parish or town council, your ward member and /or local residents.

Q23. How will the local community benefit from and engage with the project?

Q24. Who is involved with the project?

Please provide:

- What experience, skills and resources does your group offer?
- Are you working with other community partners, including local environmental groups/organisations and have you taken any advice prior to this application?

Q25. Please outline the proposed timetable of work for this year and future years.

Please enclose supporting documents.

Q26. The weather or other factors could affect your timetable (i.e., availability of funding, flooding, drought, availability of volunteers etc), how do you intend to overcome these factors?

Other Details

Q27. The council's communication team would like to contact successful applicants to promote the nature recovery project on our website and social media.

Please indicate by ticking the box below if you would be happy to be considered and to see if we can help with promotion around your action for nature recovery e.g. recruit volunteers. By ticking yes, you are not under any obligation and can change your mind later.

Yes

How to send this form back to us

Please return this application form to **Freepost SOUTH AND VALE CONSULTATIONS** (no other address information or stamp is needed).